

Enfield Village School

Handbook

2022 - 2023



Mascoma Inspires!
Build the path you want to take

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VISION, MISSION, & GOALS

Mascoma Valley Regional School District Vision

Mascoma Inspires! Build the path you want to take

Mascoma Valley Regional School District Mission Statement

We are a community that values creativity, curiosity and the pursuit of excellence, cultivating our strengths and interests to inspire partnerships in the district, community and the world beyond.

Enfield Village School Mission Statement

We are a community that values children, recognizes their individual strengths and inspires them to learn and grow.

Enfield Village School Goals

To improve students' behavioral choices by integrating *Social-Emotional Wellness* topics into the curriculum (ie. *Choose Love, Second Step, Kelso's Choice*) and by using a district-approved, objective, data collection tool to benchmark and progress monitor students' SEL. And to store, share, and analyze this data to provide direction for appropriate intervention (through *SEW, SST,* and the *SSC*).

To increase community engagement by encouraging a greater number and wider range of community members to come *into* the building, by putting a concerted effort into spending more time *out* of the building and *beyond* our property lines, and by increasing the information we share with the community through our online presence.

To increase students' reading/writing skills as measured by a district-approved, objective, data collection tool to benchmark and progress monitor early literacy. And to store, share, and analyze this data to provide direction for work with students in the classroom, at the Tier I level. And by providing continuous professional development to teachers and support staff in early literacy programming and curriculum.

ENFIELD VILLAGE SCHOOL PERSONNEL

271 Route 4, Enfield, NH 03748

Telephone: 632-4231; FAX: 632-5482

Enfield Village School Website: <https://evs.mascomaschools.org/>

Administrative Team

Jamie Winny, *Interim Principal*
Robin Lobb, *Nurse*

Carol Bostwick, *Administrative Assistant*
Shaina Plumley, *School Counselor*

Special Education Team

Monica Cashin, *Special Education Coordinator*
Elaine Mahoney, *Speech-Language Pathologist*
Rita Boyce, *Occupational Therapist*
Francie Prosser-Riessen, *Physical Therapist*
Stacy Hyjek, *Special Education Teacher*
Julie McHugh-Kramer, *Special Education Teacher*
Lisa Nevins, *Preschool Special Education Coordinator*

Lois Stenger, *Special Education Clerical Aide*
Samantha Hubbard, *Speech Assistant*
Jessi Bergeron, *COTA*
Nancy Brightman, *School Psychologist*
Hana Masecar, *Special Education Teacher*
Dorinda Washer, *Special Education Teacher*

Unified Arts Team

Heidi Unger, *Librarian/Media Specialist*
Jason Jarvis, *Art Teacher*

Denver Greene, *Physical Education Teacher*
Megan Prince, *Music Teacher*

Grade-Level Academic Teams

<u>Preschool</u>	<u>Kindergarten</u>	<u>Grade 1</u>	<u>Grade 2</u>	<u>Grade 3</u>	<u>Grade 4</u>
Lori Stevens	Kathleen Estes	Megan Morris	Lauren Simpson	Jessica Weren	Heidi Mock
	Amy Stewart	Tonya Young	Tammy Poirier	Heather Sullivan	Ryan Limero
		Deb Alexander			

Academic Support Team

Anne Pinilla, *Reading Specialist*

Becky Jennings, *Reading Para Professional*

Para Professional Team

Larry Blais, Stephanie Belloir, Melanie Brown, Jody Bunnell, Martha Doelle, Mary-Catherine Edson, Ashley Fortune, Lisa Gardner, Hailey Hogue, Morgan King, Lindsey Ladd, Megan Maville, Joan Nagle, Vicky Schomburg-Jones, Suzanne Swanson

Facilities, Transportation, & Food Services

Corrado Paramithiotti, *Building Maintenance Supervisor* Sierra Bishop, *Transportation Coordinator*; 632-1199
Barry Laraway, *Day Custodian* Danielle Pushee, *Special Ed Bus Coordinator*; 632-5563
Kevin Witt & Garrett Wilkinson, *Night Custodians* Anton Prikazchikov, *Cafe Services*, 632-4308, ext 2048

Other District Schools

CES: 523-4312 / FAX 523-8872

IRS: 632-4357 / FAX 632-4262

MHS: 632-4308 / FAX 632-5419

STUDENT EXPECTATIONS

At the Enfield Village School we have three overarching expectations of our students that apply to all aspects of our program and all times of the day:



We are **SAFE** **RESPECTFUL** and **RESPONSIBLE**

We are **SAFE, RESPECTFUL, and RESPONSIBLE** in the Hallway

- We stay to the right.
- We use quiet voices.
- We keep our hands down.
- We walk.

We are **SAFE, RESPECTFUL, and RESPONSIBLE** at Recess

- We swing on the swings, slide on the slide, and only climb on ladders.
- We keep our hands and feet to ourselves.
- We help each other.
- We put away equipment.

We are **SAFE, RESPECTFUL, and RESPONSIBLE** in the Bathroom

- We use quiet voices.
- We do our business and wash our hands.
- We give each other privacy.
- We go right back to class.

We are **SAFE, RESPECTFUL, and RESPONSIBLE** in the Cafeteria

- We sit in assigned seats.
- We touch our own food.
- We clean up our messes.
- We use quiet voices and kind words.

REGISTRATION INFORMATION

The Mascoma School District has an online registration process. Parents will be emailed a link to fill in the registration. If you do not have access to the internet at home, you may call the school for help. New enrollees will have the opportunity to have the form emailed to them. **If information changes throughout the school year, please contact our office to update the registration system.** A birth certificate, immunization record, record of physical examination, and two proofs of residency are required when registering for school. Children will not be permitted to begin school until all of these documents are on file. Also note that only those students who are, or will become, five (5) years of age on or before September 30th of the current school year shall be admitted to kindergarten.

SCHOOL HOURS

Student Drop-off

The school day officially begins at 8:00 a.m. Students may arrive as early as 7:30 a.m. and proceed to the gymnasium. Prior to 7:30, there is no supervision for students. **For safety and health reasons, especially in winter, students will not be permitted on the grounds prior to 7:30.** Those students who arrive after 8:10 a.m. will be marked as tardy. All students are to enter through the main entrance.



Cars should enter and exit the parking lot on the “Lebanon” side of the building. If you are dropping your child off, **please pull to the end of the fire lane alongside the building, or pull up as far as you can behind the car in front of you.** There should be no parking of cars alongside the building.

If you are walking your child into school, please park in a designated space. It is essential that the fire lane remain open. Parents are welcome to walk their students into school each day. We ask, however, that parents say goodbye to their children in the lobby or gymnasium.

Student Pick-Up

The school day officially ends at 3:00 p.m. Walkers and car riders are dismissed at 3:00. Upon dismissal all walkers and car riders will exit on the “Lebanon” side, from the door nearest the playground. Students walking toward Huse Park should use the sidewalk. Walkers heading downtown (via High Street) should walk to the front of the building and cross with the crossing guard. Parents picking up children at the door must leave their car to meet their child. We will not send any student out in the line of traffic or parking area unattended. After School Program participants are dismissed at 3:07 and are to report directly to the gymnasium. Bus riders are dismissed at 3:10 and are to line up by bus line in the kindergarten wing.

All people authorized to pick up your child must be listed on the Registration and/or Emergency forms. If, for some reason, you will be sending someone else to pick up your child, please give notice in writing to the classroom teacher and call the office (632-4231) stating the person's full name and date of pick-up.

Should a problem outside of school arise causing you to fear for the safety of your child, please report the problem to the school in writing with the necessary details. Should it be a question of custody resulting from a divorce decree or court order, please provide the school with a copy of the portion of the order that establishes who has custody.

WEATHER-RELATED OR EMERGENCY SCHOOL CLOSURES

School closings, delayed openings, and weather-related emergencies are posted on the school website, announced in the local media, and communicated directly to families via an automated phone system.



Delayed Openings

The superintendent may delay the opening of school by two hours. The school day would then run from 10:00 a.m. to 3:00 p.m. Students are not to arrive at school prior to 9:30. If school is delayed, you will receive an email and/or voice message via *Communicate*, the district's alert system. Please make sure that you keep your phone numbers and email addresses up to date so that you receive these messages, should there be a delay. Please note that AM Preschool is canceled in the event of a Delayed Opening.

School Cancellations

The decision to close school because of inclement weather will be made by the superintendent on the basis of conditions that exist within the district. If this should occur, you will also be sent an email or voice message via *Communicate*.

ATTENDANCE

If your child will be absent, please contact the school by phone at 632-4231 prior to 8:30 a.m.

This is a district program instituted to safeguard against stolen and runaway children. We intend for the Enfield Village School to be a place where students learn and grow in a happy and safe environment. Consistent attendance is an important factor in achieving this end. Learning is interrupted when students arrive late to school or are dismissed early. Furthermore State law requires that every person between the ages of 6 and 18 attend school.

Tardies

Students who arrive at school after 8:10 a.m. must report to the front office to obtain a tardy slip for class.

- 10 Tardies - Will result in the issuance of a form letter expressing concern about the student's pattern of late arrivals and its impact on his or her educational experience
- 20 Tardies - Will result in the issuance of a second form letter and a meeting will be scheduled between the student, a parent/guardian, the guidance counselor, the principal to complete an Attendance Contract.



Early Dismissal

If the need arises for you to pick up your child prior to 3:00 p.m., please notify your child's teacher AND the front office by emailing or sending a note with your child stating the date, time, the name of the individual who will pick your child up, and the reason for the early dismissal. At the time of the dismissal please report to the front office to sign out and pick up your child. Identification will be required if we do not personally know a person.

Absences

In accordance with district policy, a *half-day* absence is defined as “a student missing more than 2 hours of instructional time and less than 3.5 hours of instructional time. Any absence of more than 3.5 hours of instructional time shall be considered a *full-day* absence.” (*MVRSD Policy JH*)

Excused Absences

In accordance with district policy, absence from school for any of the following reasons will be considered “excused absences:

1. Illness
 2. Recovery from an accident
 3. Required court attendance
 4. Medical and dental appointments
 5. Death in the immediate family
 6. Observation or celebration of a bona fide religious holiday
 7. Such other good cause as may be acceptable to the Principal or permitted by law
- Any absence that has not been excused for any of these reasons will be considered an unexcused absence.” (*MVRSD Policy JH*)

Unexcused Absences

If a student misses more than 2 hours of instructional time without communicating appropriately with the school and/or without gaining the necessary sanction from an administrator, that student's absence will be marked as "unexcused."

- 5 Unexcused Absences - Will result in the issuance of a form letter expressing concern about the student's lack of attendance and its impact on his or her educational experience
- 10 Unexcused Absences - Will result in the issuance of a second form letter and a meeting will be scheduled between the student, a parent/guardian, the guidance counselor, the principal to complete an Attendance Contract.

Vacations During Instructional Days (Not Scheduled Holidays)

It is expected that parents plan their family vacations during the non-school days scheduled throughout the year. With only 180 school days available in a 365-day year, it is important for students to attend and participate in all instructional days that are scheduled.

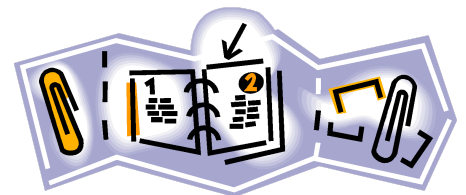
From time to time there are extenuating circumstances which make attendance and timeliness challenging for families. Please contact us if there are ways in which we can help support your child.

HOMEWORK

Teachers may give homework to students to aid in the student's educational development. If homework is to be used by teachers as part of a students' grade, the teacher will explain how such homework assignments relate to the teachers' grading system and communicate that to parents/guardians in writing. Homework should be an application or adaptation of a classroom experience, and will not be assigned for disciplinary purposes.

The following is an estimate of time spent on home study in addition to reading:

Grade 1	Will not exceed 25 minutes	2 nights/week
Grade 2	Will not exceed 30 minutes	3 nights/week
Grade 3	Will not exceed 40 minutes	4 nights/week
Grade 4	Will not exceed 45 minutes	4 nights/week

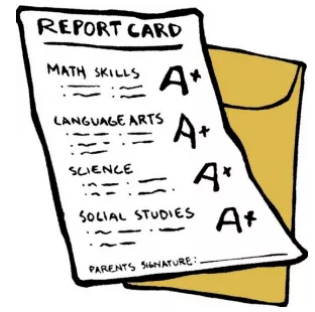


Parents play a vital role in helping each child develop important independent study habits:

- making sure the child has a workspace with good lighting
- making sure the TV is off and the child can work without disruption
- finding a regular time each night for the home study time so a routine develops
- talking regularly about home study assignments

REPORTING SYSTEM

Teachers report on a quarterly basis electronically through *Plus Portal*. Parent conferences are offered at the end of the first and third terms. Additional conferences may be arranged to meet both parent and teacher needs.



OPEN HOUSE

Our annual Fall Open House is held on the first Thursday in the month of October. Families are invited to meet teachers, visit classrooms, and socialize.

CHAIN OF COMMUNICATION

Nearly all issues are appropriately and satisfactorily resolved in the first conversation with the staff member most directly involved in the concern. For those that are not, the chain of communication provides many ways to resolve an issue through meaningful conversation that will help to build understanding and trust.

1. **The first conversation in a “chain of communication” should be with the person most directly involved. Students and parents should communicate school-related concerns in a conversation with their child’s teacher, case manager, or School Nurse.**
2. The second conversation should be in a conference with the School Counselor or Special Education Coordinator.
3. If the concern is still not adequately resolved, a student or parent can arrange a conference with the principal.
4. Only after a student or parent has progressed from a conversation with the staff member most directly involved to the administration would it be appropriate to contact the Superintendent, and then the School Board.

Communicating with Staff Members: Teachers are accessible through phone or email. (A staff member’s email address is the first letter of their first name, followed by their last name, and “@mvrds.org”. Emily Smith’s email address would be: esmith@mvrds.org). Teachers welcome and encourage direct communication with parents; however, if a parent calls during a period in which a teacher is instructing, the call may be forwarded to a voice mailbox.

THE STUDENT SUPPORT CENTER

The SSC offers support for students who require additional behavior intervention and is a gateway to additional resources for students in crisis or need. It is comprised of two distinct spaces: The Proactive Side (“Break Room”) is intended for student breaks, scheduled check-ins, rewards for expected behavior, social/emotional group work, and the provision of social/emotional related services. The Reactive Side (“Time-out Room”) is a space for students to process after an incident has occurred and a space for students to serve detentions or suspensions if the behavior warrants consequence.



Accessing the Proactive Side

Breaks are *proactive* and are intended to head-off inappropriate behavior. Students taking a break have *not* yet committed a behavioral infraction. Breaks may be predetermined and scheduled as part of a behavior plan, or they may be impromptu and as needed. A student may need a break for any of the following reasons:

- student is anxious
- student is dysregulated
- student is acting out of character

Breaks may be initiated by a staff person, or they may be initiated by the student, after the student has been trained in how to ask for and take a break. A student must have a “Break Card” in order to access the Proactive Side.

Accessing the Reactive Side

A student may be referred to the Reactive Side for a major infraction or for a minor infraction that has been addressed by the classroom teacher, properly communicated to the student’s parent/guardian, and persists despite intervention at the classroom level. A teacher must complete a “Behavior Referral Form” in order for their student to access the Reactive Side.

A student may remain on the Reactive Side for 40 minutes (the length of a regular class period). Keeping a student beyond 40 minutes requires a specific program or procedure documented in a Behavior Plan or explicit permission from the principal.



STUDENT CONDUCT

We hope that through a clear statement of unacceptable behaviors and through open lines of communication with home, we can teach children that certain rules are necessary and important, that the behavior of each child must meet these standards, and that each child will be held accountable for his/her actions. Your understanding and support for these standards are essential.

Minor Infractions

- Disruption - interruption to the classroom/learning environment by crying, screaming, refusing to remove self when asked, repeated instances of calling-out
- Inappropriate Language - the use of language not appropriate for a school setting, name-calling, disrespectful words (i.e. stupid, idiot, shut up, I hate you)
- Lying - presenting false information
- Non-Compliance - refusing to follow adult directives by engaging in questioning, saying “no”, discounting, turning back on, or sitting on the floor
- Physical Contact (Benevolent) - Overly “busy” body, rough-play, pushing
- Property Misuse - tearing up assignments, throwing pencils or books
- Teasing/Mocking - making fun of or provoking another person (May be one-sided, or multiple parties)
- Threatening - a verbal or physical declaration of an intent to cause physical or emotional harm to another individual or group of individuals (i.e. raising fist, suggesting a physical act)
- Work Refusal - refusing to complete work as assigned in the time provided to complete that work, this includes vocal objection as well as quiet disobedience

Note: Repeated Minor Infractions, properly documented and adequately addressed with appropriate interventions, may be promoted to Major Infractions.

Major Infractions

- Bolting - moving away from a person or location without permission (i.e. running out of a classroom or off school grounds). Bolting is not walking towards a designated spot (like the SSC) without permission.
- Obscenity - words, phrases, conversations, gestures, acts, written language, or electronic communications that make others feel uncomfortable because they are mature or sexual in nature; unwanted touching; indecent exposure (Disciplinary action may include School Resource Officer, District Social Worker, and/or DCYF)
- Physical Aggression - any cause, or attempt to cause, physical harm to another individual (i.e. punching, kicking, biting, spitting, hair-pulling, choking, hitting with an object) ***Note: May be mutual/in retaliation** (School Resource Officer may be notified)
- Possession of Weapon - possessing imitation weapons (i.e. nerf guns), items that have been altered into a weapon (i.e. stick with nails in it), and items that should only be used by adults (i.e. lighters) (Disciplinary action may include School Resource Officer)
- Profanity - a swear or curse word
- Property Destruction - damage, attempt to damage, or action taken with a strong likelihood of damaging (i.e. throwing chair, throwing computer) school property or other’s personal property (Disciplinary action may include financial restitution)
- Theft - stealing or attempting to steal school property or other’s personal property (Additional disciplinary action may include financial restitution for damage or loss)

Response to Major Infractions

Research shows that, while progressive discipline may seem “tough,” the majority of students will rise to the expectations set for them. High behavioral expectations will result in improved school climate and culture and, in turn, will result in increased student achievement. (Felesena, Martin D. Does Your District Have A Progressive Discipline Policy? The Education Digest. Volume 79. Page 39-42. September 2013.) Please note that “**Student suspensions shall be at the sole discretion of administration, without the right of appeal to the School Board**, so long as, prior to the suspension taking effect, a student is given meaningful opportunity to respond after being notified of the reasons for the suspension” (*MVRSD Policy JBD*). The duration of time between similar offenses will be taken into consideration when deciding whether or not to take the next step in progressive discipline.

September 2013.) Please note that “**Student suspensions shall be at the sole discretion of administration, without the right of appeal to the School Board**, so long as, prior to the suspension taking effect, a student is given meaningful opportunity to respond after being notified of the reasons for the suspension” (*MVRSD Policy JBD*). The duration of time between similar offenses will be taken into consideration when deciding whether or not to take the next step in progressive discipline.

1st Offense	2nd Offense	3rd Offense	Subsequent Offenses
<p><u>(K-1) Action:</u> -Warning</p> <p><u>(2,3,4) Action:</u> -Recess Detention</p> <p><u>Interventions:</u> -Meet with Guidance, School Psych, or member of SSC -Call to parent</p>	<p><u>(K-1) Action:</u> -Recess Detention</p> <p><u>(2,3,4) Action:</u> -Lunch/Recess Detention</p> <p><u>Interventions:</u> -Meet with Guidance, School Psych, or member of SSC -Call to parent -Develop Collaborative Plan with student -Data collection on environmental antecedents and consequences OR observations</p>	<p><u>(K-1) Action:</u> -Lunch/Recess Detention</p> <p><u>(2,3,4) Action:</u> -Multiple Lunch/Recess Detentions OR Suspension (½ day in-school)</p> <p><u>Interventions:</u> -Meet with Guidance, School Psych, or member of SSC -Call to parent -Develop Collaborative Plan with student -Data collection on environmental antecedents and consequences OR observations -Referral to SEW -Targeted skills groups -Behavior Management Guidelines set in place (based on data)</p>	<p><u>(K-1) Action:</u> -Multiple Lunch/Recess Detentions</p> <p><u>(2,3,4) Action:</u> -Suspension (½ day in-school OR 1-5 day(s) in-school OR 1-5 day(s) out-of-school)</p> <p><u>Interventions:</u> -Meet with Guidance, School Psych, or member of SSC -Call to parent</p> <p>-Meeting with parent -Targeted skills groups -Review Behavior Management Guidelines (based on data)</p>

Minor and Major Infractions are documented through the *EVS Behavior Referral Form*. These forms are reviewed by the Building Principal each afternoon, emailed home to parents/guardians as an attachment, and placed in the student’s file in the Front Office. In addition, classroom teachers may communicate directly with parents/guardians regarding the incident via phone or email. The Building Principal will communicate directly with parents/guardians in the event that the student is assigned a suspension.

BULLYING PREVENTION PROGRAM

Bullying is defined as “a single significant incident or 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 (a) Physically harms a pupil or damages the pupil’s property; (b) Causes emotional distress to a pupil; (c) Interferes with a pupil’s educational opportunities; (d) Creates a hostile educational environment; or (e) Substantially disrupts the orderly operation of the school. Bullying shall also include actions motivated by an **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” (*MVRSD Policy JICK*). If deemed necessary, the principal will initiate a bullying investigation. If it is determined that a student has violated the District’s Bullying Policy, the following actions will be taken:

1st Offense	2nd Offense	3rd Offense	Subsequent Offenses
<u>(K-4) Action:</u> 1 Day in-school suspension <u>Interventions:</u> -Referral to SEW -Referral to outside resources	<u>(K-4) Action:</u> 2 Days in-school suspension <u>Interventions:</u>	<u>(K-4) Action:</u> 3 Days in-school suspension <u>Interventions:</u>	<u>(K-4) Action:</u> 4+ Days in-school suspension <u>Interventions:</u>

PLAYGROUND

In keeping with *Responsive Classroom*, the majority of our rules on the playground are framed in the positive. They tell students what they *should* do, as opposed to telling students what they should *not* do.

You will note an absence of rules where “natural consequences” are permissible. Natural consequences are the inadvertent outcome of a poor choice; they happen without design or adult intervention. *Logical* consequences, on the other hand, are the outcome that we, the adults, come up with for our students in response to a poor choice.

Research shows that natural consequences have a deeper and longer lasting impact on children’s growth and development than do logical consequences. (Natural consequences also have the added benefit of helping adults avoid student-resentment and unnecessary power struggles with students.) If natural consequences are permissible, and no one will be physically harmed as a result, we *don’t* want a rule. In fact, instituting such a rule might deny a student a learning opportunity, and that’s the last thing we want to do as educators.



EVS Playground Guidelines

General Rules

- Have fun
- Share
- Problem solve (use Guidance Process)
- Be Safe, Responsible, Respectful

Swings

- Remain seated or swing on stomach
- Stop swing to get off
- Keep safe distance from students on swings

Parallel Bars

- Sit upright
- Only 3 students at a time
- No flips

Slide

- Slide feet first
- Slide DOWN

Fences, Poles, or Goal posts

- No climbing
- Stay 3 feet away from fence

Climbing Wall

- Climb UP
- One at a time

Balls

- Balls over the fence or into parking must be retrieved by an adult
- Balls on grass, field or hoops. NO WALLS

Snow

- No throwing snow
- Keep hands to self when on snow banks
- Wear proper clothing - coat, hat, boots, gloves, snow pants

Other

- Climb on playground structure only
- Food and drink are not allowed on playground
- Be respectful of others who may not be involved in your game
- Line up at the end of recess
- Enter building quietly

TOYS FROM HOME

Children are not permitted to bring playground equipment or personal electronic devices to school. Occasionally a teacher may request that children bring in something special from home for use in a particular activity. The teacher maintains sole discretion as to when toys from home may be taken out for use or display. The teacher also reserves the right to confiscate a toy from home and return it directly to a parent or guardian, if that toy becomes a distraction to the learning environment.

TRANSPORTATION

All students, grades K-12, will be transported within the framework of the law, RSA 189-6, and school board rules on transportation.



Students must be at their bus stop on time, so that buses may keep to their schedule. If a student does not typically ride the bus, or if a student needs to take a bus other than the one he/she typically rides, please email the front office or send a note to school with your child. The note must be signed and dated by the front office staff and then given to the driver.

Riding the bus to and from school is a privilege, not a right. The bus is considered school property and therefore an extension of the school day. While in transport, students are expected to honor EVS behavioral expectations as well as any additional bus regulations. Distracting the driver or disrespecting his/her directives may impact the safety of everyone on the bus. All Bus Write-ups will be processed with students and the following consequences will be implemented:

- 1st Bus Write-up of School Year - Warning
- 2nd Bus Write-up of School Year - Assigned Seat at Front of Bus
 - (min. 1 week, up to duration of school year)
- 3rd and all subsequent Bus Write-ups - Suspension of Bus Privileges
 - (min. 1 week, up to duration of school year)

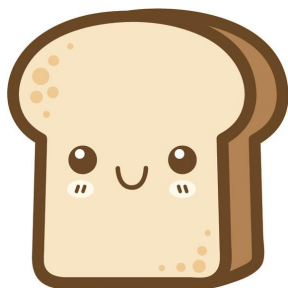
If suspended from the bus, the student's suspension would not begin until the day after parents are notified. Please note, a bus suspension is *not* a school suspension. Students are required by law to be in school and must find another way to get to school.

FIELD TRIPS

Students may go on nature walks around the school property from time to time. These do not require special permission from parents, but the school office is notified when the class leaves the building. Children may also be offered the opportunity to accompany related service providers (such as occupational, speech, or physical therapists) to other parts of the school building to join in a classmates' special activities. If you do not wish your child to take part in such adventures, please notify the classroom teacher in writing.

At the outset of each school year, a blanket permission form is sent home for “in-district field trips.” The majority of the classes in the school walk to the Enfield Town Library every other week. There may be other brief excursions around town to local businesses or natural sites.

For all field trips on which students will travel outside the district, a separate permission form will be issued.



FOOD SERVICE

All Mascoma schools provide a hot lunch program. Students may participate in this program or bring lunch from home. Snack and lunch milk are also available. In addition, the Mascoma elementary schools provide a breakfast program.

Our school participates in a federally subsidized free and reduced-cost lunch program. We encourage all families eligible under the income guidelines to participate. Not only do the children receive a nutritious meal each day, but also the school district is reimbursed for each meal, thereby offsetting the cost of the program. Additionally, eligibility for many federally funded educational programs is based on the number of free and reduced applications. Please review the guidelines sent home on the first day, and if eligible, take advantage of the reduced prices and help the school receive additional funding at the same time!



The confidential *Free/Reduced Lunch Application* can be completed electronically at www.mymealtime.com or a paper copy may be obtained from the district website at <https://drive.google.com/file/d/1cBWkuj0yr1YkBYRxnUMwvSGil3y-b3zi/view>. We also encourage families to set up a Mealttime account in order to fund their student’s meals. You may also set up a low balance email notification.

For Mealttime balance questions: Anton Prikazchikov 603 632-4308 ext 2048 or fooddirector@mvrds.org

For Free & Reduced application questions: Martha MacDonald 603 632-5563 ext 3004 or mmacdonald@mvrds.org

SNACK

Early childhood is a prime time for introducing and teaching healthy food habits. A snack time is scheduled for mid-morning each day. If your child has dietary restrictions due to medical or religious reasons, please notify the teacher.

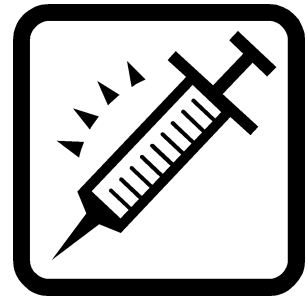
ACCIDENT & ILLNESS NOTIFICATION

In the event of a significant student accident or illness during the school day, the school nurse will contact the parents/guardians as soon as possible. When completing annual online registration, parents are asked to provide emergency contact information for individuals who would care for their child in the event of illness, accident or injury, when they, the parent/guardian, cannot be reached. **Parents must keep this emergency contact information up to date and notify the school office immediately of any changes.** In the event of a serious emergency, it is our policy, unless specifically requested to do otherwise, to contact parents immediately, and, if necessary, activate emergency medical services.

IMMUNIZATIONS

According to NH RSA 141-c:20-a, students must have proof of all New Hampshire required immunizations, documentation of immunity, or valid exemptions, in order to be admitted or enrolled in any school in the Mascoma Valley Regional School District. Medical and Religious exemptions have specific requirements, please contact the school nurse for exemption information. Documentation of immunization **MUST** be provided before a child's first day of school attendance. Children may be conditionally enrolled when the parent/guardian provides:

1. Documentation of at least one dose of each required vaccine; AND
2. The appointment date for the next dose of required vaccine.



MEDICATION

In accordance with the *MVRSD Policy JLCD*, medication required during the school day 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 and refrigerator. No more than a 30-day supply will be kept and maintained by the school. The school nurse will contact the

parent/guardian regarding any unused medication. Such medication shall be picked up by parent/guardian within ten days after its use is discontinued. If the parent/guardian does not pick up the medication within ten days, the school nurse may dispose of the unused medication and record as such in the student's health record.

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. Students acting in violation of this prohibition will be subject to discipline consistent with applicable Board policies.

This policy shall extend to any school-sponsored activity, event, or program.



EXCLUSION OF STUDENTS FROM SCHOOL FOR ILLNESS

In accordance with *MVRSD Policy JLCG*, a student of the Mascoma Valley Regional School District may be excluded from the classroom when he/she exhibits symptoms of a contagious or communicable illness. **The school nurse is responsible for determining whether a student should be excluded from school for such an illness.** Parents will be notified if their child is excluded from school for such an illness and provided with criteria for readmission. Parents are expected to retrieve their child from school, or send a designee in their place to retrieve their child from school, within 45 minutes of receiving notification that their child is to be dismissed.

When your child is in school, we expect that he/she will participate in all school activities, including recess and physical education. Students will not be kept indoors for recess or excluded from physical education due to minor illnesses. Only under special circumstances and with the advice of a doctor in writing will a child be kept indoors at recess or be excluded from physical education.

STUDENT DRESS

Please send in only what your child can handle on his/her own. Teacher's hands need to be available for children at transition and dismissal times. In choosing appropriate footwear, please take your child's size and abilities into consideration, as safety and independence are high priorities. Also, please send your child in with an appropriately sized backpack every day. Frequently, there are projects, notes and newsletters to be sent home.

In keeping with *MVRSD Policy JICA*, reviewed and adopted in 2018, students:

- are *not* to wear “clothing with offensive, vulgar, sexual, or racist language or pictures”
- are *not* to wear “clothing that glorifies or promotes use of alcohol, drugs or tobacco”
- are *not* to wear clothing that exposes their midsection
- are *not* to wear hats or caps in the classroom
- are to ensure that undergarments stay covered

Any student in violation of the dress code will be required to find clothing that meets the code or will be sent home to correct the situation.

Winter Clothing

Please note that children are scheduled to be outside for recess unless the temperature and/or wind chill factor is at or below 10°F.

In winter months, students must come to school with:

- a coat
- snow pants
- boots
- gloves or mittens
- a hat or headband



Students will not be permitted to play in the snow or on the snow banks, without the above mentioned articles of clothing. Children who are missing any of the articles of clothing mentioned above will be restricted to the plowed blacktop. A separate pair of indoor footwear is also recommended in winter months.

LOST AND FOUND

It is wise to place a permanent label on all items brought to school. Labeling avoids potential confusion and lost items that are labeled are easily returned to their owner. Unidentified articles of clothing and other items left in public areas of the school will be taken to a storage rack near the entrance on the “Canaan side” of the lobby. Please note that unclaimed items do accrue as the year goes on and storage space in the building is limited. Before each school vacation that is a week or more in duration (Holiday, Winter, Spring, Summer), all items in the Lost and Found will be packed up and donated to a local charity, such as the *Listen Center*.

LIBRARY BOOKS

Students visit the Enfield Village School Library with their class once each week. They are permitted to borrow two books at a time and are permitted to bring these books home. Students and families assume responsibility for these books while they are in their care. A lost or damaged library book must be found or replaced at the family's expense before that student will be permitted to check out a second book again. The student may continue to check out one library book at a time in the interim, unless a second book is lost or damaged before restitution is made on the first.

PRESCHOOL

Who Can Attend?

The preschool program is open to children who are three (on or before September 30th). Three-year-olds meet two days a week (Tuesday and Thursday), from 8-11:15 a.m. or 11:45-3:00 p.m. The preschool program is also open to children who are four (on or before September 30th). Four-year-olds meet three days a week (Monday, Wednesday, and Friday), from 8-11:15 a.m. or 11:45-3:00 p.m. The program is an inclusive, integrated classroom, serving a maximum of 10 children in its three-year-old sections and a maximum of 12 children in its four-year-old sections. Children not living in the Mascoma Valley Regional School District will be accepted into the program after June 1st, provided there is space available.

Drop off and Pick Up

For our morning sessions, families are asked to drop off their children in the preschool classroom at 8:00 a.m. Preschool children are not permitted to be dropped off prior to 8:00 a.m. Please park on the “Lebanon” side of the building. Pick up at the end of the morning session takes place between 11:05 and 11:15 a.m. on the playground behind the school.

For our afternoon sessions, families are asked to drop their children off in the preschool classroom at 11:45 a.m. Pick up at the end of the day takes place promptly between 2:50 and 3:00 p.m., on the playground.

Absences

If your child is going to be absent, please call 632-4231 before 8:30 a.m. **Absences do not alter a child's tuition bill.** The space is held for your child regardless of his/her participation and expenses are not reduced. If you know in advance that your child will not be in attendance, it is greatly appreciated if a written note is sent.

Clothing

Children should leave a full set of clothing at school (shirt, pants, underwear, and socks).

Tuition

All tuition inquiries should be directed to the Administrative Assistant at EVS. Tuition payments are due on the first school day of the month. Parents will be notified if payment has not been received by the 8th of the month. If payment is not received by the 15th of the month, you may be contacted by the Superintendent's Office. Payments that are more than one month late may result in your child being withdrawn from the program. The \$30 registration fee must be paid at the time of registration.

Federal and state laws require school districts to identify and provide programs for all children with special needs starting at age three. If you think you have a child with special needs that is three or four years of age, please contact District Special Education Coordinator for Preschool, Lisa Nevins at 603 523-4312 ext 4130 or lnevins@mvrds.org.

PARENT TEACHER ASSOCIATION

Our school has an active PTA (Parent Teacher Association). The true “Enfield Spirit” shines through in this organization. It conducts a variety of activities to enhance the education of our children and provides topical information to parents. Fundraisers support various school projects and provide a service to the community. These special projects also create an opportunity for the adults in our community to get to know one another and socialize.

Our PTA is a “working” organization. Due to hectic daily schedules, we know that many individuals can't attend monthly meetings. However, our experience has shown that many of those same people have a tremendous amount to offer in terms of skills and willingness to work on specific projects throughout the year. That's the strength of our organization! Please consider giving your time/talent to one or more of our projects. Specific program planning is available at the start of each school year.



FUNDRAISING ACTIVITIES

The school board recognizes that citizens, students, community members and organizations may wish to express support for a particular program or activity by conducting fundraising activities. Fundraising drives involving school children require the prior approval of the school principal and school board.

VOLUNTEERING

Adults from the community are invited to become school volunteers to assist teachers and students with special class projects, to chaperone field trips, to help with holiday parties, etc. There is an application process and criminal background check in order to become a volunteer for the Mascoma schools. Instructions can be found online at <https://mascomaschools.org/> under the “Career” tab and “Volunteer Information.” Volunteer Application packets can also be picked up in the front office. A deadline for volunteer applications will be established each year and will always be prior to the district’s April Vacation.

VISITING

1. Visitors should contact the teacher to arrange a mutually convenient time to visit the classroom. Prolonged visits (strictly observational) are discouraged as they may affect the routine classroom operation. In addition, younger siblings should not accompany parents during a classroom visit.
2. Any visitor must report to the school office on the day of a classroom visit to sign in and obtain a *Visitors Badge*. The visitors badge is to be worn where it can be seen throughout the visit.
3. Any visitor should make his/her visit as unobtrusive as possible, allowing classroom activities to continue without interruption.
4. Visitors are to sign out at the front office at the end of their visit and return their visitors badge.

APPENDIX - STUDENTS

List of Policies Included:

AC – Non-Discrimination, Equal Opportunity Employment and District Anti-Discrimination Plan (4/28/20)
AC-E – Annual Notice of Contact Information for Human Rights Officer, Title IX Coordinator, 504 Coordinator and Civil Rights Agencies (4/28/20)
ACAC – Title IX Sexual Harassment (9/22/20)
ACAC-R – Title IX Sexual Harassment Grievance Procedures (9/22/20)
ADC/GBED/JICG – Prohibitions Regarding Use and Possession of Tobacco Products, E-Cigarettes and E-Liquids in and on School Facilities and Grounds (11/24/20)
ECAF – Audio and Video Surveillance on School Buses (11/10/20)
EF - Food Service Management (1/22/19)
EFA – Availability and Distribution of Healthy Foods (11/1/18)
EFAA – Meal Charging (8/27/19)
GBEBB – Employee-Student Relations (2/11/20)
GBEC – Drug-Free Workplace & Drug-Free Schools (2/26/19)
IGDJ - Interscholastic and Intramural Sports (2/16/17)
IKE – Promotion and Retention of Students (2/9/21)
JH - Attendance, Absenteeism and Truancy (12/4/18)
JH-R2 - MVRSD Attendance Contract (11/15/18)
JI – Student Rights and Responsibilities (4/27/21)
JIC – Student Conduct (4/27/21)
JICA – Student Dress Code (10/23/18)
JICC - Student Conduct on School Buses (2/22/22)
JICC-R - School Bus Conduct Rules (2/22/22)
JICD – Student Discipline & Due Process (4/27/21)
JICD-R – Safe School Zones Memorandum of Understanding (4/27/21)
JICDD – Student Discipline/Out of School Actions (11/10/20)
JICFA – Hazing (2/9/21)
JICH – Drug and Alcohol Use by Students (5/28/19)
JICI - Weapons on School Property (5/12/15)
JICJ – Acceptable Use of Electronic Devices in School (10/23/18)
JICK - Pupil Safety and Violence Prevention – Bullying (11/10/20)
JLCF - Wellness (12/8/20)
JLCJ - Concussions and Head Injuries (1/26/21)
JLDBB – Suicide Prevention and Response (6/23/20)
JLDBB-R – Suicide Prevention Procedures (9/8/20) – See Website
JLF – Reporting Child Abuse or Neglect (10/27/20)
JRA – Student Records & Access - FERPA (11/10/20)

AC – NON-DISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT and DISTRICT ANTI-DISCRIMINATION PLAN

Category: Priority/Required by Law

Related Policies: ACE, GBAA, JBAA, JICK, KED

Prohibition Against Discrimination of Students in Educational Programs and Activities.

Under New Hampshire law and Mascoma Valley Regional School Board policy, no person shall be excluded from, denied the benefits of, or subjected to discrimination in the District's public schools because of their age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion or national

origin. Discrimination, including harassment, against any student in the District's education programs, on the basis of any of the above classes, or a student's creed, is prohibited. Finally, there shall be no denial to any person of the benefits of educational programs or activities, on the basis of any of the above classes, or economic status. Harassment of students other than on the basis of any of the classes or categories listed above is prohibited under Board policy JICK Pupil Safety and Violence Prevention.

Equal Opportunity of Employment and Prohibition Against Discrimination in Employment.

The Mascoma Valley Regional School District is an Equal Opportunity Employer. The District ensures equal employment opportunities without regard to age, color, creed, disability, gender identity, marital status, national origin, pregnancy, race, religion, sex, or sexual orientation. The District will employ individuals who meet the physical and mental requirements, and who have the education, training, and experience established as necessary for the performance of the job as specified in the pertinent job description(s).

Discrimination against and harassment of school employees because of age, sex, race, creed, religion, color, marital status, familial status, physical or mental disability, genetic information, national origin, ancestry, sexual orientation, or gender identity are prohibited. Additionally, the District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

Policy Application.

This Policy is applicable to all persons employed or served by the District. It applies to all sites and activities the District supervises, controls, or where it has jurisdiction under the law, including where it (a) occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or (b) occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event, as set forth in Board policy JICK, Pupil Safety and Violence Prevention. Examples of sites and activities include all District buildings and grounds, school buses and other vehicles, field trips, and athletic competitions.

District Anti-Discrimination Plan.

No later than October 15, 2020, the Superintendent shall develop and provide to the Board for approval, a coordinated written District Anti-Discrimination Plan (the "Plan") to include guidelines, protocols and procedures intended to prevent, assess the presence of, intervene in, and respond to incidents of discrimination. Among other things, the Plan should include provisions, and recommendations with respect to resources, policies, complaint procedures, student education programs, Plan dissemination and training appropriate to carrying out the Plan objectives stated in the preceding paragraph.

In developing the Plan, the Superintendent is encouraged to seek input from appropriate groups of the school and local community and coordinate with the District's Human Rights [*Non-Discrimination*] Officer and Title IX and 504 Coordinators.

No less than once every two years (off years from review of the District's Suicide Prevention Plan per Policy JLDBB, the Superintendent shall update the District Anti-Discrimination Plan, and present the same to the Board for review. Such Plan updates should be submitted to the Board in time for appropriate budget consideration.

Human Rights [or Non-Discrimination], Title IX, 504 and other Coordinators or Officers.

The Superintendent shall assure that District and or building personnel are assigned to the positions listed below. Each year, the Superintendent shall prepare and disseminate as an Appendix AC-E to this Policy an updated list of the person or persons acting in those positions, along with their District contact information, including telephone number, email, postal and physical addresses.

Human Rights [or Non-Discrimination] Officer
Title IX Coordinator

The Appendix will also include current contact for relevant state and federal agencies including:

U.S. Department of Education, Office of Civil Rights
U.S. Department of Agriculture, Office of Civil Rights
N.H. Human Rights Commission
N.H. Department of Justice, Civil Rights Unit
N.H. Department of Education, Commissioner of Education

Complaint and Reporting Procedures.

Any person who believes that he or she has been discriminated against, harassed, or bullied in violation of this policy by any student, employee, or other person under the supervision and control of the school system, or any third person who knows or suspects conduct that may constitute discrimination, harassment, or bullying, should contact the District Human Rights Officer, or otherwise as provided in the policies referenced below under this same heading.

Any employee who has witnessed, or who has reliable information that another person may have been subjected to discrimination, harassment, or bullying in violation of this policy has a duty to report such conduct to his/her immediate supervisor, the District Human Rights Officer, or as provided in one of the policies or administrative procedures referenced below under this same heading. Additionally, employees who observe an incident of harassment or bullying are expected to intervene to stop the conduct in situations in which they have supervisory control over the perpetrator and it is safe to do so. If an employee knows of an incident involving discrimination, harassment, or bullying and the employee fails to report the conduct or take proper action or knowingly provides false information in regard to the incident, the employee will be subject to disciplinary action up to, and including, dismissal.

Investigations and resolution of any complaints shall be according to the policies listed below and related administrative procedures or regulations. Complaints or reports regarding matters not covered in one or the other of those policies should be made to the District Human Rights Officer.

Reports or complaints of sexual harassment or sexual violence by employees or third party contractors should be made under Board policy GBAA;

Reports or complaints of sexual harassment or sexual violence by students should be made under Board policy JBAA;

Reports or complaints of discrimination on the basis of disability should be made under Board policy ACE, except for complaints regarding facilities accessibility by disabled non-students or employees, which should be made under Board policy KED; and

Reports or complaints of bullying or other harassment of pupils should be made under Board policy JICK.

Alternative Complaint Procedures and Legal Remedies.

At any time, whether or not an individual files a complaint or report under this Policy, an individual may file a complaint with the Office for Civil Rights (“OCR”), of the United States Department of Education, or with the New Hampshire Commissioner for Human Rights.

Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921; Telephone number: (617) 289-0111; Fax number: (617) 289-0150; Email: OCR.Boston@ed.gov

Note: Complaints to OCR must be filed in writing no later than 180 days after the alleged act(s) of discrimination. OCR may waive its 180 day time limit based on OCR policies and procedures.

New Hampshire Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301; Telephone number: (603) 271-2767; Email: humanrights@nh.gov

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

Retaliation Prohibited.

No reprisals or retaliation of any kind will be taken by the Board or by any District employee against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy, unless that person knew the complaint or report was false or knowingly provided false information.

Administrative Procedures and Regulations.

The Superintendent shall develop such other procedures and regulations as are necessary and appropriate to implement this Policy.

Notice of Compliance.

The Superintendent will provide notice of compliance with federal and state civil rights laws to all applicants for employment, employees, students, parents, and other interested persons, as appropriate.

Draft to School Board: 12/16/03

First Reading: 12/16/03; Second Reading and Adoption: 1/13/04

SB Review: 11/27/18; F&F Review: 4/3/19; 1st Reading: 4/23/19; 2nd Reading: 5/14/19

Policy Review: 1/30/20; 1st Reading: 2/25/20; 2nd Reading/Adopted: 4/28/20

AC-E - ANNUAL NOTICE OF CONTACT INFORMATION FOR HUMAN RIGHTS OFFICER, TITLE IX COORDINATOR, 504 COORDINATOR AND CIVIL RIGHTS AGENCIES

Pursuant to Board Policy AC, *Non-Discrimination, Equal Opportunity Employment, and District Anti-Discrimination Plan*, the District administration is directed to update and publish a list of current personnel and contact information for various positions and outside agencies relating to the District's anti-discrimination policies.

DISTRICT PERSONNEL:

Human Rights [or Non-Discrimination]:

Name: Diane Adam

Address: 27 Royal Road, Canaan, NH 03741

Telephone: 603-632-4308

Email Address: dadam@mvrdsd.org

Title IX Coordinator:

Name: Diane Adam

Address: 27 Royal Road, Canaan, NH 03741

Telephone: 603-632-4308

Email Address: dadam@mvrdsd.org

504 Coordinator:

Name: Chris Beeso, Special Education Director

Address: 547 US Route 4/PO Box 789, Enfield, NH 03748

Telephone: 603-632-5563

Email Address: cbeeso@mvrdsd.org

OUTSIDE AGENCIES:

Office for Civil Rights, U.S. Department of Education; 5 Post Office Square, 8th Floor, Boston, MA 02109-3921; Telephone - 617-289-0111; Email - OCR.Boston@ed.gov
Office of Civil Rights, U.S. Dept of Agriculture; 1400 Independence Avenue, SW, Washington, D.C., 20250-9410; Telephone - 866-632-9992; Email – program.intake@usda.gov
N.H. Commission for Human Rights, 2 Industrial Park Drive, Concord 0330, Telephone - 603-271-2767; Email – humanrights@nh.gov
N.H. Department of Justice, Civil Rights Unit; 33 Capitol Street, Concord, NH 03301; Telephone – 603-271-1181
N.H. Department of Education, Commissioner of Education; 101 Pleasant Street, Concord, NH 03301, Telephone – 603-271-3494; Email - info@doe.nh.gov

Policy Review (New Policy): 1/30/20; 1st Reading: 2/25/20; 2nd Reading/Adopted: 4/28/20

ACAC - TITLE IX SEXUAL HARASSMENT

Category: Priority/Required by Law

The definition of “Sexual Harassment” is found in Section II.B of this Policy. Instructions for making a report or complaint of sexual harassment are found in Section II.J.1. The “Title IX Grievance Process” and the procedure for filing a formal complaint to initiate the grievance process can be found in the Title IX Sexual Harassment Grievance Procedures (ACAC-R).

RESTATEMENT OF POLICY PROHIBITING DISCRIMINATION ON THE BASIS OF SEX.

Per the Mascoma Valley Regional School Board Policy AC, Title IX of the Education Amendments Act of 1972 (“Title IX”), as well as RSA 193:38, among others, the Mascoma Valley Regional School District does not discriminate on the basis of sex in its educational programs and activities, including employment and admissions. All forms of sex-based discrimination, including sexual harassment are prohibited in the District.

TITLE IX SEXUAL HARASSMENT POLICY.

Application of This Policy.

While all forms of sex-based discrimination are prohibited in the district, the purpose of this policy is to address, and only to address, sexual harassment as defined in Title IX and Sec. II.B, below, that occurs within the educational programs and activities of the district, and to provide a grievance process for investigating and reaching a final determination of responsibility for a formal complaint of sexual harassment. The “Title IX Grievance Process” is set out in the Title IX Sexual Harassment Grievance Procedures (ACAC-R). While the District must respond to all “reports” it receives of sexual harassment, the Title IX Grievance Process is initiated only with the filing of a formal complaint.

The purpose of this Policy, however, is to address, and only to address, sexual harassment as defined in Title IX that occurs within the educational programs and activities of the district. For harassing conduct which does not meet the definition of sexual harassment under Title IX and this Policy, the District’s response will be governed under other applicable laws and policies per Board policy AC, and policies referenced therein.

This Policy shall apply to all students, employees, and any third party who contracts with the District to provide services to District students or employees, upon District property or during any school program or activity.

Nothing in this policy will be construed to confer on any third party a right to due process or other proceedings to which student and employee respondents are entitled under this policy unless such right exists under law. Volunteers and visitors who engage in sexual harassment will be directed to leave school property and/or be reported to law enforcement, the NH Division of Children, Youth and Families (DCYF), as appropriate. A third party under the supervision and control of the school system will be subject to termination of contracts/agreements, restricted from access to school property, and/or subject to other consequences, as appropriate.

The Superintendent shall have overall responsibility for implementing this Policy, and shall annually appoint a District Title IX Coordinator as that position is described in Section II.C, below. The name and contact information for the

Title IX Coordinator is set forth in Board Policy AC-E, which policy shall be updated and disseminated annually with the Title IX Coordinator's name as set forth in Board policy AC.

Definitions.

As used in this Policy and the Title IX Grievance Process, the terms below shall have the meaning ascribed.

“Actual knowledge” occurs when the District's Title IX Coordinator or **ANY** employee of one of the District's schools (other than a “respondent” or alleged harasser) receives a notice, report or information or becomes aware of sexual harassment or allegations of sexual harassment.

“Complainant” is an individual who is alleged to be the victim of conduct that could constitute sexual harassment, whether or not that person files a report or formal complaint.

“Days” shall mean calendar days, but shall exclude non-weekend days on which the SAU office is closed (e.g., holidays, office-wide vacations), or any weekday during the school year on which school is closed (e.g., snow days).

“Decision Maker” means persons tasked with: the responsibility of making initial determinations of responsibility (at times referred to as “initial decision maker”); or the responsibility to decide any appeal (at times “appeals decision maker”) with respect to formal complaints of sexual harassment in accordance with the Title IX Grievance Process.

“Determination of Responsibility” is the formal finding by the decision-maker on each allegation of Sexual Harassment contained in a Formal Complaint that the Respondent did or did not engage in conduct constituting Sexual Harassment Under Title IX.

“Formal Complaint” means a document filed by a complainant, the complainant's parent/guardian, or the Title IX Coordinator, alleging sexual harassment against a respondent, and requesting that the district investigate the allegation of sexual harassment.

“Respondent” is an individual who is reported to be the individual accused of conduct that could constitute sexual harassment.

“Sexual harassment” prohibited under Title IX and by this policy *is conduct on the basis of sex* (including, without limitation, gender, sexual orientation, and/or gender identity), occurring in a school system education program or activity that satisfies one or more of the following:

A school district employee conditioning an aid, benefit, or service of an education program or activity on an individual's participation or refusal to participate in sexual conduct irrespective of whether the conduct is welcomed by the student or other employee;

Unwelcome sex-based/related conduct determined by a reasonable person to be so severe, pervasive, **AND** objectively offensive that it effectively denies a person equal access to the education program or activity (this standard requires consideration of all the facts and circumstances, including, but not limited to, the ages and disability statuses of the harasser and victim and the number of individuals involved and their authority); **OR**

Sexual assault, dating violence, domestic violence, or stalking as defined in state or federal law.

Behaviors that constitute sexual harassment may include, but are not limited to:

Sexually suggestive remarks or jokes;

Verbal harassment or abuse;

Displaying or distributing sexually suggestive pictures, in whatever form (e.g., drawings, photographs, videos, irrespective of format);

Sexually suggestive gesturing, including touching oneself in a sexually suggestive manner in front of others;

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Harassing or sexually suggestive or offensive messages that are written or electronic;

Subtle or direct propositions for sexual favors or activities;

Touching of a sexual nature or groping; and

Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct.

Note: incidents of the above conduct would still need to satisfy one or more of the criteria in paragraphs 1-3 of this definition.

Sexual harassment may be directed against a particular person or persons, or a group, whether of the opposite sex or the same sex.

The context of behavior can make a difference between conduct falling within the technical definition of Sexual Harassment Under Title IX, and conduct of a sexual nature that is offensive or hostile in itself, but which does not arise to the level within that definition. **District policies prohibit both, but for purposes of its Title IX obligations the District must address reports or complaints of conduct which may constitute sexual harassment as defined above, under this specific, limited scope Policy and Title IX Grievance Process.** Except as used in other laws (e.g., Title VII) or policies (e.g., Board policy JICK) pertaining to harassment, including of a sexual nature, other than Title IX sexual harassment, all references to “sexual harassment” in this policy mean sexual harassment that meets the above definition.

Conduct that satisfies this definition is not sexual harassment for purposes of this policy if the conduct occurred (1) outside the United States or (2) under circumstances in which the school system did not have substantial control over both the harasser/respondent and the context in which the harassment occurred.

NOTE Regarding Concurrent Enrollment and Dual Enrollment, Extended Learning Opportunities, 3rd Party Distance Learning and Other Alternative Instructional Programs: Under federal regulations, in order for the District to have jurisdiction over conduct that would otherwise meet the definition above of sexual harassment, the District must have substantial control over both the respondent and the context in which the harassment occurred. In general, this will mean that unless such learning program is occurring upon district property, conduct otherwise meeting the definition of sexual harassment within that program, may not be subject to this policy.

“**Supportive Measures**” are free, non-disciplinary, non-punitive, individualized services and shall be offered to the complainant, and may be offered to the respondent, as appropriate. These measures may include, but are not limited to, the following:

- Counseling;
- Course modifications;
- Schedule changes; and
- Increased monitoring or supervision

Such measures shall be designed to restore or preserve equal access to the District’s education programs and activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District’s educational environment and/or deter sexual harassment. Supportive measures shall remain confidential with exclusive exceptions stated required in Sec. II.E, below.

Title IX Coordinator.

The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of sexual harassment. The Title IX Coordinator shall receive general and specific reports of sexual harassment, and coordinate the District’s responses to both reports and formal complaints of sexual harassment so that the same are prompt and equitable. In addition to any other specific responsibilities assigned under this Policy, or as assigned by the Superintendent, the Title IX Coordinator will be responsible for:

- meeting with a complainant, and informing the parent/guardian once the Title IX Coordinator becomes aware of allegations of conduct that could constitute sexual harassment as defined in this Policy;
- identification and implementation of supportive measures;
- signing or receiving formal complaints of sexual harassment;
- engaging with the parents/guardians of parties to any formal complaint of sexual harassment;
- coordinating with District and school-level personnel to facilitate and assure implementation of investigations, and remedies, and helping to assure that the District otherwise meets its obligations associated with reports and complaints of sexual harassment;
- coordinating with the Superintendent with respect to assignment of persons to fulfill the District’s obligations, both general and case specific, relative to this Policy (e.g., investigator, decision makers, etc.; this may involve the retention of third party personnel.);

coordinating with District and school-level personnel to assure appropriate training and professional development of employees and others in accordance with Sec. II.D of this Policy; and helping to assure that appropriate systems are identified and maintained to centralize sexual harassment records and data.

In cases where the Title IX Coordinator is unavailable, including unavailability due to a conflict of interest or other disqualifying reason (see Sec. II.G, below), the Superintendent shall assure that another person with the appropriate training and qualifications is appointed as acting Title IX Coordinator for that case, in such instances “Title IX Coordinator” shall include the acting Title IX Coordinators.

Training.

All District employees shall receive regular training relative to mandatory reporting obligations, and an other responsibilities they may have relative to this Policy. Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must receive training on the definition of sexual harassment, this Policy, the scope of the District’s education program or activity, and how to conduct an investigation (including the requirements of the reporting and the Title IX Grievance Process, including hearings, appeals, and information resolution processes). The training must also include avoiding prejudice of the facts, conflicts of interest and bias.

Decision-makers must also receive training on issues of relevance of questions and evidence, including when questions about the complainant’s sexual predisposition or prior sexual behavior are not relevant.

Investigators must receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes, must promote impartial investigations and adjudications of formal complaints of sexual harassment, and must be made available to the public as provided in Sec. II.H of this Policy.

Confidentiality.

The District will respect the confidentiality of the complainant and the respondent as much as possible, however, some information may need to be disclosed to appropriate individuals or authorities. All disclosures shall be consistent with the District’s legal obligations and the necessity to investigate allegations of harassment and take disciplinary action. Examples of required disclosure include:

- information to either party to the extent necessary to provide the parties due process during the Title IX Grievance Process;
- information to individuals who are responsible for handling the District’s investigation and determination of responsibility to the extent necessary to complete the District’s grievance process;
- mandatory reports of child abuse or neglect to DCYF or local law enforcement (per Board policy JLF);
- information to the complainant’s and the respondent’s parent/guardian as required under this Policy and or the Family Educational Rights and Privacy Act (“FERPA”); and
- reports to the New Hampshire Department of Education as required under N.H. Code of Administrative Rules Ed 510 regarding violations of the NH Code of Conduct for Education Professionals.

Additionally, any supportive measures offered to the complainant or the respondent shall remain confidential to the extent that maintaining such confidentiality would not impair the ability of the school district to provide the supportive measures. Except as specified above, the District shall keep confidential the identity of:

- Any individual who has made a report or complaint of sex discrimination;
- Any individual who has made a report or filed a formal complaint of sexual harassment;
- Any complainant;
- Any individual who has been reported to be the perpetrator of sex discrimination;
- Any respondent; and
- Any witness.

Any supportive measures provided to the complainant or respondent shall be kept confidential to the extent that maintaining such confidentiality does not impair the ability of the District to provide the supportive measures.

Retaliation Prohibited.

Retaliation against any person who makes a report or complaint, or against any person who assists, participates, or refuses to participate in any investigation of an act alleged in this Policy is prohibited. Actions taken in response to **materially** false statements made in bad faith, or to submitting **materially** false information in bad faith, as part of a report or during the Title IX Grievance Process do not constitute retaliation. A finding of responsibility alone is insufficient to conclude that a person made a materially false statement in bad faith. Complaints of retaliation with respect to reports or formal complaints of sexual harassment shall be filed under the District's general grievance process.

Conflict of Interest.

No person designated as a Title IX Coordinator, investigator, decision-maker, nor any person designated by the District to facilitate an informal resolution process, may have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Dissemination and Notice.

The District shall include in all student and employee handbooks, and shall make publicly available on the district's website the following information:

- The District's policy of non-discrimination on the basis of sex (included in Board policy AC),
- the title, name, office address, email address, and telephone number of the Title IX Coordinator (to be provided pursuant to Board policy AC and its addendum, updated annually, ACE);
- the complaint process;
- how to file a complaint of sex discrimination or sexual harassment;
- how the District will respond to such a complaint; and
- a statement that Title IX inquiries may be referred to the Title IX Coordinator or to the Assistant Secretary for Civil Rights.

The same information shall be provided to all persons seeking employment with the District, or seeking to enroll or participate in the District's educational programs or activities. Additionally, the District will make this Policy, as well as any materials used to train personnel as required under Sec. II.D publicly available on the district's website.

Records and Record Keeping.

For each report or formal complaint of sexual harassment, the District, through the Title IX Coordinator, must create, and maintain for seven (7) years, record of:

- Any actions, including any supportive measures,
- The basis for the District's conclusion that its response was not deliberately indifferent; and
- Documentation which:

- If supportive measures were provided to the complainant, a description of the supportive measures taken designed to restore or preserve equal access to the District's education program or activity; or
- If no supportive measures were provided to a complainant, explains the reasons why such a response was not clearly unreasonable in light of the known circumstances.

In addition, the District shall maintain the following records for a minimum of seven (7) years:

- Records for each formal complaint of sexual harassment, including:

- Any determination regarding responsibility, including dismissals;
- Any disciplinary sanctions imposed on the respondent;
- Any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity;
- Any appeal and the result therefrom;
- Any informal resolution process and the result therefrom;

All materials used to train Title IX Coordinators, investigators, and decision-makers.

Reports of Sexual Harassment, Formal Complaints and District Responses.

Report of Sexual Harassment.

NOTE: *A report does not initiate the formal Title IX Grievance Process. That process is begun only upon the filing of a formal complaint under the procedures set out in II.J.3 below and Title IX Sexual Harassment Grievance Procedures (ACAC-R).*

Any person may report sexual harassment whether relating to her/himself or another person. **However, if any District employee – other than the employee harasser, or the Title IX Coordinator – receives information of conduct which may constitute sexual harassment under this Policy, s/he shall, without delay, inform the Title IX Coordinator** of the alleged sexual harassment. Failure to report will subject the employee to discipline up to and including dismissal. A report of sexual harassment may be made at any time, in person, by mail, by telephone, electronic mail, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. Additionally, while the District strongly encourages reports of sexual harassment to be made directly to the Title IX Coordinator, the report may be made to **any** District staff member, including, for instance, a counselor, teacher or principal.

If the Title IX Coordinator is the alleged respondent, the report or formal complaint may be made directly to the Superintendent, who shall thereafter fulfill the functions of the Title IX Coordinator regarding that report/complaint, or delegate the function to another person.

NOTE: For any allegation of sexual assault on a student under the age of 18, such conduct shall be reported immediately to the DCYF per Board policy JLF. If the alleged respondent (perpetrator) is a person holding a license or credential from the New Hampshire Department of Education (i.e., “credential holder”), then a report shall also be made pursuant to Board policy GBEAB.

District Response to Report of Sexual Harassment.

The district will promptly respond when there is actual knowledge of sexual harassment, even if a formal complaint has not been filed. The district shall treat complainants and respondents equitably by providing supportive measures to the complainant and by following the Title IX Grievance Process prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

As soon as reasonably possible after receiving a report of alleged sexual harassment from another District employee or after receiving a report directly through any means, the Title IX Coordinator shall contact the complainant to:

- discuss the availability of and offer supportive measures;
- consider the complainant’s wishes with respect to supportive measures;
- inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
- explain to the complainant the process for filing a formal complaint.

Formal Complaints.

Pursuant to federal regulations, and this Policy, a formal complaint that contains an allegation of sexual harassment and a request that the District investigate the allegations is required before the District may conduct a formal investigation of sexual harassment or take any action (other than supportive measures) against a person accused of sexual harassment. **Once a formal complaint of sexual harassment is received by the Title IX Coordinator, s/he shall commence the Title IX Grievance Process set out in Sec. I.A. in the Title IX Sexual Harassment Grievance Procedures (ACAC-R). The process for filing a formal complaint is set forth in Sec. I.A. in the Title IX Sexual Harassment Grievance Procedures (ACAC-R).**

Limitation on Disciplinary Action.

In no case shall the District impose disciplinary consequences or sanctions against a respondent who has been accused of conduct which may constitute sexual harassment, until the Title IX Grievance Process has been completed.

Emergency Removal and Administrative Leave.

At any point after receiving a report or formal complaint of sexual harassment, the Title IX Coordinator (or other District official charged with a specific function under this Policy or the Title IX Process: e.g., investigator, decision maker, etc.) may request the Superintendent to direct that an individualized safety and risk analysis be performed to determine whether a respondent student is an immediate threat to the physical

health or safety of any person. In the event that the safety and risk analysis determines that the respondent student does present an immediate threat to the physical health and safety of any person, the District may remove that student, provided that such removal is in full compliance with the IDEA, a student's IEP and or 504 plan if applicable. Such emergency removal shall not be disciplinary. However, the District must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal, and shall continue to offer educational programming until a final determination is made pursuant to the Title IX Grievance Process.

The Title IX Coordinator shall keep the Superintendent of Schools informed of any employee respondents so that he/she can make any necessary reports to New Hampshire Department of Education in compliance with applicable administrative rules and the New Hampshire Code of Conduct for Educational Professionals. In appropriate cases, the Superintendent may place an employee respondent on non-disciplinary administrative leave pursuant to RSA 189:31.

Legal References:

Title IX of the Education Amendments of 1972, 20 U.S.C 1681, et seq 20 U.S.C. §1232g, Family Educational Rights and Privacy Act

34 CFR. Part 99, Family Educational Rights and Privacy Act Regulations

34 CFR 106.8, Designation of responsible employee and adoption of grievance procedures.

34 CFR 106.30, Definitions

34 CFR 106.44, Recipient's response to sexual harassment

34 CFR 106.4, Grievance process for formal complaints of sexual harassment

34 CFR 106.71, Retaliation

RSA 193:38, Discrimination in Public Schools

NH Dept of Ed. Rules Ed 303.01 (i), School Board Substantive Duties

Ed 303.01(j), Substantive Duties of School Boards; Sexual Harassment Policy

Legal References Disclaimer: *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

See Also: ACAC-R Title IX Sexual Harassment Grievance Procedures, AC, AC-E

New Policy/1st Reading/Adopted: 9/22/20

ACAC-R - TITLE IX SEXUAL HARASSMENT GRIEVANCE PROCEDURES

TITLE IX GRIEVANCE PROCESS.

The Title IX Grievance Process is used only upon the filing of a formal complaint of sexual harassment as described in Sec. I.A, below. The provisions of Section I of the Policy are incorporated as part of the Title IX Grievance Process. Upon receipt of a formal complaint of sexual harassment, the Title IX Coordinator will coordinate the District's efforts to comply with its responsibilities related to the Title IX Grievance Process.

Process for Filing a Formal Complaint of Sexual Harassment.

The Title IX Grievance Process is initiated by way of a formal complaint ("complaint" or "formal complaint") filed by the complainant, the complainant's parent/guardian, or the Title IX Coordinator. The complainant may file a complaint or choose not to file a complaint and simply receive the supportive measures. If the Complainant does not file a complaint, the Title IX Coordinator may sign a formal complaint, but only if initiating the grievance process against the respondent is not clearly unreasonable in light of the known circumstances, and in other cases where, in the exercise of good judgment and in consultation with the District's attorney as appropriate, the Title IX Coordinator determines that a grievance process is necessary to comply with the obligation not to be deliberately indifferent to known allegations of sexual harassment (e.g., reports of sexual assault, employee on student harassment, repeat reports, or the conduct in the complainant's report has not been adequately resolved through the provision of supportive measures). If the complaint is filed by the Title IX Coordinator, he/she is not

a party to the action, and the District must comply with all of the provisions of the Title IX Grievance Process relative to respondents and complainants.

If no formal complaint is filed by the complainant or the Title IX Coordinator no disciplinary action may be taken against the respondent based upon conduct that would constitute sexual harassment under this policy.

Although there is no time limit per se to filing a formal complaint, for complaints initiated by the complainant or his/her parent/guardian, the complainant must be employed by the District or participating in or attempting to participate in the education program or activities of the District at the time of filing. Additionally, although the District will initiate the Title IX Grievance Process regardless of when the formal complaint is submitted, delays in reporting may significantly impair the ability of school officials to investigate and respond to the allegations.

At a minimum, a formal complaint must:

- contain the name and address of the complainant and the student's parent or guardian if the complainant is a minor student;
- describe the alleged sexual harassment,
- request an investigation of the matter, and
- be signed by the complainant or otherwise indicate that the complainant is the person filing the complaint.

The complaint may be filed with the Title IX coordinator in person, by mail, or by email. Complaint forms may be obtained from the Title IX Coordinator or on the district website (School Board Policy ACAC-F).

Initial Steps and Notice of Formal Complaint

The Title IX Coordinator will provide notice to the complainant and the complainant's parent/guardian (if the complainant is a non-eligible student under FERPA), and to the respondent (if known) and the respondent's parent/guardian (if the respondent is a non-eligible student under FERPA), as well as to any other known parties, of the following:

- this Title IX Grievance Process, including any informal resolution process;
- the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview; "sufficient details" shall include to the extent known identities of persons involved, the conduct allegedly constituting sexual harassment, and the date and location of the incident;
- a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
- that each party may have an advisor of their choice, who may be, but is not required to be, an attorney;
- that each party is entitled to inspect and review evidence; and
- a reference to any provision in the District's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

The Title IX Coordinator will contact the complainant to discuss and offer supportive measures.

The Title IX Coordinator may contact the respondent to discuss, and or impose, non-disciplinary supportive measures.

The Title IX Coordinator will examine the allegations in the formal complaint, to determine whether even if assumed true, the allegations are sufficient to sustain a finding of sexual harassment under this Policy. If the Title IX Coordinator was not involved with preparing the formal complaint, the Title IX Coordinator will contact the complainant to discuss the complaint and whether amendment is appropriate, in which case the process of Sec. I.C.4 will apply.

If the formal complaint fails to satisfy the definition of sexual harassment in this Policy, the complaint shall be dismissed as provided in Sec. I.G, below.

If the complaint is not dismissed, then Title IX Coordinator will consult with the Superintendent as to whether the Title IX Coordinator should act as the investigator or whether a different District or other employee shall act in that capacity. At the same time, the Title IX Coordinator and the Superintendent shall appoint the person who shall make the initial determination of responsibility (initial decision maker). Ordinarily the building principal shall serve as the initial decision maker. In all cases, the investigator and the initial decision maker must be properly trained and otherwise qualified (see Sec. II.D "Training", and Section II.G "Conflict of Interest").

If the report alleges sexual harassment by the Superintendent, the Title IX Coordinator will inform the School Board Chair and the Business Administrator, the latter of whom shall have authority to seek guidance from the District's general counsel, but shall not delay the District's response to the report as outlined in this Policy.

General Provisions and Additional Definitions Relative to Title IX Grievance Process.

Copies and Notices. Except as specifically stated elsewhere in this Policy, for any document, information or material required to be delivered to a party or to a person assigned with responsibility under the Title IX Grievance Process, the manner of transmittal may be by electronic mail, regular mail or such other manner reasonably calculated to assure prompt delivery with evidence thereof (such as a commercial carrier or other receipted delivery). Hand delivery will only be permitted if made to the District official charged with the specific function under this Policy (e.g., Title IX Coordinator, Superintendent, investigator, decision maker(s), etc.). Any document required to be delivered to a minor or other non-eligible student, must also be delivered to the minor's parent/guardian. Copies should also be sent to a party's advisor if the information for the advisor has been previously communicated to the sending party. (Under federal regulations, copies of the investigative evidence, as well as the investigative report, must be forwarded to a party's advisor. See Sections I.E.3, and I.E.4).

Risk Analysis and Emergency Removal. At any point during the Title IX Grievance Process, the Title IX Coordinator may arrange for an individualized safety and risk analysis as described in Sec. II.J.5, following which a student may be removed.

Administrative Leave. At any point during the Title IX Grievance Process, the Superintendent, and at his/her own discretion, and with or without consulting the Title IX Coordinator, may place an employee on administrative leave pursuant to RSA 189:31.

Additional Allegations. If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that were not included in the previous notice, the District shall simultaneously provide notice of the additional allegations to the parties whose identities are known.

No Interference with Legal Privileges. At no point in process will the Title IX Coordinator, the investigator, any decision maker, or any other person participating on behalf of the District, require, allow, rely upon, or otherwise use questions or evidence that constitutes, or seeks disclosure of, information protected under a legally recognized privilege (e.g., doctor/patient, attorney/client, clergy, etc.), unless the person holding such privilege (parent/guardian for minor student) has waived the privilege in writing to use the information with respect to the Title IX Grievance Process.

Consolidation of Complaints. The District may consolidate formal complaints of allegations of sexual harassment where the allegations of sexual harassment arise out of the same facts or circumstances and the formal complaints are against more than one respondent; or by more than one complainant against one or more respondents; or by one party against the other party. When the District has consolidated formal complaints so that the grievance process involves more than one complainant or more than one respondent, references to the singular "party", "complainant", or "respondent" include the plural, as applicable.

Remedies: Range of Disciplinary Sanctions and Remedial Actions Upon Final Determination of Responsibility.

"Disciplinary sanctions" are consequences imposed on a respondent when s/he is found responsible for sexual harassment under this Policy. Remedial actions are actions intended to restore or preserve a complainant's equal access to the educational programs and activities of the District.

"Disciplinary sanctions" against an employee respondent may include any available sanction available for the discipline of employees, up to and including dismissal or non-renewal for any other violation of Board policy, NH Code of Conduct for Educational Professionals, applicable individual or collective bargaining contract, or state or federal laws or regulations.

"Disciplinary sanctions" against a student may include any available discipline or sanction, up to and including expulsion, under the policies, rules and procedures that establish the district's comprehensive student code of conduct.

"Remedial actions" as to a respondent after a final finding of responsibility, whether employee or student, may include the imposition upon a responsible respondent of any additional non-disciplinary measures appropriate to effecting a remedy for sexual harassment, and may include such measures as no-contact requirements, scheduling adjustments, removal or exclusion from extracurricular activities, class reassignments, limits on future class registrations, restrictions on access to various spaces in the school buildings, reassignment of attendance, and similar

measures fine-tuned to respond appropriately to the circumstances surrounding a successful complainant's right to access the district's program and activity. Additional remedial actions may include recommendations that a school-wide or system-wide response is needed in order to respond to the sexual harassment in a way that is not clearly unreasonable under the circumstances. In such cases, the Superintendent shall provide additional staff training, harassment prevention programs, or such other measures as determined appropriate to protect the safety of the educational environment and/or to deter sexual harassment.

Timeframe of Grievance Process.

The District shall make a good faith effort to conduct a fair, impartial grievance process in a timely manner designed to provide all parties with a prompt and equitable resolution. It is expected that in most cases, the grievance process will be concluded through at least the determination of responsibility decision within 80 days after filing the formal complaint. In more complex cases, the time necessary to complete a fair and thorough investigation or other circumstances mean that determination of responsibility cannot reasonably be made within that timeframe.

Summary of Grievance Process Timeline.

- Investigation 20 +/- days as the complexity of the case demands (Sec. I.E.1) below
- 10 days for reviewing information prior to conclusion of investigation
- 10 days after receiving report to respond to report
- 10 days for decision maker to allow initial questions
- 10 days for responses to questions
- 10 days for questions and responses to follow-up questions.
- 10 days for determination of responsibility decision
- 10 days for appeal (6 additional days for administrative steps)
- 10 days for argument/statement challenging or supporting determination
- 10 days for decision on appeal

Delays and Extensions of Time. At any stage of the grievance process, the District (through the Superintendent, or if the Superintendent is the respondent, the Title IX Coordinator or designee) may for good cause allow for temporary delays or extensions of time upon request of either party, or on his/her own initiative. Examples of good cause may include such things as availability of parties or witnesses, school or school administrative office holidays or vacations, referral back to an earlier stage of the grievance process, concurrent law enforcement or other agency activity, or need to obtain interpreters or accommodation of disabilities. For any such delay or extension of time, the Superintendent or the Title IX Coordinator will provide written notice to the parties of the delay/extension and the reason(s).

Investigation.

The Title IX Coordinator will coordinate the investigation. The investigator shall be as appointed pursuant to Sec. I.B.5, above.

The Title IX Coordinator may conduct the investigation, or, in consultation with the Superintendent, designate another qualified person to investigate. The investigation and investigator must:

- Include objective evaluation of all relevant evidence, including inculpatory and exculpatory evidence. (Evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such evidence about the complainant's prior sexual behavior is offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the evidence concerns specific incidents of the complainant's prior sexual behavior with respect to the respondent and is offered to prove consent.)
- Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the District and not on either of the parties;
- Provide an equal opportunity for the parties to present witnesses, and other inculpatory and exculpatory evidence;
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

Provide the parties with the same opportunities to have others present during any interview or other part of the investigation, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The investigator may restrict any others from participating, as long as the restrictions apply equally to both parties;

Provide, to a party (e.g., respondent or complainant – and parent/guardian as appropriate) whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate within the timeframes established in Sec. I.D, above.

Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint;

Prior to completion of the investigative report, the District, through the Title IX Coordinator, must send to each party and party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report;

The investigator must prepare a written investigative report that fairly summarizes relevant evidence, including, without limitation, witness credibility, discrepancies, inculpatory and exculpatory information, and relevant District policies, rules and regulations, and the manner in which the same were made known to the pertinent school populations or specific parties. The investigative report shall include a description of the procedural steps taken, starting with the receipt of the formal complaint, and continuing through the preparation of the investigative report, including any notifications to the parties, interview with parties and witnesses, site visit, and methods used to gather evidence.

The investigator shall provide the investigative report in hard copy or electronic format to the Title IX Coordinator, to each party and each party's advisor, if any. Each party will have 10 days from receipt to provide the Title IX Coordinator a written response to the investigative report.

It serves all parties when investigations proceed diligently and conclude within a reasonable time, which may vary case by case. In most cases, it is expected that the investigator will conclude the initial investigation, and provide the parties the evidence and other information required under Sec. I.E.2, above. Not more frequently than every other week, any party may request the Title IX Coordinator to obtain and provide the parties with a basic status report on the investigator's progress toward completion. In most cases, the investigator should conclude the investigation within 10-20 days after receiving a Formal Complaint.

Determination of Responsibility and Initial Decision Maker.

The determination of responsibility of the respondent shall be made by the initial decision maker as appointed pursuant to Section III.B.5.

Prior to making a determination of responsibility, the initial decision maker will afford each party 10 days to submit written, relevant questions to the initial decision maker that the party wants asked of any party or witness. The initial decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the question and evidence concern specific incidents of the complainants prior sexual behavior with respect to the respondent and are offered to prove consent.

The initial decision maker will provide the questions to the party/witness, with copies to each party, and provide no less than 10 days for written responses, likewise to be provided to each party.

The initial decision maker will provide 5 days each for supplementary, limited follow-up questions and 5 days for answers, and may provide for additional rounds of follow-up questions, as long as the provision is extended to both parties equally.

The initial decision maker may not make any creditability determinations based on the person's status as a complainant, respondent or witness.

The respondent must be deemed to be not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

The initial decision maker may impose disciplinary sanctions and remedies as described in Section I.C7, above.

The standard to be used for formal complaints in determining whether a violation has occurred and/or that the respondent is responsible is the preponderance of the evidence standard, which is only met when the

party with the burden convinces the fact finder (the initial decision maker) that there is a greater than 50% chance that the claim is true (i.e., more likely than not).

The initial decision-maker must issue a written determination/decision within 10 days after the close of the period for responses to the last round of follow-up questions. The written “Initial Determination of Responsibility” must include:

- Identification of the allegations potentially constituting sexual harassment;
- A description of the procedural steps taken from the receipt of the formal complaint through the Initial Determination of Responsibility, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the District’s applicable codes of conduct, policies, administrative regulations or rules to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility (i.e., whether or not the respondent is responsible for sexual harassment), and any disciplinary sanctions or remedies; and
- The District’s procedures and permissible bases for the complainant and respondent to appeal (as set forth in Section I.H, below).

The decision maker shall provide the Initial Determination of Responsibility to the Title IX Coordinator, the Superintendent and the parties simultaneously.

Dismissal of a Formal Complaint.

The District must dismiss a formal complaint with regard to Title IX sexual harassment if the alleged conduct:

- Would not constitute sexual harassment, even if proved;
- Did not occur in the District’s education program or activity; or
- Did not occur against a person in the United States.

The District may dismiss a formal complaint with regard to Title IX sexual harassment if at any time during the investigation or determination of responsibility stage(s):

- A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- The respondent is no longer enrolled or employed by the District; or
- Specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Prior to dismissal of a complaint, the person responsible at that stage shall consult with the Superintendent. Upon dismissal of a formal complaint, the District must promptly send written notice of the dismissal and the reason(s) therefor simultaneously to the parties.

The dismissal of a formal complaint under Title IX does not preclude the District from continuing any investigation or taking action under other District policies, code of conduct or administrative rules/regulations. In some cases, the District may have an obligation to continue an investigation and proceed under a different policy or mandated process.

Appeals Process.

Either party may appeal the Initial Determination of Responsibility or the dismissal of a formal complaint or any allegation in a formal complaint by notifying the Superintendent in writing (“written appeal”), with a copy to the Title IX Coordinator. If there are multiple determinations of responsibility, the written appeal shall specify which ones are included in the appeal. The written appeal must be received by the Superintendent within 10 days of the Initial Determination of Responsibility or written notice of dismissal being communicated to the parties.

An appeal under this Policy may only be based upon one or more of the following bases, which must be stated specifically in the party’s written appeal:

- Procedural irregularity that affected the outcome of the matter;

New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

Appeals for any other reason or upon any determination of responsibility not included in the written appeal will not be heard.

Appeals pertain only to the determination of responsibility and non-disciplinary remedies. Once a determination of responsibility is final per Sec. I.I, below, appeals of disciplinary sanctions may be made pursuant to the District's ordinary review process for discipline, or, to the extent applicable, any statutory or other processes provided under collective bargaining agreements or individual contracts.

Within 3 days of receipt of the written appeal, the Superintendent shall appoint a decision maker for appeal ("appeals decision maker"), who must have adequate training as provided in Section II.D, be free from conflict of interest as provided in Section II.G, and may not be the same person as the initial decision maker, the person who ordered dismissal, the investigator(s), or the Title IX Coordinator. Upon the appointment of the appeals decision maker, the Superintendent shall provide a Notice of Appeal to each party and to the Title IX Coordinator, with a copy of the written appeal. The Notice of Appeal must include information about all deadlines and timeframes in the appeal stage.

Each party shall have 10 days from the date the Notice of Appeal is delivered to the parties to submit to the appeals decision maker a written statement, with copies to the Superintendent, Title IX Coordinator, and other party a statement ("appeal statement") in support of, or challenging, the determination of responsibility or dismissal.

Each party shall provide copies of the appeal statement to the other party, the Superintendent, and the Title IX Coordinator at the same time the appeal statement is given to the appeals decision maker. If the basis of the appeal is newly available evidence affecting the outcome, the party shall submit such evidence or a summary of such evidence along with the party's appeal statement.

The appeals decision maker may refer an appealed issue back to a prior point in the grievance process, with written notice to the parties, the Superintendent and the Title IX Coordinator.

The appeals decision maker shall provide a written appeals decision after considering the record and the parties' appeal statements. The appeals decision maker will only overturn the Initial Determination of Responsibility upon a conclusion that it was clearly erroneous (i.e., either made on unreasonable grounds, or without any proper consideration of the circumstances). If the basis or one of the bases for the appeal was new evidence, the appeals decision maker may either make a determination of responsibility regarding that evidence, or refer it back to the appropriate stage of the Title IX Grievance Process. The written appeals decision will describe the result(s) of the appeal and the rationale, with copies provided to the parties, Superintendent and Title IX Coordinator, no more than 10 days after receiving the last of the parties' written statements per Section I.H.5, above.

Finality of Determination of Responsibility. The determination regarding responsibility becomes final either on the date that the recipient, through the Superintendent, provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal of the Initial Determination of Responsibility would no longer be considered timely. The final determination shall be identified as the Title IX Decision.

Once the Title IX Decision is final, the District may implement remedies and disciplinary sanctions. The Title IX Coordinator is responsible for effective implementation of any non-disciplinary remedies, with the assistance of building and District administrative personnel, while disciplinary sanctions will be imposed by persons charged with such responsibilities under other Board policies, regulations or administrative procedures. The District may also proceed against the respondent or complainant pursuant to the District's applicable code of conduct or other Board policies, collective bargaining agreement, individual contract or administrative rules/regulations/procedures. The issue of responsibility for the conduct at issue shall not be subject to further review or appeal within the District.

Informal Resolution.

At any time prior to reaching a determination regarding responsibility (but only after the filing of a formal complaint), the District may offer an optional informal resolution process (e.g., mediation, arbitration), provided that the District:

Provides written notice to the parties disclosing:

The allegations of the formal complaint;
The requirements of the information resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to an informal final resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Obtains the parties' voluntary written consent to the informal resolution process; and

In no event may the District offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

See Also: ACAC – Title IX Sexual Harassment Policy

New Policy/Procedures: 9/22/20

ADC/GBED/JICG - PROHIBITIONS REGARDING USE AND POSSESSION OF TOBACCO PRODUCTS, E-CIGARETTES AND E-LIQUIDS IN AND ON SCHOOL FACILITIES AND GROUNDS

Category: Priority/Required by Law

*Identical Policy: GBED & JICG
Related Policy: IHAMA*

State law prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the Mascoma Valley Regional School District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

Definitions. *These definitions shall also include any amendments to the referenced statutes as the same may be amended or replaced from time to time.*

"Tobacco product(s)" means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI.

"Device" *means any product composed of a mouthpiece, a heating element, a battery, and electronic circuits designed or used to deliver any aerosolized or vaporized substance including, but not limited to, nicotine or cannabis. Device may include, but is not limited to, hookah, e-cigarette, e-cigar, e-pipe, vape pen, e-hookah, as well as any other object or item defined in RSA 126-K:2, II-a.*

"E-cigarette" means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that *may or may not contain nicotine or e-liquid*. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-b.

"E-liquid" *means any liquid, oil, or wax product containing, but not limited to, nicotine or cannabis intended for use in devices used for inhalation as well as any other substance included or defined in RSA 126-K:2, II-c.*

"Liquid nicotine" means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a.

"Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative

buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

Students

No student shall purchase, attempt to purchase, possess or use any tobacco product, *device*, E-cigarette, *E-liquid*, or liquid nicotine in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Enforcement of the prohibition against students shall initially rest with building principals, or their designees, who may also report any violation to law enforcement, for possible juvenile, criminal or other proceedings as provided under state law. Additional consequences may be administered pursuant to printed student conduct rules.

Employees

No employee shall use any tobacco product, *device*, E-cigarette, *E-liquid*, or liquid nicotine, in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their

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designees. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

All other persons

No visitor, contractor, vendor or other member of the public, shall use any tobacco product, *device*, E-cigarette, *E-liquid*, or liquid nicotine in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

The building principal(s), and where appropriate, other site supervisor (athletic director, vehicle driver, etc.), or their designee(s), shall have the initial responsibility to enforce this section, by requesting that any person who is violating this policy to immediately cease the use of tobacco products, E-cigarette or liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the principal, site supervisor, or designee may call contact the appropriate law enforcement agency(ies) for possible criminal or other proceedings as provided under state law.

Implementation and Notice - Administrative Rules and Procedures.

The Superintendent shall establish administrative rules and procedures to implement this policy, which rules and procedures may be building level and/or district-wide. Rules and procedures relating to student violations and resulting disciplinary consequences should be developed in consultation with building principal(s).

The Superintendent, working with the building principal(s), shall provide annual notice to employees, students and parents of the pertinent provisions of this policy (e.g., student or staff handbook) along with applicable administrative regulations and procedures, which may include prescribed consequences for violations of this policy. Such notice should include information that violation of this Policy could lead to criminal or other such proceedings.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

Legal References:

RSA 155:64 – 77, Indoor Smoking Act

RSA 126-K:2, Definitions

RSA 126-K:6, Possession and Use of Tobacco Products by Minors

Legal References Disclaimer: *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

Draft to School Board: 12/16/03

First Reading: 12/16/03; Second Reading and Adoption: 1/13/04

SB Review: 11/27/18; F&F Review: 4/3/19; 1st Reading: 4/23/19; 2nd Reading & Adopted: 5/14/19

Reviewed/1st Reading: 11/10/20; 2nd Reading/Adopted: 11/24/20

ECAF - AUDIO AND VIDEO SURVEILLANCE ON SCHOOL BUSES

Category: Recommended

See also EEA, EEAA, JICC JICK & JRA

General Authorization

Video cameras may be used on Mascoma Valley Regional School District school buses to monitor student behavior. Audio recordings in conjunction with video recordings may also be captured on school buses, in accordance with the provisions of RSA 570-A:2.

NOTE CONCERNING AUDIO RECORDINGS: Recordings that include audio must also comply with the limitations of RSA 570-A:2, II (k)(2), which provides in pertinent part: "In no event, however, shall the recording be retained for longer than 10 school days unless the school district determines that the recording is relevant to a disciplinary proceeding, or a court orders that it be retained for a longer period of time. An audio recording shall only be reviewed if there has been a report of an incident or a complaint relative to conduct on the school bus, and only that portion of the audio recording which is relevant to the incident or complaint shall be reviewed."

Notification

This policy constitutes notification that audio and video recordings may be made on school buses used in the district. See also Board policy JICK - Pupil Safety and Violence Prevention.

The Superintendent or his/her designee shall ensure that there is a sign prominently displayed on the school buses informing the occupants of the school buses that such video and audio recordings are occurring. Notification of such video and audio recordings on the bus will also be included in the Student-Parent Handbook as well as the District and school websites.

Procedures Concerning Usage and Retention of Audio Recordings

The Superintendent is charged with establishing additional administrative procedures consistent with this policy to address the length of time which any audio recording is retained, ownership of the recording, limitations on who may view and listen to the recording, and provisions for erasing or destroying the recordings. Video recordings without audio may be used, retained or destroyed as provided in Board policy EEAA.

Recordings may be viewed/heard only by the following persons and only after expressly authorized by the Superintendent:

- Superintendent or designee
- Transportation Coordinator
- Investigators or attorneys retained by district
- Business Administrator
- Building Administrator
- Law Enforcement Officers
- Parent/guardian of any student involved in disciplinary proceedings and present on the recording.

The Superintendent is authorized to consult with the District's attorney relative to the use and retention of an audio and video recording either generally or in reference to a particular occurrence.

Student Records

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.

Legal References:

RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed
34 C.F.R. Part 99, Family Educational Rights and Privacy Act Regulations

Draft recommended to the Board on: 5/9/94; Adopted by the Board on: 7/18/94

Revision approved, as amended, first reading: 10/12/99

2nd Reading and Adoption by the Board: 11/09/99

Revision approved and first reading: 12/16/14

Second Reading and Approval: 1/14/15

Reviewed/First Reading: 10/27/20; 2nd Reading/Adopted: 11/10/20

Review/1st Reading: 2/8/22; 2nd Reading/Adopted: 2/22/22

EF - FOOD SERVICE MANAGEMENT

Category: Recommended

See also JLCF

In the Mascoma Valley Regional School District, all food service personnel will be directly responsible to the Food Service Director. The Food Service Director is responsible to the Superintendent or Business Administrator.

The Food Service Director is responsible for the planning and preparation of food served in the food service program, ensuring full compliance with the State of New Hampshire's education rules and regulations. All food will comply with the nutrition standards as set forth by the school wellness program.

The Food Service Director will order supplies, keep accurate records of financial transactions connected with the food service program, and prepare all records and reports as required.

The Food Service Director will be certified by a NH Department of Education approved program. They must hold a certificate of completion for an approved sanitation course upon employment.

All food service employees shall, within their first year of employment, obtain a certificate of completion for an approved sanitation course.

The Food Service Director will make recommendations to the building principal, the Superintendent, and/or Business Administrator concerning personnel and operational matters related to the food service program.

The District will seek to ensure that all students have access to school-provided meals. The Superintendent and/or the Business Administrator will develop meal-payment procedures for school-provided meals. No student will be subject to different treatment from the standard school lunch meal or school cafeteria procedures, regardless of ability to pay for such meal.

Reviewed: 12/01/16; First Reading 12/13/16; Second Reading 1/10/17

F&F: 11/1/18; School Board: 11/13/18; F&F: 1/2/19;

1st Reading: 1/8/19; 2nd Reading & Adopted: 1/22/19

EFA - AVAILABILITY AND DISTRIBUTION OF HEALTHY FOODS

Category: *Priority/Required by Law*

The Mascoma Valley Regional School District will support the availability and distribution of healthy foods and beverages in all school buildings during the school day.

The Superintendent of Schools or his/her designee is responsible for ensuring that all foods and beverages distributed within the district meet nutritional standards established by state and federal law relative to: (1) nutrient density; (2) portion size; and (3) nutrition targets, as defined in pertinent law.

The Superintendent of Schools or his/her designee is responsible for implementing developmentally appropriate opportunities to learn food preparation skills that support nationally recognized research-based nutrition standards. The Superintendent of Schools or his/her designee is responsible for providing annual communication information about the policy and procedure and related curricula to the school community.

First Reading to Board: 5/26/15

Second Reading and Approval: 6/9/15

Reviewed by F&F: 11/1/18 – No Changes Recommended

EFAA - MEAL CHARGING

Category: Priority/Required by Law

See also JLCF, EF, EFA & EFE

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

All students will be allowed a school lunch regardless of their account balance.

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

Student Meal Accounts

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

Funds may be deposited into a student lunch account by cash, check, or on-line payment. Cash or checks made out to: Café Services should be presented to the cashier at the cafeteria. A check may also be mailed to: Café Services, 27 Royal Road, Canaan, NH 03741. The District utilizes the services of www.MealTime.com. The use of checks or on-line payments is encouraged, as each provides a record. Parents are responsible for any fees charged by the on-line service. In accordance with United States Department of Agriculture ("USDA") guidance SP 02-2015, there will be no processing fee for deposits to a student meal account made by cash or check.

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

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

Parental Restrictions on Use of Student Meal Account

Parents who establish a meal account for their student are responsible for establishing with their student any restrictions the parent chooses to place on use of the account. Unless restricted by the parent, a student may purchase a la carte items in addition to the regular meal choices. Some students purchase more than one meal at one sitting. Setting and ensuring compliance with limitations on the use of the student's meal account afford families an opportunity to develop their student's understanding of the responsible use of credit and debit accounts, which will benefit the student throughout life. Parents must monitor the student's use of the meal account to ensure that a sufficient balance is available at all times for their student to charge meals. The District's on-line payment system allows a parent to check their students balance at any time.

The District's policy is to ensure that students have access to healthy meals and that no student will be subject to different treatment from the standard school meal or school cafeteria procedures. Therefore, the District will allow students to purchase a meal, even if the student's meal account has insufficient funds. This policy applies to all meal offerings generally available at the cafeteria, including breakfast and lunch. This does not apply to a la carte items.

Balance Statements

The District will work proactively with parents to maintain a positive balance in their student's meal account.

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

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

Notice prior to the account reaching zero is intended to reinforce the requirement that a positive balance be maintained in the student meal account. If a student meal account falls into debt, the initial focus will be on resuming payments for meals being consumed to stop the growth of the debt. The secondary focus will be on restoring the account to routinely having a positive balance.

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

Free or Reduced Price Meals

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

Parents shall be provided with a copy of this policy and an application for free or reduced cost meals annually at the start of the school year through a mailing or in the parents' handbook, upon enrollment of a transfer student during the school year, and as a component of all notices sent to parents seeking payment to correct a negative balance in the student meal account. The communication explaining the availability of the free or reduced price meals shall include all the elements required by federal regulation, 7 C.F.R. 245.5. Each notice shall also identify a member of the District staff, with contact information, who is available to answer questions or assist the parents with applying for free or reduced price meals.

As required by the Civil Rights Act of 1964 and USDA guidance, parents with Limited English Proficiency ("LEP") will be provided with information on this policy and the free and reduced price meal program in a language the parents can understand. The District will utilize USDA and community resources to fulfill this requirement. This policy and links to application materials for the free or reduced price meal program will be posted on the school web site and made available to parents at each school.

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

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

(This section applies for districts that choose to allow a student with a zero balance to charge meals. A District may have a policy that charging meals is not permitted. A policy prohibiting meal charges may be more appropriate if applied only to older students.)

Students Without Cash in Hand or A Positive Account Balance

Regardless of whether a student has money to pay for a meal or has a negative balance in the student meal account, a student requesting a meal shall be provided with a meal from among the choices available to all students. The only exception will be where the student's parents have provided the District with specific written direction that the student not be provided with a school lunch program meal, the student has a meal sent from home, or otherwise has access to an appropriate meal. Under no circumstances will a student's selected meal be thrown away because of the status of the student's meal account.

It is the parents' responsibility to provide their student with a meal from home or to pay for school prepared meals.

Therefore, the District's policy is to direct communications to parents about student meal debt. When parents chose to

provide meals sent from home, it is the parents' responsibility to explain to their student the necessity of the student not using the school meal program.

Initial efforts to contact parents will be by e-mail or phone, however if those efforts are unsuccessful, letters to parents may be sent home in sealed envelopes with the student. Where the District has not received a response from the parents or the parents do not cooperate in resolving negative student meal account balances and the student continues to use the school meal program, for students in grade seven or higher, the principal or designee may communicate directly with the student in a manner that is private and which does not publicly identify or stigmatize the student. Resolution of the problem should seek to ensure the student has ongoing access to an appropriate meal.

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

If the student's meal account balance debt grows to \$15.00 or more a letter demanding immediate payment shall be sent by US Mail to the parent or the parent shall be contacted by the Principal or designee by phone or in person.

Where warranted, the Principal may arrange a payment schedule to address current meal consumption and arrearages while the school continues to provide the student with meals.

If the student's meal account debt grows to \$30.00 or more the parents will be requested to meet with the principal.

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

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

Unresolved Debt

If the Principal determines that the best available information is that the parents are able to pay the expenses of the student's meals and the parents decline to cooperate with resolving the debt in a timely manner, the Principal shall send a letter to the parents directing them to have their student bring meals from home and cease utilizing the school meal program. The student may resume using the school meal program when a positive account balance is restored in the student's meal account.

If the student continues to use the school meal program, a second letter shall be sent to the parents using certified mail, return receipt requested.

If parents continue to fail to provide the student with a meal sent from home, continue to fail to provide funds for their student to use the school lunch program, continue to refuse to cooperate with reasonable requests by District staff to address the overdue debt, and the parent is believed to have the ability to pay, the Superintendent may pursue payment through civil legal action, including filing a claim in small claims court pursuant to RSA Chapter 503. The Superintendent is delegated authority to assess the likelihood that civil action will lead to payment, the resources required to pursue collection, and to pursue such action only when doing so is in the best interest of the District.

The Superintendent shall try to identify non-profit charities that are willing to contribute funds to the district to assist in keeping a positive balance in the meal account of students whose parents do not qualify for free meals and who due to financial hardship are unable to consistently keep the student meal account in a positive balance. If at the end of the fiscal year uncollected debt in student meal accounts must, as a last resort to fulfill federal requirements, be paid to the school meal program from other District funds, the parents' debt for unpaid meal charges shall be owed to the District. Applying the policy set forth above, the Superintendent shall determine if further collection efforts are in the best interest of the District. Any payments collected on debt that has been offset with District funds, shall be credited to the District. All debt collection efforts shall comply with RSA Chapter 358-C, New Hampshire's Unfair, Deceptive or Unreasonable Collection Practices Act.

Staff Enforcement of Policy/Training

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

Student with Special Dietary Needs

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

To request meal accommodations for students whose dietary needs qualify them for accommodation under law or to file a school meal program complaint with the District, contact the Food Service Director at phone number 632-4308.

To file a program complaint of discrimination with the USDA, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

This District is an equal opportunity provider.

Nondiscrimination

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

Assessment for Neglect Reporting

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

School Board: 10/23/18; F&F: 11/1/18, 1.2.19

1st Reading: 1/8/19; 2nd Reading & Adopted: 1/22/19

F&F Review: 8/7/19; 1st Reading: 8/13/19; 2nd Reading & Adopted: 8/27/19

GBEBB – EMPLOYEE-STUDENT RELATIONS

Category: Recommended

See also: GBEBD

The Mascoma Valley Regional School Board expects all staff members to maintain the highest professional, moral and ethical standards in their conduct with students.

Staff members are expected to maintain an atmosphere conducive to learning, through consistently and fairly applied discipline and established professional boundaries. For the purpose of this policy staff means employees, contract service providers, school volunteers, coaches and student teacher/interns.

Unless necessary to serve an educational or health-related purpose:

1. Staff members shall not make derogatory comments to students regarding the school and/or its staff.
2. The exchange of purchased gifts between staff members and students are discouraged.
3. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
4. Staff members shall not associate with students in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
5. Dating between staff members and students is prohibited.
6. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
7. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
8. Staff members shall not send students on personal errands.
9. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.

10. Staff members shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.
11. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.
12. Staff members shall not be alone in a room with a door closed, a locked door, or with the lights off.
13. Staff members are strongly discouraged from socializing with students outside of school on social networking websites, consistent with the provisions of Policy GBEBD.

Staff members who violate this policy may face disciplinary measures, up to and including termination, consistent with state law and applicable provisions of a collective bargaining agreement.

Any employee who witnesses or learns of any of the above behaviors shall report it to the building principal or Superintendent immediately.

Adopted: 6/8/10

Revised: 12/28/10

Reviewed: 11/20/19; 1st Reading: 1/28/20; 2nd Reading/Adopted: 2/11/20

GBEC - DRUG-FREE WORKPLACE & DRUG-FREE SCHOOLS

Category: Priority-Required by Law

Identical Policy: ADB

Related Policy: JICH

Drug and alcohol abuse in the workplace or at school or in connection with school-sponsored activities on or off school grounds threatens the health and safety of our students and our employees and adversely affects the educational mission of the Mascoma Valley Regional School District. Accordingly, the District is committed to providing a drug and alcohol free learning environment and workplace.

Drug-Free Workplace

1. All District workplaces are drug- and alcohol-free. All employees and contracted personnel are prohibited from:
 - a. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of any controlled substance or drug while on or in the workplace, including employees possessing a "medical marijuana" card.
 - b. Distributing, consuming, using, possessing, or being under the influence of alcohol while on or in the workplace.
2. For purposes of this policy, a "controlled substance or drug" means and includes any controlled substance or drug defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or New Hampshire Controlled Drug Act RSA 318-B.
3. For purposes of this policy, "workplace" shall mean the site for the performance of work, and will include at a minimum any District building or grounds owned or operated by the District, any school-owned vehicle, and any other school-approved vehicle used to transport students to and from school or school activities. It shall also include off-school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction, care or control of the District.
4. As a condition of employment, each employee and all contracted personnel will:
 - a. Abide by the terms of this policy respecting a drug- and alcohol-free workplace, including any administrative rules, regulations or procedures implementing this policy; and

- b. Notify his or her supervisor of his or her conviction under any criminal drug statute, for a violation occurring on District premises or while performing work for the District, no later than five (5) days after such conviction.
5. In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:
- a. Provide each employee with a copy of the District drug- and alcohol-free workplace policy;
 - b. Post notice of the District drug- and alcohol-free workplace policy in a place where other information for employees is posted;
 - c. Establish a drug-free awareness program to educate employees about the dangers of drug abuse and drug use in the work place, the specifics of this policy, including, the consequences for violating the policy, and any information about available drug and alcohol counseling, rehabilitation, reentry, or other employee-assistance programs.

B. District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action; up to and including termination of employment. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction. Should District employees or contracted personnel be engaged in the performance of work under a federal contract or grant, or under a state contract or grant, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee/contracted personnel's conviction, within ten (10) days after receiving notice of the conviction.

The processes for disciplinary action shall be those provided generally to other misconduct for the employee/contractor personnel as may be found in applicable collective bargaining agreements, individual contracts, School Board policies, contractor agreements, and or governing law. Disciplinary action should be applied consistently and fairly with respect to employees of the District and/or contractor personnel as the case may be.

Drug-Free School Zone

Pursuant to New Hampshire's "Drug-Free School Zone" law (RSA Chapter 193-B), it is unlawful for any person to manufacture, sell prescribe administer, dispense, or possess with intent to sell, dispense or compound any controlled drug or its analog, within a "drug-free school zone". The Superintendent is directed to assure that the District is and remains in compliance with the requirements of RSA 193-B, I, and N.H. Ed. Part 316 with respect to establishment, mapping and signage of the drug-free zone around each school of the District.

D. Implementation and Review

- a. The Superintendent is directed to promulgate administrative procedures and rules necessary and appropriate to implement the provisions of this policy.
- b. In order to maintain a drug-free workplace, the Superintendent will perform a biennial review of the implementation of this policy. The review shall be designed to (i) determine and assure compliance with the notification requirements of section A.5.a, b and d; (ii) determine the effectiveness of programs established under paragraph A.5.c above; (iii) ensure that disciplinary sanctions are consistently and fairly enforced; and (iv) and identify any changes required, if any.

Legal References:

- *41 U.S.C. §101, et. Seq. - Drug-free workplace requirements for Federal contractors, and Federal grant recipients*
- *RSA Chapter 193-B Drug Free School Zones*
- *N.H. Admin. Code, Ed. Part 316*

****Note: RSA's are subject to change. See the NH Government website for the most current RSA information.**

Adopted: 8/26/08

SB Review: 12/4/18; EIC: 1/17/19; 1st Reading: 2/12/19; 2nd Reading & Adopted: 2/26/19

IGDJ - INTERSCHOLASTIC AND INTRAMURAL SPORTS

The School Board believes individual students will benefit from a variety of opportunities to grow physically and intellectually. Accordingly, the Board supports an interscholastic and intramural sport program, allowing students to participate on the basis of personal interest, academic and conduct standards, and physical health. Program offerings should primarily consider student interest as well as the resources available for program support.

The Board believes that interscholastic and intramural athletic activities should be an outgrowth of the school's physical education and health curriculum, with skills and demands appropriate for the grade level of students involved. The Board supports an emphasis on participation in lifelong athletic activities, proper physical conditioning, good sportsmanship, and personal health.

It is recognized that a well planned and well conducted athletic program contributes to a positive school culture and the morale of the student body as well as an important element in school-community relations. The athletic program is an integral part of a comprehensive education as sports teach self-discipline, contribution to a team, healthy living, and development of self-esteem. Participation in interscholastic and intramural athletic programs is a privilege. For this reason, standards for academics and conduct/citizenship will determine eligibility. Students participating in district programs should be aware that during participation they represent their school and district and thus are subject to the policies and regulations of the Mascoma Valley Regional School District and state, local, and federal laws. A high standard of behavior is expected of team members.

New interscholastic athletic program offerings are subject to the approval of the Board, as are new memberships in any league, association, or conference, and eligibility guidelines for student participation.

The Mascoma Valley Regional High School is a member of the New Hampshire Interscholastic Athletic Association (NHIAA) and in all athletic matters will at least meet and comply with the rules, regulations, and philosophy of that body. The Board reserves the right to adopt a higher standard than that of the NHIAA.

Reviewed by the MVRSD Policy Committee: August 6, 1998
Approved by School Board 8/6/98; Reviewed EIC: 02/16/17

IKE - PROMOTION AND RETENTION OF STUDENTS

Category: Priority/Required by Law

The Mascoma Valley Regional School District Superintendent and the building principals shall develop rules for the promotion and retention of students. The rules will be approved by the Board. These rules shall be published in the Parent-Student Handbook.

Criteria to be considered regarding the promotion of students should include, but is not limited to, a student's mastery of course level competencies, grades, teacher recommendations, and the student's social growth and readiness.

Legal References:

Ed 306.14(b)(3), Promoting Students (until July 1, 2015)

Ed 306.141(a)(3), Promoting Students (after July 1, 2015)

Legal References Disclaimer: *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

1st Reading: 3/25/03; 2nd Reading: 4/8/03; Adopted: 4/22/03

Reviewed/1st Reading: 1/26/21; 2nd Reading/Adopted: 2/9/21

JH - ATTENDANCE, ABSENTEEISM AND TRUANCY

Category: Priority/Required by Law

Absences

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

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

In the event of an illness, parents must call the school and inform the Mascoma Valley Regional School District of the student's illness and absence. For other absences, parents must provide written notice or a written excuse that states one of these reasons 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. If 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/her 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 or his/her designee may, however, grant special approval of absence for family vacations, provided written approval is given in advance. Parents are asked to write a note to their child's teacher 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.

Truancy

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence.

Ten half-days of unexcused absence during a school year constitutes habitual truancy. A half-day absence is defined as a student missing more two hours of instructional time and less than three and one-half hours of instructional time.

Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence.

The Principal or Truant Officer is hereby designated as the Mascoma Valley Regional School District employee responsible for overseeing truancy issues.

Intervention Process to Address Truancy

The Principal shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process that identifies students who are habitually truant, as defined above.

When the Principal identifies a student who is habitually truant or who is in danger of becoming habitually truant, he/she shall commence an intervention with the student, the student's parents, and other staff members as may be deemed necessary. The intervention shall include processes including, but not limited to:

Investigation of the cause(s) of the student's truant behavior;

Consideration of the modification of the student's educational program to meet needs that may be causing the truancy;

Involvement of the family or guardian(s) in the development of a plan to reduce or eliminate the truancy;

Determination as to whether MVRSD's record keeping and parental notification procedures in accordance with policy JH have had a positive effect on the student's attendance; and

5. Consideration of the alteration of/or elimination of disciplinary measures for truancy.

Parental Involvement in Truancy Intervention

When a student reaches habitual truancy status or is in danger of reaching habitual truancy status, the Principal will send the student's parent a letter which includes:

1. A statement that the student has become or is in danger of becoming habitually truant;
2. A statement of the parent's responsibility to ensure that the student attends school; and
3. A request for a meeting between the parents and the Principal to discuss the student's truancy and to develop a plan for reducing the student's truancy.

Developing and Coordinating Strategies for Truancy Reduction

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

1. Coordination of truancy prevention strategies for all school sites. Strategies will be based on early interventions, such as prompt notifications to families or guardians when attendance issues appear.
2. Provision of assistance (strategies, resources, referral procedures, etc.) to school staff as they design site-based attendance plans.
3. Adoption of district wide or site-based attendance incentive programs.

Parental Notification of Truancy Policy

Prior to adopting this policy, the Mascoma Valley Regional School Board will place the item on the agenda of a public school board meeting and will allow two weeks for public input as to the policy's provisions. Any public input shall be advisory only and final adoption as to the policy's provisions will remain solely with the Mascoma Valley Regional School Board.

Additionally, the Superintendent shall also ensure that this policy is included in or referenced in the student handbook and is mailed to parents annually at the beginning of each school year.

Legal References:

RSA 189:34, Appointment

RSA 189:35-a, Truancy Defined

RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil

RSA 193:7 Penalty

RSA 193:8, Notice Requirements

RSA 193:16 Bylaws as to Nonattendance

NH Code of Administrative Rules, Section Ed 306.04 (a)(1), Attendance and Absenteeism

NH Code of Administrative Rules, Section Ed 306.04 (c), Policy Relative to Attendance and Absenteeism

***Note: RSA's are subject to change. See the NH Government website for the most current RSA information.*

Board Adopted: 10/12/10
Reviewed EIC: 10/18/18; First Reading: 11/13/18; Second Reading/Adopted: 12/4/18

**JH-R2 - MASCOMA VALLEY REGIONAL SCHOOL DISTRICT
ATTENDANCE CONTRACT**

Date: _____

Student: _____

Parent/Guardian: _____

* * * * *

THE STUDENT SHALL

Attend school and all assigned classes on time each day that school is in session except for major illness, injury, etc., excused by the parent **AND** school principal or designee.

Obey all school rules/directions given by the school staff, to the best of his/her ability.

Complete and turn in on time all assignments/homework, to the best of his/her ability.

THE PARENT/GUARDIAN SHALL

Assist the child in getting to school and to the first class of the day on time each day that school is in session except for major illness, injury, etc., excused by the parent **AND** school principal or designee.

When the child is to be absent:

Contact the school the same day of the absence to explain the absence. You may also choose to bring the child to the School Nurse to have the Nurse verify that the child is unable to attend.

When the child returns to school, send a note with the child stating the reason for the absence. Have the child take the note to the main office.

When taking the child to see a doctor, get a written note from the doctor stating the child was seen and the number of days to be excused from school. Have the child take the note to the main office.

THE SCHOOL SHALL

As child/parent/guardian, we understand and agree to the terms and conditions of the Attendance Contract and as parent/guardian I agree to support my/our child in this plan. I/we further understand that failure to comply with the Attendance Contract may result in a Truancy Filing in Family Court. In the event this should occur, both child and parent/guardian may be held responsible by the court for failure to comply with the Attendance Contract.

Student Signature Parent/Guardian Signature

School Official

Parent/Guardian Signature

Board Adopted: 10/12/10; Reviewed by EIC: 11/15/18

JI - STUDENT RIGHTS AND RESPONSIBILITIES

Category: *Recommended*

Related Policies: *JIC & JICD*

Mascoma Valley Regional School District student rights and responsibilities shall be published annually in the applicable student handbook, and will be made available in another language or presented orally upon request. Student disciplinary procedures will be implemented pursuant to Board Policies JIC and JICD.

Legal References:

- RSA 189:15, Regulations*
- NH Code of Administrative Rules, Section Ed 306.04(a)(3), Student Discipline*
- NH Code of Administrative Rules, Section Ed 306.04(f), Student Discipline*
- NH Code of Administrative Rules, Section Ed 317.04(b), Disciplinary Procedures*

Legal References Disclaimer: *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

First Reading: 7/28/15

Second Reading and Approval: 8/11/15

Reviewed/1st Reading: 4/6/21; 2nd Reading/Adopted: 4/27/21

JIC - STUDENT CONDUCT

Category: Priority/Required by Law

Related Policies: JICD, JICDD, JICI, JICK

See also Appendix: JICD-R

General Policy.

The Mascoma Valley Regional School Board is committed to promoting a safe, healthy, orderly and supportive school and learning environment. To achieve that for all, it is important for students to conduct themselves in a manner fitting to their age level and maturity, and with respect and consideration other students, District personnel and other members of the community. Students are expected and required to maintain appropriate behavior that allows teachers and staff to perform their professional duties effectively and without disruption while on School District property or on property within the jurisdiction of the School District (including vehicles); and/or while attending or engaged in school activities.

Expectations for student conduct and standards of behavior shall be communicated through written Board policies, as well as District and/or school rules. Those policies and rules should be included in a Code of Conduct for each school.

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, or visitors, and/or violates the Code of Conduct, or classroom rules is prohibited. Response to violations of the Code of Conduct, however, should be designed to maximize student academic, emotional and social success, while at the same time assuring safety of all students, staff and school visitors. With this objective, the Board endorses adoption of a Multi-Tiered System of Support for Behavioral Health and Wellness (“MTSS-B”) as the framework for the Code of Conduct. District personnel who interact with students are expected to utilize progressive disciplinary measures, and to place emphasis on educating students so they may grow in self-discipline. Suspensions and expulsions shall be administered consistent with the applicable Code of Conduct and Board policy JICD.

Student Code of Conduct

The School Board delegates to the Superintendent, in consultation with the appropriate building Principal and counselors, the responsibility of adopting and implementing a [Student Code of Conduct] with such age-appropriate rules and regulations for each school as he/she deems necessary to implement the objectives of this policy, and reflects the three-tiered support prevention of framework of MTSS-B: school-wide approaches; targeted supports for at-risk students; and individualized services for highest-needs students.

The Code of Conduct for each school shall be submitted to the School Board for review each year, either separately or with the applicable student handbook. Consistent with the Board's statutory authority, and other Board policies regarding review of administrative rules, regulations and procedures, the School Board retains the authority to modify, supersede, or suspend any provision of the Code of Conduct.

The Code of Conduct shall include:

A graduated and age-appropriate system of supports and intervention strategies, such as:

parent conferences,
counseling,
peer mediation,
instruction in conflict resolution and anger management,
parent counseling and training,
community service, and
rearranging class schedules.

Graduated and age-appropriate disciplinary consequences such as:

restriction from extra-curricular activities,
temporary (same day) removal from class or activity,
detention,
temporary reassignment/in-school suspension,
out-of-school suspension, and
expulsion.

Provisions describing how and when short term suspensions of up to 5 days, short term suspensions up to 10 days, long term suspensions up to 20 days, and/or expulsion should be imposed. These standards shall make reference to and reflect:

the nature and degree of disruption caused to the school environment;
the threat to the health and safety of pupils and school personnel, volunteers or visitors;
whether the conduct or behavior is isolated or repeated.

All temporary (same day) removal from classrooms or activities, restriction from activities, detentions, suspensions and expulsions shall comport with applicable laws, regulations and Board policy JICD. Information regarding RSA 193:13, 193-D, this policy, Board policy JICD, and other Board policies or District/school rules regulating student conduct on and off-campus. Except where the complete text of a statute, regulation or policy is required, the Code of Conduct should include age appropriate language. E.g., summaries for elementary grade levels.

Implementation and Notice.

The Superintendent shall assure that the Code of Conduct, complete with the information set out in section B.4, above, shall be printed in full in each student handbook, made available to parents at the beginning of the school year, publicly available on the school, District and/or SAU district website [or in some other manner to assure parental notification if neither the school district nor SAU maintain a website].

Additionally, building Principal(s) shall assure student awareness of the Code of Conduct and other District policies and building rules through print, postings and periodic announcements.

The Superintendent should also designate personnel to explore the availability of and pursue any State or Federal grants, technical assistance and professional development opportunities available to facilitate implementation of MTSS-B per RSA 135-F:5, I(c) and (d).

Parental Notification of Simple Assaults.

Pursuant to RSA 193-D:4, I (b), the Superintendent is directed to adopt and implement procedures requiring parents/guardians of each student involved in a simple assault (victim and perpetrator) occurring during the school day, when such assault causes: any form of bodily injury, including bruising or discoloration, or would otherwise constitute a disciplinable offense under the Code of Conduct. For purposes of this policy, "simple assault" shall have the same meaning as that provided in RSA 631:2-a (a simple assault occurs when one purposefully or knowingly causes bodily injury or unprivileged physical contact to another; or recklessly causes bodily injury to another or negligently causes bodily injury to another by means of a deadly weapon).

Disciplinary Removal of Students with Disabilities.

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 class or activity removal, suspension or expulsion of a child with a disability as defined in Ed 1102.01(t) shall be in accordance with Ed 1124.01.

Legal References:

RSA 135-F:5, System of Care for Children/Duties of Commissioner of Dept. of Education
RSA 193:13, Suspension and Expulsion of Pupils
RSA 193-D:4, Written Report Required
RSA 631:2-a, Simple Assault
NH Code of Administrative Rules, Section Ed. 306.04(f)(4), Student Discipline
NH Code of Administrative Rules, Section Ed. 306.04(g), Suspension & Expulsion
NH Code of Administrative Rules, Section Ed. 306.06, Culture and Climate
NH Code of Administrative Rules, Section Ed. 317.04(b), Disciplinary Procedures

Legal References Disclaimer: *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

First Reading: 8/11/15; Second Reading: 8/25/15

Reviewed by EIC: 1/17/19; 1st Reading: 2/12/19; 2nd Reading & Adopted: 2/26/19

Reviewed/1st Reading: 4/6/21; 2nd Reading/Adopted: 4/27/21

JICA - STUDENT DRESS CODE

The Mascoma Valley Regional School Board recognizes that student individual dress is primarily a parental responsibility that should reflect concern for health and safety of students, staff and others. When the dress of an individual student constitutes a health problem, is unsuitable for school wear, is a danger to any person, or causes a substantial and material disruption or substantial disturbance, the principal or assistant principal shall take appropriate action to correct the situation.

The following apparel is not to be worn at school: transparent tops, clothing with offensive, vulgar, sexual, or racist language or pictures. All tops will completely cover the mid-section and undergarments are to remain covered. Clothing that glorifies or promotes use of alcohol, drugs or tobacco is not permitted. Hats or caps are not to be worn in classrooms.

Students who violate this policy will be given an opportunity to correct the situation by either changing the clothing, removing the clothing (if appropriate), wearing the clothing inside-out, or other means as determined by the building administration so the student is in compliance with this policy. Students who repeatedly violate this policy may face punishment including: parental notification of repeated infractions, detention, and in-school suspension.

Reviewed by EIC: 4/19/18; 1st Reading: 5/8/18; 2nd Reading: 5/22/18; Adopted 5/22/18

Reviewed by EIC: 9/20/18; 1st Reading: 10/9/18; Second Reading 10/23/18; Adopted: 10/23/18

JICC - STUDENT CONDUCT ON SCHOOL BUSES

Category: Recommended

Related Policies: EEA, JIC & JICD

Related Administrative Procedures: JICC-R

Students using school buses and other Mascoma Valley Regional School District transportation are under the jurisdiction of the School from the time they board the bus until they exit the bus. Additionally, Board Policy JICDD applies to “out-of-school” student conduct, including, but not limited to, conduct at or near school bus stops. The Superintendent or his/her designee will develop rules and regulations for conduct on buses. See District administrative School Bus Conduct Rules JICC-R and these shall be printed in the Parent-Student Handbook, made available on the District and/or school website, and provided in other languages as needed.

Failure to abide by the School Bus Conduct Rules Continued, disorderly conduct or persistent refusal to submit to the authority of the driver may result in a student to be denied or suspended from the privilege of transportation in accordance with the RSA 189:9-a, and applicable District rules and procedures. See JICC-R. Additionally, conduct on District transportation is subject to additional interventions, supports or consequences as provided in the Student Code of Conduct.

If a student is to lose the privilege of riding the bus (“transportation suspension”), advance warning will be given, except for misconduct that threatens or the health, safety or welfare of other students, staff or any other person. Parents/guardians of students who have had bus privileges suspended have a right to appeal the suspension within 10 calendar days to the person who issued the original suspension. Transportation suspensions exceeding 20 days must be approved by the Board. Transportation suspensions shall not begin until the next school day following the day written notification of suspension is sent to the pupil’s parent/guardian. The Superintendent shall include such appeal and review procedures in the School Bus Conduct Rules referenced in the preceding paragraph. Transportation suspensions may extend to all District transportation according to the Student Bus Conduct Rules.

Students transported in a school bus shall be under the authority of the District and under control of the bus driver. The driver of the bus, along with the bus monitor, if applicable, is responsible for the orderly conduct of the students transported. Each driver and monitor has the support of the Board in maintaining good conduct on the bus.

Legal References:

RSA 189:6-a, School Bus Safety

RSA 189:9-a, Pupils Prohibited for Disciplinary Reasons

NH Code of Administrative Rules, Section Ed. 306.04(d)(1), School Safety

NH Code of Administrative Rules, Section Ed. 306.04(f)(4), Student Discipline

Legal References Disclaimer: *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy*

Review/1st Reading: 2/8/22; 2nd Reading/Adopted: 2/22/22

JICC – R - SCHOOL BUS CONDUCT RULES

Category: Recommended

Related Policies: EEA & JICC

In order to ensure the safety of all students riding Mascoma Valley Regional School District provided school buses, appropriate behavior is required for all students. Transportation to and from school is an extension of the classroom and should be considered part of the school day. The issue of safety requires students to be on their best behavior while on school buses or vehicles.

The Student Code of Conduct applies to students at all times when being transported on school buses or other District provided transportation to and from school or school activities. Thus, while students may lose the privilege to ride the bus or other District transportation due to students’ failure to maintain the behavioral expectations, students may also be subject to interventions and/or disciplinary consequences for the same behaviors according to the Student Code of Conduct.

Behavioral Expectations & Rules for School Buses and Other District Provided Transportation

Students should arrive at the bus stop at least five (5) minutes before the bus is scheduled to arrive. The bus cannot wait for those who are not on time. If a student misses the bus, it is the parent/guardian’s responsibility to transport the student to school.

Students shall wait in a safe place, clear of traffic until the bus stops, door is open, red flashing lights are on, and the driver has directed students to get on the bus. Students shall wait in an orderly line. Students may cross the road or street only in front of the bus only after the bus has come to a complete stop and upon direction of the driver (10-foot minimum crossing distance).

Students shall go directly to an available or assigned seat when entering the bus and move in toward the window. Students shall remain seated until they have reached their designated stop and the bus has come to a complete stop. Aisles and exits must be kept clear at all times and emergency door will be used for emergencies only.

Students shall observe normal classroom conduct and obey the driver promptly and respectfully. The driver is in complete charge of the bus and his/her decisions and requests must be followed.

Students shall not engage in verbal abuse and/or use abusive language to others.

Students may carry only objects that can be held safely on his/her own lap. Musical instruments, athletic equipment bags and the like must be placed in the area designated by the driver.

Students shall refrain from throwing or passing objects on, from or into buses.

Students shall refrain from eating and drinking on the bus.

Students shall respect the rights and safety of others.

Students may ride only the bus that they have been assigned, and students may only board or exit at their assigned stops. (Exceptions will only be made with a note from a Principal or Principal's designee.)

Students are prohibited from extending head, arms or objects out of the bus windows, and are not allowed to open windows without permission of the driver.

Only authorized riders are permitted on the bus.

When necessary, students will be expected to sit three passengers to a seat.

Students are strictly prohibited from possessing or using tobacco, alcohol, drugs, or any controlled substance. In addition to any interventions or consequences pursuant to these rules or the Student Code of Conduct. The police will be notified whenever a student is involved with the possession and/or use of alcohol, drugs, or any illegal substances.

Students shall not use profane language or obscene gestures, and shall make any excessive noises while on the bus.

Fighting, wrestling or acts of physical aggression are strictly prohibited.

Students shall not deface or otherwise damage the bus, the driver's or any other students belongings while on the bus.

Students/Parents will be held responsible for any and all damages to the bus caused by the student by way of vandalism or other intentional or reckless conduct.

Students shall not carry hazardous material, nuisance items or animals onto the bus.

Students are prohibited from hitching rides via bumper or other parts of the bus.

Response and Consequences for Misconduct on School Buses

Students not adhering to the above expectations may receive consequences as described below. However, **when a student engages in any conduct that threatens or impacts the health or safety of students, staff or others, the Principal or Superintendent may impose more significant and immediate consequences including lengthier transportation suspensions.**

The following will generally apply to violations of expectations 2 through 16:

First Referral: will result in a letter of warning with a copy sent to the student's parents/guardians, and a copy kept on file in the School Administrator's Office and the Business Administrator.

Second Referral: will result in one (1) hour after school detention. Parents/guardians must be notified prior to the implementation of the detention. It becomes the parents/guardians' responsibility to transport or arrange other transportation for their children home after a detention.

Third Referral: will result in an immediate five (5) day suspension from District transportation to and from school.

The following will generally apply to violations of expectations 17 through 22:

First Referral: will be an immediate five (5) day from all District transportation.

Second Referral: will be an immediate ten (10) day from all District transportation.

Third Referral: will result in the immediate suspension from all District transportation. "RSA 189:9 – Pupils prohibited for Disciplinary Reasons.

General Provisions Relating to Transportation/Bus Suspensions

All transportation suspensions are measured by school days, not calendar days. Repeat transportation suspensions or suspensions over five (5) days will apply to all District transportation, including to and from school, as well as any school sponsored activity or program (e.g., field trips, athletic competitions, etc.).

Transportation suspensions shall not begin until the next school day following the day written notification of suspension is sent to the pupil's parent/guardian.

Any suspension to beyond twenty (20) school days must be approved by the school board.

If a pupils transportation privileges have been suspended for violations of the behavior rules or other disciplinary reasons, the parent or guardian of that pupil has right of appeal within ten (10) days of suspension to the authority who issued the suspension.

The Board should consult with counsel regarding the procedures to apply at any Board review or appeal regarding suspension of an individual's transportation privileges.

Until any appeal is heard, or if the suspension of pupil's privileges to ride the school bus is upheld, it shall be the parents' or guardians' responsibility to provide transportation to and from school for that pupil for the period of the suspension.

Audio and Video Surveillance on School Buses

Video cameras may be used on school buses to monitor student behavior. Audio recordings in conjunction with video recordings may also be captured on school buses, in accordance with the provisions of RSA 570-A:2. See Board Policy ECAF – Audio & Video Surveillance on School Buses.

Students with Disabilities:

Students with disabilities will be discipline in accordance with federal state law including the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act, as set forth in the procedures developed by the administration.

Legal References:

RSA 189:6-a, School Bus Safety
RSA 189:9-a, Pupils Prohibited for Disciplinary Reasons
RSA 193:13, Suspension and Expulsion of Students

***Legal References Disclaimer:** These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

Review/1st Reading: 2/8/22; 2nd Reading/Adopted: 2/22/22

JICD - STUDENT DISCIPLINE AND DUE PROCESS

Category: Priority/Required by Law

Related Policies: JI, JIC, JICI & JICK

See also Appendix JICD-R

Policy Statement.

This Mascoma Valley Regional School District policy establishes the substantive parameters, procedures and due process that shall apply before a student may be subject to temporary (same day) removal from classrooms or activities, restriction from activities, detentions, suspensions and/or expulsion. Pursuant to Board policy JIC, response to misconduct, including disciplinary measures and consequences should be designed to maximize student academic, emotional and social success, while at the same time assuring safety of all students, staff and school visitors. Administration of any of the consequences described in this policy shall be consistent with the system of supports and graduated sanctions established pursuant to Policy JIC and the applicable Code of Conduct.

Standards and Procedures Relative to Disciplinary Consequences.

"Removal from the classroom" means a student is sent to the building Principal's office or other designated area during the same school day. It is within the discretion of the person in charge of the classroom or activity to remove the student.

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 or District rules, or the Code of Conduct, or otherwise impedes the educational purpose of the class. Before ordering the removal, the staff member ordering the removal shall warn the student of the infraction and allow the student to respond. Detentions are not appealable.

"Restriction from school activities" means a student will attend school, classes, but will not participate in other school extra-curricular activities, including such things as competitions, field trips, and performances. A student who has been restricted from school activities may participate in practices at the discretion of the person imposing the restriction.

Before ordering the restriction, the supervising employee (e.g., teacher, coach, director, Principal, etc.) ordering the restriction shall warn the student of the infraction and allow the student to respond. If the restriction is immediate and outside of school hours, provision must be made to assure the student is not left unsupervised. The terms of the restriction shall be communicated to the Principal and the student's parent/guardian.

Restrictions under this policy are not appealable.

"Detention" means the student's presence is required for disciplinary purposes before or after the hours when the student is assigned to be in class, and may occur on one or more Saturdays.

Students may be assigned classroom detention at the classroom teacher's discretion, and building detention at the Principal's discretion, if the student refuses to obey the teacher/employee's directives, becomes disruptive, fails to abide by printed classroom, school or District rules, or the Code of Conduct, or otherwise impedes the educational purpose of the class. Before ordering the detention, the staff member ordering the detention shall warn the student of the infraction and allow the student to respond. Parents/guardians shall be notified at least 24 hours prior to a student serving detention.

Detentions before or after school shall not exceed one hour, and Saturday detentions shall not exceed three hours. The building Principal is authorized to establish, announce and post additional guidelines and rules regarding detention, supervision, building access, etc.. The length and timing of the detention, is within the discretion of the licensed employee disciplining the student or the building Principal, pursuant to the posted rules of the school.

Detentions are not appealable.

"Temporary Reassignment" or "in-school suspension" means the student will attend school but will be temporarily isolated from one or more classes while under supervision. A temporary reassignment should not exceed five consecutive school days. Parents/guardians shall be notified at least 24 hours prior to the administration of a temporary reassignment.

The building Principal is authorized to issue reassignment, restrictions from activities, or place a student on probation for repeated failure to conform to the Code of Conduct, classroom rules, or for any conduct that causes material or substantial disruption to the school/class environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, is otherwise inappropriate, or is prohibited by law.

"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 reinstatement of the penalty. Notwithstanding the assignment of probation, no imposition of the

suspended consequence may be administered unless and until all of the provisions of this policy applicable to the suspended consequence (i.e., long-term suspension, expulsion, etc.) are satisfied.

“Out-of-school suspension” means the temporary denial of a student's attendance at school for a specific period of time. It includes short-term and long-term out of school suspensions.

Short-term suspension. A “short-term suspension” means an out-of-school suspension of ten (10) consecutive school days or less. RSA 193:13, I (a).

The Superintendent or his/her written designee is authorized to suspend a student for ten (10) school days or less.

A short term suspension may be imposed only for:

Behavior that is detrimental to the health, safety, or welfare of pupils or school personnel (including, but not limited to, an act of theft, destruction or violence, as defined in RSA 193-D:1); or

Repeated and willful disregard of the reasonable rules of the school that is not remediated through imposition of the district's graduated sanctions described in JIC and the Code of Conduct.

Pursuant to RSA 193:13, XI(b) and Board policy JIC, a short-suspension over 5 days must conform to the standards included in the Code of Conduct.

Before any short-term suspension may be imposed, a student is entitled to the minimum due process (notice before meeting of the charge and explanation of evidence, notice of the possibility of suspension, opportunity for the student to respond, and a written decision explaining the disciplinary taken). See New Hampshire Department of Education Rule Ed 317.04(f)(1).

Long-term suspension. A “long-term suspension” is the extension or continuation of a short-term suspension for a period **not to exceed an additional 10 days** beyond the duration of the short-term suspension.

The Superintendent is authorized to continue the suspension and issue a long-term suspension of a pupil for a period in excess of ten (10) school days, provided only that if the Superintendent issued the original short-term suspension, then the School Board may designate another person to continue the short-term suspension and issue the long-term suspension.

A long-term suspension may only be imposed for:

an act that constitutes an act of theft, destruction or violence, as defined in RSA 193-D; bullying pursuant to Board policy JICK when the pupil has not responded to targeted interventions **and** poses an ongoing threat to the safety or welfare of another student; or possession of a firearm, BB gun, or paintball gun.

Prior to a long-term suspension, the student will be afforded a hearing on the matter. The informal hearing need not rise to the level and protocol of a formal hearing, but **the process must comply with the requirements of Ed 317.04 (f)(2), and (f)(3)(g)**, including, without limitation, the requirements for advance notice and a written decision.

Appeal of long-term suspension. Any long-term suspension issued other than by the School Board under this policy, is appealable to the School Board, provided the Superintendent or School Board chair receives the appeal in writing within ten (10) days after the issuance of the Superintendent's hearing and written decision required under N.H. Dept. of Education Rule Ed. 317.04 (f)(2)c, and sub-paragraph B.6.b, above. The Board shall hold a hearing on the appeal, but will rely upon the record of the decision being appealed from.

Any suspension in excess of ten (10) school days shall remain in effect while this appeal is pending unless the School Board stays the suspension while the appeal is pending. Any request to stay a long-term suspension should be included in the original appeal.

Educational Assignments. As required by RSA 193:13, V, educational assignments shall be made available to students during both short and long term suspensions.

Alternative Educational Services. The school shall provide alternative educational services to a suspended pupil whenever the pupil is suspended **in excess of 20 cumulative days** within any school year. The alternative educational services shall be designed to enable the pupil to advance from grade to grade.

Re-entry Meetings and Intervention Plans. Prior to returning to regular classes, a suspended student, and parent/guardian (when available) shall meet with the building Principal or his/her designee to assist the student in smoothly returning to the school setting.

Any time a pupil is suspended **more than 10 school days in any school year**, upon the pupil's return to school the school district shall develop an intervention plan designed to proactively address the pupil's problematic behaviors by reviewing the problem behavior, re-teaching expectations, and identifying any necessary supports.

Attendance Safe Harbor. A student may not be penalized academically solely by virtue of missing class due to a suspension.

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

Grounds for Expulsion. An expulsion may only be imposed for an act that poses an ongoing threat to the safety of students or school personnel AND that constitutes:

A repetition of an act that warranted long term suspension under section B.6.b, above;
Any act of physical or sexual assault that would be a felony if committed by an adult;
Any act of violence pursuant to RSA 651:5, XIII;
Criminal threatening pursuant to RSA 631:4, II(a); **OR**

For bringing or possessing a firearm as defined in Section 921 U.S.C. Title 18 within a safe school zone as prohibited under RSA 193-D:1, or under the Gun Free School Zones Act, unless such pupil has written authorization from the Superintendent.

Before expelling a pupil, the Board shall consider each of the following factors:

The pupil's age.
The pupil's disciplinary history.
Whether the pupil is a student with a disability.
The seriousness of the violation or behavior committed by the pupil.
Whether the school district or chartered public school has implemented positive behavioral interventions under paragraph V.
Whether a lesser intervention would properly address the violation or behavior committed by the pupil.

Due Process to Be Afforded Prior to Expulsion. Prior to any expulsion, the District will ensure that the **due process standards set forth in Ed 317.04(f)(3) through 317.04 (m)** are followed.

Duration of Expulsion. An expulsion will run for the duration stated in the written decision or until the School Board or Superintendent restores the student's permission to attend school as provided in this policy. An expulsion relating to a firearm in a safe school zone per B.7.a.v, shall be for a period of not less than 12 months.

Educational Services. The Superintendent is authorized, but not required, to arrange for educational services to be provided to any student residing in the District who has been expelled by the District or by any other school.

Modification or Reinstatement After Suspension or Expulsion.

Expelled or suspended students may request a modification of, or reinstatement from, an expulsion or suspension as provided below. Except for students establishing residency from out-of-state, requests for modification or reinstatement from expulsion/suspension shall be submitted in writing to the Superintendent no later than August 15. The request should set forth the reasons for the request, and include additional information to establish that it is in the best interest of the student and school community to reinstate the student. Such additional information may include such things as work history, letters of reference, medical information, etc. All reinstatements shall include an Intervention Plan as described in paragraph B.6.f, above, including such conditions as the reinstating authority (Superintendent or Board) deem appropriate.

Modification by Superintendent. Subject to all other applicable laws, regulations and Board policies, and paragraph C.3, below (relating to firearms), the Superintendent is authorized to reinstate any student who has been suspended or expelled from a school in this District, and or enroll a student suspended or expelled from another school or district, on a case-by-case basis.

Review and reinstatement by Board. A student may request the School Board (of the district of attendance) to review an expulsion decision prior to the start of each school year by filing a written request with the Superintendent detailing the basis of the request. The Board will determine whether and in what manner it will consider any such request after consultation with the Superintendent.

Modification of Expulsion for Firearms. A student who has been expelled from this District or any other public or private school for bringing or possessing a firearm in a safe school zone as prohibited under RSA 193-D1, or under the Gun Free Schools Act, may only be reinstated or enrolled if the Superintendent first determines: possession of the firearm was inadvertent and unknowing; the firearm was for sporting purposes and the student did not intend to display the firearm to any other person while within the safe schools zone; the student is/was in the fifth or lower grade when the incident occurred; or the Superintendent determines that the firearm was not loaded; and that no ammunition was reasonably available; and that the pupil had no intention to display the firearm to other students.

Additionally, the School Board may enroll a student expelled from a school outside of New Hampshire for a violation of the Gun Free Schools Act upon the student establishing residency.

Appeals to State Board of Education. Any decision by the Board (i) to expel a student, (ii) not to reinstate a student upon request, or (iii) enroll a student from another state who had been expelled for a violation of the Gun Free Schools Act, may be appealed to the State Board of Education at any time that the expulsion remains in effect, subject to the rules of the State Board of Education.

Sub-committee of Board. For purposes of sections B.6 and B.7 of this policy, "Board" or "School Board" may either be a quorum of the full Board, or a subcommittee of the Board duly authorized by the School Board.

Superintendent and Principal Designees.

Except where otherwise stated in this policy, the Superintendent may delegate any authority s/he has under this policy, and a principal may delegate any authority s/he has under this policy, to other appropriate personnel.

Disciplinary Removal of Students with Disabilities.

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.

Notice and Dissemination.

This policy shall be made available to families, students and staff as provided in Board policy JIC.

Conflict in Law or State Regulation.

If any provision of this policy shall conflict with State or Federal law, or regulation of the New Hampshire Department of Education, then such law or regulation shall apply, and the remainder of the policy shall be read and interpreted to be consistent with the law or regulation. School administrators and families are strongly encouraged to review the links for pertinent statutes and laws as referenced in this policy.

Legal References:

18 U.S.C. § 921, Et seq., Firearms
20 U.S.C. § 7151, Gun-Free Schools Act
RSA 189:15, Regulations
RSA 193:13, Suspension & Expulsion of Pupils
RSA Chapter 193-D, Safe Schools Zones
RSA 631:4, Criminal Threatening
RSA 651:5, XIII “Act of Violence”
NH Code of Administrative Rules, Section Ed 306.04(a)(3), Discipline
NH Code of Administrative Rules, Section Ed 306.04(f), Student Discipline Policy
NH Code of Administrative Rules, Section Ed. 306.04(g), Suspension & Expulsion
NH Code of Administrative Rules, Section Ed 317.04, Suspension and Expulsion of Pupils Assuring Due Process Disciplinary Procedures
In re Keelin B., 162 N.H. 38, 27 A.3d 689 (2011)

Legal References Disclaimer: *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

Approved: September 24, 2013
Reviewed by EIC: 1/17/19; 1st Reading: 2/12/19; 2nd Reading & Adopted: 2/26/19
1st Reading: 10/13/20; 2nd Reading/Adopted: 10/27/20
Reviewed/1st Reading: 4/6/21; 2nd Reading/Adopted: 4/27/21
Reviewed/1st Reading: 10/12/21; 2nd Reading/Adopted: 10/26/21

JICD-R - MEMORANDUM OF UNDERSTANDING

**for administering the Provisions of RSA 193-D
Safe School Zones**

1. General Principles

The Mascoma Valley Regional School Board and the Canaan, Enfield, Grafton and NH State Police Departments agree to work in a cooperative effort to provide a safe and healthy school environment for students, staffs and visitors. In furtherance of that effort, this Memorandum of Understanding is intended to comply with the provisions of RSA

193-D Safe School Zones. The Board and the Police Department further agree to respond effectively to incidents of school delinquency or criminal behavior in school, on school grounds, and at school sponsored events.

This memorandum deals with the law enforcement response to any incident involving the possession, use, sale or distribution of alcohol and other drugs in a school setting or during any school sponsored activity. This memorandum also addresses the efforts by- the school and police to respond to incidents of violence; weapons possession; or acts of theft, violence or destruction, on school property and at school functions, under the provisions of and in concert with the implementation of the Safe Schools Act, RSA 193-D. This Memorandum applies to reportable behavior of adults, as well as, children.

The School Board and the Police Department agree to coordinate these efforts with the local prosecuting Attorney's Office and the New Hampshire Department of Education.

The School Board recognizes that in cases of an emergency situation or imminent danger to students, staff or the community, the Police Department and the School District may act without regard to the Memorandum of Understanding. Nothing contained in this Memorandum is intended to limit the events that may be reported to the Police Department or limit school employees from requesting police assistance on matters not referred to in this Memorandum.

In the event either the School Board or the Police Department desires to amend this Memorandum, the agency seeking changes will arrange for meeting with the other.

2. Definitions

The following terms, as defined in RSA 193:D-1 apply to this Memorandum:

"Safe School Zone" means an area inclusive to any school property or school buses.

"School" means any public or private elementary, secondary or secondary vocational-technical school in New Hampshire. It shall not include home schools.

"School Employee" means any school administrator, teacher, or other employee of any public or private school, school district, school department, or school administrative unit, or any person providing, or performing continuing contract services for any public or private school, school districts school department or school administrative unit.

"School property" means all real property, physical plan and equipment used for school purposes, including but not limited to school playgrounds and buses, whether public or private.

"School purposes" means school-sponsored programs, including but not limited to educational or extra-curricular activities.

3. School/Police Liaisons

In order to facilitate prompt and clear communication of incidents School Board and the Police Department will designate individuals to serve as primary contact liaisons. The Superintendent of Schools shall designate the Principal at each school as that school's Reporting Official. He/she shall be responsible for handling all reportable incidents of: (1) drug/alcohol use, possession, sale and/or distribution; (2) assault or violence; (3) possession of weapons; and/or (4) theft or destruction of property. The School District liaison will communicate information on such incidents to the Police Department.

The Chief of Police shall designate a police officer(s) who shall be responsible for handling all reportable incidents brought to the attention of the Police Department by the school's Reporting Officials. In addition to communication between the Reporting Official and the Police Officer on the specific incidents mentioned above, it is recommended that Official and Officer meet regularly to discuss the scope of these problems, and to identify strategies aimed at reducing them.

4. Reportable Acts

A. School Reports to Police Department

1. Mandatory: Notwithstanding the provisions of RSA 193-D, the Safe School Zone Act, the following incidents must be reported to the Police Department by the designated school employee:

- a. Possession of alcohol by a minor or if it appears that a student is under the influence of alcohol or drugs on school property, or at school functions;
- b. Possession, selling or distribution of any controlled substance (including drug paraphernalia) as defined in NH RSA 318-B, by an individual on school property, or at school functions;
- c. Any incident in which any individual who is responsible for, suspected of, or determined to be selling or distributing drugs or alcohol on school property, or at school functions,;
- d. Unlawful possession, sale, or use of firearms or other dangerous or prohibited weapons, fireworks and explosives, as defined in NH RSA's 208, 644 and 159, on school property, or at school functions;

- e. Arson under RSA 634:1 any person who knowingly starts any fire or causes any explosion which results in injury, damage to property of another, or is done with intentional disregard for the safety of others;
- f. Burglary under RSA 635: any person who enters a building to separately secured section of a building, with a purpose to commit a crime;
- g. Robbery under RSA 636: including any theft that is accomplished by the physical force or the threat of imminent use of force;
- h. Thefts of property where the value is more than \$50.00, repeated occurrences of theft by one student, (thefts by students who are in the eighth grade or lower are generally not reported to the Police);
- i. Homicides under RSA 630: any death shall immediately be reported to the Police Department, regardless of suspected cause;
- j. Any first or second degree assault under RSA 63 1, whereby an injury occurs to a person, requiring medical treatment beyond basic first aid or requiring outside medical follow up, caused by another person. Investigation may reveal that not all if these incidents constitute an actual crime. Reporting will allow an investigation to be conducted;
- k. Any sexual assault under RSA 632-A will be reported;
- l. Criminal Mischief under RSA 634:2, purposely or recklessly damaging the property of another, resulting in a value of \$50 or more of damage. This includes vandalism to school property;
- m. Threatening behavior under RSA 631:4 which purposely places or attempts to place another in fear of imminent bodily injury or physical contact.

2. Discretionary Reporting Events are up to the Discretion of the Building Principal.

- a. Refusal or neglect to conform to reasonable rules of the school or to clear non-injurious directions given by staff member.
- b. Simple assault incidents (which don't meet the criteria as stated in j. above), depending upon the nature of the incident, as determined by the school administration.
- c. Theft, under RSA 637, of property under \$49.
- d. Criminal Mischief under RSA 634:2, purposely or recklessly damaging the property of another, resulting in a value of \$49 or less of damage. This includes vandalism to school property.

B . Police Department Reports to School

- 1 . The following information shall be reported by the Police Department to the School Principal:
 - a. An arrest made by the Police Department of a student, when such information is relevant to the safety of that student, or of other students in the school, where the law allows.
- 2 . The following information may be shared with school Administration by the Police Department, subject to applicable statutes and regulations governing confidentiality:
 - a. The arrest and filing of a delinquency complaint against any student under the age of 17 years.
 - b . Other non-criminal activity that the Police Department deems pertinent to the student's well-being, including but not limited to threatening to attempt suicide; victimization of the student by a parent, caretaker or other individual).

5. Procedures for Reporting

A. It is agreed that every school employee who has witnessed, or has information from the victim of an act of theft, destruction, or violence in a safe school zone shall report such act immediately to a supervisor. A supervisor receiving such report shall immediately forward such information to the school Principal. The Principal shall then contact the Police Department by telephone and report the incident. The Principal shall also provide the Police Department with a written report within 48 hours of the incident.

B. The report required shall include:

- 1. Identification of the act of theft, destruction, or violence that was alleged.
- 2. The name and address of witnesses to the alleged act.
- 3. The name and home address of any person suspected of committing the act.

C. The written report required above shall be waived when there is a law enforcement response at the time of the incident which results a written police report.

D. School Response

1. A teacher or other school employee who has reasonable grounds to believe that a student has committed a reportable act shall:
 - a. Confront the student with the nature of the offense;
 - b. Take the student to the Principal's office;
 - c. Retrieve and turn over any physical evidence to the Principal.
2. For Mandatory Reportable acts, the Principal shall:
 - a. Notify the police and student's parent/guardian, and inform them of the nature of the incident;
 - b. Turn over any physical evidence seized and a written fact summary to the Police Department;
 - c. Initiate disciplinary action in accordance with Board policies.
3. For Discretionary Reportable Acts, the Principal shall:
 - a. Determine if the police and parent/guardian should be notified and, if so, make the calls as soon as reasonably possible. Any incident reported to the Police shall also be reported to the student's parent/guardian;
 - b. Initiate disciplinary action in accordance with Board policies.

E . Police Response

- (1) The Police Officer will make contact with the school as soon as possible after receiving a report from the Principal to investigate the incident, or take any other appropriate action.
- (2) During the investigation, the Police Officer may meet with the Principal, the student, the student's parent/guardian and appropriate persons with knowledge of pertinent facts, if required.
- (3) If at the conclusion of the investigation, the student is found to have committed the alleged offense, the Police Officer may initiate the formal complaint process.
- (4) When the Police Officer is called to the school in response to offenses involving the sale and/or distribution of drugs or alcohol, violent behavior, or the possession of a weapon, and when probable cause exists for arrest, the Officer shall take the appropriate action to initiate the formal complaint process.
- (5) To the extent possible, precautions will be taken by both Police and school officials at all times to ensure the education process is not disrupted.

For the Canaan Elementary School: _____ Date: _____
Principal

For the Enfield Elementary School: _____ Date: _____
Principal

For the Indian River School: _____ Date: _____
Principal

For the Mascoma Valley Regional High School: _____ Date: _____
Principal

For the Mascoma Valley Regional School District: _____ Date: _____
Superintendent

For the Mascoma Valley Regional School Board: _____ Date: _____
MVRSB Chairperson

For the Enfield Police Department: _____ Date: _____
Chief of Police

For the Canaan Police Department: _____ Date: _____
Chief of Police

For the Grafton Police Department: _____ Date: _____

For the New Hampshire State Police Department: _____ Date: _____
NH State Police PD

Presented to the Board on: 10/22/97

Adopted by the Board on: 1/7/97

Reviewed/1st Reading: 4/6/21; 2nd Reading/Adopted: 4/27/21

JICDD - STUDENT DISCIPLINE/OUT-OF-SCHOOL ACTIONS

Category: Recommended

See Also JIA, JIC, JICK

The Mascoma Valley Regional School 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 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.

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.

Cyber-Bullying and Internet Threats

Reports and/or allegations of cyberbullying will be addressed in accordance with the provisions of Board policy JICK. Consistent with applicable law, the Mascoma Valley Regional School District will not require or request that a student disclose or provide to the District the student's user name, password or other authenticating information to a student's personal social media account.

However, the District may request to a student or a student's parent/guardian that the student voluntarily share printed copies of specific information from a student's personal social media account if such information is relevant to an ongoing District investigation.

Legal References:

RSA 189:70, Educational Institution Policies on Social Media

Revised: September 2015

Revised: May 2006, August 2007, August 2008, September 2010

***Legal References Disclaimer:** These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

First Reading: 8/11/15; 2nd Reading: 8/25/15

Review/First Reading: 10/27/20; 2nd Reading/Adopted: 11/10/20

JICFA - HAZING

Category: Priority/Required by Law

It is the policy of the Mascoma Valley Regional School District that no student or employee of the District shall participate in or be a member of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the Board of Education shall engage or participate in hazing. This District does not permit or condone student hazing.

For the purposes of this policy, hazing is defined as any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when: (1) Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and (2) Such act is a condition of initiation into, admission into, continued membership in or association with any organization. Hazing includes but is not limited to an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.

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

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

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

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

The Superintendent shall take reasonable measures within the scope of the District's authority to prevent student hazing. All hazing reported to the District or which any District staff member has knowledge of shall be promptly reported to law enforcement, as required by RSA 631:7, Student Hazing.

A copy of this policy will be furnished to each student and teacher in the School District, including being printed in the student handbook.

Legal Reference:

RSA 631:7, Student Hazing

New Hampshire Code of Administrative Rules, Section Ed 306.04(a)(7), Student Hazing

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Revised: July 1998, November 1999

Reviewed: October 2004

Revised: November 2007

Adopted: 10/14/08

Reviewed/1st Reading: 1/26/21; 2nd Reading/ Adopted: 2/9/21

JICH - DRUG AND ALCOHOL USE BY STUDENTS

The Mascoma Valley Regional School Board is concerned with the health, welfare and safety of its students. Therefore, the use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotics, unauthorized inhalants, controlled substances, illegal drugs is prohibited on any school

district property, in any district-owned vehicle, or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited. For the purposes of this policy, a controlled substance shall include any controlled substance as defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or RSA 318-B, Controlled Drug Act. Students may only be in possession of medication as detailed in Mascoma Valley Regional School Board Policy JLCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Mascoma Valley Regional School Board Policy JIH. Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's disciplinary policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement. Students with disabilities who violate this policy will be disciplined in accordance with the student's Individual Education Program (IEP).

Reviewed by EIC: 04/25/19; 1st Reading: 5/14/19; 2nd Reading & Adopted: 5/28/19

JICI - WEAPONS ON SCHOOL PROPERTY

Weapons are not permitted on Mascoma Valley Regional School District 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 the weapon being confiscated, law enforcement authorities will be notified and appropriate disciplinary action will be taken by the administration. Members of the public who violate this policy will be asked to immediately leave and remove the weapon from school property. Violations 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.