

Gilbert H. Hood Middle School Policy and Student/Parent Handbook Contract

We put this information on our website this year and are only sending home these signature sheets to be signed and returned to your child's advisor. Please access the GHH website at www.derry.k12.nh.us/ghh/index.php. There is a link on the main page that will link you to the "Policies contract" page to read. Once read then both you and your child will sign that you have read the information and send the signature sheets back to school. However, if you do not have on-line access please let the school know and you will be provided with a hard copy of this document.

We still ask that you read the handbook and the policies with your child during the first week of school. Then you and your child need to sign this document as well as the computer Acceptable Use document found on **page 3** and return them to your child's advisor by **Friday, September 9, 2011**.

I acknowledge that I have read and reviewed the 2010-2011 Gilbert H. Hood Student/Parent Handbook as well as the policies and the Family Education Rights & Privacy Act in this packet.

- Acceptable Use Policy (Page 4-7)
- Family Education Rights and Privacy Act (Page 8)
- Student Conduct on School Buses (Page 9-11)
- Alcohol Use/Drug Abuse by Students (Page 12-13)
- Sexual Harassment (Page 14-17)
- Safe School Zone (Page 18-23)
- Pupil Safety and Violence Prevention (Page 24-26)
- Pupil Safety and Violence Prevention Bullying (Pages 27-29)
- Attendance, Tardiness, and Truancy Policy (Pages 30-32)

Any questions I have will be directed to my child's advisor, _____.

Student Signature: _____

Parent Signature: _____

Date: _____

This completed contract must be returned to your child's advisor by ***Friday, September 9th.***

Thank You!

Gilbert H. Hood Middle School
End of the Year Eligibility
(For 8th grade students only)

Eighth grade students have many fun activities that occur at the end of the school year around the time of Promotion. These activities include a trip to Canobie Lake, an eighth grade dance, a promotion breakfast, promotion ceremonies, and other activities that may be planned throughout the school year. It is important to keep in mind that poor grades and conduct effect whether students are allowed to participate in any or all of the activities.

Here are the guidelines to remember throughout the school year.

- Students who fail any core class for the year cannot attend any of the above activities including the Promotion ceremony. These students must attend summer school to complete the classes. (See Promotion/Retention on page 8 of the Student Handbook for more details)
- Students, who are failing any class at the time of an event, cannot attend that event. This does not include the Promotion ceremony. As long as the student passes all of his/her CORE classes for the year, he/she may attend the Promotion ceremony.
- Students who fail 3 or more UAs during the school year cannot attend any of the activities with the exception of the Promotion ceremony.
- The School Administration may determine that due to a student's conduct they will not be allowed to attend one or all of the end of the year activities.

Tear here and return to the student's advisor

Print the student's name here.

Team

I understand the above information and am aware of the eligibility requirements to attend any of the end-of-the-year-activities.

Student Signature

Date

Parent Signature

Date

**Revised May 2009, April 2003
Policy**

Student:

I have read the Derry Cooperative School District's Technology Acceptable Use Policy (page 4-7) for Students and hereby agree to be responsible for and abide by this policy. I understand that any violation of this policy may result in my loss of privileges to access the District's technology resources and/or additional disciplinary action as determined by school administration.

Student Signature: _____ Date: _____

Parent:

I have read the Derry Cooperative School District's Technology Acceptable Use Policy (page 4-7) for Students and give permission for my child to use the District's technology resources. I understand that students may access controversial or offensive material in spite of the District's use of content filters. I understand that my child may lose access to the District's technology resources if the policy is violated. I also understand that any violation of this policy by my child may result in the child's loss of privileges to access the District's technology resources and/or any additional disciplinary action as determined by school administration. In addition, I further understand that in certain circumstances where my child intentionally causes damage to the District's technology resource equipment or network services, the school administration may seek reimbursement from me for any monetary loss incurred as a result of that damage.

Parent Signature: _____ Date: _____

Sponsoring Teacher:

I have read the Derry Cooperative School District's Technology Acceptable Use Policy (page 4-7) for Students and agree to promote this agreement with the student.

As the sponsoring teacher, I agree to instruct the student on the acceptable use of the District's technology resources and proper network etiquette. I cannot be held responsible for the student's use of the District's Technology Resources when outside my supervision.

Sponsoring Teacher Signature: _____ Date: _____

Derry Cooperative School District #1
Student
NH School Administrative Unit #10
18 South Main Street
Derry, NH 03038 District Code:

EPS Code: INT -

TECHNOLOGY ACCEPTABLE USE POLICY FOR STUDENTS

Goals:

The goals of the Derry Cooperative School District in providing the technology resources to access District network services, the Internet and related technology are to enhance education by:

- Providing access to educational resources
- Facilitating communication for resource sharing and innovation
- Instructing students in the responsible use of these resources through integration into existing curriculum.

Any use of the District's technology resources or network services by students other than for educational purposes is not permitted.

Introduction:

The purpose of this document is to state the District's guidelines for acceptable use of its technology resources that provide access to network services and the Internet for educational purposes. These guidelines are a practical and logical extension of our District's commitment to conduct that is legal, ethical, and considerate.

The Derry Cooperative School District's technology resources consist of all computers, printers and other peripheral devices that are owned or leased by the District, including software and media. Any technology resource not owned by the District is not allowed to access the District's network services or the Internet without prior authorization from the District Director of Information Services or their designee. Any computer, peripheral device, personal digital assistant, cell phone, pager, or other device not owned by the District which has been specifically permitted to access District technology resources or network services shall be governed by this policy as a technology resource.

Policy:

It is the policy of the Derry Cooperative School District to maintain an environment that promotes ethical and responsible conduct by staff and students in all on-line and/or network activities. It is a violation of this policy for any student to engage in any activity that does not conform to the established purpose or which violates the guidelines described in this document. The use of the District's technology resources is a privilege, not a right. Depending upon the severity or frequency of the offense, a student's disciplinary consequences may range from immediate cancellation of that privilege to any further additional disciplinary action as determined by school administration, up to and including expulsion. Parental notification will occur in all instances of any student's violation of this policy.

**Revised April 2009, April 2003
Policy**

It is the policy of the Derry Cooperative School District to require adult supervision of all students while using computers that have access to the Internet. Students may not use computers with access to the Internet without adult supervision. Students must be aware of and are responsible for abiding by this condition.

The Internet and the District's technology resources and network service are valuable resource and research tools that provide timely information to users along with the ability to instantaneously download information. Although the Internet provides many resources and opportunities for learning, it also contains information that may be illegal, defamatory, inaccurate, or offensive. It is the District's intent to make the Internet accessible to its students solely for educational purposes. However, the District cannot guaranty the appropriateness or accuracy of the information that students may access on the Internet. The District staff will strive to monitor and guide students in their use of the Internet.

For example, the Derry Cooperative School District may monitor on-line activities of users and will operate technology protection measures (filtering/blocking devices) on all computers with Internet access, as required by law and District policy. While our intent is to make Internet access available to achieve educational goals and objectives, **it is impossible to filter all Internet content or control the information available.** Students may find ways to access material which is inappropriate, controversial, or which does not support the educational goals of the District. The student is responsible for not pursuing objectionable/inappropriate material and for reporting objectionable/inappropriate material to a teacher when found. Any offenses that violate this policy or any applicable law may result in discipline ranging from cancellation of the privilege of using District technology resources up to suspension/expulsion and the District contacting outside authorities and the police concerning the offense.

The Derry Cooperative School District is not responsible for the accuracy, quality and content of any material retrieved.

Damage:

It is the policy of the District that all users of the District's technology resources and network services are required to conduct themselves in an appropriate manner. All users should refrain from activity that may damage any technology resource equipment (e.g., tampering with or removing wires or keyboards from computers and jamming power cords and network wires into the ports on the machines) or network services (e.g., downloading software or other applications without prior approval). The District's technology resources and network services are costly to obtain and to maintain. The technology resources are complex electronic equipment intended for the use of all students who are responsible and respect the privilege of using such advanced equipment. Therefore, in addition to discipline under this policy, the family of any student responsible for intentionally damaging the District's technology resources may be liable for any financial loss incurred by the District.

Examples of Acceptable Uses of the District's Technology Resources and Network Services are:

- Support of assigned classroom projects
- Purposes consistent with the educational objectives of the District

Revised May 2009, April 2003
Policy

Examples of Unacceptable Uses of the District's Technology Resources and Network Services may include but are not limited to:

- Interfering with the work of a student or faculty member or school operations
- Involvement in any activity that is prohibited by this policy or by any applicable law
- Engaging in non-academic endeavors
- Accessing an inappropriate website
- Using for personal or recreational purposes
- Accessing web-based personal e-mail accounts
- Employing for commercial use(s)
- Participating in a public forum(s), "blogging," "chat rooms," or instant messaging
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Cyber-bullying
- Damaging or altering either District or third party computers, computer systems, computer networks, peripheral devices, software, or data
- Violating copyright law or license agreements
- Plagiarizing or cheating
- Trespassing in teachers', students' or other third parties' folders, work or files
- Gaining unauthorized access to restricted resources or organizations
- Intentionally wasting limited resources, including bandwidth, server space, or printers
- Using the District's network/Internet connection for any illegal or restricted activity
- Any scheme to defraud or unlawfully obtain money or property from others
- Spreading or creating computer viruses
- Misrepresenting oneself in any e-mail communication or while accessing the network
- Accessing, using, or distributing another's login or password
- Violating any rules of behavior as listed in the school handbook
- Damaging or tampering with any technology resource equipment or network services

The District reserves the right to make individual written exceptions to the above restrictions upon requests to the network administration and to add further unacceptable uses as it deems appropriate to this policy.

Privacy:

Students and staff have no right of privacy with regard to their use of the Derry Cooperative School District's technology resources, including but not limited to any data transferred over the District's network or stored on District computers or any other District owned data storage media.

The District reserves the right to monitor, access, review, or retrieve any information transferred over the network or stored on District computers or any other District-owned data storage media or technology resource as defined in this policy. Users shall provide all passwords needed to access this information if requested by school administration.

The District may monitor on-line activities of users and will operate technology protection measures (filtering/blocking devices) on all computers with Internet access, as required

by law and District policy. Networks and computer systems are maintained and managed by District personnel to insure reliability and performance and to accomplish the District's education goals.

Copyrighted and Proprietary Materials:

All users shall respect the copyright and proprietary interests of owner's materials accessed through the District's technology resources and network services. Users may not copy any software, including District-owned software, without permission from the copyright holder, whether for personal use or other use because certain unauthorized duplication even for educational purposes may violate copyright law. The District recommends that if there is any question concerning the use of copyrighted material that students seek a teacher's assistance and staff with questions should contact the building principal or his or her designee.

Limitation of Liability:

The Derry Cooperative School District makes no warranties of any kind, whether express or implied for the service it is providing. The District will not be responsible for any damages suffered through the use of its technology resources or network services. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries, or service interruptions. The District assumes no responsibility for the accuracy or quality of information obtained through the use of technology resources or network services, the Internet and any related technology.

The Derry Cooperative School District will not be responsible for financial obligations arising through the unauthorized use of technology resources or network services.

Permission:

If you have read the Derry Cooperative School District's Technology Acceptable Use Policy for Students and wish to give your child permission to use the Internet, the District's technology resources and its network services at school, please sign and return the following page.

Basic Guidelines for Personal Security on the Internet:

- Do not give out any personal information such as your real name, home address, phone number, or parent's workplace.
- Never arrange to get together with someone you "meet" on-line without being accompanied by an adult you know and trust.
- Do not respond to any illicit or suspicious activities and immediately report them to your teacher, system administrator or your parents/guardians.

Responsibilities & Consequences:

- I understand the Technology Acceptable Use Policy for Students.
- I will ask for assistance with any part of the policy I do not understand.
- I realize that if I violate this policy, my computer/network access may be canceled and that I could face additional discipline up to and including expulsion. I understand if I intentionally damage the District's technology resources or network services that, in addition to discipline, my family and I may be required to reimburse the District for any monetary loss incurred.

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act is a Federal Law designed to protect the privacy of a student's educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to who the rights have transferred are called eligible students.

Parents or eligible students have the right to inspect and review the students' education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent of eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.

Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's education record. However, the law allows schools to disclose those records, without consent, to the following parties: School employees who have a need to know:

- Other schools to which a student is transferring;
- Certain government officials in order to carry out lawful functions;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for the school;
- Accrediting organizations;
- Individuals who have obtained court orders or subpoenas;
- Persons who need to know in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 or TDD (202) 260-8956 or contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S. W
.Washington, D.C. 20202-4605

(All FERPA information was obtained directly from <http://www.ed.gov/offices/OM/ferpa.html>)

School Bus Safety Regulations

Riding the school bus is a privilege; therefore you should remember the following:

- A. The school bus driver is in complete charge of the school bus and the students. The driver shall be responsible to the school administration and shall have the same authority in maintaining discipline as a teacher in the classroom under the supervision of the school board and the superintendent of schools.
- B. Any unnecessary talking with, or disturbances toward, the school bus operator is not allowed
- C. While ordinary conversation between students is permitted: loud, vulgar, and other inappropriate language will not be tolerated.
- D. Possession of, or use of, drugs or alcohol; smoking, fighting and vandalism are very serious offenses and will not be permitted in the school bus.
- E. The center aisle will be kept free at all times. Backpacks, books and other bundles carried by students shall be kept on the seats or in a place designated by the school bus operator. Paper or other objects may not be thrown on the floor, out of the windows, or at other students.
- F. Students shall go to the rear of the bus when getting on unless assigned to a seat near the front of the bus by the driver.
- G. The rear emergency door shall be used only in case of an emergency.
- H. All students must be seated while the bus is in motion.
- I. Emergency changes (even if only for one day) in the bus assignment must first be cleared through the assistant principal's office. In such cases a note from home must be brought to the office during advisory and a bus pass must be obtained in the office.
- J. Skateboards, scooters, skis, golf clubs and other objects too large to fit in a regular sized school bag will not be allowed on the bus. Any sporting equipment such as baseball bats and field hockey sticks must be carried in appropriate sport bags.
- K. Students should show common sense when bringing large projects to school. Projects should neither hinder driver's vision nor displace seating of another student. Parents are welcome to leave a project in the main office prior to the school day with the understanding that the student will come to the office on his/her own to pick it up. We are unable to interrupt class to call a student to the office.
- L. Any acts of vandalism/graffiti may require financial restitution by the student(s) involved.
- M. Any violation of the above safety rules designated by the Derry School Board will be reported to the school authorities who may forbid the offender temporarily or permanently to ride on the school bus.
- N. In addition to the loss of bus privileges, students may be expected to attend classes on proper bus safety and behavior.

Derry Cooperative School District No. 1
N.H. School Administrative Unit #10
18 South Main Street
Derry, New Hampshire 03038

EPS Code: JFCC

Student Conduct on School Buses

Students whose conduct on a school bus is unsatisfactory will be denied the use of his/her transportation by the building principal (or his/her designee) as per New Hampshire Revised Statutes Annotated 189:9-a.

In some cases suspension from school bus transportation will be immediate following proper notification to the parents. Physical violence, intimidation, harassment, violations of the "Drug-free School Zone" (RSA 193-B) and/or the "Safe School Zones" (RSA 193-D) is examples of conduct that will result in immediate suspension.

Otherwise, the first offense will generally result in a written warning and could be accompanied by a short term bus suspension and/or in-school suspension and/or detention. The first suspension will not exceed five (5) school days. The second suspension will not exceed ten (10) school days. If a third suspension is necessary, the superintendent of schools will recommend to the School Board suspension of the student's privileges for the remainder of the school year. The principal of the school will notify the parents of the student who is dismissed from bus transportation prior to dismissal. Further, a letter shall be sent to the parents within twenty-four hours of the dismissal. Said letter shall contain copies of RSA 189:9A and 193:7. Said letter should also contain the reasons for the bus dismissal and the length of time of the dismissal. In the event of a third offense, the parent shall be notified as to the date, time and place that the School Board would act upon the Superintendent's recommendation for suspension. When a pupil has been denied the right to ride a school bus for disciplinary reasons, the parent or guardian of that pupil has a right of appeal within 10 days of suspension to the authority that suspended this pupil's right. Until the appeal is heard, or if the suspension of pupil's right 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.

If a child is absent from school attendance for more than five days, due to his or her dismissal/suspension from bus transportation, the Superintendent shall proceed to take legal action against the parent of said child under the provisions of RSA 189:9A and 193:7.

It shall be the responsibility of the bus driver to report any infractions for appropriate action to the principal or his/her designee.

The following list should not be interpreted to be all inclusive, but merely serve as examples of unacceptable behavior:

1. Use, distribution or possession of tobacco, alcohol, narcotics, firearms and/or other weapons
2. Standing or changing seat while the bus is in motion.
3. Any act of vandalism.
4. Profanity or vulgar remarks or gestures.
5. Disobedience or abusive remarks or actions to the bus driver.
6. Causing loud noises or disturbances that could distract the bus driver's attention from the road.
7. Fighting or pushing upon entering the bus, while on the bus, or when leaving the bus.
8. Throwing objects of any kind on the bus or from the bus.
9. Harassment.
10. Any other behavior deemed inappropriate by the driver and/or school administration.

The Student Conduct on School Buses policy shall be printed and distributed to all parents/ guardians. Policy JFCC must be signed and returned to the office of the principal as proof that the parent/guardian reviewed the District's school bus transportation student conduct policy.

All Derry School District buses will be monitored by surveillance cameras for the safety and protection of those being transported. Cameras will be used to support disciplinary actions as outlined above.

Legal References: RSA 1896, RSA 1896-b, RSA 189:7, Amended
10/12/82, 07/06/99
RSA 189:8, RSA 189:9, RSA 189:9-a
10/04/00

Derry Cooperative School District #1
Administrative Unit #10
18 South Main Street
Derry, New Hampshire 03038 DISTRICT CODE:

EPS CODE : JFCH/JCI NH School

Alcohol Use/Drug Abuse by Student

The Derry Cooperative School Board affirms that the use and abuse of drugs and alcohol is an increasing problem among all youth, not only in Derry but throughout New Hampshire and the United States.

The nature of the drug and alcohol problem indicates that although the schools have a responsibility in this area, the entire community must be involved in solving the problem, schools, parents, police, clergy, legislative bodies, and other social agencies.

The following policy and regulations relative to drug and alcohol problems shall be implemented by all administration, supervisory, teaching, and health personnel in the Derry Public Schools.

It is the School Board's conviction that a drug and alcohol policy should be broad and flexible with the primary concern being that which benefits the common good, yet keeps in mind the welfare of the individual who might be a drug or alcohol user or abuser. Our policy and regulations are directed towards guidance and rehabilitation services to ensure that the causes of drug and alcohol abuse are treated, not merely the symptoms.

Emergencies

Nothing in this policy should deter any school employee from initiating quicker and more effective action than outlined in the regulations if a student is obviously in need of immediate medical assistance.

Jurisdiction

Any instance of possession, sale, misuse, or abuse of drugs by a student occurring beyond the jurisdiction of the school district will not be the subject of this policy statement.

Procedures for Handling Students Suspected of Using or Being Under the Influence of Drugs or Alcohol

1. Teachers are asked not to make any direction accusations, remembers that the procedure for treating students shall be basically the same as the procedure for treating students showing signs of illness. In all such cases, the school nurse and/or school administrator must be notified.
2. Depending upon the mobility of the student, the student shall be taken to the nurse by the teacher or administrator. Again, this should be done as quickly and as tactfully as possible, assuming at this time the student is ill. It is to be remembered that young people who become involved in these problems are young adults who are in need of counseling or treatment.
3. The school nurse and/or school administrator shall make a judgment as to whether the student is in need of immediate medical attention. If so, the parents are to be informed and the parents and/or nurse will make arrangements to transfer the student to the hospital.
4. Subsequently, if, indeed, it is determined that the student was under the influence of drugs or alcohol during regular school hours or any school-sponsored activity, the building principal in his judgment, may suspend the student.

Procedure for Faculty Regarding Students Who are Using Drugs or Alcohol Illegally (teacher told in confidence)

The teacher or staff member, using tact, guarding the student's welfare, and working closely with the guidance department, will attempt to convince the student to seek help from a qualified person or agency.

Procedure for Handling Students Who Have Possession of Drugs or Alcohol in School

1. The teacher or staff member must bring the student and any drugs or alcohol to a school principal.
2. A school principal and nurse will make the judgment regarding the immediate medical needs of the student.
3. A building principal will notify the parents (at all times) and the police department (drug cases only) and follow up with a report to the Superintendent.

In Cases When It has Been Established That a Student Has Been Using/Selling Drugs or Alcohol

1. Any student found to have been selling or transferring a drug or alcoholic beverage to another student, will be suspended from school attendance for a period of not less than twenty (20) school days and with his parents shall be required to meet with a school administrator and the Superintendent of Schools.
2. Any student who has been found to have in his possession drugs and/or alcoholic beverage will be suspended from school attendance for a period of not less than ten (10) days and with his parents will be required to meet with the school administrator.
3. Any student who has been found to be under the influence of alcohol while school is in session will be suspended from school for a period of not less than ten (10) school days and with his parents will be required to meet with the school administrator.
4. Any student found to have violated policy may be required to attend a meeting of the School Board with his parents. Court action may also be initiated for the violators of this policy.
5. Second offenders of the above policy will be referred to the Superintendent of Schools and the Derry School Board for possible expulsion from school.
6. In all cases of drug use, a statement will be required from a recognized rehabilitation agency or drug abuse counselor indicating that an appointment has been made or that the student has been seen relative to the suspected drug problem. The student may not return from the suspension until this statement has been received by the school administration. If the required statement is not received by the school administration within ten (10) days of the suspensions inception, the Derry School Board will be notified. Further action will be by vote of the Board.
7. Periodic follow-up will be carried on by the building principal or his/her designee to be sure the student is following prescribed therapy.
8. The Superintendent shall report to the School Board at its next regular meeting any student found to have violated this policy.
9. For the purpose of this policy "school in session" shall be interpreted to mean from the first day of school in September to the last day of school, including graduation

NOTE: Parents bringing prescription narcotics to school must report to the nurse or school principal upon entering school. Policy for handling these prescriptions shall be in accordance with State law.

Revised: 06/25/85

**Derry Cooperative School District No. 1
NH School Administrative Unit #10
18 South Main Street
Derry, NH 03038**

EPS Code: GBAA-JBA

District Code:

SEXUAL HARASSMENT POLICY

The Derry School Board has always been committed to a progressive equal opportunity program, and intends to continue this tradition. There is no place in the school district for discrimination of any kind.

As part of that program and philosophy, it has long been policy that all employees and students have a right to work and learn in an environment free of harassment. It is expected that all employees and students be treated with dignity and respect.

Specifically forbidden is harassment of a racial, ethnic, sexual, or religious nature. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for equal favors, and basing employment or academic decisions on an employee's/student response to sexually-oriented requests.

Sexual harassment also includes: sexually oriented jokes, cartoons, and pictures; certain gestures and touching; derogatory sexual remarks regarding either gender, or the display or circulation of written materials, derogatory to either gender. These actions may create a hostile or intimidating work or school environment and are not acceptable in the Derry School District. Such behavior not only violates the rules of common courtesy and school district policy, but is illegal under state and federal anti-discrimination laws. It will not be tolerated, and anyone who violates this policy will be subject to disciplinary action. It is the responsibility of administration and each individual to maintain an environment free of sexual harassment.

Anyone who believes they have been subject to sexual harassment, in any form, should report such conduct to their supervisor or building principal. If this is not possible, individuals are encouraged to seek assistance from the Title IX Coordinator.

The Derry School District will take every appropriate action toward resolution of such charges. The district will actively investigate any allegation of sexual harassment, and if it is determined that sexual harassment has occurred, the district will take appropriate disciplinary action. All necessary measures will be undertaken to protect those who report incidents of alleged harassment against retaliation and further additional harassment.

A. Policy Purpose

Title VII of the Civil Rights Act of 1964 and New Hampshire's Law Against Discrimination (RSA 354-A) prohibit discrimination because of race, color, religion, sex, or national origin in all employment practices, including terms, conditions, and privileges of employment.

The Derry School Board will not tolerate sexual harassment, a form of sex discrimination, in the school or workplace. To this end, all individuals are responsible

for assuring that the workplace and schools, including classrooms, halls, cafeterias, parking lots, etc. are free of sexual harassment including unwelcome sexual advances, requests for sexual acts or favors, or any physical or verbal conduct of a harassing nature by anyone in the district.

B. Definition

Sexual harassment is a personal as well as a policy matter. Certain actions will be universally understood to be sexual harassment. Other actions may be perceived as sexual harassment by one person and not by another. In general, if an individual perceives a sexually oriented action as offensive, it is considered sexual harassment.

In general, sexual harassment occurs when:

1. Supervisors, manager or other individuals make submission to sexual advances an explicit or implicit condition of employment, compensation, promotion, or work assignment and/or make employment decisions or academic advancement/decisions based on submission to or rejection of such conduct.

2. Conduct by supervisors, other individuals, or people not affiliated with the Derry School District, significantly interferes with an employee's work performance or student's academic performance creates an intimidating environment. Such conduct may be:

- Physical-unwanted physical contact such as touching, pinching, brushing the body, coerced sexual contact, assault.
- Verbal-sexual innuendo, comments, jokes or telephone calls that include sexual overtones, sexual propositions, threats.
- Nonverbal-sexually suggestive objects or pictures, suggestive or insulting sounds, leering, whistling, obscene gestures.

C. Procedures

Employee responsibility: any employee who believes that he or she is being sexually harassed or anyone who witnesses harassment should promptly take the following steps:

1. Attempt to politely but firmly confront whomever is doing the harassing. State how you feel about his or her actions and request that the person cease harassing you immediately.

2. If the harassment continues or, if you believe some employment consequences may result from your confrontation, or if you feel incapable of confronting the harasser directly, notify your supervisor or building principal immediately. The supervisor or building principal must report the incident to the Superintendent of Schools within 48 hours.

3. In the case of a coworker being the harasser, the employee must bring the issue to the administration's attention even if the matter has been resolved between the parties if the employee desires to put administration on notice, and therefore legally responsible, in the event of further problems.

4. If after ten (10) working days you believe inadequate action is being taken to resolve your complaint, notify the Superintendent of Schools for resolution of your problem. The

policy of this district is to listen to all complaints of sexual harassment, seek early corroboration, and quickly apply sanctions when appropriate.

5. Sanctions against sexual harassment will depend upon the circumstances surrounding the incident. Any offense may lead to oral reprimands, written reprimands, suspension, and/or possible dismissal of the offender.

B. Administration responsibility:

Every member of the Derry School District's administration is responsible for ensuring that no sexual harassment occurs within his or her area of authority.

1. Any complaint of sexual harassment will receive the immediate attention of the Superintendent of Schools. It is our intention to investigate every complaint and respond with findings back to the complainant within ten working days of the time the complaint is received.

2. Investigation of a complaint of sexual harassment will normally include conferring with the parties and witnesses named by the individual filing the complaint.

3. Because of the sensitive nature, complaints of sexual harassment will be investigated with particular care and remain, to the extent possible, strictly confidential, protecting to the fullest extent possible the privacy of the individuals.

4. In no instance will information concerning a complaint of sexual harassment be released by the district to a third party or to anyone within the district who is not involved with the investigation. More specifically, information will not be released to the news media. A statement that a complaint of sexual harassment was substantiated after the investigation, may be released to a prospective employer seeking a reference. The purpose of these provisions is to protect the confidentiality of the individual who files a complaint, to encourage the reporting of any incidents of sexual harassment, and to protect the reputation of anyone charged with sexual harassment.

5. If the investigation reveals that the complaint is valid, prompt disciplinary action designed to stop the harassment immediately and to prevent its recurrence will be taken.

6. In the event that a complaint is made against the Superintendent, the Chair of the School board will initiate the investigation. In the event that a complaint is made against a member of the School Board, the Superintendent will initiate the investigation.

7. Supervisors will take no reprisals or retaliation against persons complaining of sexual harassment pursuant to the complaint.

8. A person affiliated with the school district who sexually harasses an employee in the workplace will be informed of the school district's harassment policy by the employee's supervisor; Other appropriate action may be taken including removal of the offending party from the premises.

C. Student responsibility: Any student in the Derry School District who believes he or she is being sexually harassed or who witnesses (overhears, observe) harassment, should promptly take the following steps:

1. Attempt to politely but firmly confront whomever is doing the harassing. State how you feel about his or her actions and request that the person stop harassing you immediately.
2. If the harassment continues and you feel incapable of confronting the harasser directly, or you believe some academic consequences may result from confronting the harasser directly, you should report the incident to your building principal. If circumstances prohibit this, contact the Title IX Coordinator for assistance. (Contact your guidance counselor for help/support at this step.)
3. In no instance will information concerning a complaint of sexual harassment be released by the district to anyone who is not involved with the investigation. More specifically, information will not be released to the news media. The purpose of this is to protect the confidentiality of the student who files a complaint, to encourage the reporting of any incidents with sexual harassment.
4. If the investigation reveals that the complaint is valid, prompt disciplinary action designed to stop the harassment immediately and to prevent its recurrence will be taken.
5. In the event that a complaint is made against the Superintendent, the Chair of the School Board will initiate the investigation. In the event that a complaint is made against a member of the School Board, the Superintendent will initiate the investigation.
6. Supervisors will take no reprisals or retaliation against any student complaining of sexual harassment pursuant to the complaint.
7. Anyone affiliated with the school district who sexually harasses a student will be informed of the school district's harassment policy by the building principal; other appropriate action may be taken including removal of the offending party from the premises.

D. Other Remedies Available

This policy is intended to offer an "in-house" resolution to sexual harassment complaints. It in no way excludes an aggrieved party from exercising his/her rights before any other appropriate forum, including filing charges with the Equal Employment Opportunity Commission within 180 days of the alleged harm. The investigating party will not discourage or in any other manner dissuade an individual from utilizing his/her external remedies and will assist the employee in the exercise of his/her rights.

Date: 04/16/96

Derry Cooperative School District No. 1
New Hampshire School Administrative Unit #10
18 South Main Street
Derry, NH 03038

EPS Code: J F C J

District Code:

SAFE SCHOOL ZONE

Introduction

It is the School District's policy that all school buildings, premises, bus stops and routes and associated areas shall be safe environments for students, free of danger posed by the presence of weapons or conduct, which threatens harm by means of weapons or objects used as weapons. It is the School District's policy that the provisions of RSA 193-D: 2, the "Safe School Zone Act", will be carried out in all respects. Should any portion of this policy conflict with state law or regulations issued pursuant thereto; it is the School District's intention that its policy be read in such a manner that it conforms to such law or regulation.

I. Definitions

- a. "Expulsion" means the permanent denial of a pupil's attendance at school for gross misconduct; neglect or refusal to conform to reasonable rules of the school; an act of theft, destruction or violence as defined in RSA 193-D: 1; possession of a pellet or BB gun or rifle; or bringing or possessing a firearm or other dangerous weapon in a safe school zone without the written authorization of the superintendent or designee.
- b. "Firearm or other dangerous weapon" means any firearm or weapon as defined in section 921 of Title 18 of the US Code, and any weapon prohibited by RSA 159, including but no limited to dangerous weapons listed in RSA 159:16.
- c. "Gross misconduct," means an act which:
 1. Results in violence to another's person or property
 2. Poses a direct threat to the safety of others in a safe school zone; or
 3. Is identified in RSA 193-D: 1, I.
- d. "Neglect", in the context of RSA 193:13, II, and I means the failure of a pupil to pay attention to an announced, posted or printed school rule.
- e. "Pupil" means child through age 21 in attendance at school during the school day.
- f. "Refusal", in the context of RSA 193:13, I and II means the willful defiance of a pupil to comply with an announced, posted, or printed school rule.
- g. "Safe school zone" means any area, which includes school property or school\ buses as defined in RSA 193-D: 1, II.
- h. "School day" means:
 1. for a pupil who takes the school bus, the time period beginning when a pupil boards the bus in the morning to the time when a pupil disembarks from the bus in the afternoon; and
 2. for a pupil who walks to school or arrives by private vehicle, the time period beginning when the pupil arrives on school grounds to the time when the pupil leaves the school grounds.

- i. "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 the school district, or school administrative unit.
- j. "School property" means all real property, physical plant and equipment used for school purposes, including but not limited to school playgrounds and buses, whether public or private.
- k. "School purposes" means school-sponsored programs, including but not limited to educational or extracurricular activities.
- l. "Superintendent" means the school superintendent or chief administering officer, or a representative designated in writing as authorized under RSA 193:13, I.
- m. "Suspension" means the temporary denial of a student's attendance at school for a specific period of time for gross misconduct or for neglect or refusal to conform to announced, posted, or printed school rules.
- n. "Unlawful possession: in RSA 193-D: 1, I (e) shall include but not be limited to:
 - 1. having control over a weapon or an object used as a weapon during any part of a school day;
 - 2. transporting the object to school;
 - 3. storing the object anywhere on the school premises, whether in the student's locker or any other student's locker, or any other place on the premises; or
 - 4. doing any other act which causes or contributes to causing the object to be on school premises, or which causes or contributes to causing an object to be used as a weapon as defined by the school board when complying with paragraph (a).

II. Expulsion

- a. Any pupil who engages in or commits any of the following acts may be expelled from school as described in Section III below:
 - 1. Homicide under RSA 630;
 - 2. (I) Any first or second degree assault under RSA 631;
 - (II) Any simple assault under RSA 631:2-a;
 - 3. Any felonious or aggravated felonious sexual assault under RSA 632-A;
 - 4. Criminal mischief under RSA 634:2;
 - 5. Unlawful possession or sale of a firearm or other dangerous weapon under RSA 159;
 - 6. Arson under RSA 634:1;
 - 7. Burglary under RSA 635;
 - 8. Robbery under RSA 636;
 - 9. Theft under RSA 637;
 - 10. Illegal sale or possession of a controlled drug under RSA 318-B;
 - 11. Gross misconduct or neglect or refusal to conform to the reasonable rules of the school under RSA 193:13, II;
 - 12. Possession of a pellet or BB gun or rifle under RSA 193:13, II;
- (b) Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D: 1 without written authorization from the superintendent or designee shall be expelled from school by the school board for a period of not less than twelve months. Any expulsion shall be

subject to review by the board if requested by a parent or guardian prior to the start of each school year and further, any parent or guardian shall have the right to appeal any such expulsion by the board to the state board of education. (RSA 193:13, III).

III. Disciplinary Procedures

(a) The following levels of discipline are available to school officials in enforcing this policy:

1. Short-term suspension by a principal, which lasts between one and five school days.
2. Short-term suspension by a superintendent which lasts between six and 10 school days.
3. Long-term suspension by a superintendent, which lasts between 11 and 20 days.
4. Long-term suspension which lasts longer than 20 days and which requires the approval of the school board.
5. Expulsion by the school board for a period determined in writing by the board under RSA 193:13, II. Expulsion by the school board may be appealed to the state board.
6. Expulsion by the school board for a period of not less than 12 months under RSA 193:13, III. Expulsion by the school board may be appealed to the state board.

(b) The following due process procedures shall be followed:

1. In a short-term suspension of a pupil by a principal or superintendent, due process shall include:
 - (i) Oral or written notice of the charges and an explanation of the evidence against the pupil.
 - (ii) An opportunity for the pupil to present his/her side of the story.
 - (iii) The principal's or superintendent's written recommendation for student action to correct the discipline problem.
 - (iv) Written notice to the pupil and parent or guardian, if available, or any disciplinary action taken against the student.
 - (v) A short-term suspension by a principal may be appealed to the superintendent.
 - (vi) A short-term suspension by the superintendent may be appealed to the school board under RSA 193:13, I.
2. In a long-term suspension of a pupil by the superintendent, due process shall include:
 - (i) Written communication to the pupil and a parent or guardian of charges and evidence against the pupil, and an identification of any witness to the alleged offense.
 - (ii) A full and fair hearing before the superintendent including the right to be represented by counsel, the right to object to cross examine and introduce evidence, the right to compulsory production of documents and witnesses, the right to have the proceedings recorded or transcribed, and the statutory right of appeal.

- (iii) Written notice to at least one parent or guardian explaining the superintendent's action.
- (iv) A long-term suspension by the superintendent of less than 20 days may be appealed to the school board under RSA 193:13, I.
- (v) A long-term suspension by the superintendent of more than 20 days must be approved by the school board under RSA 193:13, I.

3. In an expulsion or a long-term suspension, which requires school board approval, due process shall include the minimal requirements listed in Ed 317.03(g):

- (i) Written notice to the pupil and at least one of the pupil's parents or guardians of the date, time and place for a hearing in person before the board;
- (ii) A written statement of the charges and evidence against the pupil and the name of witnesses who will testify;
- (iii) The superintendent's written recommendation for school board action and a description of the process used by the superintendent to research his/her recommendation;
- (iv) An opportunity for a hearing at which the pupil can have his/her side of the story represented;
- (v) A written notice to all parties that the following board hearing procedures shall apply:
 1. The student, together with a parent or guardian, if available, may waive the right to a hearing and admit to the charges made by the superintendent;
 2. If a hearing is held at the request of the pupil, parent or guardian, if available, formal rules of evidence shall not be applicable; and
 3. The hearing shall be either public or private and the choice shall be that of the person requesting the hearing. During the hearing, the pupil and/or parent or counsel representing the pupil, shall have the right to examine any and all witnesses.
- (vi) A statement that the local school board has complied with all the requirements of RSA 91-A, the state's right to know law, including compliance with all the record keeping requirements of that law;
- (vii) A statement of the time period for which the student is expelled and any action the student may take to be restored by the board;
- (viii) A procedure for how the pupil, parent or guardian, if available, may request a review of the board's action prior to the start of each school year, including procedures for how the board will make timely response to the request which shall be no later than 30 days from the receipt of the request. The procedure shall also include how the board will provide for a transition plan

detailing actions the student will be required to take as a condition for re-entry into the school at a date later than the start of the school year; and

- (c) All appeals to the state board allowed under RSA 193:13, II or III shall be filed within 20 calendar days of receipt of the written decision of the local school board and shall be in accordance with RSA 541-A and Ed 2000.
- (d) In all cases, appropriate adjustments shall be made to account for the age and grade level of the pupil being disciplined.

IV. Notification of Students

In accordance with RSA 193:13 the following notification procedures will be followed:

- (a) The student handbooks for all school pupils shall contain a summary of RSA 193:13 and a summary of this policy. Copies of the statutes and this policy shall be available in the principal's office. Notice of the policy and the location of copies shall be displayed in a prominent place on each school's notice board.
- (b) Copies of the statutes and school policy will be given to all teachers and other school employees.
- (c) Copies of the statutes and school policy will be given to any student being disciplined pursuant to its terms.

V. Waivers, Appeals and Review

In accordance with RSA 193:13 the following waiver, appeal and review procedures shall be followed:

- (a) In the case of short or long term suspensions by the superintendent the appeal rights shall be as contained in RSA 193:13, I.
- (b) In the case of expulsion pursuant to RSA 193:13, II, III and this policy, written application may be made to the board through the superintendent's office no later than one month prior to start of each school year. The application shall contain a statement in the pupil's own words explaining why he/she should be considered for readmission. The application shall be accompanied by at least one recommendation from a member of the community, such as a counselor, minister or employer who has observed the pupil's behavior during the period of expulsion. The application shall also be accompanied by the superintendent's and building administrator's recommendation to the board, which may include conditions for phased readmission.
- (c) The superintendent may, upon written application of an expelled pupil and on a case-by-case basis, recommend to the board modification of an expulsion. Prior to consenting to such a modification, the pupil shall be required to submit to the superintendent sufficient evidence in the form of letters, work history or other documents or testimony demonstrating that it is in the school's best interests and the pupil's best interests to allow a modification. In making such a decision due regard will be given to other pupils and staff whose safety and well-being shall be of paramount importance.

VI. Reporting Procedures

(a) Any school employee who has witnessed or who has information from the victim of an act of theft, destruction, or violence witnessed by such employee in a safe school zone shall report such act in writing immediately to an immediate supervisor. A supervisor receiving such report shall immediately forward such information to the school principal who shall file it with the local law enforcement authority immediately, by telephone or otherwise, and shall be followed within 48 hours by a report in writing.

The provisions of this paragraph (a) shall not apply to any simple assault involving pupils in kindergarten through grade 12 if the school board has adopted a discipline policy, which sets forth circumstances under which parents shall be notified of simple assault.

(b) In accordance with RSA 193-D: 4, each written report by a supervisor to the principal relating to an act of theft, destruction or violence in a safe school zone shall be on standardized form #Ed 317, available to school officials from the state board upon request.

(c) Form #Ed 317 shall contain all the statutory information required by RSA 93-D: 4, including a specific citation to the law listed in RSA 193-D: 1, I which has been violated, and shall include as an attachment a copy of the memorandum required by RSA 193-D: 4, 1(c).

(d) In the case of unlawful possession or sale of a firearm or other dangerous weapon, the report shall state if the firearm has been licensed under RSA 159, and if so, who legally owns it.

(e) Each school principal shall notify the state board in writing whenever a written police report supersedes the report required by RSA 193-D: 4 in accordance with RSA 193-D: 5.

VII. Student with an Educational Disability

(a) Any suspension or expulsion of a student with an educational disability as defined in Ed 1102.31 shall be in accordance with Ed 1119.11.

(b) If, under the provisions of Ed 1119.11 (c), the special education placement team determines that the behavior leading to the suspension or expulsion is not a direct result of the student's educational disability, Sections Ed 317.01 through Ed 317.05 shall apply.

(c) In the case of a student with an educational disability who is determined to have brought a firearm or other dangerous weapon into a safe school zone, the federal requirement of section 615 (e) of Public Law 101-487 shall apply, and the student may be placed in an interim alternative educational setting for the time periods determined by that Public Law

Derry Cooperative School District No. 1
N.H. School Administrative Unit #10
18 South Main Street
Derry, New Hampshire 03038

EPS: CODE: JLI

DISTRICT CODE:

Pupil Safety and Violence Prevention

Policy Under RSA 193-F

It is the policy of the Derry Cooperative School District that its students have an educational setting that is safe, secure, peaceful, and free from student harassment also known as bullying. The District will not tolerate unlawful harassment of any type and conduct that constitutes bullying as defined herein is prohibited by this Policy, in accordance with RSA 193-F.

Bullying Defined

“Bullying” for the purposes of this policy is defined as insults, taunts, or challenges, whether verbal or physical in nature, which are likely to intimidate or provoke a violent or disorderly response. Bullying in violation of this policy may not rise to the level of unlawful harassment under Title IX of the Education Acts of 1972, the Americans with Disabilities Act, Title VI, or the Rehabilitation Act of 1974 or the District’s sexual harassment policy (GBAA-JBA). Further reporting may be required under New Hampshire’s Child Abuse Protection Act, RSA 169-C.

Notice of Policy

At the beginning of each school year, the Superintendent or designee shall, in writing, inform parents, legal guardians, or other persons responsible for the welfare of a pupil of the District’s pupil safety and violence prevention policy and the appeals process available at the local and state level.

Each District school shall provide notice to students and staff of this policy through appropriate references in the student and employee handbooks, or through other reasonable means. The Superintendent shall also make all contractors with the District aware of this policy.

Reporting Procedure

1. Any student who believes they have been a victim of bullying may report the alleged act to the building principal or the principal’s designee. If a student is more comfortable reporting the alleged act to a person other than the building principal, the student may contact any School District employee.

2. Any school employee, or employee of a company under contract with the school or School District, who has witnessed or has reliable information that a student has been subjected to bullying shall report the incident to the student’s principal or the principal’s designee.

3. Any parent or other individual who has witnessed or has reliable information that a student has been the victim of bullying should report the incident to the student's principal or a designee.

4. Upon receipt of a report of bullying, the principal or designee shall within 24 hours forward a written report to the Superintendent of the incident and the principal or designee's response to the incident. The Superintendent shall in turn notify the School Board of the incident.

Additionally, the principal, or designee, shall by telephone and in writing by first-class mail, report the occurrence of any incident of bullying as defined by this policy to the parent or legal guardian of all pupils involved within 48 hours of the occurrence of such incident unless this requirement is waived by the Superintendent when such a waiver is deemed to be in the best interest of the student. Any waiver granted shall be in writing and any such notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). The notice shall advise the individuals involved of their due process rights including the right to appeal to the State Board of Education.

Investigation and Discipline

1. The principal or Superintendent (as appropriate) shall investigate alleged acts of bullying.

2. The principal, Superintendent or School Board (as appropriate) will take such disciplinary action deemed necessary and appropriate, including but not limited to detention, in-house suspension, out-of-school suspension or long-term suspension, or expulsion in order to end bullying and prevent its recurrence.

3. Any such disciplinary action shall be taken in accord with the applicable School Board policy and legal requirements.

Right to Appeal

The parent or legal guardian may appeal the principal's decision to the Superintendent within 10 days of notification. If the parent or legal guardian are not satisfied with the Superintendent's decision, they may appeal in writing within 10 days to the School Board. The School Board shall adhere to the procedures set forth in ED 216 in resolving the dispute.

If the parent or legal guardian is not satisfied with the local school board's decision, they may appeal to the State Board of Education pursuant to 193:13. Such an appeal shall be in writing and filed with the Commissioner of Education with a copy of the superintendent of schools and mailed to New Hampshire Department of Education, 101 Pleasant Street, Concord, NH 033012. The State Board of Education shall notify in writing all parties involved of its decision.

Training

Appropriate methods of discussing the meaning, substance and application of this policy with staff and students shall be developed by each principal and staff in order to

effectively prevent bullying, minimize the occurrence of bullying and respond to any such incidents.

Immunity

A school employee, or employee of a company under contract with a school or School District, who has reported violations under this chapter to the principal or designee shall be immune from any cause of action which may arise from the failure to remedy the reported incident.

Statutory and Regulatory References

RSA 193:13, Suspension and Expulsion of Pupils

RSA 193-F, Pupil Safety and Violence Protection

NH Code of Administrative Rules, Section Ed 317, Procedures of Suspension and Expulsion of Pupils

Date: 12/6/2004

**Derry Cooperative School District
NH School Administrative Unit #10
18 South Main Street
Derry, New Hampshire 03038**

EPS CODE: JICK

DISTRICT CODE:

PUPIL SAFETY AND VIOLENCE PREVENTION - BULLYING

- A.
- B. **I. GENERAL STATEMENT OF POLICY**

It is the policy of the Derry Cooperative School District that its students have an educational setting that is safe, secure, peaceful, and free from student harassment, also known as bullying or cyberbullying. The School Board recognizes that out-of-school and off-campus conduct is not normally the concern of the School Board. However, the School Board also recognizes that some out-of-school and off-campus conduct may have an adverse effect upon the school, students, school property, or school staff. The School District will not tolerate unlawful harassment of any type and conduct that constitutes bullying or cyberbullying as defined herein is prohibited. Retaliation or false accusations against a victim, witness, or anyone else who in good faith provides information about an act of bullying or cyberbullying is prohibited. All students are protected regardless of their status under the law. Any person violating this policy may be subject to disciplinary action up to and including expulsion. Each building principal is responsible for the implementation of this policy.

II. BULLYING AND CYBERBULLYING DEFINED

1. "Bullying" is a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication; or a physical act or gesture; or any combination thereof, directed at another student which:

- (a) physically harms a student or damages the student's property
- (b) causes emotional distress to a student
- (c) interferes with a student's educational opportunities
- (d) creates a hostile educational environment
- (e) substantially disrupts the orderly operation of the school

"Bullying" includes actions motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors, or beliefs; or motivated by the student's association with another person and based on the other person's characteristics, behaviors, or beliefs.

2. "Cyberbullying" is any conduct defined in paragraph 1 of this Section undertaken through the use of electronic devices that include, but are not limited to,

telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.

Cyberbullying includes, but is not limited to, the following actions: harassing, teasing, intimidation, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs on any other electronic device. The School Board recognizes that this definition may not be all-inclusive. Therefore, the School District reserves the right to impose discipline for actions that may fall outside this definition but are still within the general purposes of this Policy.

3. Bullying or cyberbullying occurs when an action or communication defined in paragraphs 1 or 2 of this Section:

(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.

4. "Parent" means parent, parents, or legal guardians.

5. "Perpetrator" is a student who engages in bullying or cyberbullying.

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

7. "Victim" is a student against whom bullying or cyberbullying has been perpetrated.

8. Bullying in violation of this Policy need not rise to the level of unlawful harassment under Title IX of the Education Acts of 1972, the Americans With Disabilities Act, Title VI, or the Rehabilitation Act of 1974.

III. REPORTING PROCEDURE

1. Any student who believes he/she has been a victim of bullying or cyberbullying shall report the alleged act to the building Principal. If a student is more comfortable reporting the alleged act to a person other than the building Principal, the student may contact any School District employee. The School District will respect the confidentiality of the victim and the perpetrator(s) as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of alleged bullying and cyberbullying and to take appropriate remedial disciplinary action when such conduct has been substantiated. However, no disciplinary action can be taken against a perpetrator solely on the basis of a confidential report.

2. Any school employee, volunteer, or employee of a company under contract with the school or School District, who has witnessed or has reliable information that a student has been subjected to bullying or cyberbullying shall report the incident to the student's Principal. "Reliable information" shall include a parent or student's claim that a student is the victim of bullying or cyberbullying.

3. All reports must be documented on the School District's Bullying/Cyberbullying Reporting Form. The victim or reporter shall provide copies of documents relating to the bullying or cyberbullying and/or save those documents so that the documents can be provided to the investigator. If a victim or reporter is either unwilling or unable to complete the School District's Bullying/Cyberbullying Reporting Form, the school employee who receives the oral report will promptly fill out the School District's Bullying/Cyberbullying Reporting Form, using, to the extent practicable, the reporter's or victim's own words to describe the alleged bullying or cyberbullying.

4. Upon receipt of a report of bullying or cyberbullying, the Principal shall within twenty-four (24) hours forward a written report to the Superintendent of the incident and the Principal or his/her designee's response to the initial report.

5. The Principal shall by telephone and in writing by first-class mail, notify the parent of the victim and perpetrator within forty-eight (48) hours of receiving the School District's Bullying/Cyberbullying Reporting Form that a report of alleged bullying or cyberbullying was received and is being investigated in accordance with this Policy. The content of the notice shall comply with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g.

6. The Superintendent may, within the forty-eight (48) hour time period in paragraph 5 of this Section, grant the Principal a written waiver from the notification requirement if the Superintendent deems such waiver to be in the best interest of the victim or perpetrator. The waiver shall not negate the school's responsibilities to comply with the remainder of this Policy.

IV. INVESTIGATION AND REMEDIAL ACTION

1. The Principal or his/her designee shall begin an investigation of the alleged acts of bullying or cyberbullying within five (5) school days of receiving the School District's Bullying/Cyberbullying Reporting Form. The goal of an investigation is to obtain an accurate and complete account of all incidents and circumstances deemed relevant to the allegations, to determine whether bullying or cyberbullying occurred, and to identify the student(s) responsible for the acts. These procedures are intended to protect the rights of a victim and perpetrator.

2. The Principal or his/her designee will complete the investigation within seven (7) school days after the Principal receives the School District's Bullying/Cyberbullying Reporting Form, except in cases where the Superintendent grants a written extension. The Superintendent, if necessary, may grant an extension of the time periods for the completion of the investigation for up to an additional seven (7) school days. The Superintendent shall notify all parties in writing of the granting of an

extension. The Principal or his/her designee will expedite the investigation of any claim involving physical violence or serious threats of harm.

November 2010

**Derry Cooperative School District
Administrative Unit #10
18 South Main Street
Derry, NH 03038**

EPS Code: JH NH School

DISTRICT CODE

ATTENDANCE, TARDINESS AND TRUANCY POLICY

I. Purpose and Intent

II.

The purpose of this policy is to ensure that students are in school and learning. School attendance is critical to successful school performance. Class discussions, student collaborative work, and teacher guidance and directives all offer learning opportunities that are hard to make up outside the classroom. In order to be successful, students must attend school and be on time for classes and other scheduled activities. Tardiness is a disruption to the educational process. It sets a tone that de-values education, detracts from lessons, is discourteous to the teacher and other students, and results in a loss of instructional time.

II. Parent/Guardian, Student, and School Responsibilities

Parents/Guardians, students, school administrators, and teachers all have important responsibilities to ensure that students attend school and are on time.

Students have an obligation to attend school and to be on time for class and scheduled activities.

Parents have an obligation to avoid whenever possible disruptions of the academic year by planning medical appointments and vacations at times that will not require students to be out of school.

Under New Hampshire law, specifically RSA 193:1, parents/guardians have a legal obligation to make sure that their children who are at least 6 years of age and under 18 years of age attend school for the entire school year and during all the time that public schools are in session. Parents/Guardians should, therefore, plan activities and appointments for their children at times when school is not in session. Parents/Guardians must contact the school to inform the school of their child's absence.

School officials determine whether students' absences are excused or unexcused. The school must also maintain accurate attendance records for each student. Each teacher must accurately report daily attendance and punctuality.

The building principal is designated as the person responsible for truancy issues. The building principal must submit attendance information to the Superintendent's Office and must communicate with parents when a student's attendance becomes a concern or as required by this Policy. School officials and parents/guardians must then work together to come up with a plan to address the child's absences/or tardiness.

October 2010 Policy III. Policy Development

It is the intent of the Derry Cooperative School Board to involve parents/guardians in the development of its Attendance, Tardiness and Truancy Policy and any amendments to the Policy. The School Board will notify parents about the proposed Policy or amendments through appropriate communication channels. The School Board will also invite parents to attend the School Board meeting at which the proposed Policy or amendments will be discussed.

IV. Excused and Unexcused Absences Defined

The School Board recognizes that absences from school may be necessary under certain circumstances. The School District recognizes two kinds of absences from school: excused and unexcused absences.

Excused absences are limited to the following situations:

1. School sponsored events such as field trips or athletic events. 2. Absences due to chronic health conditions or illness documented by a physician (includes dentists and orthodontists). 3. An illness that requires up to a three-day absence from school, without a doctor's note. 4. Death of a family member. 5. Religious holidays or attendance at religious ceremonies. 6. Generally, absences other than 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.

7. Absences as a result of waivers from the Superintendent for alternative learning plans under RSA 193:1, I(h).

8. Mandated court appearances. 9. Extreme weather conditions as determined by administration. 10. Private parent concerns relating to student's well being discussed, approved, and

documented by school principal or designee. 11. State notified health alert.

Unexcused absences are all other absences and include but are not limited to vacations that are outside the limit noted above, absences for other personal reasons, tardiness, cutting classes, dismissals, truancy, absence from any class or activity for which the student is scheduled, and absence from any after-school help session or disciplinary session which a student has been directed to attend.

V. Limitations on Unexcused Absences

A half-day absence is defined as missing up to half of the total minutes in a school day.

Missing more than half the total minutes in a school day is two half-day absences.

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Unexcused absences from school are considered truancy. A student who skips class or a scheduled activity, arrives late for class or a scheduled activity, or leaves a class or scheduled activity without permission of school personnel is considered truant and will be deemed to have missed the entire class or scheduled activity.

Ten half-days of unexcused absence during a school year shall constitute habitual truancy. Under New Hampshire law, habitual truancy is a ground for filing a petition in the local district court to establish the student is a child in need of services (CHINS). A truant officer or school official shall not file a petition alleging that the child is in need of services (CHINS) pursuant to RSA 169-D:2, II(a) until all steps in the school district's intervention process under RSA 189:34, II have been followed.

VI. Intervention Process

After six half-days of unexcused absences, the building principal or designee shall contact the parent/guardian by telephone and in writing requesting a meeting within three school days to discuss the matter and to develop a plan to prevent any further unexcused absences.

In accordance with New Hampshire law, the building principal shall enclose copies of RSA 193:1, this Policy, and the student's attendance record. The building principal will send a copy of the letter to the District's truant officer and the Superintendent.

If a student has 10 half-days of unexcused absences in the school year, the building principal shall notify the Superintendent, parents/guardians, and truant officer. The building principal shall schedule a meeting with the parent/guardian, truant officer, and appropriate school

personnel. The purpose of the meeting shall be to develop a revised plan to address the habitual truancy. At the meeting, the building principal and truant officer shall inform the parent/guardian that additional unexcused absences may result in a report to the Division of Children Youth and Families (DCYF) and/or the filing of the appropriate action (usually a CHINS petition under RSA 169-D:2, III(a)) in the local district court.

If the student fails to comply with the revised plan and has more than 20 half-days of unexcused absences, the building principal and truant officer shall consult with the Superintendent to determine whether DCYF should be notified and/or a court action filed.

VII. Appeal

Each school shall have a School Attendance Committee consisting of two teachers, a guidance counselor/social worker and principal or assistant principal. The School Attendance Committee shall consider the following factors in reviewing a request or appeal:

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1. 2. 3.

The spirit and intent of the Policy. Whether the absence was due to the action or inaction of the student or parents. Whether exceptional circumstances exist that warrant an exception to the Policy.

A student seeking an exception for an absence that is not otherwise excused may file a request with the School Attendance Committee. A student may also appeal to the School Attendance Committee the following:

1. 2. 3.

A determination that a specific absence/tardy, etc., was unexcused; A determination that an absence occurred at all; or Whether exceptional circumstances exist which make strict application of this Policy inappropriate with respect to one or more absences.

The decision of the School Attendance Committee shall be final.