



ConVal Regional High School

# **Student Handbook**

**2019-2020**

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## **A Message from the Superintendent**

Welcome to the 2019-2020 school year!

As the Superintendent of the ConVal School District, I want to personally welcome each of you back to school. You are attending a school that recognizes that you are an individual and works to personalize your learning.

You will have the opportunity to do many things that you enjoy, but I want to challenge you to try to learn something this year that is different, that stretches you as a learner and as a person. Maybe you will find that you are an actor, a chef, a photographer, an athlete, or a scholar. Try out for the team, the part, write a story, submit a work of art, or create new software or an app. Discover. Stretch. Persist. No matter the choice, there are teachers, counselors, and administrators ready and willing to help you, you need only ask- or just answer when they reach out to you.

Whatever you decide, make your days here count. The ConVal School District has the desire to help every student succeed no matter the challenges that they face, so ask yourself this question "What does success mean to me?" Once you have answered that question, pursue it relentlessly by proceeding as if success is inevitable.

An unknown poet once said "The start of something new brings the hope of something great." As the New Year begins, my hope for you is that you find a new passion, one that challenges you, fulfills you, and furthers your journey as a student and the adult that you wish to be.

Make it a great year!

Kimberly Rizzo Saunders, EdD  
Superintendent of Schools

### *Mission Statement of the ConVal School District*

To provide opportunities and inspire our learners to explore interests, pursue new knowledge and skills, learn about self and others, and give of oneself to the greater community.

### *Vision Statement of the ConVal School District*

In the ConVal community, all learners will achieve academically, act thoughtfully, and contribute to the larger society.



## About ConVal Regional High School

Contoocook Valley Regional High School is part of Contoocook Valley Regional School District, SAU #1, and serves the nine towns of Antrim, Bennington, Dublin, Frankestown, Greenfield, Hancock, Peterborough, Sharon and Temple.

### *School Profile*

Hours: 7:35—2:20

Enrollment: 717

Building Personnel: 109

Motto: "Here Comes ConVal!"

Mascot: Cougar

Colors: Blue and Gold

Address: 184 Hancock Road, Peterborough, NH 03458

Website: [cvhs.convalsd.net](http://cvhs.convalsd.net)

### *Our Mission*

The ConVal High School community is dedicated to learning, thinking and growing.

### *Beliefs and Core Values*

- Fostering a safe environment through positive culture
- Relentless pursuit of learning, thinking and growing
- Community demonstrates respect for self, peers, faculty, and adults
- Students, parents, community, and staff working together

### *21<sup>st</sup> Century Learning Expectations*

- Writing
- Reading
- Speaking
- Problem Solving
- Technology
- Collaboration
- Self-Management
- Civic Engagement

### *Learning Environment*

ConVal Regional High School is a comprehensive public high school and is accredited by the New England Association of Schools and Colleges. Courses are offered on a four-by-four block schedule with daily classes for eighty minutes, and one forty-three minute intervention block.

In addition to Advanced Placement, honors and college preparatory courses, students participate in extended learning opportunities, internships, career education courses, career and technical courses, and the arts. All students participate in an innovative intervention block called TASC (Teachers in Academic Support Centers), which provides daily, forty-three minute guided interventions and or extensions.

Specialized programs are offered for students with learning disabilities and special needs. Over fifty percent of our student body participates in athletics and/or extracurricular activities.

Students are expected to learn and demonstrate effective communication (reading, writing, speaking), effective collaboration and problem solving, effective use of technology, and meaningful civic engagement.

## ConVal High School Procedures

The purpose of this handbook is to serve as a guideline for the ConVal High School community and to set out procedures and expectations in support of its learning environment.

The administration reserves the right to update this handbook throughout the year to reflect changes in school board policies (e.g. [IKF](#)) as well as state and federal regulations.

### Graduation Requirements

Subject Areas	ConVal Diploma	NH Scholars Core	NH Scholars STEM (3.2 GPA)	NH Scholars Arts (3.2 GPA)	Adult Diploma Program
English	4	4	4	4	4
Global Studies	1	2	2	2	1
Economics/Government	1	1	1	1	1
US History	1	1	1	1	1
Science	3 (3 lab sciences)	4 (3 lab sciences)	4 (3 lab sciences)	4 (3 lab sciences)	2
Mathematics	4*	4~	4~	4~	2
World Languages	0	2 (of the same language)	2 (of the same language)	2 (of the same language)	0
Health	1	1	1	1	0
Physical Education	1	1	1	1	0
Arts Education	0.5	0.5	0.5	2	0
Information and Computer Technology	0.5 (or competency)	0.5 (or competency)	0.5 (or competency)	0.5 (or competency)	0.5 (or competency)
Elective Offerings	10	5	4	3.5	8.5
STEM	n/a	n/a	1	n/a	n/a
<b>Total Credits</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>20</b>

Notes on the 4 credits in Mathematics requirements:

\*Starting with the Class of 2023, this requires the completion of at least Algebra 1; students must be enrolled in a math class every semester until the Algebra I completion requirement is met.

~The NH Scholars Core, STEM, and Arts designations require completion of Algebra 1, Algebra 2, Geometry, and 1 other.

## New Hampshire Scholars

The New Hampshire Scholars Program recommends a core course of study to high school students that gives every participating student the advantage of well-rounded, more challenging coursework in English, math, science, social studies and world language. Both a STEM and an Arts pathway are available.

Students who undertake this rigorous core course of study will challenge themselves to do their best work during their high school career and will enjoy a wider range of postsecondary options upon graduation.

At the end of the senior year, all students who have successfully completed the core course of study will be recognized as New Hampshire Scholars. The high school transcripts of New Hampshire Scholars will indicate that they have successfully completed the core course of study.

## Project Running Start/Dual Enrollment Courses

Dual enrollment courses are available at ConVal High School through an articulation agreement with the Community College System of New Hampshire (CCSNH). Students may earn college credits for Project Running Start courses.

ConVal High School offers dual enrollment courses in the following subject areas:

- Advanced Manufacturing Systems
- Advanced Placement courses (AP Biology, AP Chemistry, AP Calculus, AP Calculus and Physics)
- Automotive Service Technology (Automotive Service Technology II)
- Building and Construction Trades (Building Trades, Advanced Building Trades)
- Business Management and Marketing (Business and Personal Law, Business Management, Entrepreneurship/Small Business Ownership, Principles of Marketing)
- College Composition
- Computer Networking (Computer Networking I, II)
- Computer Programming and Software Development (Computer Programming and Software Development I, II)
- Engineering and Mechanical Design (Introduction to Engineering Design, Engineering Design and Manufacturing I, II, III, IV)
- English College Composition
- Fire Science and Emergency Technician (Firefighting I, Emergency Medical Technician)
- Graphic Design (Graphic Design I, II, III, Website Design)
- Teacher Education (Careers in Education I, II)

Many of the Project Running Start dual enrollment courses also qualify for the STEM and Arts pathways of the NH Scholars Program. The School Counseling Office will be able to provide additional information upon request.

## Scheduling Procedures

### *Student Placement Procedure*

All ConVal students are encouraged to access the highest levels of academic challenge. Decisions about a student's academic placement take many factors into consideration, including the student's ability to persist and his/her demonstrated knowledge and skills in previous coursework. Input and recommendations from teachers, counselors, parents and students are carefully considered in this process.

### *Course Selection Process*

- Students consult with teachers and school counselors to select courses for the next year.
- Students and/or parents who would like to appeal a particular placement must make a formal request to the student's school counselor. A meeting will be held with the parent, student, teacher, and counselor as appropriate. A final decision about placement will be made at this meeting.

### *Scheduling Changes and Add Deadlines*

- Student/parent requests for specific teachers cannot be considered unless a student previously failed the same course with the same teacher.
- Students typically cannot add courses after 5 school days from the start of the course.
- Students who drop a class after this deadline will receive a grade of W based on the discussion and recommendation of the teacher, counselor, and administration.
- Students may move into/out of weighted courses until the week after the first progress report, upon a written request by the parent and with the support of the teacher as space and scheduling permit.
- If a student is retaking a course to improve a grade, the new grade will show on the transcript and be figured into the GPA calculation. The old grade will also remain on the transcript; however, the point value will not be figured. Only one credit can be earned.

## Limited Release

- Juniors and seniors are eligible.
- Parent permission and administrative approval are required.
- Juniors and seniors must sign in and out at the main office.
- Juniors and seniors who leave 4th block may not return to campus until 2:20.
- Transportation for release privileges is the responsibility of the parent and student.
- Juniors and seniors are responsible for attending TASC unless otherwise approved by their school counselor.
- Juniors and seniors may not transport students without this privilege off campus.

Administration may revoke these privileges at any time for violations of the ConVal High School Code of Conduct or these guidelines.

## Grading System

In accordance with School Board Policy [IKA](#), the goal of the ConVal High School grading system is to be consistent, accurate, fair, specific, and timely. The staff and administration have reviewed 4 areas of consideration in the formulation of this procedure: the impact of zeros in averaging grades, opportunities for students to improve assigned work, separation of academic grades from student behavior, and homework completion. Preparation and practice (homework) will count for no more than 10% of the student's quarterly grade.

## *Grading Scale*

ConVal High School uses the following grading scale:

A+ 97 - 100	B+ 87 - 89	C+ 77 - 79	D+ 67 - 69	
A 93 - 97	B 83 - 86	C 73 - 76	D 63 - 66	F below 60
A- 90 - 92	B- 80 - 82	C- 70 - 72	D- 60 - 62	

## *Weighted Grades*

ConVal assigns a value of 1.5 to all 010 courses, 1.25 to all 012 courses and 1.00 to all 123 courses for purposes of weighting grades and consequently ranking students.

010 Courses Value: 1.50	A+ 6.50	B+ 5.00	C+ 3.50	D+ 2.00	
	A 6.00	B 4.50	C 3.00	D 1.50	F 0.00
	A- 5.50	B- 4.00	C- 2.50	D- 1.00	

012 Courses Value: 1.25	A+ 5.41	B+ 4.16	C+ 2.91	D+ 1.66	
	A 5.00	B 3.75	C 2.50	D 1.25	F 0.00
	A- 4.59	B- 3.34	C- 2.09	D- 0.84	

123 Courses Value: 1.00	A+ 4.33	B+ 3.33	C+ 2.33	D+ 1.33	
	A 4.00	B 3.00	C 2.00	D 1.00	F 0.00
	A- 3.67	B- 2.67	C- 1.67	D- 0.67	

### *Re-learning Procedure*

ConVal High School encourages students to demonstrate greater proficiency by pursuing re-learning opportunities. The criteria for revision are as follows:

- Students have the opportunity to improve and resubmit graded assessments provided that students meet pre-set, school-wide, and department-specific improvement qualifications.
- Assessments in the last week of the quarter, including the final assessment, may be re-submitted at teacher discretion.
- Extension of these time frames shall only be granted by consensus of the teacher, school counselor, and department leader. A student may appeal a denied request to the administrative team.
- In accordance with the re-learning procedure, students who plagiarize will have the opportunity to make up work but receive a grade no higher than 80% of the newly submitted and graded work or 50%, whichever is higher. Students who plagiarize may be subject to disciplinary action in lieu of an academic consequence. Students who plagiarize a second time in their academic career will be subject to further consequences.
- Students who complete the department-specific improvement process on an assessment will earn the higher of the two grades up to a 90 and will receive a grade no lower than a 50.
- Courses (and/or credentialing) in which credit is offered outside the ConVal system may not allow for the implementation of this procedure.

### *Promotion and Retention*

Decisions regarding the promotion and retention of students are governed by School Board Policy [IKE](#). These decisions will be based on the successful completion of required course work and take into consideration criteria such as a student's mastery of course-level competencies, grades, and teacher recommendations.

### *Incomplete Grades*

Students are expected to complete the work that is needed for their course within three weeks of the end of the class. Incomplete grades in prerequisite courses may prevent students from moving on to the next course.

### *Middle School Credit*

New Hampshire State policy states that a high school may grant credit for courses at the 8th grade level that meet high school standards, and they may appear on the transcript.

### *Finals*

A final assessment shall be administered and will count as 15% of the total grade for the course. Seniors who have an A (a numerical grade of 93 or higher) in a course may be exempted from the final with teacher permission.

## Alternative Credit Options

### *5th Block Classes*

Students may have the option of taking required courses after school two days per week, based on Academy offerings. Students may have the option of participating in credit recovery and/or skill building activities after school two days per week.

### *Independent Study/Extended Learning Opportunities*

Students may engage in educational experiences that reach beyond the brick and mortars of the school, the regular school day as well as extend their learning beyond the standard offerings. Students shall not be permitted to take more than two extended learning opportunities simultaneously. Students may include a maximum of 6 credits for extended learning opportunities on their transcript.

### *Internships*

Students may also wish to experience the world of work first-hand by becoming an intern at a local business. While internships can be used in a variety of ways, they work best when they are the capstone or culminating event in a student's high school course of study. For example, a student who is interested in pursuing a career as a dental hygienist should take all the appropriate science and health occupations classes before becoming an intern at a local dental office. This way, the student is able to have the best possible experience as an intern while the local business gains the benefit of working with a student truly interested in the profession.

### *Credit Recovery*

Students must meet with their school counselor to review their transcript and discuss the possibility of credit recovery coursework prior to registering for a course. If a student is retaking a course to improve a grade, the new grade will show on the transcript and will be figured into the grade point average calculation. The old grade will also show; however, the point value will not be figured. Students taking graduation requirements must complete credit recovery courses by the end of Quarter 3 of their senior year.

### *Summer Academy*

Students have the opportunity to take credit recovery and first time credit courses during a five week Summer Academy. Students are invited to register for courses for a \$50 fee, which is refunded upon successful completion of the course.

### *Transfer Credits*

Transfer credits will be awarded and added to students' ConVal transcript. The weighting of grades for all transfer credits will be based on the *letter* grade awarded by the sending school.



## *Virtual Learning Academy Charter School (VLACS)*

Students have the opportunity to enroll in free, online courses through the Virtual Learning Academy Charter School (VLACS). VLACS is a public charter school that was approved by New Hampshire's Department of Education in 2007. VLACS is a fully-accredited, state-approved public school.

Courses cover a wide variety of subject areas and topics that change from year to year. Current lists of available courses can be provided be viewed at [vlacs.org](http://vlacs.org). VLACS also has available, through a partnership with local colleges, E-start classes where students can earn dual high school and college credit. There is a separate registration process and fees for these classes. More information can be found on the [VLACS website](http://vlacs.org).

### Taking a VLACS Course *During* the School Day

- Starting in their sophomore year, students have the option of using one of their four blocks of class time each semester to take a VLACS online course.
- In order to build a VLACS block into their daily schedule, students must meet with their school counselor and complete a VLACS approval form.

### Additional Guidelines for Taking a VLACS Course

- Prior to registering for VLACS courses that students are planning to take outside of the school day, students are strongly encouraged to meet with their school counselor to review their transcript and discuss how VLACS coursework may meet, or expand upon, the required 26 subject credits required for graduation.
- Students and their parent/guardian are responsible for the registration process and must complete the registration process directly through VLACS. Due to VLACS guidelines, school counselors cannot register students for these courses. Students must list ConVal as their school of record when registering.
- Students must adhere to VLACS policy on [Student Code of Conduct and Acceptable Use](#).
- If a student wants to take a VLACS course in place of a required CVHS course, the VLACS course needs to be reviewed and approved by the building principal and the district's assistant superintendent.
- Students taking a VLACS course, or courses, for graduation requirements are strongly encouraged to complete the VLACS course(s) by April 1 st of their senior year. This will ensure that
  - students are able to request that VLACS send an official transcript to ConVal's School Counseling Department; and
  - the School Counseling Department is able to confirm that the students have met the graduation requirements and will be eligible to graduate with their classmates.
- Following completion of the VLACS course, students must request an official VLACS transcript to be sent to the school counselor to ensure the credit is transferred to their ConVal High School transcript.

- VLACS course grades will be incorporated into a student's CVHS transcript the same way that the grades of a student who has transferred into ConVal from another high school are incorporated into a student's CVHS transcript.
  - Credit will be awarded and added to the ConVal transcript for all transfer credits based on the actual course letter grade which is awarded by VLACS
- VLACS courses can be considered when determining if a student is eligible to participate in an athletic or co-curricular program.
  - Students relying on a VLACS course, or courses, to meet the eligibility requirements outlined in ConVal High School's Student Handbook will need to provide the following:
    - If students are using a VLACS course to meet the requirement of having passed three courses in the academic quarter prior to participation in the athletic or co-curricular program, students will need to provide evidence of successfully completing the VLACS course during ConVal High School's previous academic quarter.
    - If students are using a VLACS course to meet the requirement of being enrolled in three courses in the *current* academic quarter, the academic quarter in which students are participating in the athletic or co-curricular program, students will need to provide evidence that they are currently enrolled in the course *and actively making progress towards completing the course*. Students will be asked to provide evidence of progress made towards completing the course at mid-quarter. Additional check-ins will be scheduled if there are any concerns that the student is not making appropriate progress.
  - Requests for exceptions to the above guidelines will be reviewed and approved/denied by the building principal and the assistant superintendent.

*Note:* Additional information about the above guidelines can be found in Appendix B of this Handbook.

### Adult Diploma Program

Students seeking an alternative to the regular day diploma may enroll in the adult diploma program administered by Monadnock Community Education. The 20 credit requirement of this program meets the minimum requirements of the State of New Hampshire for the awarding of an adult education diploma. Forms for this purpose are available in the school counseling department.

Students may enroll in this program only after applying for admission, and receiving permission from the high school principal or designee. Students under the age of 18 must have written permission of their parent/guardian. This alternative is not recommended for students who plan to apply to four-year colleges after high school.

## **Student Code of Conduct**

In accordance with ConVal School Board Policy [JIC](#), the ongoing goal of ConVal High School is to foster and maintain a school culture that is respectful, caring, and accepting of all students.

To support the educational process at ConVal, students are expected to:

- Attend school for the 180 days per year, as scheduled by the district.
- Arrive on time to school as well as each class during the school day.
- Respect school rules and expectations.
- Identify themselves by name if requested by staff.
- Respond appropriately to directions by staff.
- Always use appropriate language.
- Drive vehicles safely in all school areas (access roads and the school parking lot).

There are three cornerstones to ConVal's success as a learning community:

- Demonstrated respect for self, for others, and for the facility.
- Demonstrated readiness for learning through daily attendance, avoidance of absences or tardiness, and adherence to the cell phone and electronic device procedure.
- Demonstrated achievement based on intellectual curiosity, a growth mindset, and academic honesty.

### Attendance

The ConVal High School attendance procedure is based on these premises:

- By law (NH RSA 193:1), all students under the age of 18 must attend school except for legally accepted excuses such as illness. A public school has responsibility for enforcement.
- The classroom experience is important. The interactions between teachers and students, as well as among students, lead to learning that may not otherwise take place.

### *Expectations*

- Students are expected to attend school for the 180 days scheduled by the district per year. Parents need to call the attendance administrative assistant at 603-924-3869 ext. 3232 to report their student absent on the day that the student will be absent.
- If that is not possible, parents must send a note with the student upon his/her return to school. Absences may be pre-approved by an administrator prior to the needed absence. Such requests must be made in writing (a form is available for this purpose in the main office) and may be considered as excused. Students will be allowed to make up missed work if the absence is excused.

### *Excused absences*

Excused absences are determined by administration and may include but are not limited to:

- Illness

- Funeral/Death in the family
- College visits
- Religious Holidays
- Medical Reasons (surgery, extended illness, appointments)

### *Unexcused absences*

Students will receive a zero for participation if they are determined to be unexcused from class, and credit for any class work missed will be determined by the faculty and administration of ConVal High School. Unexcused absences include but are not limited to:

- Absences for which the attendance administrative assistant has not been notified (through phone contact or note from the parent)
- Class cuts
- Others to be determined by administration

Students whose absences have been determined unexcused will be in violation of school policy, district policy and state law.

- 5 unexcused absences: The parent/guardian will receive a letter and the student will meet with the Dean of Students or his/her designee.
- 10 unexcused absences: The parent/guardian & student are required to attend a meeting with the Dean of Students, school counselor and administrator.
- 15 unexcused absences: The parent/guardian & student are required to attend a meeting with an administrator, school counselor, district court liaison and assistant superintendent.

### *Record of Absences*

- Teachers will maintain a record of absences and tardiness for each student enrolled in their course.
- The attendance administrative assistant will attempt to make daily calls to the family of each absent student unless the absences are pre-approved by an administrator, or the attendance administrative assistant has been notified via parent phone call of the absence.
- Questions or concerns regarding the attendance policy should be directed to administration.

### *Homework Requests*

Students are expected to contact their teachers by email or other students in the event of a single day's absence. Students or their parents should contact their school counselor if the absence extends beyond 3 days for illness or suspension. Teachers require 24 hour notice to respond to such requests.

### *Makeup Work*

All work must be made up after a student's absence. It is the student's responsibility to procure assignments from each classroom teacher. The time period for makeup work should be

relative to the amount of time missed. It should be noted that makeup work does not adequately replace the instructional time lost for a school absence.

## Tardiness to School or Class

### *Excused Versus Unexcused Tardiness To School*

Tardiness to school is considered excused only when a student presents a note from a parent or legal guardian that states the unavoidable event causing the tardiness. Some examples include the following:

- An early morning medical/dental appointment
- A family emergency
- A car accident or breakdown

All other tardiness is considered unexcused even if accompanied by a note from a parent or legal guardian. Some examples include the following:

- Alarm didn't go off/overslept
- Friend was late driving me to school
- Too tired to get up on time

These are general guidelines. If a parent or guardian has a special situation or a one-of-a-kind event that results in a student's tardiness to school, please call the main office and ask to speak with an administrator.

Teachers will make every effort to work with student and parent to help decrease tardiness to school. Student conferences, parent contact and other interventions will be attempted but chronic tardiness will be brought to administration for further action if needed.

The goal in establishing these procedures is to underscore to students the importance of arriving to "work" on time. By meeting these minimum expectations, students will practice the fundamental self-management skills they will need to become career- and college-ready.

## Dismissals

If a student is to be dismissed during the school day for any reason, a note from the parent or guardian of the student, with the reason for dismissal, must be given to the attendance administrative assistant at the beginning of the school day. A dismissal slip will be provided to the student and he/she must sign out at the main office at the approved release time.

In the event of an unexpected need for a student's release, the attendance administrative assistant requires as much notice as possible from the parent or guardian so that the student may be located and informed. Please call the attendance administrative assistant at 924-3869 x3232 with notification and the reason for any unplanned dismissal.

If a student becomes ill during the day, he/she must report to the health office to be assessed by the school nurse. Students cannot be dismissed if they are ill without going through the nurse; they must be dismissed through the health office in order that symptoms can be documented for data collection.

## Cell Phones and other Electronic Devices

While the ready availability of cellphones and other electronic devices is permitted before and after school as well as during school lunches, their presence in the classroom does lead to student inattention and disruptions of the learning environment.

### **CONVAL HIGH SCHOOL WILL NOT BE RESPONSIBLE FOR LOST, STOLEN, OR DAMAGED CELL PHONES OR OTHER ELECTRONIC DEVICES.**

#### *Student Expectations*

- Cell phones and other electronic devices may NOT be used in the main office without explicit permission.
- No student shall connect their personal electronic device to the school network or a personal hotspot while at school.
- Students do NOT have the right to use their cellular device to audio- or video-record other students, staff or visitors without the express permission of the person(s) in the recording. Failure to comply with this rule will result in disciplinary action, up to and including suspension from school.
- Electronic devices may be used with teacher permission only,

#### *Violations*

- 1st offense: Upon teacher request, students are expected to put their electronic device into the box on the teacher's desk and will get it back at the end of class.
- 2nd offense: The student is directed to take their device to the main office. The student is directed to retrieve the device at the end of the day.
- 3rd offense: A parent/guardian is required to pick up the device at the end of the day.

## Academic Honesty

ConVal High School is committed to the intellectual development of a student's original work. Students who attempt to receive credit for work which is not their own are depriving themselves of an opportunity to learn and progress.

When students copy a paper from the Internet or another student, copy another person's homework, look at another student's answers on a test or quiz, resubmit work that has already received credit, or fail to give adequate attribution for information from a source in a research paper, they commit acts of academic dishonesty.

#### *Plagiarism (definition provided by the American Heritage Dictionary)*

- To use and pass off (the ideas or writings of another) as one's own.
- To appropriate for use as one's own passages or ideas from (another).
- To put forth as original to oneself the ideas or words of another.

Plagiarism is one of the most serious violations of the principle of academic honesty.

Intentional examples of plagiarism may include but are not limited to:

- Buying or copying another person's paper.
- Getting someone else to write your paper for you.
- Taking a block of text and changing a few words, as opposed to paraphrasing or putting it in your own words.

Other, less intentional types of plagiarism may include but are not limited to:

- Using photos and other images without providing the source.
- Copying sentences or paragraphs from a book, article, or website without using proper quotation and citation.
- Using an author or an expert's idea without citing them as a source, therefore taking credit for another person's idea, not necessarily their words.

All instances of academic dishonesty will be treated and recorded as a major disciplinary infraction. Infractions will first be documented and reported to the department chair and administration. The teacher, department chair and administrator will determine an appropriate disciplinary consequence in all instances of academic dishonesty.

The first instance of plagiarism will result in an opportunity to correct the work in with a grade no higher than 80% of the newly submitted and graded work or 50%, whichever is higher. A second instance of such an infraction will result in a 0% for the work involved.

Students can avoid the pitfalls of plagiarism by remembering these simple guidelines:

- Always keep careful track of your sources of information. Books, articles, websites, even interviews need to be cited.
- Keep your notes together with the source information; this will save you time and energy down the road. When taking notes, keep track of when you are quoting directly (even short phrases) and when you are noting another person's idea or argument.
- Remember to note the author of an idea or text in your paper, either directly ("Freud argued...") or as an in-text citation (specific formatting guidelines will be provided by your teacher).
- Use quotation marks for any line or phrase that is copied verbatim. Remember: any idea, phrase, or image that did not come directly from you and your own thought process must be cited.
- Facts considered general knowledge do not need to be cited. The basic rule of thumb is that any information that can be found in five or more credible, general reference sources is general knowledge.

### Dress Code

ConVal High School expects all students to act and to dress in a respectful and appropriate manner that is conducive to the academic environment (ConVal School Board Policy [JJCA](#)).

ConVal High School will seek to ensure that students' attire and grooming is of such a nature so as not to endanger his/her health or safety or that of others. The school does not permit

clothing to be worn that is damaging to school property or generally disruptive to the educational process. When in school, students must wear footwear at all times.

Specifically, students will not be able to wear clothing that:

- advertises or promotes the use of drugs, alcohol, or tobacco products, including vaping.
- expresses or encourages profanity, sexual innuendo, violence, intolerance or any illegal behavior.

The administration and/or faculty of ConVal High School will determine, using their discretion and good judgment, what is considered to be appropriate school attire.

Students who are considered to be in violation of the specific points above or in non-observance of the general standards of appropriate school attire will be asked to change immediately into clothing that meets ConVal's goal of maintaining a safe and comfortable school environment. If a student is sent home to change, the time missed from class will be unexcused.

### Student Driving/Parking Permits

The ConVal School District provides bus transportation to and from school, including late busses for after-school activities.

ConVal High School offers student drivers the opportunity to park their vehicles in the school parking lot. Students are encouraged to take the bus or carpool to school. **Students should lock their vehicles at all times and ConVal High School is not responsible for items stolen or missing from vehicles on school property.** Vehicles on school property may be subject to searches by the administration. The parking lot will be monitored on a regular basis.

The parking lot is not a place for loitering before, during or after school. Students are expected to park their cars upon arrival, exit from their cars, and report directly to the interior of the building.

Drivers who violate the parking guidelines are subject to towing at the driver's/owner's expense. Permits may be revoked without refund if:

- A student parks in a spot designated as handicapped,
- A student returns to his/her car during the school day without administrative permission,
- A student parks in a spot designated for staff,
- A student leaves campus without permission,
- A student transports others off campus,
- A student drives recklessly on school property,
- A student displays any behavior that is deemed not in the best interest of the ConVal High School driving community by administration.

Students may NOT sell their permits to other students, or make copies of permits to provide to other students. A permit may be obtained ONLY from the ConVal administration. Students found to have violated this expectation will be subject to disciplinary action by the administration, including but not limited to, revocation of parking privileges.



## Violations of the Student Code of Conduct

As a learning community, ConVal High School believes that:

- Every student has the right to be physically and emotionally safe at school.
- Students cannot learn and grow to their fullest potential when they fear for their safety.
- A climate of respect enables all students to thrive and succeed.

Expectations of appropriate student conduct extend to all classrooms; school grounds, including athletic fields and the school parking lot; school busses en route to and from school; as well as all athletic and co-curricular event locations, including off-campus sites.

Students are held responsible for inappropriate choices with a series of consequences that are issued based on the nature and level of the offense. Students who violate the school's code of conduct are subject to a disciplinary hearing with student, parent, and a school administrator and possible further referral to the superintendent for additional actions.

In the case of all major office referrals, parents will be contacted via phone and/or in writing regarding the offense and the consequence.

### Major Offenses

Major offenses are those of a chronic nature that require administrative intervention and include but are not limited to:

- Inappropriate language toward staff/students
- Refusing to comply with reasonable requests of staff/administration
- Disrespect/Defiance
- Disruption
- Dress code violations, Chronic
- Fighting/physical aggression
- Harassment/bullying
- Forgery/theft
- Vandalism
- Lying/cheating
- Skip class/TASC
- Chronic tardy
- Skip detention
- Possession of combustibles
- Possession of tobacco
- Possession of drugs, alcohol or other illegal substances
- Sexual harassment
- Arson
- Possession of paraphernalia related to a controlled substance, including vaping devices
- Truancy
- Bomb threat
- Inappropriate sexual behavior

- Reckless driving
- Staff assault
- Leaving school without permission
- Possession of weapons

In addition to parent notification, consequences for major office referrals include but are not limited to:

- Administrative detention
- In-house detention
- In-house suspension
- Out-of-school suspension
- Police report
- Placement in an alternative learning area
- Community service
- Restitution
- Revocation of/exclusion from privileges
- Referral to the Principal
- Referral to the Assistant Superintendent of Schools
- Referral to the School Board for expulsion

School Board Policy References: [JICDD](#), [JICE](#), [JICFA](#) & [JKB](#)

Students who fail to follow the reasonable requests of an administrator may be immediately suspended from school for up to ten days.

The administration must inform the student of the disciplinary charges against him/her. If the student denies the charges, s/he must be given an explanation of the facts as known to school personnel and an opportunity to present his/her version of the facts. If necessary, further investigation may result.

Students whose presence poses a continuing danger to persons or property or an ongoing threat of disruption may be removed from school immediately. The notice of charges, explanation of facts, and opportunity to present his/her version of the facts will be provided as soon as practical thereafter.

### Response To Suspected Alcohol and Substance Abuse

See also School Board policy [GBEC](#).

#### *Reasonable Suspicion*

Given reasonable suspicion of substance misuse or abuse, school administrators may conduct reasonable searches of students, including their person and their personal effects.

A school administrator is justified in initiating a search when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated, or is violating either the law or the rules of the school. Reasonable grounds are less than "probable cause," and may consist of a report or first hand information that a student has violated or is violating

either the law or the rules of the school. In order to search a student, the administrator must have an individualized, student-specific suspicion that the student who is the subject of the search has violated, or is violating the law or the rules of the school.

Searches will occur with more than one school employee present, shall be conducted in a manner sensitive to the age and sex of the student, with due consideration to the personal dignity of the student. Searches may include the contents of their backpack, purse, or bag, and to turn out their pockets, or to remove an outer coat or jacket, shoes, socks, or hat, so as to permit a search of the item while preserving the student's personal dignity. Searches may include a request for a physical or medical test to determine impairment. Contents seized during a search will be turned over to local law enforcement.

Administrators should always seek permission to conduct a search of a student or their personal effects. When a student refuses a request for a reasonable search of their person or their effects, the administrator will inform the student that their refusal may result in an adverse inference that they have violated the rules of the school, and the administrator may mete out appropriate discipline for refusing the reasonable search. Administrators may conduct a refused search when they have information that the student possesses items related to a risk of self-harm, or harm to others.

## Violations

### *I. First Offense*

Illegal possession or use of a substance; attempting to secure and/or purchase a substance that could cause a mind-altering experience, may result in the following sanctions:

*If the student accepts up to 3 counseling sessions:*

- Up to 5 days internal or external suspension
- Parent/guardian notification
- Police notification

*If the student will not accept counseling:*

- Up to 10 days internal or external suspension
- Parent/guardian notification
- Police notification

If the substance or circumstance carries a higher threat of potential lethality, the administrator reserves the right to send it to the superintendent's office for disciplinary determination.

### *II. Second Offense*

*If the student accepts up to 6 counseling sessions:*

- 5-10 days internal or external suspension
- Parent/guardian notification
- Parent/guardian meeting or re-entry meeting to determine the need for outside referrals for substance abuse/addiction treatment
- Police notification

*If the student will not accept counseling:*

- Minimum 10 day internal or external suspension
- Referral to Superintendent office
- Parent/Guardian notification
- Parent/Guardian meeting or re-entry meeting to determine the need for outside referrals for substance
- abuse/addiction treatment
- Parent/Guardian notification

If the substance or circumstance carries a higher threat of potential lethality, the administrator reserves the right to send it to the superintendent's office for disciplinary determination.

Meeting with the Superintendent's office can result in:

- Expulsion for up to 365 days
- Options for long term treatment
- Required documentation of treatment for reentry

III. Intending or attempting to sell and/or distribute illegal drugs, controlled substances or alcohol will result in the following sanctions for any offense:

- Parent/guardian notification
- Police notification
- Student shall be referred to the superintendent who may recommend to the School Board that s/he be expelled for a period not to exceed 365 days.
- Suspension beyond ten days and/or expulsion will be determined in accordance with district and federal guidelines for hearing and appeal.

For Violations II and III, a reentry plan must be developed upon his/her return to school.

Reentry plan meetings will include the student, the parent/guardian, an administrator, the school counselor/student assistance counselor, and teacher(s), if possible. Additional participants may be invited to attend. The plan must address, but is not limited to, behavior expectations, participation in counseling, academic expectations and any other activities that will allow for positive reentry to school.

Any student involved in athletic and/or co-curricular activities may suffer additional loss of privilege of participation, based on established co-curricular expectations.

### Assault

In cases of all assaults, the building principal, or his/her designee, shall notify the involved students' parents by telephone and letter about the incident. The letter from the principal or his/her designee shall describe the incident and the seriousness and harm done or potential harm and the School District's response to the incident to the extent permitted by confidentiality laws and regulations.

Additionally, "simple assault," as the term is used in New Hampshire criminal statutes, includes any knowing and unprivileged physical contact with another person. While simple assaults may result in injury, many, if not most, which occur in the school setting do not.

Recognizing that under the statutory definition, simple assault can be very minor contact, building or assistant principals will consider the District's policies, rules and regulations concerning student conduct and discipline when making a determination about whether or not to file a Safe School Zone Offense Report with the local Law Enforcement officials. The District will err on the side of filing a report when there is any question. Law Enforcement and school officials can then jointly determine the best action to be taken.

School Board Reference: [JICDDA](#); Statutory Reference: RSA 193-D:4,1(b)

### Detention of Students

A school administrator or teacher may detain a student for disciplinary reasons during school hours. Further, a school administrator or teacher may detain a student for disciplinary reasons after school hours, provided the parent or guardian has been notified of the detention. In the case of students who rely on the school bus for transportation, parents may be asked to arrange for the transportation of the detained student. In cases where transportation is required, 24-hour notice will be given so that transportation may be arranged. Detention in one day is to be limited to 90 minutes and is expected to be served as a consequence.

### Gang Activity

It is the policy of this School District that membership in secret fraternities or sororities, or in other clubs or gangs (collectively gangs) not sponsored by established organizations, is prohibited. Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are considered harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger to the school environment and educational objectives of the community and are therefore considered a violation of the school's Code of Conduct.

Incidents involving initiations, hazing, intimidation, and/or activities of such group affiliations which are likely to endanger students or cause physical harm, personal degradation, or disgrace resulting in mental harm are prohibited.

Any student wearing, carrying or displaying gang paraphernalia, or exhibiting behavior or gestures symbolizing gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action.

### Hazing

It is the policy of this school district that no student or employee of the district shall participate in, or be members of, any secret fraternity or secret organization that is in any way related to

the school or to a school activity. No student organization or any person associated with any organization sanctioned by the district shall engage or participate in hazing.

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

"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 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 district 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.

### Inappropriate Sexual Behavior

All incidents of inappropriate sexual behavior will be addressed by the administration.

### Out of School Actions

The School Board recognizes that out-of-school conduct of students attending school within this district, are not normally a concern of the School Board. However, the School Board believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has an adverse effect upon the school.

Therefore, it is the policy of the School Board that any student attending school within this district will be subject to disciplinary action including, but not limited to, suspension from school for any conduct that, in the opinion of school administrators, has an adverse impact upon the school.

Such activity includes, but is not limited to, the following: damaging school property, e.g., a school bus; engaging in activity which causes physical or emotional harm to other students, teachers, or other school personnel; engaging in an activity which directly impedes discipline at school or the general welfare of school activities.

School Board Policy Reference: [JICDD](#)

## Weapons

See School Board Policy [JIC1](#)

Dangerous weapons as used in this section and, to the extent not inconsistent with any other policy, rule or regulation, shall mean: a firearm (see 18 USSC Section 921) to include a pellet or BB gun; any object prohibited, licensed, or regulated under RSA 159; a knife; a bullet; any firework, explosive, or other incendiary; club, metallic knuckles; containers containing chemicals such as pepper gas or mace; martial arts weapons (as defined in RSA 159:24); electronic defense weapons (as defined in RSA 159:20); and/or any other weapon, substance or object which, in the manner it is used, intended to be used, or threatened to be used, is known to be capable of producing serious injury.

Dangerous weapons are not permitted on school property, on school vehicles or at school-sponsored activities. Student violations of the policy will result in both school disciplinary action and notification of the police. Suspension or expulsion from school could result. Please read the section on knives (below).

Weapons under control of law enforcement personnel are permitted.

### *Firearms*

Any student who is determined to have brought a firearm (as defined by Title 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.

The determination of whether to modify the expulsion shall be left to the discretion of the superintendent, who in making that determination may consider the following factors: whether possession of the firearm was inadvertent: e.g., another person had left the firearm in the student's vehicle; the student had not noticed that she/he was bringing the firearm for sport immediately before or after school and had no intention to display the firearm to other students; the student did not properly understand the dangers of firearms when the firearm was brought to school; whether the firearm was loaded; and whether there was any ammunition reasonably available; and/or whether the student had any intention to display the firearm to other students.

### *Knives*

The ConVal High School administration prohibits students from bringing knives to school. Classes that require students to use these and other tools will provide those tools to students and/or make arrangements for students to appropriately transport and store those tools during the school day when not in use. Students who bring a knife or knives to school will be subject to disciplinary action.

## Tobacco Products Use and Possession

USE OF TOBACCO PRODUCTS AND VAPING MATERIALS IS STRICTLY PROHIBITED IN/ON ALL SCHOOL FACILITIES AND/OR GROUNDS.

### I. Definitions

A. No person shall use any tobacco product or vaping product in any facility maintained by the School District, nor on any of the grounds or property of the District.

### B. Definitions:

1. "Tobacco Product" includes, without limitation, cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, electronic cigarettes, and any other products containing tobacco in any other form.
2. "Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs, or for any grade maintained by the district. This definition shall include all administrative buildings and offices and areas, passageways, restrooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.
3. Signs shall be placed by the District in school facilities in accordance with applicable laws and regulations regarding the prohibition of the use of tobacco and vaping products in all school buildings, facilities and school vehicles.
4. It is the initial responsibility of the building principal(s), or his/her designee, to enforce this policy. The principal, or designee, may first request any person who is violating this policy to immediately cease the use of the tobacco product(s). The principal or designee may, instead, call the local police who shall then be responsible for all enforcement proceedings and applicable fines and penalties. If the principal or designee has first requested the person to stop or refrain from using tobacco products in violation of this policy, and the person has refused, the principal or designee shall call the police.

### II. Students

A. No student shall purchase, attempt to purchase, possess or use any tobacco product in any school vehicle or anywhere on school grounds maintained by the District.

B. Enforcement of this prohibition shall initially rest with building principals, or their designees, who may report any violation to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

C. The principal will develop regulations which cover disciplinary action to be taken for violations of this policy. These regulations will be communicated to students by means deemed appropriate by the principal. In addition to disciplinary action taken by the school, criminal penalties or fines may result from violations of this policy.



### III. Employees

- A. No employee shall use any tobacco product in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.
- B. Initial responsibility for enforcement of this prohibition shall rest with the building principals or designees. The principal may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.
- C. The principal will develop and implement the appropriate means of notifying employees of possible disciplinary consequences of violating this policy. Any employee(s) who violates this policy is subject to disciplinary action which may include warning, suspension, or dismissal.
- D. In addition, fines or other penalties may result from enforcement of these prohibitions by other law enforcement officials.

### IV. All Other Persons

- A. No visitor shall at any time use tobacco products in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.
- B. Responsibility for enforcement of this prohibition shall rest with all School District employees, who may report violations to the local police department.
- C. In accordance with state law, the police department shall be responsible for pursuing applicable criminal fines and penalties.

Statutory References: RSA 155:68, 155:70, 155:76 and RSA 126-1

### Modification or Review of Expulsions

Pursuant to RSA 193:13,IV, the superintendent may, upon written application of an expelled student, recommend modification of an expulsion. In such cases the following should apply:

- An expelled student has the right to request a review of the expulsion prior to the start of each school year.
- A request for review should be directed by the student to the superintendent on or before August 15. The request should set forth each and all reasons why the student's right to attend school should be reinstated. Of particular importance would necessarily be such information as might convince school authorities that the conduct which led to the expulsion would not be repeated.
- The superintendent and the principal or assistant principal at the applicable school shall direct written recommendations to the School Board with a copy to the student.
- The expulsion may be continued; the student may be reinstated without conditions; or the student may be required to meet certain conditions prior to reinstatement. A code of conduct and consequences may be established for a reinstated student and may be stricter than for the general population.
- When reviewing expulsions, the administration and the School Board shall consider the safety and well-being of other students and staff of paramount importance.

## **Athletics and Co-Curricular Activities (Clubs)**

### Athletics

The mission of the ConVal Athletics is to develop and promote the physical, emotional, social, and ethical well-being of each student athlete. ConVal Athletics encourages the development of competitive programs that emphasize sportsmanship and ethical conduct.

ConVal High School is a member of the NHIAA and competes in Division II in most sports. ConVal fields the following teams:

- Alpine Skiing
- Varsity & JV Baseball
- Girls & Boys Varsity & JV Basketball
- Girls & Boys Cross Country
- Varsity & JV Field Hockey
- Varsity & JV Football
- Varsity & JV Golf
- Girls & Boys Ice Hockey
- Indoor Track
- Girls & Boys Varsity & JV Lacrosse
- Nordic Skiing
- Girls & Boys Varsity & JV Soccer
- Varsity & JV Softball
- Fall & Winter Spirit Team
- Girls & Boys Tennis
- Track & Field
- Varsity & JV Volleyball
- Wrestling

### Co-Curricular Activities (Clubs)

In addition to the freshman, sophomore, junior, and senior class advisories, ConVal High School offers the following co-curricular activities (clubs):

- [A Cappella Boys](#)
- [A Cappella Girls](#)
- [Art Club](#)
- [Chemistry Club](#)
- [Educators Rising](#)
- [Envirothon](#)
- [Equestrian Team](#)
- [German Club](#)
- [History Club](#)
- [Interact \(Rotary-Sponsored Service Club\)](#)
- [International Thespian Society \(Drama Club\)](#)

- [Jazz Band](#)
- [Math Team](#)
- [National Honor Society \(NHS\)](#)
- [National Technical Honor Society](#)
- [Ocean Bowl \(NOSB\)](#)
- [Prom Committee](#)
- [Robotics](#)
- [Select Choir](#)
- [Spanish Club](#)
- [Student Athletic Leadership Team \(SALT\)](#)
- [Student Council](#)
- [The Link](#)
- [Yearbook](#)
- [Youth and Government](#)

### Expectations for Participation

The following set of expectations is designed to:

- Uphold the educational value of programs where each individual contributes to the whole for the success of the group or team.
- Ensure that students perform at peak levels, developing self and group/team discipline. Prepare students for living within the law and contributing to their school community.
- Reflect the values and beliefs of ConVal Regional High School.
- Ensure that students participating in athletics and co-curricular programs serve as good representatives of the school district and demonstrate appropriate representation through their character, sportsmanship, teamwork, mutual respect and trust.

Individual athletic or co-curricular program may have additional expectations. These expectations will be placed on file in the office of the director of athletics and co-curricular activities when they are put in place.

### Student Commitment

Students who have begun their first sport or co-curricular activity of the year are considered to be under the agreement for the remainder of the school year.

In case of a violation of this agreement, all remediation must be completed before participation in an ensuing activity or event, even into the next school year. An athletic or co-curricular activity will be considered finished when the highest level of competition has been completed and the awards banquet has been held.

Because participation in athletics and co-curricular activities is a privilege and not a right, ConVal High School reserves the right to limit participation of any student who has failed to demonstrate appropriate behavior or who has failed to meet these expectations, even if they have not yet signed the acknowledgment. This includes times when school is not in session.

## Behavioral Expectations

Students who participate in ConVal High School athletic and/or co-curricular programs are expected to adhere to their high standards — both physically and socially, in and out of school.

The following behaviors constitute violations of these expectations:

- Illegal use or possession of tobacco in any form
- Illegal use or possession of alcoholic beverages
- Illegal use or possession of drugs and/or mood-altering substances
- Possession of electronic smoking devices
- Gambling or betting on any ConVal High School events
- Vandalism
- Stealing
- Bullying and/or harassing others
- Being convicted of any other misdemeanors or felonies
- Gross misconduct including, but not limited to:
  - assault on an advisor/coach, judge/official, participant/opponent or spectator,
  - leaving an activity in anger during the activity or interrupting the flow of the activity with inappropriate behavior and/or gestures at the advisors/coaches, judges/officials and/or spectators/staff members.
- Hazing and team/activity initiations involving hazing. ConVal High School defines hazing according to New Hampshire State Law RSA 631:7.
- Any other behaviors not listed that the director of athletics and co-curricular activities deems to be inappropriate.

Students who need confidential assistance or support concerning any of the behaviors listed above may contact their school counselor and/or the director of athletics and co-curricular activities.

Failure to meet any of the expectations above, which are specifically addressed by ConVal School Board Policies, will receive consequences in accordance with said policies.

## Violations

### *First Violation*

While in season, a student with a first violation cannot participate in games, scrimmages, competitions, performances, votes, etc. in the co-curricular program for a minimum of two weeks and any additional time necessary to meet the following conditions. The student's participation in his/her co-curricular program will be limited as described in the following conditions.

1. The student must practice and/or attend meetings;
2. The student must attend a meeting with a school counselor to cooperatively develop a plan to determine the extent to which this behavior is problematic and cooperatively develop a remediation plan.

3. The director of athletics and activities must approve the plan proposed and confirm that all conditions have been met.

#### *Second Violation (within the same school year)*

The student will be suspended from participation in all co-curricular programs for sixty (60) calendar days within the school year or additional time as is needed to regain eligibility to participate in co-curricular programs by presenting, receiving approval of, and completing a remediation plan. This plan will include counseling and community service. The director of athletics and activities must approve the plan proposed and confirm that all conditions have been met.

#### *Third Violation (within the same school year)*

The student is suspended from participating in all co-curricular programs for the remainder of the school year. Any student wishing to participate in co-curricular activities in subsequent school years must meet with the director of athletics and co-curricular activities, Dean of Students, school counselor, and parents to develop a long-term remediation plan before returning to activities or athletics.

#### Other Behaviors

Students who participate in ConVal High School co-curricular activities are expected to avoid gatherings at which alcohol or drugs are being illegally consumed, or other illegal activities are taking place.

If ConVal High School officials receive information from the police or another reliable source that a student has attended such a gathering, the student and his/her parent or legal guardian will meet with the director of athletics and co-curricular activities to review the health, safety, legal and social risks associated with these activities.

During the meeting, the student and his/her parent or legal guardian will work cooperatively to determine any appropriate follow-up and/or consequences. Students will be accorded due process. Consequences will be in effect during any appeals process.

#### Academic and School Attendance Expectations

##### *Academic Performance and Eligibility*

In order to be eligible for a ConVal High School athletic or co-curricular program, a student must have passed a minimum of three (3) courses of work in the quarter previous to participation and be currently enrolled in three (3) courses of work in the quarter of participation.

- If students are using a VLACS course to meet the requirement of having passed three courses in the academic quarter prior to participation in the athletic or co-curricular program, students will need to provide evidence of successfully completing the VLACS course during ConVal High School's previous academic quarter.

- If students are using a VLACS course to meet the requirement of being enrolled in three courses in the *current* academic quarter, the academic quarter in which students are participating in the athletic or co-curricular program, students will need to provide evidence that they are currently enrolled in the course *and actively making progress towards completing the course*. Students will be asked to provide evidence of progress made towards completing the course at mid-quarter. Additional check-ins will be scheduled if there are any concerns that the student is not making appropriate progress.

Eligibility status is determined on the day that official report cards are distributed to students.

Note: An incomplete is not considered a passing grade for purposes of eligibility.

A student may regain eligibility by making up academic deficiencies, failures, or incompletes of the regular school year through approved academic/credit recovery programs.

### *School Attendance*

Students who participate in ConVal High School co-curricular activities are expected to attend school on the day of a meeting, practice, contest or performance.

Any student who does not attend school by 11:00 a.m. (or leaves) for reasons of sickness or truancy will not be eligible to participate in any scheduled meeting, practice, contest or performance on that date.

If any student is chronically tardy in a season, future participation will require the approval of the director of athletics and co-curricular activities. If a violation becomes known at a later date, it will be enforced at the next meeting, practice, contest or performance following the disclosure.

Repeated violations will be considered gross misconduct unless the director of athletics and co-curricular activities grants an exception due to extenuating circumstances.

### *School Suspension*

Any student suspended from school or issued an all-day in-school suspension will not be able to participate in or attend any co-curricular program, game, performance, practice, and/or meeting on the day of the suspension.

### Expectations Specific to Athletics

- An athlete may not quit one sport and try out for another sport after the season has begun without the mutual consent of both coaches. "After the season has begun" is defined as the first scrimmage or game, whichever comes first.
- An athlete who has been injured and has received medical treatment must receive clearance from the treating physician or his/her designee to return to participation.
- It should be understood that any person who participates in a sport is subject to injury. These injuries may occur despite proper training and safe practice and game environments.

- Parents agree to be supportive and encouraging of all participants, coaches, and officials at all athletic events. Good sportsmanship will be displayed at all times by all spectators.
- All NHIAA rules and policies will take precedence when there is a conflict with this policy.

### *Athletic Physicals*

In order to participate in interscholastic athletics, a student athlete must have passed a doctor's physical examination and have a signed physical examination form on file with the Athletic Department.

Physicals are valid for two years from the date they were given. Physicals should be completed in 9th and 11th grade.

NO STUDENT WILL BE ALLOWED TO PARTICIPATE IN TRYOUTS, PRACTICE OR GAMES WITHOUT A PHYSICAL ON FILE IN THE ATHLETIC DEPARTMENT.

### *Insurance*

Any student who participates in co-curricular athletics (intramural or interscholastic) must have accident insurance. School insurance is an option that meets this requirement. Information is available in the Athletic Department.

### *Non-School Competition*

A member of a school team is a student athlete who is regularly present for, and actively participates in, all team practices and competitions. Bona fide members of a school team are prevented from missing a high school practice or competition to compete with an out-of-school team, practice or competition to include tournaments, showcases, combines or other athletic events.

Whenever a conflict arises between the high school team practice/competition and an out-of-school practice/competition on the same day, the high school team practice/competition must be honored by the student athlete. Priority must be given at all times to the high school team, its practices, and its contests unless a waiver has been granted by the principal and athletic director.

### *Penalties*

Any student athlete who violates this rule, unless a waiver has been granted as stated above, for the first time shall be declared ineligible for the next 4 consecutive interscholastic events or 3 weeks of a season in which the student athlete is a participant, whichever is greater. This penalty is effective from the date of the athlete's last participation in a high school sport.

Any student athlete who violates this rule a second time or subsequent time shall be declared ineligible for participation in any high school sport for the balance of the school year.

Other rules, policies and procedures may be found with the athletic director and in team-specific rules distributed to teams by individual coaches.

### *Grievance Procedure for Athletes and Families*

- Level 1: Student and/or parents bring concern to coach (no formal documentation). Students are encouraged to speak with a coach about a grievance as soon as possible in order to try and resolve most issues at this level.
- Level 2: Student and/or parents bring concern to the Athletic Director (AD) (formal documentation). The AD, as a neutral party, takes appropriate steps to help the student resolve the grievance with the coach by 1) encouraging the student/parent to speak directly to the coach or 2) facilitating a meeting between the student/parent and the coach. Confidentiality will be respected.
- Level 3: Student and/or parents bring concern to principal (formal documentation). Confidentiality will be respected.
- Level 4: Student and/or parents bring concern to the superintendent.
- Level 5: Student and/or parents bring concern to school board. Hearing may or may not be granted; confidentiality guaranteed to personnel.

Every attempt will be made to respond quickly to each level of the grievance.

### *Transportation*

All student athletes are expected to use the transportation provided by the school to and from all off-campus practices and games. If parents wish to transport their children, a written note must be signed by the parents and presented to the coach for his/her consent. THERE WILL BE NO EXCEPTIONS. Under NO circumstances will students be permitted to drive themselves or teammates to or from games.

### *NCAA*

The NCAA sanctions most, but not all of a high school's courses. The NCAA reviews ConVal's course of study regularly and the school counseling department has the current list of those courses. Further, the NCAA does not approve any courses taken at the middle school level.



## Special Programs and Supports

### Teachers in Academic Service Centers (TASC)

Conval High School has designed TASC (Teachers in Academic Service Centers) as a daily response to intervention block (RTI). This block was developed to accommodate the need for more academic support, enrichment, and extension opportunities within the school day.

This daily, forty-three minute period provides the opportunity for students to work with their teachers to either make up work or receive additional, targeted instruction. Teachers may pre-schedule students to address academic needs or to make up work during TASC. Students who do not need additional support may use this time for enrichment or to engage in an extended learning opportunity (ELO, see next section).

Students develop a weekly TASC schedule with their TASC homeroom mentors on Mondays and then spend the remainder of the week with their academic teachers or other learning environment, such as the library.

### Extended Learning Opportunities (ELOs)

Students may pursue Extended Learning Opportunities as a means of acquiring knowledge and skills through instruction or study that is outside traditional classroom methodology.

Extended Learning Opportunities may include, but are not limited to:

- independent study
- private instruction
- performing groups
- internships
- community service
- apprenticeships, and
- online courses/distance education.

For additional information on Extended Learning Opportunities, please see School Board Policy [IHBH Extended Learning Opportunities](#).

Students may earn credits towards high school graduation for Extended Learning Opportunities if they develop a plan that, if successfully completed, would meet or exceed the academic standards required by the school for students enrolled in a credit course offered by the school. For additional information on earning credits for Extended Learning Opportunities, please see School Board Policy [IMBC Alternative Credit Options](#).

For more information about Extended Learning Opportunities, including details about the application and approval process, please contact Kristin Ingram at [elocoordinator@conval.edu](mailto:elocoordinator@conval.edu).

### Counseling Services

School counselors advocate for the needs of *all* students by providing guidance and support to maximize each student's potential and academic achievement. In partnership with other educators, parents, and the community, school counselors facilitate a support system to

ensure that all students are prepared academically and socially with the knowledge and skills necessary to contribute at the highest level as productive members of society.

ConVal High School school counselors provide support for students through classroom guidance lessons, group counseling sessions, individual counseling, consultation with parents and teachers, and through collaboration with other community resources. Counseling guidance lessons taught by school counselors in the classroom are intended to give students the knowledge, skills, and attitudes that lead to academic, career and personal/social development.

### Special Education Services

The special education department at ConVal High School works closely with the other academic departments to ensure that students of every ability level are able to access appropriate educational opportunities.

Special education teachers/case managers advocate for the needs of students with Individualized Education Plans (IEP). They often co-teach with regular educators and help to modify instruction when needed. They also provide specialized instruction through the Learning Lab.

Related service providers (speech, occupational and physical therapists, as well as counselors/social workers) provide additional support according to student need. Paraprofessionals also provide support to help students achieve their goals. A transition coordinator helps students prepare for their post-high school lives.

### Section 504 Plans

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, prohibits discrimination on the basis of disability in federally assisted programs such as school districts. The regulations define an individual with a disability as any person who:

- Has a physical or mental impairment which substantially limits one or more major life activities or functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning or working.
- Has a record of such an impairment; or
- Is regarded as having such impairment.

### Health Services

The ConVal Health Office has two registered nurses who serve as the school nurses, to assist students in dealing with health issues in a confidential manner. The Health Office also assists students in achieving optimum levels of wellness by providing resources for health education, teaching basic principles of health with individual students, in small groups, or in classroom presentations.

The school nurses are available throughout the school day to offer health care to students experiencing both chronic and acute health problems. They maintain contact with parents in the event that a student's health problem requires that they be sent home. Parents are

encouraged to communicate any health-related issues concerning their son/daughter to the nurses, and may be assured that all such information will be kept confidential.

In the case of an LTA (life threatening allergy) and/or a chronic condition that puts a student at risk (i.e., seizure disorder, diabetes, etc.), a medical alert may be shared with the staff with prior parental permission. Please see also School Board Policy [JLCL](#).

### *Medications*

See also School Board Policy [JLCD](#)

- Prescribed medication should not be taken during school hours if it is possible to achieve the medical regimen at home. However, should a student's condition necessitate the administration of a prescribed medication during school hours, the nurse must be contacted and the medication provided by an adult in the original pharmacy container, with a licensed healthcare provider's written orders (which may be faxed directly to the health office at 924-0046). No more than a 30-day supply may be kept at school.
- Over-the-counter medications for individual students must be delivered by an adult in a new, sealed container. A written order by a licensed Healthcare Provider may be required at the discretion of the school nurse for OTC's.
- Several over-the-counter medications are stocked in the Health Office and may be administered with parental permission. Permission forms can be found at <http://cvhs.convalsd.net/health-office/health-office-forms/>.
- Students may self-carry and administer their own asthma inhaler and/or epi-pen. A medication form with parental permission and written authorization from a healthcare provider is required. These forms are available in the Health Office or online @ <http://cvhs.convalsd.net/health-office/health-office-forms/>. If a student carries one of these emergency medications, the parent/guardian is strongly encouraged to supply the health office with a backup.
- Students are not allowed to carry any other medications with them at school.
- Any remaining medication either at the end of the school year or after a medication is discontinued must be picked up by a parent/guardian or it will be discarded.

### *Immunizations*

In compliance with NH RSA 141-C:20-a Public Health Rules and ConVal District policy, students must meet all immunization requirements prior to school entrance unless the student has applied for and met state exemptions requirements. Please refer to the district website for current immunization requirements and exemption forms, or contact the Health Office for copies.

### *Exclusion During Outbreak of Disease*

During an outbreak of a communicable disease for which immunization is required, an exempted student may not be able to attend school until the outbreak is deemed over. For example, if the school had a chickenpox outbreak, the student could be excluded from school if she/he does not have proof of immunity to the disease or has not had the varicella vaccine.

One of the many roles of a School Nurse is communicable disease prevention. Thank you in advance for making sure the immunization requirements are met prior to the start of school so your son/daughter will be able to attend school.

### *Illness/Injury*

- Students must be fever-free (a temperature <100 degrees) for 24 hours without fever-reducing medication before returning to school.
- Students must be free of vomiting and diarrhea for 24 hours before returning to school.
- If a student becomes ill during the school day, he/she must report to the health office to be assessed by the School Nurse. Students cannot be dismissed if they are ill without going to the Health Office first. They must be dismissed through the Health Office so that symptoms can be documented for data collection and a dismissal form will be issued.
- If your student is returning to school with a cast or sling, crutches or wheelchair, sutures (stitches), after surgery, or with any kind of activity restriction, the school nurses will need written instructions from your healthcare provider.
- Causes of "pink eye" (conjunctivitis) are varied and eyes are sometimes swollen and irritated with a clear drainage, by allergens or virus. However, your student should stay home from school and your healthcare provider called if there is mucus or pus drainage from one or both eyes with or without itching, if the eye is red, puffy and/or painful, and/or there is crustiness upon waking. If your son/daughter is diagnosed with bacterial conjunctivitis (pink eye), they may return to school 24 hours after treatment is started.
- Students must have a complete physical examination, performed within the past 2 years, for enrollment. Please provide the nurses with an up-to-date physical exam from your student's healthcare provider.
- Parents may call the school nurses at 924-3869 x4506 or x4402 for further information concerning any aspect of the school's health services.

### Library, Integration and Technology Services (LITS)

To foster student learning and to promote information access and digital technology skills, ConVal High School has formed a team of Library, Integration, and Technology Services (LITS) professionals. The team consists of two librarians, a technology integrator, and a systems administrator.

In addition to the Chromebook-based 1:1 learning environment, ConVal High School maintains specialty-use labs which provide- access to both the Windows and Macintosh operating systems. There is also a dedicated world language lab using Sanako Lab 100 technology. It provides digital audio for world language instruction, including audio on demand, phone conversation, paired and group discussions, recorded responses, and AP exam functionality.

All library resources can be accessed via a 24/7 online catalog. The resources include premium databases, such as EBSCO Host and the Gale Virtual Reference Library,. The ConVal Library and Learning Commons offers for circulation a variety of technology tools for student use, including digital still and digital video cameras.

## Food Services

ConVal Food Service offers a variety of meal options at the ConVal Regional High School cafeteria.

Daily menus can be viewed by clicking on the [Lunch Menu](#) link on the school website. There is also the option to download the Nutrislice app to your mobile device to check the available menu choices daily. Ingredients, allergen and nutritional data for all items served can be viewed from this app.

Free and reduced price meals are available upon application approval. Please see the application materials in the appendix of this handbook.

No charging or two party checks are accepted.

## Bus Company

Student transportation is provided by Student Transportation of America, 364 Hancock Rd, Peterborough, NH 03458, (603) 924-9211.

## **Miscellaneous Information**

### *Accidents*

All injuries must be reported to the appropriate teacher, the nurse, and the main office within 24 hours.

### *Assemblies*

Student assemblies, which are considered an integral part of the overall education at ConVal High School, will be held throughout the school year and are considered to be a part of the school day. Parents are encouraged to support the attendance of their student at assemblies.

### *Bulletin Boards & Posters*

Posters must be approved by an administrator or other staff member. They may be posted on hall bulletin boards, but are not to be taped to paneled walls or windows and are to be removed after the event has taken place.

### *Child Custody*

Students will be released to parents and information will be given to parents unless the custodial parent has notified the appropriate school that there is a court order which specifically limits the rights of one of the parents. It is the responsibility of the parents to provide copies to the school of all court documents in this regard.

### *Class Elections*

Class elections for president, vice president, secretary, treasurer, and Student Council are held in May for incoming senior, junior, and sophomore classes. In September, the slate of student officers will be completed when elections are held for all ninth-grade offices. All students wishing to be candidates will need to obtain required signatures on petition forms from the main office. Candidates complete campaigns by speaking before their classes in a designated venue; class members vote for candidates in homeroom the day after candidates' speeches. Student Council members count votes and publish results as soon as totals are available.

### *Closed Campus Guidelines*

Students must remain inside the building from the time of their arrival at school until dismissal time unless authorized to leave by administration. Students found outside the building without permission may be subject to search. The only exception is at lunchtime, when students may go outside the cafeteria into the designated lunch area. No student is to enter the parking lot at any time without permission of the administration.

Similarly, students may not leave school grounds during school hours without receiving permission from an administrator. The middle school and the parking lot are off limits during school hours.

Furthermore, no ConVal High student should appear on any elementary or middle school campus when those schools are in session.

### *Dances*

Only ConVal High School students and their guests are permitted entrance. A guest is a student from another high school or ConVal alumnus who has been invited by a ConVal student and who has not reached the age of 21.

A ConVal student may not invite more than one guest, and he/she is responsible for the behavior of the guest. Middle school students are not permitted to attend high school dances, even as a guest. Guests must be pre-approved by the ConVal administration. A dance approval form must be completed by the ConVal student and the guest and returned to the ConVal main office not later than the Thursday prior to the dance.

The administration reserves the right to deny student attendance at a dance for behavior deemed serious enough to have a negative impact on the dance. Students who have been suspended from school (in school or out of school) in the time leading up to the dance are not permitted to attend the event. Once a student has left a dance, he/she may not re-enter.

### *Field Trip and Special Privileges*

A student may be restricted from field trips or participating in special privileges if they are failing classes and/or have a history of tardiness/absence or discipline infractions.

### *Fire Drills*

Fire drills are held regularly throughout the year. The signal for a fire drill or fire is sounded repeatedly on the fire alarm. Passing and exit directions from the building are posted in classrooms. Be sure you know where the proper exit is from each room in which you have classes or activities. The first person out a door should hold the door until all have passed through. If you find the usual exits blocked for some reason, use the nearest available exit.

### *Food and Drink*

The administration and staff reserve the right to establish, enforce and revise rules regarding food and drink in the classrooms and hallways at ConVal High School. At all times, beverages must be in a covered, preferably recyclable/reusable container at all times. Some classrooms, such as computer labs, science labs, the library, the LHT and language lab may enforce a no beverage policy. Students agree to notify a staff member immediately if a drink is spilled in class or in the hall so the stain can be quickly and appropriately cleaned.

### *Graduation*

ConVal High School's graduation ceremony represents an important rite of passage for students, celebrating students' success meeting the requirements needed to be awarded a high school diploma. The ceremony also marks and celebrates students' last time together as a class before moving on to the next stage of their lives.

So that seniors, their families, and friends can take pride in the celebration of commencement, mandatory rehearsals are held in the week preceding graduation. Missing any of these important practices jeopardizes participation in the ceremony.

Graduation is an academic celebration. Students will conduct themselves in dress, word and action as members of the class. Faculty and advisors and class officers, with the assistance of building administrators, shall oversee the appropriateness of students' dress and behavior before, during, and following graduation.

Embracing long-standing traditions associated with this important milestone, students are provided with graduation caps and gowns. Any student wishing to decorate their Mortar Board should have their Mortar Board approved by Graduation Advisors or Administration by the day of the last graduation rehearsal (specific guidelines will be shared by the Graduation Advisors).

A student also has the right to wear a dress uniform issued to the student by a branch of the United States Armed Forces while participating in the graduation ceremony, provided that:

- The student has fulfilled all of the requirements for receiving a high school diploma in the state of New Hampshire and the school district and is otherwise eligible to participate in the graduation ceremony.
- The student has completed basic training for and is an active member of a branch of the United States Armed Forces.
- A student wearing a dress uniform shall not be required to wear any other piece of regalia, or to wear the uniform in a manner inconsistent with the customs and regulations of his/her branch of service.

For more information on Graduation Regalia, please see School Board Policy [IKFB](#).

### *Homework (Preparation and Practice)*

Parents are asked to follow and encourage their students' schoolwork and homework. Students should have an established quiet time and place at home to support disciplined study and reading habits. Review of homework by parents is also strongly encouraged.

### *Late Bus*

In an effort to support co-curricular activities and promote student/teacher time after school hours, ConVal makes a late bus available to any student. This bus leaves ConVal at 4:25 and goes to the center of all sending communities. STA establishes a code of behavior that has been approved in the Contoocook Valley School District. For details, please contact 924-9211.

### *Music/Media Devices*

- Music/Media devices include but are not limited to: iPods, iPads, laptops, smartphones, etc.
- Music/Media devices may be brought to school and used prior to the start of school at 7:35 AM and in the cafeteria.
- Students are not permitted to use music/media devices during class time unless explicit permission has been granted by the teacher and if a student would benefit from the usage.
- Students who bring Music/Media devices to school do so at their own risk of loss, vandalism, and or theft.



- Students do NOT have the right to use their media device to audio or video record other students, staff or visitors without the expressed permission of the person(s) in the recording. Failure to comply with this rule will result in disciplinary action up to and including suspension from school.
- Video games of any kind will not be used in school.
- During school, students will not watch movies that are not part of the education program.
- 1st offense of the music/media device procedure: Upon teacher request, students are expected to put their music/media device into the box on the teacher's desk and will get it back at the end of class.
- 2nd offense of the music/media device procedure: The device is taken to the office and gets returned to the student at the end of the day.
- 3rd offense of the music/media device procedure: A parent/guardian is required to pick up the device at the end of the day.

### *National Honor Society*

Election to the National Honor Society is one of the highest honors to be bestowed upon a student. Juniors and Seniors who have a 3.67 unweighted GPA are eligible for consideration.

Chosen from among many excellent candidates, those few selected for this honor best exemplify qualities of scholarship, leadership, service, and character. Membership in the National Honor Society is an honor awarded by the faculty, not a right to which a student is entitled. It is an honor and responsibility to uphold a tradition of intellectual and personal excellence.

Evaluation procedures for invited juniors and seniors will be forwarded with an initial letter from the principal and/or National Honor Society advisors.

The faculty council is entrusted to make selection decisions and does so as fairly and equitably as possible. Every effort is made to explain the general selection process to students and parents who have questions. However, in accordance with the handbook, specific reasons for the non-selection of a student are confidential and cannot be discussed.

Current members of the National Honor Society who fall below standards, which were the basis for their selection, shall promptly be warned in writing by the chapter advisor and be given reasonable time to correct the deficiency. In case of a flagrant violation of school rules or civic laws, a warning is unnecessary.

A procedure for dismissal of inducted members who fail to maintain standards is in place and available from the administration.

### *Police in the School*

The policy of school personnel is to represent the interests of students and parents in matters relating to police business within the school. Within the due process rights of the students, school personnel will also support local police with their enforcement of the law. In all instances, the parents of minor students will be notified prior to student involvement in police

business in relation to the school. Representatives of police departments from all towns are welcome visitors and resources within the school.

### *PowerSchool Parent Portal*

The parent portal can be found by clicking the [PowerSchool Parent Portal link](#) in the Quicklinks section on the website or by entering [ps.conval.edu/public](http://ps.conval.edu/public) into your web browser.

### *Registration Information*

For information on how to register a new student at ConVal Regional High School, please contact the [School Counseling Office](#) at (603) 924-4120 or the ConVal School District Office at (603) 924-9336.

### *Security Cameras*

Please be advised that ConVal High School is equipped with a video monitoring system. Video monitoring is taking place throughout the interior of the building, the exterior of the building, as well as the parking lot.

### *Skateboards and Scooters*

For safety reasons, skateboards may not be ridden on ConVal High School property at any time. Skateboards brought to school must be properly stored in lockers or in the main office. The administration reserves the right to confiscate these items if they are misused.

### *Student ID cards*

All students are issued an identification card annually (ID card). ID cards may be used to verify identity, to check out library materials, attend certain school functions, and may be required for early release or late arrival privileges.

### *Teacher Contact Information*

Teacher contact information can be found on the school website under the [Academics](#) menu which lists the contact information for teachers by department. A complete [staff directory](#) is available under the tab labeled School Information.

### *Textbooks, Library Books, Equipment and Materials*

Students may be issued textbooks, equipment and materials as part of their coursework. Students are responsible to return textbooks, equipment and materials at the end of the course or to reimburse the school for any lost textbooks, equipment or materials. This clause also applies to all electronic devices that are issued by the District for educational purposes, such as Chromebooks or iPads. Students who check books out of the library will be responsible for returning them or shall reimburse the school by the end of the school year.

### *Valuables*

Students are discouraged from bringing valuables or large sums of money to school. If they choose to do so, they should keep such valuables on their person and not leave them in book bags, classrooms, or lockers. ConVal High School is not responsible for lost or stolen items. The

administration will assist families in contacting the police and filing the appropriate paperwork in cases of theft at ConVal High School.

### *Vandalism*

Vandalism of any kind may be deemed as criminal behavior. This provision also applies to all district-issued electronic devices, such as Chromebooks or iPads. If a student commits vandalism on school grounds, on school transit or at any school-sponsored event, they will be disciplined by a school official and may also face criminal charges. Disciplinary action can include but is not limited to restitution, loss of privileges to attend district-sponsored activities, detention, in-school suspension or expulsion.

### *Visitors*

Visitors (including alumni) who have not received permission from administration in advance will not be allowed to visit students, staff, or faculty at ConVal High School while school is in session.

### *Working Papers*

Working papers are issued to students under the age of 16 by the counseling office. The employment certificate must be completed by the employer and brought back to the registrar in the counseling office along with a birth certificate, passport, or social security card by student and parent/guardian for signatures. The registrar will complete the process.

The school staff is aware of the importance of work for some students. Clearly, school must be a student's top priority while a student is in school. Students and parents are asked to limit a work commitment to ten hours when it falls on a Sunday evening through Thursday evening while school is in session.

## Appendix A. Contoocook Valley School District Policies

### AC — NON-DISCRIMINATION

The School Board, in accordance with the requirements of the federal and state laws, and the regulations which implement those laws, hereby declares formally that it is the policy of the Board, in its actions and those of its employees and students, that there shall be no discrimination on the basis of age, sex, gender, race, creed, color, marital status, physical or mental disability, national origin, sexual orientation, or any other categories protected by law for employment in, participation in, admission/access to, or operation and administration of any educational program or activity in the School District.

Inquiries, complaints, and other communications relative to this policy and to the applicable laws and regulations concerned with non-discrimination shall be received by the Superintendent or his/her designee.

This policy of non-discrimination is applicable to all persons employed or served by the District. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the non-discrimination grievance procedure. This policy implements PL 94-142, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act, Title VI or VII of the Civil Rights act of 1964, Title IX of the Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination.

#### **Legal References:**

*RSA 354-A:6, Opportunity for Employment without Discrimination a Civil Right*

*RSA 354-A:7, Unlawful Discriminatory Practices*

*The Age Discrimination in Employment Act of 1967*

*Title I of The Americans with Disabilities Act of 1990*

*Title VII of The Civil Rights Act of 1964 (15 or more employees)*

*Appendix: AC-R*

1st Read: September 18, 2018

2nd Read: October 2, 2018

Adopted: October 2, 2018

### ECAF — 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.

Notification of such recordings is hereby established in this policy and in Policy JICK – Pupil Safety and Violence Prevention. The Superintendent or his/her designee will 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.

The Superintendent is charged with establishing administrative procedures to address the length of time, which the 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.

All recordings shall be retained for a period not to exceed ten (10) days, unless the Superintendent, or designee, determines that the recording is relevant to a disciplinary proceeding.

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

- Superintendent or designee
- Business Administrator
- Building Administrator
- Law Enforcement Officers
- Transportation Contractor Official

Parents/Guardians of a student against who a recording is being used as part of a disciplinary proceeding will be permitted to view and listen to the recording. No other individuals shall be entitled to view or listen to the recording without the express authorization of the Superintendent.

**Legal References:**

*RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed*

**Category: R**

*See also:* EEA, JICK, JRA

First Read: October 3, 2017

Second Read: October 17, 2017

Adopted: October 17, 2017

## **EEA — VIDEO SURVEILLANCE ON SCHOOL PROPERTY**

The School Board authorizes the use of video devices on District property to ensure the health, welfare, and safety of all staff, students and visitors to District property and to safeguard District buildings, grounds, and equipment. The Superintendent will approve appropriate locations for surveillance devices. Placement of the video cameras will be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy in public areas or quasi-public areas or at public events. Such locations may include gymnasiums, libraries, cafeterias, hallways and outside perimeters.

Signs will be posted on school building to notify students, staff and visitors that video cameras may be in use. Parents and students will also be notified through the student handbook. Copies of video recordings from surveillance cameras will normally be retained for a period of two weeks and thereafter will be erased either by deletion or copying over with a new recording. If a recording contains evidence of any misconduct or crime, it will be retained until the matter has been fully resolved. Any release or viewing/listening of recordings will be in accordance with the law and will take into consideration the privacy rights of students depicted on the recording.

Recordings from surveillance cameras may be reviewed by District personnel for disciplinary or investigative purposes and may be used as evidence in any disciplinary or criminal proceedings. Recordings from surveillance cameras will not be used in connection with the annual evaluation of teachers under the ConVal Teacher Evaluation Plan.

Recordings from surveillance cameras are not considered educational records under FERPA, unless they are maintained as part of a student disciplinary proceeding.

**Category: R**

See Also: EEAB Video and Audio Recording for Instructional and Professional Development Purposes, EEAE School Bus Safety Program

**Legal References:**

*RSA 189:65, Definitions*

*RSA 570-A:2*

*RSA 189:68(IV) Student Privacy*

*20 USC 1232g, Family Education Rights and Privacy Act (FERPA)*

*34 CFR Part 99, Family Education Rights and Privacy Act Regulations*

1st Read: August 9, 2016

2nd Read: August 23, 2016

Adopted: August 23, 2016

## **EEAEC & JICC — STUDENT CONDUCT ON SCHOOL BUSES**

Students using District transportation must understand that they are under the jurisdiction of the School from the time they board the bus until they exit the bus.

Students transported in a school bus shall be under the authority of the District and under control of the bus driver. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reasons for a student to be denied the privilege of transportation in accordance with the regulations of the Board.

The driver of the bus shall be held responsible for the orderly conduct of the students transported. Each driver has the support of the Board in maintaining good conduct on the bus. If a student is to lose the privilege of riding the bus, advance warning will be given, except for extreme misconduct.

The Superintendent or his/her designee will develop rules and regulations for conduct on buses, and these shall be printed in the Parent-Student Handbook, and made available in another language or presented orally upon request.

See also: EEA

**Legal References:**

*RSA 189:6-a, School Bus Safety*

*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*

*Appendix: EEA-R & JICC-R*

1st Reading: September 2, 2008

2nd Reading: September 30, 2008

Adopted: September 30, 2008

## **EFAA — MEAL CHARGING**

The 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 (as well as after

school snacks) 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.

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 ConVal Food Service should be presented to the Cashier at the cafeteria, the Principal's Office, or the Food Service Office). A check may also be mailed to: 106 Hancock Road, Peterborough NH 03458. The District utilizes the services of K12PaymentCenter.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. The fee may not exceed \$25.00, RSA 358-C:5, 1.) 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. (After school snacks may be purchased.) 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 K12PaymentCenter.com 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, breakfast, lunch, and after school snacks.

## **Balance Statements**

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, sent home with the student. 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. Only [CA1] 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).

## **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 website 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.

## **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. 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 month.

If the student's meal account balance debt grows to \$50.00 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 or designee 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 \$50.00 or more the parents will be requested to meet with the principal. When appropriate, the Principal or designee 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 (including reduced?). Note: this does not apply to free or reduced priced meals.

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. Note: this does not apply to free or reduced priced meals.

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. Note: this does not apply to free or reduced priced meals.

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. Note: this does not apply to free or reduced priced meals.

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, Section 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 ConVal Food Service at phone number (603) 924-3336, ext. 2060.

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](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](mailto: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.

*See also:*

JLCF – Wellness

EF – Food Service Management

EFA – Availability and Distribution of Healthy Foods

EFE – Vending Machines

**Legal References:**

*15 U.S.C. § 1692-1695 federal Fair Debt Collection Practices Act (FDCPA)*

*42 U.S.C. 1758(b)(6), Use or disclosure of information*

*Civil Rights Act of 1964 & 7 C.F.R. Part 15, Subpart A & B*

*2 C.F.R. §200.426*

*7 C.F.R §210.09*

*7 C.F.R §210.10*

*7 C.F.R §210.15*

*7 C.F.R. §245.5*

*USDA SP 46-2016 – No later than July 1, 2017, all SFA's operating the Federal school meal program are required to have a written meal charge policy.*

*USDA Guidance SP37-2016: Meaningful Access for Persons with Limited English Proficiency (LEP) in the School Meal Programs*

*RSA 189:11-a*

*RSA 358-C , New Hampshire's Unfair, Deceptive or Unreasonable Collection Practices Act;*

*NH Dept. of Education Technical Advisory – Food and Nutrition Programs*

First Read: March 6, 2018

Second Read: March 20, 2018

Adopted: March 20, 2018

## **IHBI — EXTENDED LEARNING OPPORTUNITIES**

### **Purpose**

The Board encourages students to pursue Extended Learning Opportunities (ELO) as a means of acquiring knowledge and skills through instruction or study that is outside the traditional classroom methodology. Extended Learning Opportunities may include, but are not limited to, independent study, private instruction, performing groups, internships, community service, apprenticeships, online courses/distance education, or other opportunities approved by the Superintendent or his/her designee, in conjunction with Board policies.

The purpose of Extended Learning Opportunities is to provide educational experiences that are meaningful and relevant, and that provide students with opportunities to explore and achieve at high levels. In order to maximize student achievement and meet diverse pathways for learning, this policy permits students to employ Extended Learning Opportunities that are stimulating and intellectually challenging, and that enable students to fulfill or exceed the expectations set forth by State minimum standards and applicable Board policies.

### **Roles and Responsibilities**

All programs of study must meet or exceed the proficiencies and skills identified by the New Hampshire State Board of Education, applicable rules and regulations of the Department of Education, and all

applicable Board policies. All programs of study proposed through this program shall have specific instructional objectives aligned with the State minimum standards and the District's curriculum standards. All Extended Learning Opportunities will comply with applicable laws and regulations, including child labor laws and regulations governing occupational safety.

Students wishing to pursue programs of study under these guidelines must first present their proposal to the school's ELO Coordinator(s) for approval. The name and contact information for the school's ELO Coordinator(s) will be found in the Student/Parent Handbook and by contacting the Principal's Office and/or the Guidance Department. The designated ELO Coordinator will assist students in preparing the application form and other necessary paperwork.

The Principal and/or designee will have primary responsibility and authority for ensuring the implementation of Extended Learning Opportunities and all aspects of such programs. The Principal will determine who will be responsible for approving student eligibility and such approval will include a consideration of the overall benefits, costs, advantages and disadvantages to both the student and the district.

Students approved for an extended learning opportunity must have parental/guardian permission to participate in such a program. Such permission will be granted through a **Memorandum of Understanding for Educational Services** signed by the parent/legal guardian and returned to the district before beginning the program.

All extended learning opportunities, **including the cost of fees, books, and transportation**, not initiated and designed by the District, shall be the financial responsibility of the student or his/her parent/legal guardian.

### **High School Extended Learning Opportunities**

Extended Learning Opportunities may be taken for credit or may be taken to supplement regular academic courses. If the Extended Learning Opportunity is taken for credit, the provisions of Policy IMBC, *Alternative Credit Options*, will apply. The granting of credit shall be based on a student's mastery of course competencies, as defined by Policies ILBA, *Assessment of Educational Programs*, and ILBAA, *High School Competency Assessments* as evaluated by Highly Qualified Teachers.

Extended Learning Opportunities may also be used to fulfill prerequisite requirements for advanced classes based on competencies evaluated by a Highly Qualified Teacher.

The Principal and/or designee will review and determine credits that will be awarded for extended learning opportunities towards the attainment of a high school diploma. Parents/Guardians and/or students may appeal decisions rendered by the Principal within the provisions below (see appeal process).

Students electing independent study, college coursework, internships, or other extended learning opportunities that are held off the high school campus will be responsible for providing their own transportation to and from the off-campus site.

Students approved for off-campus extended learning opportunities are responsible for their personal safety and well-being. Extended learning opportunities at off-campus sites will require a signed agreement among the school, the student, and a designated agent of the third-party host. The agreement should specify the roles and responsibilities of each party.

### **Program Integrity**

In order to insure the integrity of the learning experience approved under this program, the student will be required periodically or upon demand to provide evidence of progress and attendance. The Principal,

or designee, will be responsible for certifying course completion and the award of credits consistent with the District's policies on graduation.

If a student is unable to complete the extended learning opportunity for valid reasons, the Principal, or designee, or assigned Highly Qualified Teacher will evaluate the experience completed to date and make a determination for the award of partial credit or recommend an alternative experience.

If a student ceases to attend or is unable to complete the extended learning opportunity for insufficient reason (lack of effort, failure to follow through, indecision, etc.), the school's existing grading procedures will be followed.

In order to certify completion of co-curricular programs and activities based upon specific instructional objectives aligned to the standards, the school will develop appropriate mechanisms to document student progress and program completion on student grade report records.

Students transferring from other schools who request acceptance of course credits awarded through similar extended learning opportunity programs shall have their transcripts evaluated by the Guidance Counselor and Principal.

**Legal References:**

*NH Code of Administrative Rules, Section Ed. 306.04(a)(13), Extended Learning Opportunities*

*NH Code of Administrative Rules, Section Ed. 306.26(f), Extended Learning Opportunities – Middle School NH Code of Administrative Rules, Section Ed. 306.27(b)(4), Extended Learning Opportunities – High School*

**Category: R**

*See also* IHBI, ILBA, ILBAA, IMBC

1st Read: October 28, 2008

2nd Read: December 2, 2008

Adopted: December 2, 2008

## **IHCD & LEB — ADVANCED COURSEWORK**

Any student who is capable of and wishes to do advanced course work or take advanced placement classes while in high school should be permitted to do so. School district administrators and guidance counselors will provide assistance to students who wish to enroll in such courses. If advanced course work or advanced placement courses are not available within the school district, administrators or guidance counselors are instructed to assist students in identifying alternative means of taking such classes. These means may include taking courses at a different public school or a private school, or through distance education courses or other suitable means.

Credit may be given, provided the course conforms to applicable District policies and state standards. The District will not be responsible for any tuition, fees, or other associated costs incurred by the student for enrollment in such courses.

This policy will be published annually in the High School Student Handbook.

**Legal References:**

*NH Code of Administrative Rules, Section Ed 306.14(g), Advanced Course Work*

**Category: P**

*See Also:* IK, IKF, IMBA, IMBC, IHCD

1st Read: November 17, 2015  
2nd Read: Waived  
Adopted: November 17, 2015

## **IKA — GRADING SYSTEM**

The Superintendent and the building Principals will develop a grading system appropriate for the grade levels of the respective schools. The grading system will be approved by the Board and published in the Parent-Student Handbook. All grading decisions shall be made at the building level and the decision shall be final.

### **Category: R**

See Also: IHBH

1st Reading: December 2, 2008  
2nd Reading: January 4, 2009  
Adopted: January 4, 2009

## **IKFB — GRADUATION REGALIA**

Acceptable attire and regalia for graduation ceremonies will be determined by the building Principal, and published in advance in the school handbook. Exceptions and changes will be made only at the discretion of the building Principal.

A student shall have the right to wear a dress uniform issued to the student by a branch of the United States Armed Forces while participating in the graduation ceremony, provided that:

- I. The student has fulfilled all of the requirements for receiving a high school diploma in the state of New Hampshire and the school district and is otherwise eligible to participate in the graduation ceremony;
- II. The student has completed basic training for and is an active member of a branch of the United States Armed Forces.

A student wearing a dress uniform shall not be required to wear any other piece of regalia, or to wear the uniform in a manner inconsistent with the customs and regulations of his/her branch of service.

The policy language regarding military uniforms shall be included in the school handbook.

### **Category: R**

***Legal Reference:***  
*NHRSA 189:71 Military Uniform*

*See also:* IJOC

1st Read: September 20, 2016  
2nd Read: October 4, 2016  
Adopted: October 4, 2016

## IMBC — ALTERNATIVE CREDIT OPTIONS

The School Board encourages increased educational options for students. Credits may be earned through alternative methods outside of regular classroom-based instruction offered by the district schools. Awarding of credits to be applied toward high school graduation will be determined by the high school principal, and will be granted only if the request fulfills the following:

- The request is submitted with a plan to achieve competency that meets or exceeds the rigorous academic standards required by the school for students enrolled in a credit course offered by the school.
- The plan includes clear expectations for performance.
- The plan includes clearly defined methods and expectations for assessment.
- Verification of the plan's merit can be evaluated in a timely fashion and does not cause unnecessary burden on the resources of the administration.

Students earning credit via alternative methods will participate in all assessments required by the statewide education improvement and assessment program.

The Board directs the Superintendent or his/her designee to establish regulations and procedures for implementing this policy that will include:

- Definitions of allowable alternative learning opportunities
- Reasonable limits on the number of approved alternative courses that can be administered each school year – school-wide and per student
- The number of alternative credits each student may use toward graduation requirements
- Application and approval process
- Criteria for determining which requests satisfy a particular subject area requirement
- Identification of person(s) responsible for approval, supervision, and monitoring progress
- Requirements that alternative opportunities meet the same rigorous academic outcomes as traditional classroom delivery
- Assurance of equal access for all students
- Assurance that approved alternative learning opportunities are consistent with all policies of the District
- The procedure will be made public on the ConVal District web site and within the ConVal Regional High School Student Handbook.

It is the policy of the Board that alternative methods for awarding of credit may include:

- Competency testing in lieu of enrollment under the provisions of Policy ILBAA
- Interdisciplinary credit
- Satisfactory completion of course requirements at another public school district, an approved private school, or a home-schooling experience
- Transfer of credits earned by students before enrolling in the district, such as student moving into New Hampshire from another state or country
- Extended Learning Opportunities under the provision of Policy IHBH
- Online/virtual learning opportunities under the provisions of Policy IMBA
- College Credit/Dual Credit
- Early College
- Middle School acceleration to the extent that the course work exceeds the requirements for seventh or eighth grade, is consistent with the related high school course(s), and the student achieves satisfactory standards of performance.

If the student demonstrates knowledge and abilities on a placement pre-test developed by the school district for a particular course, the student shall not receive credit for the course, but shall be allowed to take a more advanced level of the subject or an elective.

## **Funding**

Unless otherwise recommended by the Superintendent or his/her designee and approved by the Board, under ordinary circumstances students or their parents/guardians are responsible for all related expenses including tuition and textbooks. The District may pay the fee for expelled students who are permitted to take courses in alternative settings. If paid by the District, and the course is not completed, the student must reimburse the District for expenses.

### ***Legal Reference:***

*NH Code of Administrative Rules, Section Ed. 306.04(a)(13), Alternative Means of Earning Credit*

### **Category: P**

*See also:* IHBH, IHBI, ILBA, ILBAA

1st Reading: June 3, 2014

2nd Reading: August 19, 2014

Adopted: August 19, 2014

## **JCA — CHANGE OF SCHOOL OR ASSIGNMENT**

In circumstances where the best interests of a student warrant a change of school assignment, the Superintendent or his/her designee is authorized to reassign a student from the public school to which he/she is currently assigned to another public school, or to approve a request from another Superintendent to accept a transfer of a student from a school.

Procedures for Reassignment of Students within the District:

1. The parent or legal guardian will submit a written request for student enrollment transfer to the home and receiving building principal. The written request will include a summary of the unique circumstances leading to the request for transfer. All requests will be reviewed on a case-by-case basis at the discretion of the Superintendent; priority in decision making given to the child, the school, and the district.
2. Once the request is received by the building principals, the home principal will schedule a meeting with the parent/guardian. This meeting shall occur within five days of receipt of the written request. All requests will be shared with the Director of Student Services.
3. If the home principal supports the transfer request, he/she will communicate the decision to the receiving building principal. Both administrators must support the request for the transfer to move forward. Once approved by both administrators, each will generate a joint, written notification to the Superintendents that outlines the agreement.

The Superintendent, within 10 school days of receipt of the agreement summary, shall review the submitted summary and approve or disapprove the agreement. A written placement decision shall be shared with the parent/guardian, as well as the two building principals.

4. If the home or receiving principal does not approve the request, the home principal will send a written denial, documenting the justification, to the parent/guardian within 15 days of receipt of the transfer request.
5. The Superintendent's reassignment decision shall be in writing, and shall be final and binding.
6. Parent/guardian requests must be made each year to the home and receiving principals, no later than June 30th. If the request is not received by June 30th, the student will attend school in the town in which the parent/guardian resides.



## **Conditions and Procedures for Reassignment Outside the District:**

The cost of transportation for any pupil reassigned under this policy will be the sole responsibility of the parent/guardian.

The District acknowledges the provisions of RSA 193:3, which states that the District in which the student resides shall retain all responsibility for the provision of special education and related services pursuant to RSA 186-C. The Superintendent's decision on whether to enroll a nonresident student will not be based, in whole or in part, on whether that student is a student with a disability as defined by applicable State or Federal law.

## **Manifest Educational Hardship Change of Assignment**

When a parent/guardian believes that an initial assignment has been made which will result in a manifest educational hardship to the pupil, the parent/guardian may seek a change of assignment in accordance with applicable provisions of RSA 193:3 and Board Policy JEC – Manifest Educational Hardship.

### ***Legal Reference:***

*RSA 193:3, III. (Change of School Assignment)*

*RSA 193:3, I, II, Manifest Educational Hardship*

*RSA 193:14-a, Change of School Assignment; Duties of State Board of Education*

### ***Category: P***

1<sup>st</sup> Read: November 3, 2015

2<sup>nd</sup> Read: November 17, 2015

Adopted: November 17, 2015

## **JEDB — STUDENT RELEASE PRECAUTIONS**

All school personnel are to be instructed to refuse requests for students to leave the school grounds once they have come to the school or have been deposited there from the school buses or other vehicles. Students shall not leave the school grounds from the time they arrive until the time of their departure for home except as follows:

1. No school or grade may be dismissed before the regular hour for dismissal except with the approval of the Office of the Superintendent of Schools.
2. No teacher may permit any individual pupil to leave school prior to the regular hour of dismissal except by permission of the principal or his/her indicated representatives.
3. No pupil may be permitted to leave school prior to the dismissal hour for any reason unless permission of the parent or guardian has been first secured, nor sent home unless a responsible adult is at the home.

As provided by the ConVal High School Student Handbook, any student being released during the school day must be released through the school office when he/she leaves and must report to the office when he/she returns, except that students who are ill may also be released through the nurse's office. Students will be released only when legally authorized by the parent or legal guardian.

### ***Category: R***

1<sup>st</sup> Read: November 15, 2016

2<sup>nd</sup> Read: December 6, 2016

Adopted: December 6, 2016

## **JG — ASSIGNMENT OF STUDENTS TO CLASSES AND GRADE LEVELS**

All students who are included under the compulsory attendance law must be enrolled and are required to attend all classes prescribed by the state and the district unless exempt by school authorities.

Beginning in grade 1, students will be placed in the grade level and class that best meets their academic needs and in which they can be expected to master established district instructional and learning objectives, after consultation between the building principal, the student's teacher(s), and the student's parent/guardian. However, the building principal is ultimately responsible for making the decision regarding grade level and classes.

Students who are entering Kindergarten will be placed in a class by the building principal. In making this decision, the principal may consult with the student's parent/guardian.

Students transferring into the school district will be placed in the grade level and class that best meets their needs, after review of the records from the student's prior school, and after consultation between the building principal and the student's parents. However, the building principal is ultimately responsible for making the decision regarding grade level and classes.

Students receiving special education services will be placed in accordance with applicable federal and state laws and regulations and nothing in this policy shall be deemed to supersede those requirements.

The decision of the building principal regarding student placement in grades one through twelve may be appealed to the Superintendent, and then to the School Board. The School Board will give significant consideration to the principal's and Superintendent's recommended placement.

### ***Legal Reference:***

*NH Code of Administrative Rules Section Ed. 302.02(l), Duties of Superintendent*

*NH Code of Administrative Rules Section Ed. 306.14(e), Instructional Program; Appropriate Assignment of All Incoming Students*

*NH Code of Administrative Rules Section Ed. 1111, Placement of children with Disabilities*

*RSA: 193:1 Compulsory Attendance*

### **Category: P**

*See also:* JEB

1st Reading: May 3, 2011

2nd Reading: June 7, 2011

Adopted: June 7, 2011

## **JH — ATTENDANCE, ABSENTEEISM, AND TRUANCY**

### **Absences**

School-aged children enrolled in the District must 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.

The Board considers the following to be excused absences:

1. Illness
2. Recovery from an injury
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 school 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 initial determination. However, at this juncture, the Principal's decision shall be final.

### **Family Vacations/Educational Opportunities**

Generally, absences other than for illness or injury 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 or five full days, or any equivalent combination thereof, of unexcused absence during a school year constitutes habitual truancy.
- A half-day absence is defined as a student missing more than 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 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 or designee 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, but is not limited to:

1. Investigation of the cause(s) of the student's truant behavior;
2. Modification, when appropriate, of his/her educational the student's program to meet particular needs that may be causing the truancy;
3. Development of a plan, involving the parents, designed to reduce the truancy;
4. Alternative disciplinary measures, but still retains while still retaining the right to impose discipline in accordance with the District's policies and administrative guidelines on student discipline;

## **Parental Involvement in Truancy Intervention**

When a student reaches habitual truancy status or is in danger of reaching habitual truancy status, the Principal or designee 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 Board encourages the administration to seek truancy-prevention and truancy-reduction strategies along the recommendations listed below.

1. Coordinate truancy-prevention strategies based on the early identification of truancy, such as prompt notification of absences to parents.
2. Assist school staff to develop site attendance plans by providing development strategies, resources, and referral procedures.
3. Encourage and coordinate the adoption of attendance-incentive programs at school sites and in individual classrooms that reward and celebrate good attendance and significant improvements in attendance.

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.

## **Parental Notification of Truancy Policy**

The Superintendent shall also ensure that this policy is included in or referenced in the student handbook and is made available 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*

1st Read: June 7, 2011  
2nd Read: July 19, 2011  
Adoption: July 19, 2011

## **JI – STUDENT RIGHTS AND RESPONSIBILITIES**

The privileges and rights of all students shall be guaranteed.

A primary responsibility of the Contoocook Valley School District and its professional staff to its students shall be the development of an understanding and appreciation of our representative form of government, the rights and responsibilities of the individual and the legal processes whereby necessary changes are brought about consistent with the United State Constitution, its amendments and the New Hampshire Constitution.

The school is a community and the rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community.

Students shall have the right to peaceably and responsibly advocate change of any law, policy, or regulation. Students may exercise their right to freedom of expression through speech, assembly, petition, and other lawful means. The exercise of this right must not interfere with the rights of others. Freedom of expression may not be utilized to present material which tends to be obscene or slanderous, or to defame character, or to advocate violation of federal, state, and local laws, or official school policies, rules, and regulations.

Students may present complaints to teachers or administration officials. Adequate opportunities shall be provided for students to exercise this right through channels established for considering such complaints.

Student rights and responsibilities relative to student conduct and student discipline shall be published in the Parent-Student Handbook, and will be made available in another language or presented orally upon request. Student disciplinary procedures will be implemented pursuant to the provisions of Board Policies JIA 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*

*See also:* JICD

1st Read: October 6, 2009  
2nd Read: November 17, 2009  
Adoption: November 17, 2009

## **JIA – STUDENT DUE PROCESS RIGHTS**

Students facing discipline will be afforded all due process rights given by law. The Superintendent or designee appointed in writing, is authorized to suspend any student for ten days or less for violations of school rules or policies. The School Board, or representative thereof, designated in writing, is authorized to continue the suspension in excess of 10 days following a hearing with the aforementioned representative. Any suspension in excess of 10 days may be appealed to the Board committee charged with discipline review.

In addition to the provisions of this policy, the Board recognizes the application of all pertinent provisions of RSA 193:13 and associated Department of Education rules.

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

### ***Legal References:***

*RSA 189:15, Regulations*

*NH Code of Administrative Rules, Section Ed 306.04(a)(3), Policy Development, 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*

Appendix: JICD – R

### ***Category: R***

*See also:* JIC, JICD

1st Read: May 6, 2014

2nd Read: June 3, 2014

Adopted: June 3, 2014

## **JIC – STUDENT CONDUCT**

Students have a responsibility to know and respect the rules and regulations of the school. Students shall receive annually, at the opening of school, a publication (student handbook) listing the rules and regulations to which they are subject. Such publication will be made available in another language or presented orally upon request.

### **Legal References:**

*RSA 189:15, Regulations*

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

*NH Code of Administrative Rules, Section Ed. 306.06, Culture and Climate*

*NH Code of Administrative Rules, Section Ed. 317.04(b), Disciplinary Procedures*

*See Appendix: JICD – R*

### ***Category: R***

*See also* JICD

1st Reading: July 16, 2013

2nd Reading: September 17, 2013

Adopted: September 17, 2013

## **JICA — STUDENT DRESS CODE**

The ConVal 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 shall take appropriate action to correct the situation.

Building Principals are authorized to issue regulations consistent with this policy and developed collaboratively to provide an appropriate level of consistency throughout the District. Such regulations should be approved by the Superintendent of Schools or designee.

### ***Category: R***

1st Read: September 2, 2014  
2nd Read: November 18, 2014  
Adopted: November 18, 2014

## **JICD—STUDENT DISCIPLINE AND DUE PROCESS**

### **Definitions**

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

## **Standards for Removal from Classroom and Detention**

Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to follow the reasonable rules and/or applicable policies of the School Board or otherwise impedes the educational purpose of the class.

Likewise, classroom teachers may assign students to detention for similar conduct. The building principal may assign students to detention under the same standard.

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

The building principal is authorized to issue in-school suspensions, restrictions of activities, or disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, violates other Board policies or is otherwise inappropriate or prohibited.

### **Process for Out-of-School Suspension:**

The power of suspension is authorized as follows:

1. The building principal or designated administrator is authorized to suspend a student for 10 school days or less for gross misconduct or for neglect or refusal to conform to school district policies or rules.  
A. Pursuant to Ed 317.04(a)(1), a suspension of 10 school days or less shall be considered a "short-term suspension" and may be issued for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school under RSA 193:13, I.
2. The Superintendent, or designee appointed in writing by the School Board, is authorized to continue the suspension of a pupil for a period in excess of 10 school days. Prior to this extended suspension, the Superintendent, or designee, will provide an informal hearing on the matter. The informal hearing need not rise to the level and protocol of an official hearing before the Board.
3. Any suspension in excess of 10 school days, as described in Paragraph 2 of this Section, is appealable to the Board, provided the Superintendent receives the appeal in writing within 10 days after the issuance of the decision described in Paragraph 2. Any suspension in excess of 10 school days shall remain in effect while this appeal is pending.
4. Due process standards for short-term suspensions (10 days or less) will adhere to the requirements of Ed 317.04(d)(1).
5. Due process standards for long-term suspensions (more than 10 days) will adhere to the requirements of Ed 317.04(d)(2).

### **Process for Expulsion**

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

### **Legal References:**

*RSA 193:13, Suspension & Expulsion of Pupils*

*NH Code of Administrative Rules, Section Ed 306.04(a)(3), Student Discipline*

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

*NH Code of Administrative Rules, Section Ed 317.04, Standards and Procedures For*



## *Suspension and Expulsion of Pupils Assuring Due Process*

See Appendix: JICD-R

### **Category: P**

*See also:* JI, JIA, JIC, JICC, JICK

1st Read: August 19, 2014

2nd Read: September 2, 2014

Adopted: September 2, 2014

## **JICDD – STUDENT DISCIPLINE**

### OUT-OF-SCHOOL ACTIONS

The ConVal 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, during bussing times;
3. Drinking alcohol, using tobacco products, or using illegal drugs at or near the school bus stop, during bussing times;
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 or the safety or welfare of the student body.

### 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 District will not require or request that a student disclose or provide to the District the student's username, password or other authenticating information to a student's personal social media account.

However, the District may request to a student or a student's parent/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

Category: Recommended

See Also JIA, JIC, JICK

First Read: May 7, 2019

Second Read: May 21, 2019

Adopted: May 21, 2019

## **JICDDA — SIMPLE ASSAULTS: PARENTAL NOTIFICATION POLICY**

In cases of all assaults, the building principal, or assistant, shall notify the involved students parents by telephone and letter about the incident. The letter from the building or assistant principal shall describe the incident and the seriousness and harm done or potential harm and the School District's response to the incident to the extent permitted by confidentiality laws and regulations.

Additionally, simple assault as that term is used in New Hampshire criminal statutes, includes and knowing and unprivileged physical contact with another person. While simple assaults may result in injury, many, if not most, which occur in the school setting do not. Recognizing that under the statutory definition, simple assault can be very minor contact, building or assistant principals will consider the District's policies, rules and regulations concerning student conduct and discipline when making a determination about whether or not to file a Safe School Zone Offense Report with local Law Enforcement officials. The District will err in the direction of filing a report when there is any question. Law Enforcement and school officials can then jointly determine the best action to be taken.

Statutory Reference: RSA 193-D:4, I (b)

See Also: Memorandum of Understanding

1st Board Reading: March 28, 2000

Adopted: May 16, 2000

## **JICF — GANG ACTIVITY**

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process.

The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute which

indicates or implies membership or affiliation with such a group, present a clear and present danger to the school environment and educational objectives of the community are forbidden.

Incidents involving initiations, hazing, intimidation, and/or activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action, including suspension and expulsion.

The Superintendent may provide in-service training in gang behavior and characteristics to facilitate staff identification of students at-risk and promote membership in authorized school groups and activities as an alternative.

NOTICE: The prohibitions set forth by this policy shall be printed in the Student Handbook for the middle and high schools.

**Category: R**

1st Read: February 2, 2016

2nd Read: March 15, 2016

Adopted: March 15, 2016

## **JICFA — HAZING**

It is the policy of the District that no student or employee of the District shall participate in or be a member of any secret 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 School Board shall engage or participate in hazing.

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

“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 that 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 shall be presumed to be a forced activity, even if the individual willingly participates in such activity. Parents will be notified of students' participation in hazing activities.

This policy is not intended to deprive School District authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will

be subject to disciplinary action that may include expulsion for students and employment termination for employees. Students receiving special education services will be disciplined in accordance with the student's IEP and all applicable provisions of the Individual with Disabilities Education Act (IDEA). A copy of this policy will be furnished to each student and teacher in the school district.

**Legal Reference:**

*Hazing*

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

*RSA 193:13, Suspension & Expulsion of Pupils*

**Category: P**

1st Read: September 7, 2010

2nd Read: March 15, 2011

Adopted: March 15, 2011

## **JICHB — ALCOHOL AND SUBSTANCE ABUSE**

The ConVal School District recognizes that substance misuse and abuse is a complex problem. For this reason, the district takes a comprehensive approach to addressing the issue through education as a means of prevention, strategies of intervention, policy and enforcement.

This policy refers to any and all illegal substances or items misused with the intention of producing an altered state. No student shall possess, ingest, sell, provide, or be under the influence of substances not prescribed to him or her by a medical practitioner.

The above restrictions shall apply in any of the following situations: On school property before, during or after school hours, en route to or from school in a school bus or other school authorized vehicle, en route to or from a curricular, co-curricular, extracurricular or athletic activity in a school bus or other authorized vehicle at a curricular, co-curricular, extracurricular or athletic activity.

### **Reasonable Suspicion**

Given reasonable suspicion of substance misuse or abuse, school administrators may conduct reasonable searches of students, including their person and their personal effects. Please refer to policy JIH: Lockers Student Searches and Their Property.

### **School Violations**

Each school level (high school, middle school, and elementary) will develop their own age appropriate procedures. Procedures will be published in the handbook of each level.

### **Other Provisions**

In all cases where there has been a violation, a school administrator will call a parent or guardian. The student will be released to the parent or guardian. If the parent or guardian cannot be reached or is unwilling to come to the school, the local Police Department will be called; informed of the facts, and requested to take protective custody of the student.

## **Prescription Drugs/Other Medication**

Any student who is required to carry a prescription drug or other medication during school hours shall do so under the provisions of Board Policy JLCD.

## **Requests for Help**

District counseling services will be available upon request to any student who is having problems with substance misuse or abuse. Also, when a student has violated Alcohol and Other Substance Use Policies, the student will be referred to a student assistance counselor. The counselor will provide counseling on an individual basis, or in small groups, and/or assist in making appropriate referrals to outside agencies. Conversations will be kept confidential per the ASCA ethical standards of practice.

### ***Legal References:***

*21 U.S.C. § 812(c), Controlled Substances Act*

*RSA 318-C, Controlled Drug Act*

*RSA 571-C:2, Intoxicating Beverages at Interscholastic Athletic Contests*

1st Read: June 20, 2017

2nd Read: July 18, 2017

Adopted: July 18, 2017

## **JICI — DANGEROUS WEAPONS ON SCHOOL PROPERTY**

This Policy applies to school employees and students. Weapons are not permitted in school buildings, on school property, in school busses or vehicles used to transport students, at school-sponsored activities, or in a Safe School Zone as defined in RSA 193-D at any time without the advanced written authorization of the Superintendent of Schools or designee. No employee or student shall possess, bring, or conceal, or aid, abet, or otherwise assist another person(s) in possessing, bringing, or concealing, any weapon on school property, in school buildings, in school busses or vehicles used to transport students, at school-sponsored activities, or in a Safe School Zone as defined in RSA 193-D.

The term "weapon" includes, but is not limited to, firearms (rifles, pistols, revolvers, guns of any form, pellet guns, air rifles, BB guns, etcetera) including any device from which a shot or projectile of any nature can be fired, explosives, incendiaries, martial arts weapons (as defined by RSA 159:24), crossbows, slingshots, electronic defense or aerosol self-defense weapons (as defined by RSA 159:20), or any other device, instrument, material or substance which is used or threatened to be used in a manner likely to produce, or which is reasonably known to be capable of producing, death or bodily injury. Replicas (look-a-likes) of weapons may be treated as weapons within this Policy if they are used to frighten, harass, intimidate, or otherwise harm any person.

Additionally, this list is not intended to be exhaustive or all-inclusive. The principal may determine that any instrument, object or substance is a "weapon" within the intent of this Policy, if the principal believes that such instrument, object or substance was used or was intended to be used to inflict bodily harm on any person.

Violations of the policy will result in both disciplinary action and notification to the police. Disciplinary action may include suspension, expulsion, or termination.

Additionally, any student who is determined to have brought a firearm (as defined by Title 18 U.S.C. 921) to school will be expelled for not less than one year (365 days). The determination of whether to modify

the expulsion shall be left to the discretion of the Superintendent upon review of the specific case in accordance with other applicable law.

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

The Superintendent or other building administrator may exercise his/her best judgment in determining the scope of this policy as it relates to inadvertent or unintentional violations of this policy by staff or students, provided such inadvertent or unintentional violation of this policy does not affect the safety of students, school staff or the public.

When school is not in session, and school property is being used for a municipal event, such as voting, the municipal entity responsible for conducting the event shall determine whether otherwise lawful weapons will be permitted at that event.

The Superintendent shall ensure that all students will receive written notice of this policy at least once each year and will determine the method of notifying students (student handbook, mailing, etc.). The Superintendent will determine the method of notifying employees and the general public of this policy.

***Legal References:***

18 U.S.C. § 921, Et seq., Firearms

20 U.S.C. § 7151, Gun-Free Schools Act RSA 193-D, Safe School Zones

RSA 193:13, Suspension and Expulsion of Students

NH Code of Administrative Rules, Section Ed. 317, Standards and Procedures for Suspension and Expulsion of Pupils Including Procedures Assuring Due Process

**Category: P – Required**

***See also*** KFA

1st Read: September 4, 2018

2nd Read: September 18, 2018

Adoption: September 18, 2018

## **JICK — PUPIL SAFETY AND VIOLENCE PREVENTION**

### **I. General Statement of Policy and Prohibition Against Bullying and Cyberbullying**

The Contoocook Valley School District is committed to providing all pupils a safe school environment. Conduct constituting bullying or cyberbullying will not be tolerated, and is prohibited by this policy in accordance with RSA 193-F. This policy applies to all pupils and school-aged persons on school property and participating in school functions, regardless of their status under the law.

The Superintendent is responsible for ensuring that this policy is implemented.

### **II. Definitions**

The following definitions apply to this policy:

- A. Bullying: 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:

1. Physically harms a pupil or damages the pupil's property;
2. Causes emotional distress to a pupil;
3. Interferes with a pupil's educational opportunities;
4. Creates a hostile educational environment;
5. Substantially disrupts the orderly operation of the school.

Bullying also includes 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.

- B. Cyberbullying: bullying (as defined above) undertaken through the use of electronic devices.
- C. Electronic devices: include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.
- D. Perpetrator: a pupil who engages in bullying or cyberbullying.
- E. School property: all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.
- F. Victim: a pupil against whom bullying or cyberbullying has been perpetrated.
- G. Educational opportunities: the curricular and extra-curricular programs and activities offered by the District.
- H. Interference with educational opportunities: 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 which impedes a pupil's ability to participate in, or access, the educational opportunities offered by the District. The determination as to whether an incident or a pattern of incidents interferes with a pupil's educational opportunities shall be made by the person investigating the reported incident(s).
- I. Hostile educational environment: a single significant incident or pattern of incidents that is so severe and pervasive that it effectively denies a student equal access to the District's educational opportunities. The determination as to whether an incident or pattern of incidents has created a hostile educational environment shall be made by the person investigating the reported incident(s).
- J. The determination as to whether a single significant incident or a pattern of incidents causes a "substantial disruption to the orderly operation of the school" shall be made by the person investigating the reported incident(s), and shall be based on the totality of the circumstances, and may include disruptions to curricular or extra-curricular programs and activities offered by the District.

In accordance with RSA 193-F:4, the Contoocook Valley School District reserves the right to impose discipline for bullying and/or cyberbullying that:

- Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
- Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

### **III. Reporting Procedure**

The Principal of each school is responsible for receiving oral or written reports of bullying or cyberbullying. The Principal may designate, in writing, an additional person to receive such reports.

#### **Student or Parent Reports**

1. Any student who believes that he or she has been the victim of bullying or cyberbullying, as defined in Section II, above, should immediately report the alleged act(s) to the Principal; however, if the student prefers, he/she may inform any school employee or volunteer.
2. Students or parents who have witnessed or who have reliable information that a pupil has been subjected to bullying or cyberbullying should immediately report the same to the Principal, or, if the

student or parent prefers, he/she may inform any school employee or volunteer about the alleged bullying or cyberbullying.

3. Forms to report incidents of alleged bullying or cyberbullying shall be available at the Principal's office. Use of the form is encouraged, but not required. If the Principal or his/her designee receives the report verbally, he/she shall reduce the report received to writing within twenty-four hours of receiving the information.

Reports by Staff, Volunteer, or Employees of a Company Under Contract with the School District, or with any school in the Contoocook Valley School District.

1. Any school employee, volunteer, or employee of a company under contract with the Contoocook Valley School District, who has witnessed or has reliable information that a pupil has been subjected to bullying, or cyberbullying as defined in Section II above, shall report such incident to the Principal or his/her designee as soon as reasonably possible.

#### **IV. Notice to Parents/Guardians**

Within 48 hours of receiving a report of alleged bullying or cyberbullying, the Principal, or his/her designee, shall give notice of the report of the alleged incident to the parent(s) or guardian(s) of the victim and the perpetrator. The report shall be made by telephone or in writing; if made by telephone, a record of the report shall be made. The record should include, at a minimum, the date and time of the call. Any such notification under this policy must comply with the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g. At a minimum, the notice shall advise the individuals involved of the nature of the incident, the date and time the report was received, and the procedures described in this policy. In accord with FERPA, the notice shall not contain any personally identifiable information obtained from student education records.

#### **V. Waiver of Notification Requirement**

The Superintendent may, within the 48 hour time period referenced in Section IV of this policy, grant the Principal or his/her designee a written waiver from the notification requirement in Section IV of this policy, if the Superintendent or his/her designee deems such waiver to be in the best interest of either the victim or the perpetrator. The granting of a waiver does not negate the responsibility to follow the other procedures set forth in this policy.

1. The Principal or his/her designee is responsible for investigating reports of bullying or cyberbullying. The Superintendent reserves the right to appoint another individual to conduct the investigation.
2. Investigations shall be initiated within five (5) school days of the date that the incident is reported to the Principal or his/her designee, and shall be completed within 10 school days.
3. If the Principal or his/her designee requires additional time to complete the investigation, the Superintendent or his/her designee may extend the time period for the investigation by up to seven (7) school days. Any such extension shall be in writing, and the Superintendent or his/her designee shall provide all parties involved with written notice of the granting of the extension.
4. Upon completion of the investigation, the Principal or his/her designee shall draft a written investigation report. The report must include, at a minimum, a description of the scope of the investigation, the findings, and the actions taken (i.e., the response to remediate, discipline, non-disciplinary interventions, etc).
5. Upon completion of the investigation, the Principal or his/her designee shall report all substantiated incidents of-bullying or cyberbullying to the Superintendent or his/her designee.
6. Within ten (10) school days of the completion of the investigation, the Principal or his/her designee shall provide the parents of the alleged victim and the alleged perpetrator with written notice of the results of the investigation (i.e., substantiated or unsubstantiated) and the available remedies and assistance. The notice shall comply with **FERPA**, and other State and Federal laws concerning student privacy.



## **VI. Response to Remediate Substantiated Incidents of Bullying or Cyberbullying**

The Principal or his/her designee shall develop a response to remediate any substantiated incident of bullying or cyberbullying. The response should be designed to reduce the risk of future incidents, and where appropriate, to offer assistance to the victim or perpetrator.

In those cases where a perpetrator or victim is identified as a student with an educational disability, the Principal's response to remediate any substantiated incident of bullying or cyberbullying shall be presented to the IEP Team. The IEP Team is permitted to amend or augment the response in a manner necessary to ensure that the perpetrator and/or victim receives a free, appropriate public education, while still taking appropriate measures to remediate bullying.

## **VII. Discipline and/or Interventions**

If, after investigating pursuant to Section VI of this policy, the Principal or his/her designee concludes that a pupil engaged in bullying or cyberbullying, that student may be subject to appropriate disciplinary action, which may include, but is not limited to, suspension and expulsion. Any such disciplinary action shall be taken in accordance to applicable board policy and legal requirements.

## **VIII. Prohibition Against Retaliation and False Accusations**

All individuals are prohibited from retaliating or making false accusations against a victim, witness, or anyone else who in good faith provides information about an act of bullying or cyberbullying. The Principal or his/her designee shall investigate claims of retaliation or false accusations, and if substantiated, the retaliator and/or the false accuser may be subject to discipline, including but not limited to, suspension or expulsion.

Students who falsely accuse other students of bullying or cyberbullying may also be subject to disciplinary action, which may include, but is not limited to, suspension and expulsion. Any such disciplinary action shall be taken in accordance to applicable board policy and legal requirements.

At the discretion of the Principal or his/her designee, students who commit an act of bullying or cyberbullying or falsely accuse another of the same as a means of retaliation or reprisal may, either in addition to discipline or in lieu of discipline, receive nondisciplinary interventions. Interventions are not considered disciplinary in nature.

Nothing in this policy shall supersede the disciplinary procedures of the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act, including the protections offered through the manifestation determination process.

## **IX. Training**

The Superintendent shall ensure that school employees, regular school volunteers, and employees of a company under contract with the Contoocook Valley School District, and/or any of the schools within the Contoocook Valley School District, who have significant contact with pupils annually receive training on this policy for the purpose of preventing, identifying, responding to, and reporting incidents of bullying or cyberbullying.

The School District shall provide age-appropriate educational programs for pupils and parents in preventing, identifying, responding to, and reporting incidents of bullying or cyberbullying.

## **X. Notice of Policy**

The Superintendent or his/her designee shall provide written notice of this policy to students, parents, legal guardians, school employees, school volunteers, and employees of companies under contract with the Contoocook Valley School District, or any school within the Contoocook Valley School District, through appropriate references in the student and employee handbooks, by publishing a copy of this policy on the District/SAU website, by providing companies under contract with the Contoocook Valley School District, with a copy of the policy, by providing training on the policy in accord with RSA 193-F, or through other reasonable means.

At the commencement of each school year, this policy shall be provided to all students. All students who enroll during the course of the school year shall receive a copy of this policy at the time they enroll.

## **XI. Capture of Audio and Video Recordings on School Buses**

Pursuant to RSA 570-A:2, notice is hereby given that the ConVal School Board authorizes audio recordings to be made in conjunction with video recordings of the interior of school buses while students are being transported to and from school or school activities.

## **XII. Report to the Department of Education**

The Principal or his/her designee is responsible for reporting substantiated incidents of bullying to the Superintendent or his/her designee. The Superintendent or his/her designee shall, on an annual basis, or as requested, report substantiated incidents of bullying and cyberbullying to the School Board and/or Department of Education. The reports shall not contain any personally identifiable information pertaining to any pupil.

### ***Legal References:***

*RSA 193-F, Pupil Safety and Violence Prevention Act of 2000*

*RSA 570-A, Wiretapping and Eavesdropping (if applicable -- see Note and Section XIII, above)*

*NH Ed R. 306.04(a)(8), Student Harassment*

1st Read: November 16, 2010

2nd Read: December 7, 2010

Adoption: December 7, 2010

Amended: April 3, 2012

## **JIH — STUDENT SEARCHES AND THEIR PROPERTY**

The Superintendent, principal, security personnel of the school or other authorized personnel may detain and search any student or students on the premises of the public schools, or while attending, or while in transit on school vehicle, to any event or function sponsored or authorized by the school under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the students' person or property alcohol; dangerous weapons; controlled dangerous substances as defined by law or stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules and applicable provisions of the student handbook.
2. School lockers and school desks are the property of the school, not the student. Students who use school district lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks,

and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to store anything that should not be at school. Students shall not exchange lockers or desks. Students shall not use any lockers or desks other than those assigned to them by the principal or designee. A shared locker or storage area implies shared responsibility.

3. Authorized personnel may conduct a search of the student's person or the student's belongings, as noted above, whenever a student freely and voluntarily consents to such a search. Consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Strip searches are forbidden. No clothing except cold weather/outdoor garments and footwear will be requested to be removed before or during a search.
5. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized. Contraband seized during the course of a search will be preserved and held in accordance with applicable administrative rules and procedures.
6. Any searches of students as outlined herein will be conducted by authorized personnel of the same sex as the student being searched. Two authorized persons shall be present during any search of a student or student property.
7. Items that may be seized during an unauthorized search, in addition to those mentioned in Paragraph 1 above, shall include but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited by law or by district policy. For example: prescription or non-prescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or school personnel shall be seized, identified as to ownership if possible, and held for release to proper authority.

In conducting searches of students and property, school officials should consult with legal counsel and law enforcement authorities to be aware of circumstances when involvement of the police is advisable and/or necessary.

Searches of student automobiles are governed by Board Policy JIHB.

**Category: R**

**Legal References:**

NH Constitution, Pt.1, Art.19  
1State v. Drake, 139 NH 662 (1995)  
State v. Tinkham, 143 NH 73 (1998)

1st Read: August 9, 2016  
2nd Read: August 23, 2016  
Adopted: August 23, 2016

## **JIHB — SEARCHES OF STUDENT AUTOMOBILES ON SCHOOL PROPERTY**

Parking of student automobiles on school property is a privilege and not a right. This policy shall serve as notice to both parents and students that, as part of this privilege, the district regulates what may be stored in vehicles and may search students' automobiles while parked on school property if the district has reasonable suspicion that a violation of school rules, the law or policy has occurred. Students who park in school parking lots and parents/guardians who allow their minor child to park on school property

are deemed to have given consent to having their automobiles searched in the event of such reasonable suspicion.

The school parking lots are deemed part of the Safe School Zone. Students are prohibited from the storage of prohibited drugs, drug paraphernalia or weapons in vehicles that are parked in the Safe School Zone. All employees, volunteers and students are responsible for enhancing safety and the effective implementation of district policies on school property and thus are required to timely report to the building principal when they have reason to believe that prohibited drugs, drug paraphernalia, or weapons are present in a student's vehicle.

Any student/parent who bars a search shall have their student's parking privilege revoked. When a student/parent bars access, and there is reasonable suspicion of a potential violation of the law, the principal shall contact law enforcement.

The building principal, shall, when any information rises to the level of reasonable suspicion, inform the student, (and when not an adult student, their parent/guardian), of his/her intent to search the vehicle and may conduct a search of the vehicle. The principal shall contact law enforcement when it appears that the student conduct not only violates District policy(ies) but is criminal in nature.

A student shall not be permitted to park on campus if they or their parent/guardian indicate that they do not intend to permit a search of the vehicle in the event of reasonable suspicion that there has been a violation of school rules, the law, or District policy.

When the principal conducts a search of a vehicle, he/she shall fill out a vehicle search form, which will be maintained by the District.

The District may post notices regarding this policy indicating that student parking is by permission only and subject to search.

Legal Reference:  
NH Constitution, Pt.1, Art.19  
Appendix JIHB-R

Category: Recommended

**See also:** JIH, JIHB-R

1st Read: September 18, 2018  
2nd Read: October 2, 2018  
Adopted: October 2, 2018

## **JJA — STUDENT ACTIVITIES & ORGANIZATIONS**

The ConVal School District encourages pupils who attend nonpublic schools, public charter schools, or who are home educated to access to the District's curricular courses and co-curricular programs in the same way as that of students who attend ConVal schools.

All pupils residing in the District, whether they are home educated, or are attending public chartered school or nonpublic schools, shall have access to curricular courses and co/extra-curricular programs offered by the District in accordance RSA 193:1-c and these administrative regulations.

The District will comply with the provisions of RSA 193:1-c allowing pupils who attend nonpublic schools, charter schools, or are home educated equal access to the District's curricular courses and co/extra-curricular programs. The District recognizes that any School Board policies regulating participation in curricular courses and co/extra-curricular programs cannot be more restrictive for non-public, public chartered school, or home educated pupils than the policy governing the District's resident pupils.

**Legal References:**

*RSA 193:1-c, Access to Public School Programs by Nonpublic, Public Chartered Schools or Home Educated Pupils. RSA 193-A, Home Education*

Category: O

**See also:** *IHBG – Home Education Instruction*

*IHBG-R, Administrative Procedure to*

*Accompany Policy IHBG*

*Home Education Participation in District Programs and Activities*

First Reading: February 19, 2019

Second Reading: March 5, 2019

Adoption: March 5, 2019

## **JLCC — HEAD LICE POLICY**

### **Screening**

Based on recommendations from the American Academy of Pediatrics, school-wide screening for nits alone is not an accurate way of predicting which children will become infested with head lice, and screening for live lice has not been proven to have a significant decrease on the incidence of head lice in a school community. As needed, the school nurse will provide information to families of all children on the diagnosis, treatment, and prevention of head lice. Parents are encouraged to check their children's heads for lice if the child is symptomatic. The school nurse may check a student's head if the student is demonstrating symptoms.

### **Management on the Day of Diagnosis**

Head lice infestation poses little risk to others and does not result in additional health problems. The management of pediculosis should proceed so as to not disrupt the education process. Nonetheless, any staff member who suspects a student has head lice will report this to the school nurse or Principal. Students known to have head lice will remain in class provided the student is comfortable. If a student is not comfortable, he/she may report to the school nurse or principal's office. Such students will be discouraged from close direct head contact with others and from sharing personal items with other students. District employees will act to ensure that student confidentiality is maintained so the child is not embarrassed. The Principal or school nurse will notify the parent/guardian by telephone or other available means if their child is found to have head lice.

## **Criteria for Return to School**

Students will be allowed to return to school after proper treatment. No student will be excluded from attendance solely based on grounds that nits may be present. The school nurse may recheck a child's head. In addition, the school nurse or school social worker may offer extra help or information to families of children who are repeatedly or chronically infested.

### ***Legal References:***

*RSA 200:32, Physical Examination of Pupils*

*RSA 200:38, Control and Prevention of Communicable Diseases: Duties of School Nurse*

*RSA 200:39, Exclusion from School*

1st Reading: May 3, 2011

2nd Reading: June 7, 2011

Adoption: June 7, 2011

## **JLCC-R — HEAD LICE CHECKLIST FOR HOME**

### **Treatment is focused first on the student, and then the environment**

A. Treatment of hair as directed by your Primary Care Provider (PCP) – if using an over-the-counter product, repeat per label instructions

- Daily head check – under good lighting
- Use appropriate comb
- Manually remove nits
- Remove live lice – scotch tape may make this easier
- If live lice are noted after treatment, please call your PCP – your PCP may order a different medication

B. Continue daily head checks – for 3 weeks

- Check family heads daily for 3 weeks
- Bag linen, stuffed animals and other non-washable items for 48 hours
- Wash linens, towels, clothing worn during treatments and nit/lice removal – using hot water to wash and the hot cycle on the dryer for at least 20 minutes
- Vacuum floors, furniture and cars – only after initial treatment
- Soak combs and brushes for at least an hour in rubbing alcohol, Lysol, or washed with soap and very hot water

C. The family may consider checking incoming visitors to the home

October 26, 2017

## JLCD — ADMINISTRATION OF MEDICATION IN SCHOOLS

The ConVal School Board, with the advice of the ConVal professional registered nurses (herein referred to as the school nurse) shall establish specific policies and procedures to give protection and controls to the matter of medications in schools (Ed 311.02)(JLCD-R).

The intent of this policy is to provide general standards for the administration of necessary medication to students during school hours and school-sponsored activities.

The following policy will be adhered to when a student requires medication administration during school hours and scheduled school-sponsored activities, events or programs. In addition, the school nurse and principal are responsible for ensuring the provisions of Ed. 311.02, Medication During the School Day, are followed.

### Obligations of the District

All medication to be administered shall be kept in a securely-locked cabinet. Controlled medications must be double-locked. If at any time the cabinet is broken into resulting in missing medication, school administration and the police will be notified immediately. The parent/guardian/adult student will be notified of the incident and must replenish the supply of medication.

If the school nurse is not available, the building principal or the principal's designee is permitted to **assist** students in taking required medications by: (1) making such medications available to the student as needed; and (2) observing the student as he/she takes or does not take his/her medication; and (3) recording whether the student did or did not take his/her medication.

The school nurse will maintain all necessary records relative to the emergency administration of medication and will file all such reports as may be required.

The School Board hereby authorizes the school nurse to maintain a supply of emergency medications, i.e.; bronchodilators and epinephrine.

It is the policy of this District that its school nurses and all Health Office Delegates (HODs) shall be properly trained in the administration of medication in a manner consistent with this policy. HODs shall be trained on an annual basis and the school nurse shall document that training to the Director of Student Services. The HOD shall hold and maintain current American Heart Association or American Red Cross CPR/AED/FA Adult and Child certification. This training shall include a practicum.

School personnel shall not provide his/her personal medication to students.

### Obligations of the School Nurse

Only the school nurse or the HOD may **administer** medication. If the student requires a comprehensive nursing assessment and/or evaluation, this must be done by the school nurse and cannot be delegated. A school nurse alone has the authority to delegate medication administration and may delegate only if appropriate under the Nurse Practice Act and follows the *Standards of Delegation for School Nurses in New Hampshire*.

The School Nurse may stock epinephrine in the Health Office per RSA 318:42 for the emergency treatment of anaphylaxis of a student, as determined by the school nurse.

## Storage of Medication

It is the policy of the District that all medications, both school, and parent-provided, shall be securely and properly stored, in a manner consistent with all applicable laws, as well as safe and prudent school nursing practices.

At the discretion of the school nurse, other medications, such as insulin, may be carried and self-administered by the student.

A single dose of medication may be transferred by the school nurse from the original container to a newly labeled container for the purposes of field trips or school sponsored activities.

Verbal orders from a licensed health care provider may be accepted by the school nurse only and shall be followed with a written order. Faxed or e-mailed orders are acceptable.

The school nurse is responsible for keeping accurate records regarding the administration of medication to students. The school nurse shall maintain medication records of inventory, storage and administration in accord with ED 311.02 (Medication During the School Day).

## Obligations of the Parent/Guardian/Adult Student

Prescribed/OTC (over the counter) medication should not be taken during the school day, if at all possible, to achieve the medical regime during hours at home.

A parent/guardian/adult student, or their designated responsible adult, shall deliver all medication to be administered by school personnel to the school nurse or other responsible person designated by the school nurse as follows: (1) the prescription/OTC medication shall be delivered and kept in a pharmacy or manufacturer labeled container (2) the school nurse or principal's designee receiving the prescription medication shall document the quantity of the prescription medication delivered and have the adult delivering the medication co-sign the documented amount (3) the medication may be delivered by the parent/guardian/adult student or a designated adult, provided that the nurse is notified in advance by the parent/guardian/adult student of the delivery and the quantity of prescription medication being delivered to school is specified (4) the parent/guardian/adult student must ensure that the life-saving medication (Diastat, asthma metered dose inhalers, Epi-Pen, Glucagon) or any other emergency medication be available to the student at all times. If the student's life-saving medication is not provided by the parent/guardian/adult student, the student shall not be permitted to attend any school-sponsored activities (5) it is the responsibility of the parent/guardian/adult student to notify the health office of any changes in student health, allergy status or medication changes.

Students requiring prescription medication administration must have a ConVal District medication permission form completed by parent/guardian/adult student and a licensed health care provider and placed on file in the health office. The forms shall comply with standards set forth in NH Code of Administrative Rules Section Ed 311.02. The school nurse, with written authorization of parent/guardian/adult student shall administer non-prescription/OTC medication. At the discretion of the school nurse, a written licensed prescriber's order may be required. If the school nurse is not available and written parent/guardian/adult student permission is on file, the principal or principal's designee is permitted to **assist** students in taking OTCs after consultation with the parent/guardian.

Furthermore, any student with a health condition requiring treatment with herbals, homeopathics, essential oils, or other complementary forms of therapeutic interventions shall have a school medication permission form completed by the parent/guardian/adult student as well as a licensed healthcare provider.

Alternative medications should, whenever practicable, be taken at home. Parents/guardians should inform the school nurse of any such alternative medications. The school nurse shall not administer



alternative medications, such as herbal medication, homeopathic medication, essential oils, or other similar forms of alternative medication unless the parent/guardian/adult student has completed and placed on file in the school health office a school medication permission form naming the specific alternative medicine and providing evidence that it has been prescribed by a licensed prescriber. The School Nurse shall not administer an alternative medicine that is prohibited by State or Federal law, or which is unlawful to possess in school.

Students may possess and self-administer a metered dose inhaler or a dry powder inhaler to alleviate or prevent asthmatic symptoms, an auto-injector for severe allergic reactions, and other injectable medications necessary to treat life-threatening conditions. The parent/guardian/adult student and physician must authorize such self-possession and self-administration by completing a school self-administration form in accordance with RSA 200:42 and RSA 200:46. Inhalers and epinephrine auto injectors must be properly labeled with the student's name and type of medication. The student will be held responsible to keep self-carried medication in a safe place that is not accessible to other students. When a student finds it necessary to use his/her auto-injector, s/he shall immediately report it to the nearest supervising adult.

Students shall not share any prescription or over-the-counter medication with another student. Notice of this prohibition shall be published in student handbooks. Students acting in violation of this prohibition will be referred to school administration and may be subject to discipline consistent with applicable Board policies (JICH – Drug and Alcohol Use By Students, JIH – Student Searches and Their Property).

Student medications may be retrieved from the health office by the parent/guardian/adult student or a designated adult at any time during regular school hours. Medication will be discarded if not picked up within 10 days after the medication is discontinued. All medication must be picked up by the last day of school or it will be discarded.

### **Civil Immunity**

Nothing set forth in this policy or JLCD-R shall be deemed to abrogate or diminish the civil immunity available under New Hampshire law or either the District or its employees.

### **Definitions**

The **"school day"** means any time during the day, afternoon, or evening when a child is attending school or other school-sponsored activity (Ed 311.02).

**Health Office Designee (HOD)** (school nurse delegatee) – unlicensed assistive personnel – receives annual training by a school nurse.

**Assist** – Consists of providing the medication to the student and observing and documenting that the student took the medication.

**Administration** – Giving medication to the student via the appropriately ordered route by preparing, giving and evaluating the effectiveness of prescription and non-prescription drugs. If the student is unable to administer the medication to his/her self, with **assistance**, only the school nurse or HOD may administer the medication.

### **Legal References:**

*RSA 200:42, Possession and Use of Epinephrine Auto-Injectors Permitted*

*RSA 200:43, Use of Epinephrine Auto-Injector*

*RSA 200:44, Availability of Epinephrine Auto-Injector*

*RSA 200:44-a, Anaphylaxis Training Required*

*RSA 200:45, Student Use of Epinephrine Auto-Injectors – Immunity*

*RSA 200:46, Possession and Self-Administration of Asthma Inhalers Permitted*

*RSA 200:47, Use of Asthma Medications by Students – Immunity*  
*RSA 200:53, Bronchodilators, spacers, and nebulizers in schools*  
*RSA 200:54, Supply of Bronchodilators, Spacers or Nebulizers*  
*RSA 200:55, Administration of Bronchodilator, Space or Nebulizer*  
*RSA 318:42, Dealing in or possessing prescription drugs (VII-b)*  
*N.H. Code of Administrative Rules – Section Ed. 306.12(b)(2), Special Physical Health Needs of Students*  
*N.H. Code of Administrative Rules – Section Ed. 311.02(d); Medication During School Day*  
*NH Board of Nursing-Nurse Practice Act – [www.nh.gov/nursing/nurse-practice-act/](http://www.nh.gov/nursing/nurse-practice-act/)*  
*Standards of Delegation for School Nurses in New Hampshire*

**Category: P – Required by Law**

*See also:* JICH, JIH, JLCD-R, JLCE

First Read: November 21, 2017  
Second Read: December 5, 2017  
Adopted: December 5, 2017

**JLCF – WELLNESS POLICY**

The Contoocook Valley School District is committed to providing a school environment that enhances learning and the development of lifelong wellness practices.

To accomplish these goals, the Board directs the administration to implement rules and regulations aimed at ensuring:

- Child Nutrition Programs will comply with federal, state, and local requirements, and will be accessible to all children.
- Sequential and interdisciplinary nutrition education will be provided and promoted.
- Patterns of meaningful physical activity that connect to students' lives outside of physical education will be encouraged.
- Physical education programs will meet federal and state regulations and standards.
- School-based activities will be consistent with local wellness policy goals.
- All food made available on school grounds during school hours, including vending concessions, à la carte, student stores, parties, and fund raising will be consistent with Competitive Food Guidelines for K-12 schools.
- At least 75% of all food made available on school grounds after school dismissal, including vending, concessions, a' la carte, student stores, parties, and fundraising will be consistent with the Competitive Food Guidelines for K-12 Schools.
- All beverages made available on school grounds, including vending concessions, a' la carte student stores, parties, and fundraising will be consistent with the Competitive Food Guidelines for K-12 Schools.
- All foods provided by the District will adhere to food safety and security guidelines.
- The school environment will be safe, pleasing, and comfortable, and will allow ample time and space for eating meals.
- Food will not be used as a reward or punishment, unless necessitated by a student's Individualized Education Plan/504 Plan.
- Implementation/monitoring of this policy will be reported to the School Board annually by the Superintendent's designee, with recommendations for guideline changes if necessary or appropriate.

***Legal References:***

*RSA 189:11-a, Food and Nutrition Programs*  
*Section 204 of Public Law 108-265, Child Nutrition and WIC Reauthorization Act of 2004*  
*NH Code of Administrative Rules, Section Ed. 303.01 (g), Duties of School Boards*

*NH Code of Administrative Rules, Section Ed. 306.11, Food & Nutrition Services*  
*NH Code of Administrative Rules, Section Ed. 306.40, Health Education Program*  
*NH Code of Administrative Rules, Section Ed. 306.41, Physical Education Program*  
*FDA Food Code*

**Category: P**

Adoption: May 17, 2011  
Amended: February 5, 2013  
Amended: February 4, 2014

**JLDBA — BEHAVIOR MANAGEMENT AND INTERVENTION**

It is the policy of the Board to promote an environment that is safe and conducive to learning for all students and staff. To ensure that our students and staff have an environment that is safe and conducive to learning, the Board directs the Superintendent or designee to set forth procedures for behavior management and interventions that are designed to maintain a positive environment.

Student conduct that disrupts class work, involves disorder, or invades the rights of others will not be tolerated and may be cause for disciplinary action which may include suspension.

The administration of disciplinary action will focus both on consequences and on changing or managing inappropriate behavior.

It is important that there be careful evaluation of the individual situation so that the school's response to the student is appropriate.

If the student has an Individualized Education Program (IEP), the process will follow federal and state laws governing special education.

All available resources should be utilized, including preventive and positive interventions and supports to support student needs. These interventions should include psychological, curricular, and behavioral services, which should take place within classrooms, schools, and alternative settings. Exclusion from the classroom should be the disciplinary action of last resort.

The Superintendent or designee will also ensure that positive classroom behavior management skills are addressed through professional development, and that there is an adequate system of recordkeeping regarding disciplinary infractions and interventions.

The use of corporal punishment is prohibited in District schools.

This policy will be reviewed on an ongoing basis in accordance with the Board's policy review process.

***Legal Reference:***

*NH Code of Administrative Rules, Section Ed. 306.04(16), Behavior Management and Intervention for Students*

1st Reading: May 19, 2009  
2nd Reading: June 16, 2009  
Adopted: June 16, 2009

# **JRA — STUDENT RECORDS, PRIVACY, FAMILY AND ADULT STUDENT RIGHTS**

## **I. Student Records and Access by School Officials**

The District shall maintain a student record system designed to benefit the education of every student and to assist school staff in educating students.

School personnel shall maintain all student records required by federal statute, federal regulations, state statute, and State of New Hampshire Department of Education regulations, as well as such other student record information as is deemed by the District's administration to be beneficial to the education of each student. Student record information shall be created and kept in a format which assists the District in meeting the educational needs of students. Staff shall exercise care to ensure accuracy in creating student record information.

The intent of the District is to comply fully with the provisions of the Family Education Rights and Privacy Act of 1974, 20 U.S.C. 1232(g) et. seq. ["FERPA"] as well as any other state and federal laws pertaining to student records, personally identifiable student information, and confidentiality. Therefore, all student records and personally identifiable student record information shall be deemed confidential and shall only be disclosed to third parties with prior written parental consent, or pursuant to a recognized exception to that requirement under state and federal law. Student records may only be transferred outside the district in accord with state and federal laws.

Upon request, the ConVal School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled, if the disclosure is for the purpose of the student's enrollment or transfer.

The School Board directs its administration to develop, maintain, and disseminate to staff a comprehensive student records management procedure which shall include detailed procedures to protect student records and personally identifiable student information at the collection, storage, disclosure, and destruction stage in a manner consistent with state and federal law.

Access by school officials to personally identifiable student educational records without prior written parental consent shall be limited to those school officials who have a legitimate educational interest in accessing the records. A "legitimate educational interest" shall exist if the school official needs to review an educational record in order to perform his or her professional responsibility. Examples include:

1. Matters relating to provision, supervision, selection, evaluation, funding or budgeting of services to one or more students;
2. Discipline of a student;
3. Assessment or monitoring of one or more students;
4. Planning for future service provision for one or more students;
5. Administration of educational programs for one or more students;
6. Legal matters involving the District or any students in the district; or
7. Investigation of matters pertaining to the safety, health or well-being of one or more students.

The District shall use reasonable methods to ensure that school officials obtain access to only those student records in which they have a legitimate educational interest.

The District designates the following as "school officials" who may potentially have a legitimate educational interest in accessing student record information:

A. Employees of the School District who administer or provide education in our schools, including individuals such as:

1. Principals, assistant principals, and other school administrators;
2. Classroom educators;
3. Special educators and special education staff members;
4. Related service providers;
5. Paraprofessionals;
6. Other instructors;
7. School counselors;
8. Nursing staff;
9. School psychologists and evaluators;
10. Special education IEP Team members; and
11. Employees assigned to maintain, or assist in maintaining student records;

B. Administrators of the District, including the:

1. Superintendent of Schools;
2. Assistant Superintendent;
3. Director of Special Education;
4. Assistant Director of Special Education;
5. The Business Administrator; and
6. Staff assigned to assist any of the above.

C. School Board members when serving on a disciplinary subcommittee, or hearing any other matter pertaining to a student.

D. Individuals or organizations under contract with the District who are providing services or advice related to the education of one or more students, including all related service providers, evaluators, consultants, auditors, attorneys, experts, and therapists.

E. Individuals or firms assisting the School District in legal matters, including Insuring Trust representatives, insurance adjusters, insurance brokers, insurance companies, claims representatives, legal counsel for the District, expert witnesses and consultants.

F. Classroom volunteers, consultants and contractors who agree that they are subject to the direct control of the District and who affirm that they are subject to the use and redisclosure requirements pertaining to personal identifiable student information under FERPA.

A written log shall be kept with each student's cumulative file which shall be used to record access by school officials by name, date and reason for access, as well as all other individuals and entities to whom an authorized records release has been made, consistent with the recording requirements contained in FERPA.

The Superintendent or her/his designee may decide questions as to whether or not an individual is a designated school official and whether or not they have a legitimate educational interest in accessing a student record or personally identifiable student information without prior written parental consent.

## **II. Parent, Guardian or Adult Student Access to Student Records**

All parents with legal custody, foster parents, lawful guardians, and adult students have the right to inspect and review the student's educational records as well as to request and receive personally identifiable student data. Requests for access shall be submitted to the school which the student attends, shall be made in writing, and shall designate the records which the parent/guardian/adult student wishes to inspect and review. In accord with New Hampshire law access shall be granted within 14 days after the school receives the request. The Superintendent shall establish a reasonable fee for providing copies of records, and may require that the same be paid prior to release of the copies.

Where the parents of a student are separated or divorced, or for some other reason the student is not in joint custody of both of his parents, information disclosed to one parent concerning the student shall be disclosed to the other natural parent or person having legal custody of the student.

Information may also be disclosed to a person having written authority from the legal custodian of the student, provided that written authority includes written consent to access student record information. All releases of record information shall be recorded in the log attached to the student's cumulative file.

### **III. Release of Student Records to Others**

All parents, guardians, and adult students have the right to consent or to deny consent to disclosure of student records and personally identifiable information contained in the student's educational records, except to the extent that FERPA and the related federal regulations authorize disclosure without written consent. No student record, or personally identifiable student information, other than designated Directory Information shall be released to any third party unless the parent/guardian/adult student has given prior written consent, or the District has acted under an exception to the written consent requirement. The District shall maintain Authorization Forms for use by parents, guardians, and adult students who seek disclosure of records to a third party.

When the District releases records to a third party on the basis of a FERPA exception to the written consent requirement, to the extent required by FERPA, an entry shall be made in the appropriate student log identifying the date of the release, the individual releasing the record, and the exception under which the District is proceeding.

Student records are exempt from disclosure under the Right to Know law, RSA 91-A:5.

### **IV. Right to seek Amendment of a Student's Educational Records**

Parents, Guardians or adult students may ask the School District to amend a record generated by the School District that they believe is inaccurate, misleading or in violation of the student's privacy. A written request should be sent to the principal of the school in which the student is enrolled. The request should clearly identify the part of the record that the requestor wants amended and should specify why it is inaccurate, misleading or violates the student's privacy.

If the School District decides not to amend the record as requested by the parent, guardian or eligible student, the School District shall notify the parent or adult student of its decision and advise them of a right to a hearing on their request for an amendment. If the requesting party seeks a hearing, the matter shall be heard by the Superintendent or her designee. Additional information regarding due process and the hearing shall be provided to the requesting party upon receipt of their request for a hearing. The Superintendent's decision may be appealed to the School Board.

### **V. Designation of Directory Information**

Directory information is information regarding a student that generally is not considered harmful or an invasion of privacy if released or disclosed to outside organizations, including the media, without prior written consent. Outside organizations include companies such as yearbook printers and class ring manufacturers. Directory Information may be published by the District in graduation programs, Honor Roll lists, athletic rosters, playbills, and the like. The School Board hereby designates the following information to be "directory information" which may be disclosed without prior written consent from the parent, guardian, or adult student:

- Name, address and telephone number of the family or adult student;
- Electronic mail address;
- Course participation;
- Weight and height of athletes;
- Date and place of birth;

- Participation in officially recognized activities or sports;
- Grade level;
- Date of attendance and graduation;
- Diploma, Honors, Honor Roll, scholarships and awards received;
- Photograph; and
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

Federal law requires that the District provide military recruiters upon request with the following information: names; addresses; and telephone numbers. The District shall do such unless a parent, guardian or adult student has advised the District that they do not want the information disclosed without their prior written consent.

As set forth below in Section VII, the notice of designated Directory Information shall be published in the Student Handbook on an annual basis and shall be provided to all students on an annual basis at the beginning of the school year or upon their enrollment. Parents and adult student shall be provided a form with the Student Handbook that will permit them to opt out of the release of any or all of the designated Directory Information.

## **VI. The Right to File a Complaint**

The School Board affirms that in addition to any remedy afforded under state law, parents, guardians or adult students have the right to file a complaint with the Family Policy Compliance Office of the United States Department of Education concerning alleged failures of the School District to comply with the requirements of FERPA.

The office that administers FERPA is:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, D.C. 20202-5920  
 Phone: 1-800-USA-LEARN (1-800-872-5327)

## **VII. Annual Notice of FERPA Rights**

The District shall annually publish in the Student Handbook and on its web site a notice to parents and adult students of their rights under Federal law, state law, and this policy as they pertain to student records. The Administration shall use a notice similar to the one set forth in JRA-R, and may revise the notice in such a manner as it deems necessary to comply with changes to state and federal law. This notice shall include information as to the following:

1. The right to inspect and view a student's educational record;
2. The right to provide written consent before the District discloses personally identifiable information from a student's educational records, except to the extent that FERPA authorizes disclosures without consent;
3. The designation of directory information, military disclosures and the right to opt out of disclosure of the same.
4. The right of a student's parent, guardian or adult student to seek to correct parts of the educational record if he or she believes it to be inaccurate, misleading or a violation of student privacy.
5. The right to file a complaint if there is a violation of FERPA or this policy.

**Legal References:**

*Family Education Rights and Privacy Act, 20 U.S.C. 1232(g); 34 C.F.R. 99.1 et seq  
NH RSA 91-A:5, 189:1-e, 189:66, 189:67 and 189:68.*

**Category: P**

**See also:** EHB

1<sup>st</sup> Read: September 5, 2017

2<sup>nd</sup> Read: September 19, 2017

Adopted: September 19, 2017

**KED — GRIEVANCE PROCEDURE (SECTION 504)**

This policy contains grievance procedures which address alleged violations of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. The District's Civil Rights Coordinator is charged with efforts to comply with these laws.

1. The School Board hereby adopts the following Grievance Procedure, which may be used by any person believing that the District, School Administrative Unit (SAU), employees of the District or SAU, students, or third parties violated any of the laws or regulations referenced above. The Assistant Superintendent is designated as the District's Civil Rights Coordinator. He/she is charged with efforts to comply with the above referenced laws. The Assistant Superintendent may be reached at: School Administrative Unit #1, 106 Hancock Road, Peterborough, NH 03458, 603-924-3336. Any complainant has the right to file a grievance with the Civil Rights Coordinator, should they not wish to pursue the informal process described in paragraph 2, below.
2. Any person who has a grievance may discuss it first with the appropriate building Principal in an attempt to resolve the matter informally at that level. The alleged violation must have occurred within 180 days of the informal discussion. The complainant may, at any time, suspend the informal process and submit a formal grievance to the building Principal.
3. If, within five school days of the informal discussion, the matter is not resolved to the satisfaction of the aggrieved party, or if the aggrieved party wish to bypass the informal process and file a formal grievance, the complainant may submit a formal grievance (verbally or in writing) to the Building Principal. A written grievance should contain the name and address of the complainant, a description of the alleged violation, and the remedy or relief sought. The alleged violation must have occurred within 180 days of the date that the grievance was filed. If the complaint is made verbally, the Principal shall reduce the allegations to writing and provide a copy to the complainant. The Principal shall investigate the allegations in the complaint. The aggrieved party, and where appropriate, the person alleged to have discriminated against the complaint, shall have the opportunity to present witnesses and other evidence. The Principal shall communicate his/her decision to the aggrieved party in writing within five (5) school days of receipt of the grievance, unless the complainant and the District agree to extend this timeline. The Principal's written decision shall comply with all applicable privacy laws, including but not limited to, the Family Educational Rights and Privacy Act.
4. If the grievance is not resolved to the complainant's satisfaction, the aggrieved party, no later than five (5) school days after receipt of the Principal's decision, may appeal the Principal's decision to the Civil Rights Coordinator. The appeal to the Coordinator must be made in writing, reciting the matter submitted to the Principal and the aggrieved party's dissatisfaction with decisions previously rendered. The Coordinator shall meet with the aggrieved party to attempt to resolve the matter as quickly as possible, but within a period not to exceed five (5) school days. The Coordinator shall



communicate his/her decision in writing to the aggrieved party and the Principal not later than five (5) school days after the meeting with the aggrieved party.

5. The District will take steps, including but not limited to, discipline of students and/or employees, to prevent recurrence of any discriminatory conduct, and to correct discriminatory effects on the complainant and others, if appropriate. The District will also take steps, including but not limited to, discipline of students and/or employees, to prevent retaliation against the person who made the complaint (and/or was the subject of the discrimination), and against those who participated in the investigation of the alleged discriminatory conduct. Potential consequences for any violations of the above-referenced regulations, including engaging in retaliatory conduct, include, but are not limited to: written warning to the offender(s), suspension, expulsion, or termination of the offender(s), non-disciplinary interventions, or any other remedial steps necessary to ensure compliance with these regulations. Where appropriate, the District may also provide the complainant(s) or victim(s) with non-disciplinary interventions. The District shall not retaliate against anyone who files a grievance or participates in the investigation of a grievance.
6. If the complainant and the District agree, the Principal or the Civil Rights Coordinator may attempt to resolve the complaint through mediation. If the parties decide to pursue mediation, the timelines for the completion of the investigation or appeal will be standing, pending the resolution of the mediation. If the School District and aggrieved party agree on a mutual solution to the alleged discrimination, the investigation or appeal would be closed.
7. The decision of the Civil Rights Coordinator is final pending any further legal recourse as may be described in current local district, state, or federal statutes pertaining to Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990. A complainant has the right to file a complaint at any time alleging discrimination under the above referenced laws and regulations with the; U.S. Department of Education, Office for Civil Rights, 5 Post Office Square, Suite 900, 8th Floor, Boston, MA 02109-3921.
8. This grievance procedure shall be disseminated to students, parents/guardians, employees, and other interested parties. The procedure shall be available on the ConVal School District's website, shall be printed in the parent/student handbook, and shall be available upon request from the building Principal or his/her designee, and at the SAU office.

**Legal References:**

*Section 504 of the Rehabilitation Act of 1973*  
*34 C.F.R. § 104.7(b), Adoption of Grievance Procedures*  
*Americans with Disabilities Act, 42 U.S.C. 12132*  
*28 C.F.R. § 35.107, Adoption of Grievance Procedures.*

**Category: P**

1st Reading: June 19, 2012  
2nd Reading: August 14, 2012  
Adoption: August 14, 2012

## Appendix B. Virtual Learning Academy Charter School (VLACS)

Starting in their sophomore year, students have the option of using one of their four blocks of class time each semester to take a VLACS online course.

- *Why start sophomore year?* The decision to make this option available starting in their sophomore year was based upon the belief that students' freshman year is a critical transition year in which they are getting to know (and be a part of) a new school community, building new relationships with staff members and fellow students, adjusting to a new schedule, further developing their executive functioning/organizational skills, strengthening their ability to communicate with others and advocate for themselves, participating in core courses, etc.
- *Why limit students to only one class block during a school day?* ConVal Regional High School provides a 1:1 learning environment for students--i.e., each student is provided a Chromebook for their use. When the school transitioned to a 1:1 learning environment, a commitment was made to support the development of blended learning opportunities which focus on "blending together" in robust, technology-enabled learning environments:
  - excellent face-to-face instruction,
  - collaborative experiences that support students learning with and from each other, and
  - an emphasis on critical thinking, complex problem solving, and effective communication.

Since VLACS courses limit students' access to face-to-face instruction during the school day, as well as limit students' opportunities to engage in collaborative experiences that support students learning with and from each other, the decision was made to limit time during the school day to one class block each semester.

In order to build a VLACS block into their daily schedule, students must meet with their school counselor and complete an approval form which both the student and parent/guardian will be required to sign, acknowledging that they understand and agree to adhere to the content presented in the form. The content of the form will ensure that the students and their parents/guardians understand:

- VLACS is a separate, distinct high school with its own set of expectations, policies, and procedures.
  - Students and their parent/guardian are responsible for the registration process and must complete the registration process directly through VLACS. Due to VLACS guidelines, school counselors cannot register students for these courses. Students must list ConVal as their school of record when registering.
  - Following completion of the VLACS course, students must request an official VLACS transcript to be sent to the school counseling office to ensure the credit is transferred to their ConVal High School transcript.
- Established guidelines related to students taking a VLACS course during the school day, as well as the resources and support that will be provided to students by CVHS
- Sign a FERPA form which gives VLACS permission to share information with appropriate CVHS staff regarding students' progress and performance in the VLACS courses that they are taking during the school day.

Students who take a VLACS course during the school day will need to meet the following expectations:

- Students will report to the library for their VLACS block.
- Students will work in the area/spot assigned to them by the librarians.
- Students will use the available time to make appropriate progress through the course.
- Students will adhere to the VLACS policy on [Student Code of Conduct and Acceptable Use](#). Policy violations witnessed by supervising staff will be reported to VLACS.
- Students will regularly share with supervising staff the progress they have made through VLACS courses--e.g., lessons completed, assessments taken, performance on assessment, etc.
- If students get "stuck" and feel they can not move forward with a particular lesson or assignment, students are expected to use the remaining time to (a) develop a plan for getting "unstuck," (b) message the VLACS teacher to schedule a time to meet virtually, and/or (c) reflect on their experience taking an online course--e.g., what do they like about the online course, what do they not like about the course, what do they feel is helping them to be successful in the course, what is keeping them from being successful in the course, set goals for themselves based on their reflection, etc.
  - *Note:* Because VLACS teachers are often teachers who teach at a different high school during the school day, their availability to meet virtually to support and help their students is often limited to times that fall outside of the school day.

ConVal High School will provide the following resources to students who are taking a VLACS course during the day:

- Daily block of scheduled time (approx. 80 minutes)
- Appropriate work space
- Access to a laptop computer or a desktop computer if the VLACS course requires capabilities beyond what the students' assigned Chromebook can provide.
- Supervision of the time and space by ConVal High School staff members who have attended and completed training provided by VLACS.

Supervising, trained staff will:

- Report daily attendance to the school office.
- Monitor students' progress and performance in their VLACS course.
- Help students to address any technology issues that surface.
- Confer with students and provide feedback as students work to develop skills and strategies that will help them to be more successful in their efforts to complete an online course--set goals for themselves, self-monitor their progress, ask for and access help from the VLACS teacher, etc.
  - *Important Note:* Students will be expected to seek out help from the VLACS teacher, rather than a CVHS teacher, when they have questions or need additional help with specific course content. The reason behind this expectation stems from the fact that today's students will have more opportunities than ever before to engage in online courses during their secondary and post-secondary educational experiences. With that, the opportunity to try out an online course during the school day is not only an opportunity to engage in learning about course content and meeting graduation requirements, it is also an opportunity to experience taking an online course--explore the similarities and differences between online courses and more traditional classroom-based courses, learn strategies that will help them be more successful in future online courses that they may take, etc.

If a student wants to take a VLACS course in place of a required CVHS course, the VLACS course will need to be reviewed and approved by the building principal and the district's assistant superintendent.

- The review will focus on whether or not the core content of the VLACS course matches the core content of the CVHS course. If yes, then the student will be able to take the VLACS course in place of the required CVHS course. If no, then the student will be able to take the VLACS course as an elective course.
- Since core, required courses often play a key role in supporting students to learn key content and skills that will better enable them to successfully participate in higher-level courses, CVHS wants to make sure that taking a VLACS course in place of a required CVHS course does not compromise students' ability to successfully participate in future classes.

Students taking a VLACS course, or courses, to meet graduation requirements are *strongly encouraged* to complete the VLACS course no later than April 1st of their senior year. This will ensure that

- students are able to request that VLACS send an official transcript to ConVal's School Counseling Department; and
- the School Counseling Department is able to confirm that the students have met the graduation requirements and will be eligible to graduate with their classmates.

VLACS course grades will be incorporated into a student's CVHS transcript the same way that the grades of a student who has transferred into ConVal from another high school are incorporated into a student's CVHS transcript.

- Credit will be awarded and added to the ConVal transcript for all transfer credits based on the actual course letter grade which was awarded by VLACS.

A VLACS course can be considered when determining if a student is eligible to participate in an athletic or co-curricular program.

- Students relying on a VLACS course, or courses, to meet the eligibility requirements outlined in ConVal High School's Student Handbook will need to provide the following:
  - If students are using a VLACS course to meet the requirement of having passed three courses in the academic quarter prior to participation in the athletic or co-curricular program, students will need to provide evidence of successfully completing the VLACS course during ConVal High School's previous academic quarter.
  - If students are using a VLACS course to meet the requirement of being enrolled in three courses in the current academic quarter, the academic quarter in which students are participating in the athletic or co-curricular program, students will need to provide evidence that they are currently enrolled in the course *and actively making progress towards completing the course*. Students will be asked to provide evidence of progress made towards completing the course at mid-quarter. Additional check-ins will be scheduled if there are any concerns that the student is not making appropriate progress.

The following recommendation is for students who want to/plan to take a VLACS course outside of the school day:

- Although not required, students who are planning to take a VLACS course outside of the school day are strongly encouraged to meet with their school counselor to review their transcript and discuss how VLACS coursework may meet, or expand upon, the required 26 subject credits required for graduation.