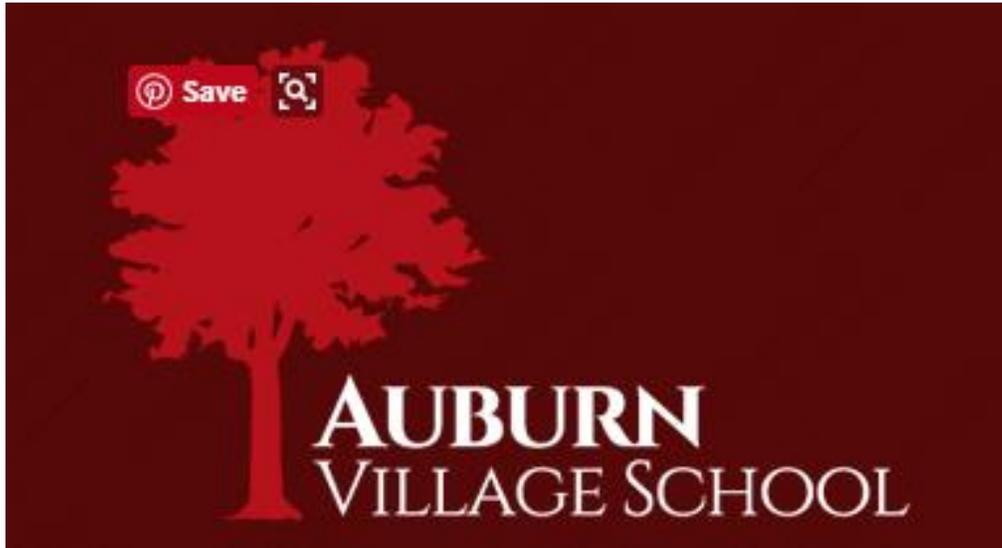


8/2/2017

# **Auburn Village School**

## **Student Handbook**



**Grades K- 5th**

**2017-2018**

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**Auburn School Board - 2017-2018**

Keith Leclair, Chairperson

Janice Baker, Samantha Belcourt, Maureen Murgo, Alan Villeneuve

**SAU # 15**

Dr. Charles P. Littlefield, Superintendent  
Margaret Polak, Assistant Superintendent  
Karen Lessard, Business Administrator

90 Farmer Road, Hooksett, NH 03103  
Phone # 622-3731 Fax # 669-4352  
Office Hours 8:00 AM – 4:00 PM

Hello AVS Community Members,

On behalf of the School Board, it is my pleasure to welcome you and your families to the Auburn Village School. We hope that you had a wonderful summer vacation. As the summer comes to a close and with the fall season on the horizon, it is time to look forward to a new school year with excitement.

We ask that you take the time to read this handbook. It is a valuable resource that can help you become better acquainted with our school. All the people involved with AVS work very hard to give our school a safe, friendly atmosphere, where it is a pleasure to be a 21<sup>st</sup> Century learner.

AVS is a special place. The dedicated faculty and staff have a strong tradition of providing varied opportunities where each student can succeed. We hope that you take advantage of the tools and resources that are available to help you learn, grow and meet the challenges ahead of you.

As with every new school year there are many things to look forward to. There are the programs and opportunities that the PTA so generously provides. There are field trips that allow students to experience and learn outside the school environment. There are activities and events that bring music, art, and community right into the school. And so much more right here in our Village School.

We hope that your year is filled with enjoyable, positive experiences that will help you achieve your greatest potential.

Sincerely,

Keith Leclair  
Chairperson, Auburn School Board

## **Principal's Message**

Auburn Village School  
Auburn, NH 03032  
Tel. # 483-2769

Dear Parents and Students:

We would like to take this opportunity to welcome you to Auburn Village School. We look forward to working with you to ensure your child's educational experience provides them the opportunity to grow academically, socially and emotionally. We believe positive collaboration between you and your child's teachers play a vital role in ensuring your child will have a successful school year. By working together, we can provide your child a solid educational foundation for the future.

Our handbook is filled with valuable information about the procedures and services available at Auburn Village School. Please keep in mind this handbook does not cover every possible situation and is updated regularly. I encourage you to take some time to review this handbook you're your child and use it as a reference throughout the year. The information will be helpful to all parents whether you are reading it for the first or fifth time.

We look forward to a challenging and successful school year. I encourage you to get involved in your school community and become acquainted with all the school has to offer your family. If you have any questions or concerns throughout the school year, please feel free to contact us.

Sincerely,

Lori Collins	Principal
Michel O'Rourke	Assistant Principal
Deena Jensen	Director of Student Services
Cheryl Lynch	Instructional Coach

**AUBURN SCHOOL DISTRICT**  
**SCHOOL DISTRICT MISSION/CORE VALUES**

*It Takes a Village To Educate a Child*

**MISSION:**

The mission of the Auburn School District is to ensure that each student develops the foundational academic skills and knowledge necessary to be a contributing participant in an evolving global society. We work collaboratively with our community to provide the highest quality education in a secure, positive, and challenging environment for all students.

**CORE VALUES:**

**High Achievement**

We will:

- Set high expectations and standards for all students and staff.
- Teach students to be involved and active learners who work hard, think critically and communicate effectively.
- Educate the whole child through engagement in academic, physical, civic pursuits and the arts.

**Excellence in Teaching**

We will:

- Recruit and retain passionate, knowledgeable and skillful teachers.
- Support a professional and collaborative learning community that sustains a culture of intellectual excitement, creative instruction, and personal growth.

**Innovation:**

We will:

- Be recognized as a leader in education and curriculum development.
- Foster critical thinking, open mindedness, creativity and collaborative problem-solving with our students and staff.
- Continuously assess learning and adjust teaching practices accordingly.

**Respect:**

We will:

- Create an environment where students feel known, safe, and valued
- Recognize the uniqueness and dignity of individuals of differing races, religions, classes, ethnicities, sexual orientations, learning styles and abilities
- Create a culture of collaboration, collegiality and open communication
- Welcome divergent ideas on important issues
- Cultivate citizens who contribute to and care about their community and the world

Each year, the Auburn Village School Board will identify strategic district goals. These goals will guide the work of administrators and promote the advancement of the Auburn Village School. Progression of goals will be assessed and discussed at monthly school board meetings. At the conclusion of the year, the Board shall reflect on the degree to which the goals and objectives have been accomplished.

Adopted: January 11, 1989

Revised: June 13, 2006

Revised: June 13, 2017

## School Operating Procedures

### Entrance Age

Children entering the Auburn Village School for their first school experience must be six years of age on or before September 30th, in accordance with RSA 193.1 Duty of Pupil and Auburn School District Policy JEB.

### Visitors

We welcome and encourage parents to visit our school, consult with staff, and participate in our volunteer program. However, we have to balance that invitation with the need to minimize disruption of instructional time and protect the safety of students and staff. If you wish to visit a specific classroom, please call the school and schedule your visit. No one will be allowed to visit a class while in session without the expressed prior consent of the teacher. No student will be released or allowed to see to talk with anyone except their parent or an adult who has the parent's verified permission.

During the instructional day all doors to the building will be locked. Visitors to the school must enter the front door and be buzzed into the building. They need to register in the visitor's log and wear a visitor or volunteer pass while in the building. No adult other than school personnel should be admitted from another exterior door.

Parents dropping off or picking up children from the New Morning After School Program need to gain admittance through the designated door in the cafeteria.

### Supervision of Students

During school hours, or while engaging in school-sponsored activities, students will be released only into the custody of parents or other authorized persons.

### Delayed Opening or Emergency Closing of School

1. **School Cancellation or Delayed Pending** announcements will be made on the following radio, television stations and websites:

THE MILL 96.5FM  
WGIR/610AM  
WKXL/1450AM

WMUR-TV/Channel 9  
WNNH OLDIES/ 99.1 FM  
\*Website: [www.wmur.com](http://www.wmur.com)

WOKQ/97.5FM  
WZID/95.7FM

2. **All school Delayed Openings are for 90 minutes.** Should this occur, students can be expected to be picked up at their bus stops **90 minutes** later than normally scheduled. For example, if your child is normally picked up at 7:30 AM, then on delayed opening, pick up time will be 9:00AM.
3. Should students be sent home early due to inclement weather, announcements will be made on the same radio and television stations and students will be afforded the opportunity to call home.

### Auburn Students Attending Pinkerton Academy

1. **There will not be high school transportation should school be cancelled in Auburn.**
2. Should the **Delayed Opening procedure be in effect in Auburn, but not at Pinkerton Academy, there will be a 90-minute delay.**
3. Should the **Delayed Opening procedures be in effect at Pinkerton Academy, but not Auburn, there will be not transportation to Pinkerton**
4. Should the **Delayed Opening procedure be in effect at Pinkerton Academy and in Auburn, there will be a 90-minute delay.**
5. Should students in the **Auburn Village School be sent home early, but not at Pinkerton,** arrangements will be made to provide high school students with transportation by school bus from Pinkerton prior to Auburn closing. Students in the high school will be notified through the high school intercom system.



## Emergency Management Plan



Auburn Village School has a comprehensive Emergency Management Plan. Most individuals are familiar with evacuation drills, the more routine fire drills. Evacuation drills are one of five drills that the students will practice during the school year. In addition, the emergency plan has four other drills.

- Lock Down is used to protect students and staff from danger within our building. The students and staff stay within their rooms, close doors and windows, and move to an area that is not easily viewed from the hall. If necessary, staff will barricade entry points to room.
- Shelter in Place is used to protect students and staff from an environmental hazard or danger on the school grounds. Students and staff report to the nearest classroom, close doors and windows, and shut off any ventilation.
- Drop and Cover is used to immediately protect students and staff from an imminent danger such as an explosion. Just as it sounds, the students seek immediate protection as under a desk or table and cover their head.
- Reverse Evacuation is used to quickly bring students in the building from the playground.

In the course of the year, we will complete ten evacuation drills as required by the state. School safety has become an issue of increased emphasis in recent years. It is our intent to reassure the students by having practiced procedures in place, not alarm them to possibilities of danger. All drills will be explained and conducted in a calm, matter of fact manner. We expect and appreciate the support of all visiting adults in the building during our drills. Working together we strive to keep Auburn Village School a safe place for children and adults.

## Attendance Procedures

## Attendance Policy

Education is a process whereby significant learning occurs through the interaction of students and teachers. Students need to be present in school to succeed. After school help and assignments sent home cannot duplicate the learning that takes place within the classroom during regularly scheduled classes. Absences for family vacations or other discretionary reasons are discouraged, because much of the classroom experience cannot be made up. Any such absences should be discussed in advance with the principal. Therefore, it is the Auburn School District policy that students should always be in school except when

1. The student's health prohibits attendance.
2. The student's presence is required at a sound, pressing, and unavoidable out-of-school activity.

## State Law on Attendance

"Every child between 6 and 18 years of age shall attend the public school within the district or a public school outside the school district to which he/she is assigned or an approved private school during all times the public schools are in session, unless he/she has been excused from attending on the grounds that his/her physical or mental condition is such as to prevent his/her attendance, or to make it undesirable". (See NH RSA: 193.1)

"Every person having the custody of a child shall cause the child to attend such a school during all times the public schools are in session". (See NH RSA: 193.2)

## Absences

**Parents/Guardians are required to call the school at 483-2769 on those days when their child is going to be absent.** Please call the school office after 7:30 am or leave a message on the office voice mail. You may also send a note in with one of your other children stating that your son/daughter will be absent from school. Each absence from school is to be followed by a note from the parent or guardian stating the dates of absence, the reason and the signature of the parent or guardian.



Each morning, the school cross-checks the student absent list (generated during homeroom attendance) with the list of parents who have called in. If a student is absent and no call has been received, the school will make parental contact as soon as possible. If parental contact cannot be made, we will follow up with the student's emergency contacts.

The student is responsible for making up any work missed during his/her absence from school for any reason. Make-up work will be provided to a student by his/her teacher upon returning to school. One day of make-up time will be allowed for each day of absence.

A student who has been absent from school is not eligible to take part in any school activity that takes place after school or in the evening unless advance approval has been granted by the administration.

## Arrivals

**5<sup>th</sup> grade students please refer to the middle school start times.** Arrival time for elementary students (grades K-4) is 8:40-8:50 a.m. Students should not be dropped off before 8:40, as there is no adult supervision provided.

All students arriving by bus will be dropped off at the back of the school. Students who are driven to school should be dropped off at parent drop off on Eaton Hill Rd.. Students should either proceed to the cafeteria for breakfast or report directly to their homeroom/classroom.

## Tardiness

It is of utmost importance that all students arrive at school on time. Students are considered tardy if they are not in homeroom by 8:50 AM. If your child is tardy, he/she must report to the office upon arriving at school.



## Dismissals

### **End of Day Dismissal**

Students who will be picked up at the end of the day should report to the Parent Pick Up area, which is located on the Eaton Road side of the building. Dismissal for elementary school students is at 3:25 p.m.

When a student is dismissed from school at the end of the day, he/she is expected to leave the school grounds and proceed home immediately. If a student wishes to go somewhere other than home, he/she must present a note signed by his/her parent or guardian to the office.

To use a different bus or get off at a different location, a note stating this information must be sent to the office for signature by an administrator. This note will be given back to the student and must be presented to the bus driver.

A student, who wishes to walk, rollerblade or ride a bicycle home, must present a signed note from his/her parent giving them permission to do so. They must also sign-out in the office before leaving school. Failure to comply with these regulations will result in the suspension of the privilege. (*See XI. Bicycles & Walkers*)

Children may not ride home with anyone except their parents unless a note stating such is on file in the office. This note must be received in the office in the morning so that names may be placed on the parent pick-up list.

### **Early Dismissal**

Students are not permitted to leave the school grounds from the time they report to school in the morning until the time they are scheduled to leave in the afternoon. If it is necessary for a student to leave school during the day, he/she **must have written permission by the parent or guardian** stating the time of dismissal and the individual who will be providing transportation. This note should be brought to the main office at the beginning of the day. At the time the student is being dismissed, he/she must report to the main office for checkout. The person authorized to pick up the student is required to report to the main office to sign-out the student. In the event of an emergency, a dismissal request may be made by phone, but the sign-out procedure remains the same. Students will not be allowed to wait outside under any circumstances.

## Academic Information

### Grading



The evaluation of student progress is a continual process by teachers. Grades are based on a student's performance on tests, quality and completion of class and homework assignments, and effort. Grades are reported to parents at regular intervals. Report cards for the 2017-2018 school year are as follows:

November 9, 2017  
January 12, 2018  
April 6, 2018  
June 13, 2018

Quarter	Grades Due	Progress Check	Quarter Ends	Report Cards Issued	Conferences
Quarter #1	11/8/17	9/28/17	11/3/17	11/9/17	11/13-11/17
Quarter #2	1/24/18	12/15/17	1/19/17	1/26/18	
Quarter #3	4/11/18	2/16/18	4/6/18	4/13/18	4/9-4/13
Quarter #4		5/11/18	6/13/18	Last Day	

### Conferences

Communication between parents and teachers is a key ingredient to effective student achievement. Twice per year, at the end of the 1st and 3rd quarters, teachers meet with parents to review student progress. Parents are given an opportunity to sign up for an appointment.



In addition, teachers are available throughout the school year as the need arises. When parents have questions regarding their child's progress, they are strongly encouraged to contact the child's teacher and schedule a conference. A parent's first contact concerning student progress is to be with the classroom teacher. Please contact the school office, between the hours of 8:00 a.m. and 4:00 p.m., to arrange for an appointment that is mutually convenient for teacher and parent.

### Homework



Homework is an essential component of successful school performance. Completing homework in a consistent, conscientious manner is a good learning habit that sustains the students from their beginning years of school through middle school, high school, college and into the work place. Homework provides meaningful reinforcement of the

daily classroom curriculum. It is an extension of the school day and the learning experience. Homework provides a home/school connection. It provides a parental window into the students' learning accomplishments and performance levels. It also gives a peek into the scope and sequence of curriculum.

Students need help establishing strong homework habits. Parents can assist that process by making homework completion a priority and helping the students schedule a specific time and space for this daily activity. Good homework habits promote a sense of responsibility and accomplishment as an independent learner.

Students will be assigned homework daily. This can be as simple as reviewing notes, vocabulary, or spelling and practicing reading and math skills. The following guideline has been used in determining the appropriate amount of homework per grade level: 10-15 minutes of homework for each grade level of schooling.

- First 10-15 minutes
- Second 20-25 minutes
- Third 30-35 minutes
- Fourth 40-45 minutes
- Fifth 50-55 minutes

If you find that your child's homework is taking much longer than this, please make your child's classroom teacher aware. Home and school need to be talking about this concern and comparing classroom performance in school with parental observations regarding homework. There could be numerous factors contributing to the extended time.

### **Primary Grades**

In readiness, first, and second grade homework is often an extension of classroom practice. It is not graded separately, but the additional after school practice does impact skill acquisition and overall performance. Ultimately, it does affect school grades. The classroom teachers will provide more specific information regarding homework expectations and practices in the beginning weeks of school and periodically throughout the school year.

### **Intermediate Grades**

In grades three, four, and five the students are assuming more responsibility for their learning and establishing habits that will be necessary for later success. Homework is recorded and contributes toward their quarterly marks in each subject area assigned. Homework will count up to, but not more than 20% of the quarterly grade in each subject. Homework marks are determined by the quality of the work produced and the effort demonstrated.

Students are expected to record their daily assignments in the assignment book provided. The teachers will work with students to establish and reinforce this practice. Parents are also encouraged to use the assignment book as a resource. Teachers will notify parents if problems arise with homework completion.

The classroom teachers will provide more specific information regarding homework expectations and practices in the beginning weeks of school and periodically throughout the school year.

### **Make-up Work**



Students will be given an opportunity to make-up missing assignments if they are absent from school. In general, make-up work is due not later than one week from the last date of absence. The time allowed for make-up will be proportional to the time missed with long-term absences given special consideration. If the absence is due to a family trip, it is not required that teachers prepare assignments in advance of the absence, and school textbooks will not be sent on the trip. Work will be reserved for the students upon their return.

## **School Programs**

### **Special Services**

It is the policy of the Supervisory Union #15 school districts to provide free and appropriate educational services for students with special needs in compliance with NHRSA 186-C and Title 20 USC, Sections 1400-1415.

Special educational services for handicapped special needs students are provided in accordance with federal and state laws providing for the education of such students. The State of New Hampshire recognized three general types of handicaps: physical, intellectual, and emotional. Within these broad categories are breakdowns of specific handicapping with criteria specified for each.

Any student thought to have special educational needs as described above will be referred to the special education evaluation/placement team. Parents, teachers, or any person who bears a responsibility for the student may make such a referral by completing a form called Referral for Evaluation/Placement Team Review. Further information is available through the Special Education Office.

### **Section 504 – Rehabilitation Act of 1973**

Auburn Village School complies with the Rehabilitation Act of 1973 (See appendix.) Any concerns or questions regarding the need for an individual 504 plan for a student should be directed to the assistant principal, the 504 Building Coordinator.

### **Title I Math Support**



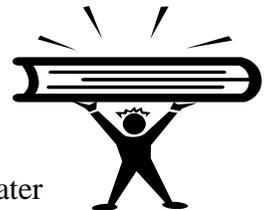
The Title I program provides math support to regular education students in grades 2-6. Selection is determined on the basis of academic need. This program provides extra remedial instruction in support of regular classroom math classes; it is not a replacement for the instruction that students receive in their homerooms.

Instruction is in a small group setting or within the classroom. A variety of teaching methods and materials are used to help each student master skills and build confidence in the area of mathematics.

Mrs. Christina Spain is our Title I teacher. The financial support for this program is shared by the district and federal funds through a Title I grant. Any questions regarding the program can be directed to Mrs. Spain.

### **Remedial Reading Support**

Reading support is offered through our school budget in grades one through six. Selection is determined on the basis of academic need. Reading support supplements reading instruction in the regular classroom. Instruction is in a small group setting.



A strong foundation in reading in the early years reduces the occurrence of difficulties in the later years. We especially focus on first grade with extra support in phonemic awareness, phonics, and decoding skills. As students progress through the grades, there is a gradual transition from phonics and word attack skills to comprehension. We help the students develop the ability to use reading as a tool for other knowledge, rather than just an end in itself.

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We have two reading specialists in the school. Mrs. Sonia McDaniel is the elementary reading specialist focusing on grades K-4. Mrs. Shelley Widdison is the reading specialist for grades 5-8.

### **Counseling Services**

Guidance counselors at Auburn Village School help students to develop better self-concepts, strengthen their ability to solve problems, and change attitudes that are detrimental to school success. Using individual, small group, and whole class activities to meet the social and emotional needs of the students, the counselors complement the efforts of teachers and other staff members.

### **Open House**

Auburn Village School will conduct an open house on **Thursday, September 7<sup>th</sup> from 6:30-8:00 PM for grades Kindergarten through 5<sup>th</sup>**. The intent of the open house is to afford parents the opportunity to visit and become acquainted with Auburn Village School, its programs of instruction, and the staff. Personal conferences should be scheduled at a separate and mutually convenient time to discuss your child's progress.

### **Insurance**

The Auburn School District does not sponsor accident insurance for individual students. Student insurance is made available to all students at a reasonable cost. Complete information is available early in the school year. All accidents, which may result in a claim being filed, should be reported to the principal's office.

### **Food Services**

The Auburn School District participates in the federal program, which provides for free and reduced meals to those who are eligible to participate. Applications are sent home yearly and are also available at the office.

The Auburn Village School serves breakfast and lunch every day. The school lunch menu is uploaded to the website monthly. This time can be a very pleasant interlude in the day's activities if all students employ good manners and show consideration for others. All students should observe the following rules:

1. Wait courteously in line.
2. Select individual card from the wall rack.
3. Have your card and/or money ready for payment
4. Clean up personal refuse and place in proper container
5. When finished eating, pick up all paper and utensils and place them in the proper receptacles.
6. Exit the lunchroom in a quiet, orderly manner.

#### **The cost of school lunch is as follows: (Subject to change)**

- Student Breakfast, includes milk \$ 1.50 per meal
- Student Hot Lunch, includes milk \$ 2.60 per meal, Grades 6-8 \$2.75
- Student Milk white and chocolate milk \$.50 per pint
- Adult Hot Lunch, includes milk \$ 3.50 per meal
- Adult milk white and chocolate milk \$.50 per pint

Our lunch program is a debit system, not a credit system. Parents should purchase meals weekly or monthly, either by check, cash, or online at **mylunchmoney.com**. All checks should be made out to AVS Hot Lunch Program. Any checks returned for insufficient funds shall be assessed a \$20.00 administration fee.

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**Charging of meals is not allowed.** Students who have legitimately lost or forgotten money shall be served; however, reimbursement is expected the following day.

The Auburn Village School Food Service Program is intended to provide the students with well-balanced and nourishing meals. The lunch director appreciates any comments or advice relative to this endeavor. Parents of students with special dietary needs should contact the lunch director in order to establish a suitable alternate menu.

**\*Important Note: Because water is not one of the five major food groups as defined by the USDA, it cannot be substituted for milk as part of a purchased lunch. It is available daily at a cost of \$ .50.**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint 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). USDA is an equal opportunity provider, employer, and lender.

### **Charging of School Lunch**

**Every student in the Auburn Village school will be offered a nutritious, state-approved lunch at a price that has been approved by the School Board for that school year if they desire. However,**

- A. When the balance is \$5 or less a letter will be sent home via the student. A student with a negative balance will not be allowed to purchase snacks.
- B. If the negative balance reaches \$10.00, the Food Service Director will call the parent/guardian.
- C. If a 1<sup>st</sup> or 2<sup>nd</sup> grade student has a negative balance, he/she will be allowed to charge a reimbursable lunch or milk.
- D. If a 3<sup>rd</sup> – 8<sup>th</sup> grade student has a negative balance, he/she will be allowed to charge a reimbursable lunch for two days.
- E. Students will be able to charge lunch subject to the criteria of this policy; all others may participate in a pre-payment program.

**Reimbursable Lunch – All five components are offered (milk, protein, bread or starch, and two different servings of fruit and/or vegetable) and student takes three.**

## **Student Health**

### **Physicals**

The following policy on medical examinations is established to comply with laws enacted by the NH General Court. Under RSA: 200, the superintendent shall exclude any student not meeting the physical examination requirements required by the district from school.

All students, prior to entering Auburn Village School, shall have a complete physical within the past year. Parents/guardian of students transferring to the Auburn Village School must present proof of meeting physical examination and immunization requirements within thirty days of entrance.

**The Auburn Village School Board requires a complete medical examination by a licensed professional six months prior to entrance into sixth grade.**

No medical exam shall be required of a child whose parent or guardian objects to such examination in writing on the grounds that such a medical exam is contrary to family religious beliefs.

### **Immunization of Students**

Diseases that can be prevented by immunization are an unnecessary hazard to the health of the children in the classroom, to their families, and to others in the community. It is the policy of the Auburn School Board that immunization requirements for the district will be carried out in accordance with **NH RSA #200.38 and #200.39** which states the following:

#### **#200.38 Control and Prevention of Communicable Diseases**

1. All the children shall be properly immunized prior to school entrance according to the current recommendations of the state public health agency.
2. Any child may be exempted from the above immunization requirements if he/she presents evidence from his/her physician that immunization would be detrimental to his/her health. A child may be excluded from immunization for religious reasons at the discretion of the school board.

#### **#200.39 Exclusion from School**

Whenever any student exhibits symptoms of contagion or is a hazard to himself/herself or others, he/she shall be excluded from the classroom and his/her parent or guardians shall be notified as soon as possible.

#### **Immunization Requirements:**

1. If 6 years of age or under: 4 or 5 doses of DTaP or DPT, given at acceptable intervals are required for school entry with the fourth or fifth dose given on or after the 4th birthday.
2. If more than 7 years of age: 3 or 4 doses of DTaP, Tdap, or Td with the last dose given on or after the 4th birthday.
3. Grades 7-12: 1 dose of Tdap is required for entry into 7th grade. A Tdap vaccine given on or after the 7th birthday meets the school requirement for Grade 7.
4. 3 doses of an all IPV or OPV schedule with the last dose on or after the 4th birthday. If a combination of IPV/OPV schedule was used four valid doses must be given.

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5. 2 doses of MMR, the first dose must be on or after the 1st birthday.
6. 3 doses of Hepatitis B given at acceptable intervals.
7. 2 doses of Varicella or laboratory confirmation of chicken pox disease.

## **Student Medication Procedures**



Prescribed medication should not be taken during school hours if it is possible to achieve the medical regimen at home other than during school hours.

In those instances when medication must be taken during the school day, arrangements will be developed to accomplish this. Any prescription medication to be given must be accompanied by a parent's note, as well as a health care provider's order. The healthcare provider's orders for medicinal preparation for use by the student shall specify in writing the duration of the order, name of the drug, the dosage and the time. The prescribing health care provider will be responsible for the medical care of the student. The health care provider's orders shall be renewed each school year if a long-term dosage or time schedule is indicated.

Parents may give written permission for a child to receive short-term nonprescription (over-the-counter) medication at school (NH Department of Education administrative rule, Ed 311.02). A form granting this permission must be completed each year along with an updated parental health history.

All medication must be delivered in the original container, properly labeled with the student's name, name and strength of medication, and directions for taking the medication. In the case of prescription medication, the health care provider's name and the date of the original prescription must be present. At the school's discretion, a limited amount of stock over-the-counter medication may be available from the nurse for student use with the above parental permission. All medication will be delivered directly to the school nurse or Principal by the parent or a responsible adult over the age of 18.

No medication may be dispensed or administered to any student by other school personnel unless they are under the supervision of the nurse. In the absence of the school nurse, a designee of the Principal may assist the student in taking the prescribed medication.

All medication shall be stored in a designated and secure place. Inhalers, epipens, and insulin pumps may be kept on the student with written health care provider and parent approval. The student will report to the school nurse after using the inhaler or epipen. The nurse or Principal shall be responsible for the key of a locked cabinet.

Not more than one month's supply of a prescribed medication shall be stored in the school. Unused medication shall be picked up by a parent or guardian within ten days or disposal by the school nurse will be carried out.

There is a computerized record of all medications taken by a student. It includes the date, time, dosage, and the name of the person assisting the child. If a student refuses to take the medication or if the medication has run out, such will be recorded.

## **Protocol for Use of Epipen**



In the event of a severe allergic reaction, (anaphylaxis) the school nurse, (or principal's designee) or the student, if self-administration is authorized, will administer an Epipen. The child or adult will be given the injection and be transported by ambulance to a local hospital.

The signs and symptoms of anaphylaxis, which may occur within minutes, include the following: flushed skin, puffy face, difficulty breathing, coughing with wheeze, generalized swelling and hives. A victim may be in shock and the skin color mottled. They may appear apprehensive and may have an unobtainable pulse along with a decrease blood pressure. Epipen Jr. will be used on children under 65 pounds. Epipen will be used on children over 65 pounds and adults. If symptoms persist, a second dose would be given 15 minutes after the first dose.

## **Rules and Regulations**

### **Conduct and Discipline**

The principal shall be empowered to establish rules and regulations for the conduct of students.

Discipline...

- Is a learning process through which students are taught to adhere to the behavioral expectations of their community.
- Is an orderly and structured environment.
- Is achieved when everyone respects the rights of others and accepts responsibility for their own actions and inactions.

In order for teachers to teach, and students to learn, a positive and orderly school environment must be maintained. The school must protect the safety of its students and provide an effective learning environment. Students whose behavior inhibits this purpose will be held accountable for their actions.

### **Disciplinary Procedures**

Whenever possible, students will be notified of disciplinary consequences in as private a situation as is possible.

**Refusal to accept/serve appropriate discipline will result in an increased consequence.**

Each grade level team will periodically review behavioral expectations with students.

In order to maintain consistency when discussing behavior with a student, the student will be informed as to the specific nature of the infraction, and as to which of the following categories the behavior belongs.

- Disruptive Behavior
- Disrespectful Behavior
- Unsafe Behavior
- Unethical Behavior
- Unkind Behavior
- Irresponsible Behavior
- Defiant Behavior (Refusal)

## Due Process



Students have the right to due process. Due process involves the following: notification of the charges, an opportunity to respond, and a fair hearing. This still allows for immediate questioning and disciplinary action for most infractions of school rules. Bringing minor infractions or violations of school rules to a student's attention constitutes notification. The student's response (acknowledgment or denial) provides opportunity to respond. This exchange is, in effect, a hearing.

For more serious infractions, which may lead to a more severe punishment, more formal procedures are available. These procedures may include the following: notification of parents in writing, a formal hearing with representation, offering evidence and witnesses for cross-examination. Students will be given the opportunity to respond both verbally and in writing before the administration determines an appropriate punishment.

### Level I Behaviors & Consequences

Level I behaviors usually occur in the classroom or in other settings under staff supervision. Behaviors at this level will seldom result in the intervention of a building administrator.

#### Behaviors at this level include, but are not limited to:

##### **Disruptive Behavior**

Disruption of instruction  
Excess noise in hallway  
Cutting in line

##### **Disrespectful Behavior**

Responding to a staff member  
inappropriately  
Inappropriate Language/Attitude

##### **Unsafe Behavior**

Running inside building  
Throwing objects  
Play involving physical  
contact  
Not following playground rules

##### **Unethical Behavior**

Plagiarism  
Copying homework

##### **Unkind Behavior**

Hurtful language  
Teasing

##### **Irresponsible Behavior**

Abuse of rest room time  
Roaming halls  
Littering  
Loitering  
Not returning parent signature required  
papers

#### Consequences at this level include but are not limited to:

Verbal Reprimand  
Time out  
Loss of recess

Parent phone call  
Loss of Activity Privileges  
Parent phone call from student  
with staff supervision

Seat change  
Loss of privileges  
Letter home from student  
with staff supervision

### Level II Behaviors and Consequences

Level II behaviors, for the most part, will be handled by staff but may also be referred to a building administrator.

#### Behaviors at this level include, but are not limited to:

**Disruptive Behavior**

Deliberately interrupting instruction  
Inappropriate touching

**Disrespectful Behavior**

Inappropriate language/gestures directed at another student  
Arguing with staff

**Unsafe Behavior**

Tripping  
Leaving assigned area without permission (repeated)  
Throwing objects with intent to hurt

**Unethical Behavior**

Lying  
Cheating  
Forgery  
Theft

**Unkind Behavior**

Bullying (1<sup>st</sup> offense)  
Harassment (1<sup>st</sup> offense)

Failing to follow emergency drill protocol  
Arguments involving physical contact

**Irresponsible Behavior**

Abusing school property

**Defiant Behavior (Refusal)**

Repeating Level I behaviors despite interventions  
Refusing to do work  
Refusing to comply with a supervising adult's instruction/request

**Consequences at this level include but are not limited to:**

Financial Restitution  
½ Hour PM detention  
1 Hour PM detention(s)

Lunch & Recess in the office  
Multiple Lunch & Recesses in the office

**Level III Behaviors and Consequences**

Level III behaviors will be handled by a building administrator. They could require the filing of a police report under the Memorandum of Understanding with the Auburn Police Department (See appendix). Parental notification will include a phone call, discipline slip requiring a parental signature, and/or a letter.

**Behaviors at this level include, but are not limited to:**

**Disruptive Behavior**

Group Disruption

**Disrespectful Behavior**

Inappropriate Language/Gestures directed at a supervising adult

**Unsafe Behavior**

Throwing objects with intent to hurt  
Fighting (severe)

**Unethical Behavior**

Theft  
False Alarms-fire, 911  
False reporting

**Unkind Behavior**

Bullying  
Harassment  
Sexual harassment

**Irresponsible Behavior**

Purposeful damage to property  
Destroying school property

**Defiant Behavior (Refusal)**

Repetition of Level II behaviors despite interventions

**Consequences at this level include but are not limited to:**

1 Hour PM detention(s)  
½ Day Internal Suspension  
Multiple Day Internal Suspension

Full Day Internal Suspension  
External Suspension- up to 10 days.

## Level IV Behaviors and Consequences

Level IV behaviors are those behaviors covered in the **Memorandum of Understanding with the Auburn Police Department**. (See appendix) These issues will be handled by a building administrator in conjunction with the Auburn Police Department.

### Consequences at this level include but are not limited to:

External Suspension

Expulsion



### **Definition of Consequences**

**LOSS OF ACTIVITY:** The student will be ineligible to participate in an upcoming school sponsored activity (i.e. Field Trip)

**TIME OUT:** Student will be isolated from peers for a period of time.

**RECESS DETENTION:** The student will spend his/her recess in an assigned area (i.e. a classroom or the office) under adult supervision.

**LUNCH & RECESS DETENTION:** The student will spend his/her lunch and recess in an assigned area (i.e. a classroom or the office) under adult supervision.

**DETENTION:** Students will be assigned a detention by any staff or faculty member if their behavior warrants it. A detention is defined as time after regular school hours (9:00 a.m. to 3:15 p.m.), which is spent under the supervision of a staff member. Parents will be notified prior to the time the detention is to be served. Students shall report on time and will be subject to further disciplinary action if they fail to keep their detention. The parents will be given at least twenty-four (24) hours notice and shall be expected to provide or arrange transportation from the school to home. (With parental permission, the 24-hour time frame may be waved.)

**RESTITUTION:** Student will pay for or replace damaged property.

**INTERNAL SUSPENSION:** The student may be assigned to an internal suspension, which would be held at school during regular school hours. He/she will be isolated from his/her peers and supervised by school personnel while he/she completes daily assignments.

**EXTERNAL SUSPENSION:** Students may be suspended externally from school at the discretion of the principal or assistant principal, as authorized by the superintendent. These external suspension periods would not exceed ten (10) school days, unless the severity of the student's behavior, as determined by the Superintendent of Schools, warrants a longer stay out of school. Schoolwork will be assigned and due upon the student's return. **(Students are not allowed on school grounds during an external suspension.)**



### **Bullying**

Bullying is conduct which subjects a pupil to insults, taunts or challenges, whether verbal or physical in nature which are likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner. Conduct constituting bullying will not be tolerated. (See appendix for complete policy)

## Playground Rules



- Obey the adults on duty.
- Respect each other's rights and personal space.
- Stay within the designated areas for your grade level.
- Do not eat or drink on the playground. Finish your lunch before coming to recess.
- Do not play games that involve body contact, pulling of clothes, or roughness. Football may only be one hand touch.
- Tag, football and soccer games are only to be played on the grassy areas, not the blacktop.
- Do not fight- real or imaginary.
- Equipment:
  - No hockey sticks, tennis rackets, hard balls (including footballs), batons or recorders are to be brought to recess.
  - Safe equipment like Nerf balls, tennis balls, jump ropes and yo-yo's are permitted.
- Use all playground equipment as intended. Do not try gymnastics or stunts on the equipment.
- Play fairly, follow the game rules, and take turns.
- Stay a safe distance from all equipment in use and all games in progress.
- Stay out of "Off Limits" areas: the incline around the parking lot, the triangle walkways near the cafeteria entrance, the trees next to the playground, along the side of the school building not adjacent to the grass, and between the portables. Do not climb on or crawl under fences.
- **Above all, don't intentionally hurt another student. Be a friend to everyone on the playground.**

**Act safely, responsibly, and respectfully to the adults on duty and the other students sharing the playground with you. Then everyone will have fun!**

## Dress For School

Students are required to demonstrate appropriate standards of dress. Clothing that is immodest, unsafe or potentially disruptive to the learning environment is not acceptable.

Examples of unacceptable clothing include, but are not limited to:

1. Shirts and pants that leave the midriff area exposed.
2. Tank tops or dresses with straps less than 2 inches in width.
3. Clothing that is significantly ripped or torn.
4. Clothing that displays inappropriate messages.
5. Coats or jackets in the building unless warranted by building conditions.
6. Chains or spiked jewelry.
7. Spandex or excessively tight clothing. Yoga pants and leggings may be worn as long as they are not see-through.
8. Clothing which exposes the undergarments.
9. Hats and Sunglasses.
10. Unsafe footwear.
11. Shorts or skirts that do not reach mid-thigh in length.
12. Pajamas or sleepwear

Students shall be required to change if they arrive at school dressed inappropriately. Parents may be asked to bring appropriate clothing to them. A student who wears an article of clothing to school after it has been deemed inappropriate will be subject to disciplinary action. **Judgments related to unacceptable clothing shall be made by the administration only and these judgments are not subject to arbitration.**

## Drugs and Alcohol

The taking and/or possession of illegal drugs or alcohol, in any form, is not permitted at any time. Parents will

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be informed immediately if a student is in violation of this policy, and the matter will be brought to the attention of the Board and other proper authorities. Any student in possession of or under the influence of drugs or alcohol will be immediately suspended from school for at least five days.

Prescription medication may only be taken by the student to whom it is prescribed, pursuant to Board Policy JLCD on administering medication in school. The misuse of prescribed or over-the-counter medications in the school will result in disciplinary action.

### Sexual Harassment

The school district maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment and sexual violence against students or employees are forms of sex discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of personal harassment by any person, male or female, which produce an intimidating or hostile environment, will not be tolerated under any circumstances.

### Physical Education

Physical Education is offered to each student on a weekly basis. Students may be excused from participation in Physical Education classes under the following conditions:



1. Short-term illness or injury requires a note from either the student's parent and/or physician. Short-term is not to exceed two consecutive physical education classes.
2. Extended illness or injury requires a note from the student's physician. This note is required should the student not be expected to participate in more than two physical education classes.
3. Proper dress, including non-marring sneakers, is expected for each class.
- 4.

### Assembly Behavior



Assemblies are held periodically during the school year. Attendance at an assembly is a privilege. Everyone is expected to be courteous and polite to all guests of the Auburn Village School. Our behavior reflects not only upon us individually, but also upon all the staff and students of Auburn Village School.

Talking, unnecessary movements, whistling, booing, and exaggerated applause are all considered inappropriate assembly behavior.

### Telephones

Except in case of an emergency, students are discouraged from making telephone calls from school. The office telephone is available for emergency use with permission from a teacher or administrator. After school arrangements are to be made prior to the start of the school day.

**Students are not permitted to make calls from their cell phone or the pay phone during regular school hours.** Unprivileged use of the pay phone during school hours will result in disciplinary action.

### Cell Phones



The use of beepers, recording devices, cell phones and similar communication devices by any student in a school building or while in transit under the authority of the school or while attending any function authorized by the school is prohibited unless specifically authorized by school personnel.

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Student's cell phones should be stored while at school. If school or bus staff becomes aware of unauthorized cell phone usage, the cell phone will be confiscated immediately and only returned directly to the child's parent or legal guardian.

**The Auburn School District will not responsible for lost, damaged or theft of any cell phones or other electronic devices.**

### **Computer Usage**

It is a privilege to use school computers and students will act according to the expectations set by district policy. The following rules governing usage must be adhered to:

1. Students will obey all rules listed in the Auburn School District Acceptable Use Policy (see appendix).
2. Students will use materials and equipment responsibly.
3. Students will not send or receive anything over the computer that violates the District's policy.
4. Students will respect the privacy and property of other users.
5. Students will never disclose their real name, address, phone number or other personal information over the Internet.
6. Students will use programs and equipment only as directed by a teacher.
7. Students will not waste school computer resources.
8. Students will not attempt to bypass security systems.
9. Students will not harm or destroy data of another user residing anywhere on the school network or on the Internet.
10. Student access may be limited by the supervising teacher/adult.

### **Community Use of School Grounds**

Auburn School Policy KFC addresses the responsible use of school property. An individuals on school property need to be cognizant of state law in respect to use of tobacco (RSA 126-K-7) and school policy (KG-P) prohibiting the use of alcohol. All individuals using the school property are responsible for safe and appropriate behavior/conduct. School property needs to be respected. All individuals present on school grounds need to be treated with courtesy.

The community may use the playground and sports field when it is not being utilized for authorized functions or activities. Use of these areas is restricted to intended purposes.

Loitering is prohibited on school property. All activities are prohibited within 25 feet from any school building, including the portables. The parking lot should not be utilized for unsupervised recreational use during the school calendar year. Supervision is defined as an adult being present and responsible for the behavior, conduct and safety of individuals participating in the activity. Mini-bikes, all-terrain vehicles, go-carts, motorized scooters and snowmobiles are not permitted on school grounds. Disregard of this policy will be subject to school disciplinary code and/or town ordinances and state laws

### **Bus Transportation**

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School bus transportation is provided for students of the Auburn Village School as required by New Hampshire state statutes.



A student's bus route is determined by his/her residence. Any request for a change of bus route or stop must be submitted in writing by the parent or guardian to the school principal. Pupils may not transfer to a different bus route without the express written permission of the principal or assistant principal. If a student is not planning to use the provided transportation, a note from the parent should be on file in the school office.

School administration and the bus company cooperate to maintain the safety and student conduct on the buses. Once bus routes are established, pick-up and drop-off times should be predictable, but bus drivers cannot confirm that parents are home before drop-off in the afternoon. Supervision at the bus stop is a family responsibility; the school does not have jurisdiction beyond school property including the buses.

### **Bus Conduct**

Bus conduct is an important safety related issue. Students are expected to behave in a manner that does not jeopardize the safety or welfare of themselves or others.

Students will:

1. Take their seats in an orderly manner
2. Remain in their seats until the bus comes to a complete stop
3. Speak in a polite/quiet manner
4. Keep their feet and objects out of the aisle
5. Keep their hands to themselves
6. Treat others with respect

When necessary, the bus driver will issue a transportation disciplinary report, which will be sent to the school administration where the appropriate action will be taken. Video cameras will be used on the 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(k)(1).

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

1. Standing or changing seats while the bus is in motion.
2. Any act of vandalism.
3. Profanity, vulgar remarks or gestures.
4. Use of tobacco, alcohol, or narcotics.
5. Disobedient or abusive remarks or actions to the bus driver, students, pedestrians or drivers of other vehicles.
6. Causing loud noises or disturbances that could distract the bus driver's attention from the road.
7. Fighting or pushing upon entering the bus, while on the bus, or leaving the bus.
8. Throwing objects of any kind on the bus or from the bus.
9. Any action which is dangerous or disruptive.
10. There will be no skis/poles, hockey sticks, baseball bats, large musical instruments, or any other large objects allowed on the bus that cannot be carried on the student's lap.
11. Students are not allowed to bring pets, skate boards and large sports equipment on the bus.
12. Cell phones or any other electronic should be turned off and stored in the student's backpack while on the bus.

Student's whose conduct on the school bus is unsatisfactory may be denied the use of bus transportation by the building principal as per NH RSA 189:9-A. The first offense will generally result in a warning. A parent conference to include the student and the bus driver may be required. In a circumstance where a student's

behavior constitutes a safety hazard, suspension will be considered immediately after necessary due process.

## Disciplinary Actions

### First Write Up:

Consequences will range from a written notification to parents, up to a three (3) day suspension of school bus privileges.

### Second Write Up:

Consequences will range from a three (3) – five (5) day suspension of school bus privileges.

### Third Write Up:

Consequences will range from a five (5) – ten (10) day suspension of school bus privileges.

### Fourth Write Up:

Consequences will range from a ten (3) – twenty (20) day suspension of school bus privileges.

The suspension will take effect forty-eight hours after the principal's decision.

If a student has been denied the right to ride a school bus for disciplinary reasons, the parent or guardian of that student has a right of appeal within 10 days of suspension to the authority that suspended that student's right. Until the appeal is heard, or if the suspension of the student's right to ride the bus is upheld, it shall be the parent's responsibility to provide transportation to and from school for that student for the period of suspension.

**Students who continue to behave inappropriately may be suspended for the remainder of the school year in accordance with the provisions of RSA 189:9-A.**

In this event, the student's parents may request to meet with the superintendent to appeal the decision within forty-eight hours. Should the principal's decision stand, the suspension will go into effect as scheduled. The parent may request to appear before the Auburn School Board to seek a restoration of bus privileges, but not before a minimum of twenty (20) school days have passed since the suspension of riding privileges. **Should privileges be restored and another write-up occurs, bus privileges will be revoked for the remainder of the year. As required by state law, students are expected to attend school. In the event of a suspension, it is the parent's responsibility to see that a child is transported to school. Dismissal from the bus should not be construed as a dismissal from school.**

## Bicycles and Walkers

All bicycle riders and walkers are required to:

1. Have written parental consent on file in the school office.
2. Sign-out in the office before leaving school.



In addition bicycle riders are required to:

1. Observe safe biking procedures entering and leaving school property.
2. Always walk the bike while on school property.
3. Place and secure the bike in the racks provided as soon as the student arrives at school.
4. Exercise extreme caution at all times.
5. Refrain from riding on school grounds until the last elementary bus has left.



**State law requires all children under 16 years of age to wear helmets.** The Auburn School District is not

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responsible for lost or damaged bicycles and recommends the use of a bike lock. Out of concern for the safety of our students, we discourage riding skateboards, scooters, or rollerblades to school.

## Miscellaneous Information

### Facilities and Materials

Students are expected to exercise care in their use of all school facilities and equipment. Damage to any of these will be reported to the office. Purposeful damage to AVS facilities and equipment will not be tolerated. Students responsible for such damage will be subject to disciplinary action that will include, but is not limited to, restitution in the form of replacement or funds to repair the damage done.

Textbooks are furnished free of charge to students and must be returned in their original condition. Students, or their parents, will be held responsible for books lost, destroyed or damaged.



### Personal Property



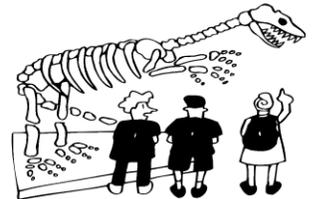
**The Auburn Village School is not responsible for lost or stolen property.** Students are discouraged from bringing distracting items to school. Radios, electronic games, rollerblades, toys, skateboards, and other such expensive equipment should not be brought to school unless they are being used for a classroom project and have the approval of a teacher. Such items, if used during school time, will be taken by the teacher and returned to the student at the end of the day. Parents will be contacted if this behavior is repeated and may be required to pick up the items at school.

### Lost and Found

Lost and Found is located in the back lobby by the stairs for easy access during off school hours. Due to the amount of lost and found items, we encourage parents to label all student belongings. Auburn Village School is not responsible for items that have been misplaced or stolen. Students are urged to check regularly for lost items. Unclaimed items will be donated to charity at the end of each quarter.

### Field Trips

Field trips are a means of helping students learn as much as possible about the world in which we live. Field trips represent part of the overall academic program. Teacher and student preparation and follow-up are essential to each trip's success in order to translate experiences into learning.



Before each trip, authorization forms will be sent home to the parents/guardian. These are to be completed, signed, and returned to the school before a student can be allowed to go on a trip. Teachers and parent chaperones are assigned to each trip to provide adequate supervision.

Participation in a field trip is a privilege. Should a student fail to adhere to the rules of conduct on the trip, that student will be sent home at the expense of the parent and will lose the right to participate in the next school-sponsored event.

### Party Invitations

In respect to all students, to protect privacy and ensure safety and security, invitations to private parties cannot be distributed on school grounds. Staff cannot release the address and/or telephone numbers of our students. In addition, we recommend that parents refrain from sending special deliveries (ex: balloons, flowers) to their children at school. Deliveries such as this interrupt the classroom and the learning environment.

## **Print/Video/Media**

Parents of students in the Auburn Village School should be aware that students in the school are, on occasion, featured in newspaper articles and/or in photographs, or shown on tape for purposes of television, videotape, or photographic presentations. **If you do not wish your child to be featured in any print or video media presentation, please be sure to make this known to the school through the form provided.**

## **PTA**

The Auburn Village School has a very active PTA. One of the most important aspects of the PTA is to have open communication with parents, teachers, and the community. The money the PTA raises enhances the lives of the children attending AVS. Members of the community are welcome to attend the meetings and participate in the activities and functions.



## **Volunteer Program**

In affiliation with our PTA, we have an active school volunteer program. It has received distinction as a Blue Ribbon School by NH Partners in Education for the past six years. Our volunteers do participate in a criminal check at the district's expense. Community volunteers help staff and students in many ways – in the classroom, in duplicating instructional materials, in the library and computer lab, in coordinating school functions and fundraisers. If you are interested in participating in our volunteer program, please visit the link to the PTA on the school's website.

## **School Web Site**

Auburn Village School has an extensive homepage on the web. The maintenance of the site is a part of our annual school budget. We hope you find it a convenient and effective resource for information regarding our school. The site address is <http://auburn.sau15.net/>

## Appendix

### Memorandum of Understanding Between The Auburn School District & The Auburn Police Department

It is the intention of the local Auburn Police Department and the Auburn School District to work in a joint cooperative effort to provide a safe and healthy environment for the students, staff and visitors. We intend to do this in compliance with New Hampshire RSA 193-D, Safe School Zones, as amended.

Communication and sharing of information is the initiation of any cooperative effort. As required by law, it is agreed that every school employee who has witnessed, or who has information from the victim of an act of theft, destruction, or violence in a safe school zone shall report such act in writing immediately to a supervisor. A supervisor receiving such report shall immediately forward such information to the School Principal who shall file it with the local law enforcement authority. Such report shall be made by the Principal to the local law enforcement authority immediately, by telephone or otherwise, and shall be forwarded within 48 hours by a report in writing.

As a result of NH RSA 192-D:7, school employees are relieved of concerns regarding confidentiality. It states:

Notwithstanding any other provision of law, it shall be permissible for any law enforcement officer and any school administrator to exchange information relating only to acts of theft, destruction or violence in a safe school zone regarding the identity of any juvenile, police records relating to a juvenile, or other relevant information when such information reasonably relates to delinquency or criminal conduct, suspected delinquency or suspected criminal conduct, or any conduct which would classify a pupil as a child in need of services under RSA 169-D or a child in need of protection under RSA 169-C.

The report required above shall include:

- A. Identification of the act of theft, destruction, or violence as defined in RSA 193-D:1 that was allegedly committed.
- B. The name and address, if known, of any witness to the act of theft, destruction or violence in a safe school zone.
- C. The name and home address, if known of any person suspected of committing an act of theft, destruction, or violence in a safe school zone.

The written report required above may be waived by law enforcement officials when there is a law enforcement response at the time the incident which results in a written police report.

"Acts of theft, destruction, or violence" means acts set forth in the following, regardless of the age of the perpetrator and shall be reported as required above:

- a. Homicide under RSA 630  
Any death shall be immediately reported to law enforcement officials, regardless of suspected cause.
- b. Any first or second degree assault under RSA 631  
This will include injury to a person caused by another person. Investigation may reveal that not all of these incidents constitute an actual crime. Reporting will allow an investigation to be conducted.
- c. Any felonious aggravated felonious sexual assault under RSA 632-A  
Although going beyond the legal requirement, all acts of sexual penetration occurring within safe school zones will be reported.
- d. Unlawful possession or sale of a firearm or other dangerous weapon under RSA-159  
Due to the tremendous potential for serious injury or death when firearms are present, any person in possession of a firearm within Safe School Zones will be reported. The exception will be recognized Law Enforcement personnel. Some of those reported may not be in violation of the law, but should be reported.
- e. Arson Under RSA 634:1  
Any person who knowingly starts any fire or causes any explosion which results in injury, or damage to the property of another, or is done with intentional disregard for the safety of others, is included in this section.
- f. Burglary under RSA 635

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Any person who enters a building, or separately secured section of a building, with a purpose to commit a crime inside.

g. Robbery under RSA 636

This includes any theft that is accomplished by the use of physical force or the threat of imminent force

h. Illegal sale or possession of a controlled drug under RSA 318-B.

Although going beyond the legal requirement, reports will be made on any substance, other than food, that affects the way your mind and body work, excepting legally prescribed medications, which should be recorded with the appropriate administrative school personnel.

## Weapons in School ASD

Board Policy: Schools are intended to be a safe environment for learning. Possession or use of a weapon in any school facility is strictly prohibited. A person found to be in possession of a weapon on school premises before, during, or after school or at any school-sponsored activity is subject to administrative and/or legal action.

Administrative Implemental Procedures:

1. Weapons are identified in two categories:
  - A. Articles commonly used or designed to inflict bodily harm and/or to intimidate other persons. Examples are firearms, knives, chains, stars, etc.
  - B. Articles designed for other purposes but when deliberately used to inflict bodily harm and/or intimidate. Examples are belts, combs, pencils, files, compasses, scissors, etc.
2. An individual acting in an aggressive or belligerent manner with any article as described above will be administratively judged to be in possession of a weapon. Disciplinary action will be taken and counseling may be recommended.
3. An individual using a weapon in a fight or altercation will be administratively judged to be in danger to others and self and will be subjected to extended suspension or expulsion proceedings, or other appropriate disciplinary action.
4. Administrators or other delegated school officials, in their professional judgment, will confiscate any article previously identified as a weapon under 1A above. Such weapons will be submitted to the appropriate law enforcement agency. Articles previously identified in 1B above and any other article deemed a weapon will be confiscated and disciplinary action will be taken. The appropriate law enforcement agency will be called.
5. An individual who has caused injury to another person with a weapon, intended or unintended, will be subject to disciplinary and/or legal action.
6. An individual in possession of a weapon is in violation of state statutes.

Adopted: June 1999

## **AUBURN SCHOOL DISTRICT PUPIL SAFETY AND VIOLENCE PREVENTION - BULLYING**

### **I. Definitions** (RSA 193-F:3)

1. **Bullying.** Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

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

Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs.

2. **Cyberbullying.** Cyberbullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.

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

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

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

### **II. Statement Prohibiting Bullying or Cyberbullying of a Pupil** (RSA 193-F:4, II(a))

The Board is committed to providing all pupils a safe and secure school environment. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyberbullying will not be tolerated and is hereby prohibited. Further, in accordance with RSA 193-F:4, the District reserves the right to address bullying and, if necessary, impose discipline for bullying that:

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

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

### **III. Statement prohibiting retaliation or false accusations** (RSA 193-F:4, II(b))

#### **False Reporting**

A student found to have wrongfully and intentionally accused another of bullying may face discipline or other consequences, ranging from positive behavioral interventions up to and including suspension or expulsion.

A school employee found to have wrongfully and intentionally accused a student of bullying shall face discipline or other consequences be determined in accordance with applicable law, District policies, procedures and collective bargaining agreements.

#### **Reprisal or Retaliation**

The District will discipline and take appropriate action against any student, teacher, administrator, volunteer, or other

employee who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying.

1. The consequences and appropriate remedial action for a student, teacher, school administrator or school volunteer who engages in reprisal or retaliation shall be determined by the Principal after consideration of the nature, severity and circumstances of the act, in accordance with law, Board policies and any applicable collective bargaining agreements.
2. Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.
3. Any teacher or school administrator found to have engaged in reprisal or retaliation in violation of this policy shall be subject to discipline up to, and including, termination of employment.
4. Any school volunteer found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

### **Process To Protect Pupils From Retaliation**

If the alleged victim or any witness expresses to the Principal or other staff member that he/she believes he/she may be retaliated against, the Principal shall develop a process or plan to protect that student from possible retaliation.

Each process or plan may be developed on a case-by-case basis. Suggestions include, but are not limited to, re-arranging student class schedules to minimize their contact, stern warnings to alleged perpetrators, temporary removal of privileges, or other means necessary to protect against possible retaliation.

### **IV. Protection of all Pupils** (RSA 193-F:4, II(c))

This policy shall apply to all pupils and school-aged persons on school district grounds and participating in school district functions, regardless of whether or not such pupil or school-aged person is a student within the District.

### **V. Disciplinary Consequences For Violations of This Policy** (RSA 193-F:4, II(d))

The district reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying.

In addition to imposing discipline under such circumstances, the board encourages the administration and school district staff to seek alternatives to traditional discipline, including but not limited to early intervention measures, alternative dispute resolution, conflict resolution and other similar measures.

### **VI. Distribution and Notice of This Policy** (RSA 193-F:4, II(e))

#### **Staff and Volunteers**

All staff will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (employee handbook, hard copy, etc.).

The Superintendent will ensure that all school employees and volunteers receive annual training on bullying and related district's policies.

#### **Students**

All students will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (student handbook, mailing, hard copy, etc.).

Students will participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the District's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

The Superintendent, in consultation with staff, may incorporate student anti-bullying training and education into the district's curriculum, but shall not be required to do so.

#### **Parents**

All parents will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (parent handbook, mailing, etc.). Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;

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2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Cooperate fully with school personnel in identifying and resolving incidents.

#### Additional Notice and School District Programs

The Board may, from time to time, host or schedule public forums in which it will address the anti-bullying policy, discuss bullying in the schools, and consult with a variety of individuals including teachers, administrators, guidance counselors, school psychologists and other interested persons.

### **VII. Procedure for Reporting Bullying** (RSA 193-F:4, II(f))

At each school, the Principal shall be responsible for receiving complaints of alleged violations of this policy.

#### Student Reporting

1. Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the Principal. If the student is more comfortable reporting the alleged act to a person other than the Principal, the student may tell any school district employee or volunteer about the alleged bullying.
2. Any school employee or volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of that school day.
3. The Principal may develop a system or method for receiving anonymous reports of bullying. Although students, parents, volunteers and visitors may report anonymously, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.
4. The administration may develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.
5. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

#### Staff Reporting

1. An important duty of the staff is to report acts or behavior that they witness that appears to constitute bullying.
2. All district employees and volunteers shall encourage students to tell them about acts that may constitute bullying. For young students, staff members may provide direct assistance to the student.
3. Any school employee or volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of the that school day.
4. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

#### Parent Reporting

Any person who believes that his/her student is being bullied or has been bullied will report the incident immediately to the principal.

### **VIII. Procedure for Internal Reporting Requirements** (RSA 193-F:4, II(g))

In order to satisfy the reporting requirements of RSA 193-F:6, the Principal or designee shall be responsible for completing all New Hampshire Department of Education forms and reporting documents of substantiated incidents of bullying. Said forms shall be completed within 10 school days of any substantiated incident. Upon completion of such forms, the Principal or designee shall retain a copy for himself and shall forward one copy to the Superintendent. The Superintendent shall maintain said forms in a safe and secure location.

### **IX. Notifying Parents of Alleged Bullying** (RSA 193-F:4, II(h))

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The Principal shall report to the parents of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Such notification may be made by telephone, writing or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

**X. Waiver of Notification Requirement** (RSA 193-F:4, II(i))

The Superintendent may, within a 48 hour time period, grant the Principal a waiver from the requirement that the parents of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Superintendent deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

**XI. Investigative Procedures** (RSA 193-F:4, II(j))

1. Upon receipt of a report of bullying, the Principal shall, within 5 school days, initiate an investigation into the alleged act. If the Principal is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation.
2. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, separately and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.
3. If the alleged bullying was in whole or in part cyberbullying, the Principal may ask students and/or parents to provide the District with printed copies of e-mails, text messages, website pages, or other similar electronic communications.
4. A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
5. Factors the Principal or other investigator may consider during the course of the investigation, including but not limited to:
  - Description of incident, including the nature of the behavior;
  - How often the conduct occurred;
  - Whether there were past incidents or past continuing patterns of behavior;
  - The characteristics of parties involved, (name, grade, age, etc.);
  - The identity and number of individuals who participated in bullying behavior;
  - Where the alleged incident(s) occurred;
  - Whether the conduct adversely affected the student's education or educational environment;
  - Whether the alleged victim felt or perceived an imbalance or power as a result of the reported incident; and
  - The date, time and method in which parents or legal guardians of all parties involved were contacted.
6. The Principal shall complete the investigation within 10 school days of receiving the initial report. If the Principal needs more than 10 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the Principal shall notify in writing all parties involved of the granting of the extension.
7. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include recommended remedial steps necessary to stop the bullying and a written final report to the Principal.
8. Students who are found to have violated this policy may face discipline in accordance with other applicable board policies, up to and including suspension. Students facing discipline will be afforded all due process required by law.

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

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion of students and dismissal from employment for staff members.

Consequences for a student who commits an act of bullying or retaliation shall be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

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

- Admonishment
- Temporary removal from classroom
- Deprivation of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension
- Out-of-school suspension
- Expulsion

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

- Restitution
- Mediation
- Peer support group
- Corrective instruction or other relevant learning experience
- Behavior assessment
- Student counseling
- Parent conferences

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

**XIII. Reporting of Substantiated Incidents to the Superintendent** (RSA 193-F:4, II(l))

The Principal shall forward all substantiated reports of bullying to the Superintendent upon completion of the Principal's investigation.

**XIV. Communication With Parents Upon Completion of Investigation** (RSA 193-F:4, II(m))

1. Within two school days of completing an investigation, the Principal will notify the students involved in person of his/her findings and the result of the investigation.
2. The Principal will notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. The Principal will also send a letter to the parents within 24 hours again notifying them of the results of the investigation.
3. If the parents request, the Principal shall schedule a meeting with them to further explain his/her findings and reasons for his/her actions.
4. In accordance with the Family Educational Rights and Privacy Act and other law concerning student privacy, the District will not disclose educational records of students including the discipline and remedial action assigned

to those students and the parents of other students involved in a bullying incident.

**XVI. Appeal**

1. For non-disciplinary remedial actions where no other review procedures govern, the parents of the pupils involved in the bullying shall have the right to appeal the Principal's decision to the Superintendent in writing within five (5) school days. The Superintendent shall review the Principal's decision and issue a written decision within ten (10) school days. If the aggrieved party is still not satisfied with the outcome, the aggrieved party may file a written request for review by the School Board within ten (10) school days of the Superintendent's decision. The School Board will adhere to all applicable New Hampshire Department of Education administrative rules.
2. The procedures under RSA 193:13, Ed 317, and District policies establish the due process and appeal rights for students disciplined for acts of bullying.
3. The School Board or its designee will inform parents of any appeal rights they may have to the New Hampshire State Board of Education.

**XVII. School Officials** (RSA 193-F:4, II(n))

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

**XVIII. Capture of Audio Recordings on School Buses**

Pursuant to RSA 570-A:2, notice is hereby given that the Board authorizes audio recordings to be made in conjunction with video recordings of the interior of school buses while students are being transported to and from school or school activities. The Superintendent shall ensure that there is a sign informing the occupants of school buses that such recordings may occur.

**XIX. Use of Video or Audio Recordings in Student Discipline Matters**

The District reserves the right to use audio and/or video recording devices on District property (including school buses) to ensure the health, safety and welfare of all staff, students and visitors. Placement and location of such devices will be established in accordance with the provisions of Policies EEAA, EEAE and ECAF. In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's education record, the provisions of Policy JRA shall apply. The Superintendent is authorized to contact the District's attorney for a full legal opinion relative in the event of such an occurrence.

Adopted: January 9, 2001  
Adopted: August 10, 2004  
Revised: May 13, 2008  
Revised: April 13, 2010  
Revised: December 14, 2010

**Legal References:**  
*RSA 193-F:3*  
*RSA 570-A:2*  
*NH Admin Rules, Section Ed 306.04(a)(8)*

## **Asbestos Statement**

All buildings in School Administrative Unit #15 have been inspected for the presence of asbestos-containing materials. A written plan for the management of these materials has been developed. This plan is available for inspection at the central office of the local education agency at: SAU #15, 90 Farmer Road, Hooksett, NH 03106, and at the school's office of the principal during regular office hours. Copies may be made upon request at a cost of ten cents per page.

## **Use of Motor Vehicles on School Property**

Operation of motor vehicles on school property while school is in session shall be limited to school busses and private cars involved in school business. Private cars are excluded from bus routing areas between the hours of 7:45- 9:15 am and 2:00-3:15 pm. Snowmobiles, motor scooters, go carts, etc. are not to be used on school property at any time without specific written permission from the Superintendent of Schools.

Regardless of the time of day, but especially at arrival and dismissal time, we would ask you to exercise extreme caution whenever, or wherever; you are driving on or near school grounds.

## **Nondiscrimination Policy Notice**

The Auburn School District, in accordance with the requirements of federal and state laws, and of the regulations which implement these laws, declares that the School District shall not discriminate in its educational programs, activities, or employment practices on the basis of race, color, national origin, age, gender, sexual orientation, religion or disability under the provisions of the Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, and the IDEA of 1990. Any person having inquiries concerning the School District's compliance with the regulations implementing these laws may contact the office of the Superintendent of Schools, Auburn School District, SAU #15, 90 Farmer Road, Hooksett, NH 03106-2125 (603) 622-3731.

Inquiries regarding the application of nondiscrimination policies may also be referred to the Regional Director, US Dept. of Education, Office for Civil Rights, 33 Archer St., 9th Floor, Boston, MA 02110. Phone: (617) 289-0111  
Fax: (617) 289-0150

## **Teaching About Religion**

The First Amendment to the US Constitution provides both freedom of religion and prohibition against the establishment of religion by government. The Auburn School District, as an agency of the government, shall be neutral with respect to religious beliefs, and also shall not engage inactivity that either disparages or advocates religion. The Auburn School District shall treat religions within the educational context in an open, forthright way consistent with the pluralistic nature of our community.

## **The Family Educational Rights and Privacy Act (FERPA)- Notice of Rights**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the Superintendent of Schools, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the

record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records re-quest unless it states in its annual notification that it intends to forward records on request.]
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **Directory Information**

The Family Educational Rights and Privacy Act (FERPA), requires that the Auburn School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records.

However, the Auburn School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Auburn School District to include this type of information from your child's education records in certain school publications. Examples include:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

*(In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.)*

If you do not want the Auburn School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **Sept. 15th**.

The Auburn School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports

- Address
- Degrees, honors, and awards received
- Dates of attendance
- Grade level

### **The Protection of Pupil Rights Amendment**

The Protection of Pupil Rights Amendment requires the Auburn School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that contains one or more of the following eight areas (“protected information surveys”):

- Political affiliations or beliefs of the student or student’s parent;
- Mental and psychological problems of the student or student’s family;
- Sex behavior and attitudes;
- Illegal, anti-social, self-incriminating and demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as those of lawyers, physicians, or ministers;
- Income (other than that required by law to determine program eligibility)

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

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

### **General Policy - Rights of Persons with Disabilities**

It is the policy of the Auburn School District that no otherwise qualified person shall solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or service sponsored by the district.

As used in this policy and any implementing regulations, a “person with a disability” means a person who has, or has had, is regarded as having or was regarded as having, a physical or mental impairment that substantially limits one or more of a person’s major life activities. This term includes all students identified as educationally disabled under the Individuals with Disabilities Education Act.

Notice of the Auburn School District’s policy on non-discrimination in employment and education practices shall be stated in the School Board Policy Manual, posted throughout the district, and published in any district statement regarding the availability of employment positions or educational services. Student handbooks shall contain a statement of nondiscrimination and the procedural safeguards under the nondiscrimination policy.

### **Employment**

The US Department of Justice defines an “individual with a disability” as someone who “with reasonable accommodation,” can perform the essential functions of the employment position that such individual holds or desires. No employee or candidate for employment shall be discriminated against in recruitment, employment, promotion, training, or transfer solely

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because of his/her disability.

No candidate for employment shall be required to answer a question regarding a disability that is not directly related to the essential function of the position for which he/she has applied. No such candidate will be discriminated against on the basis of a disability that is not directly related to the essential function of the position for which he/she has applied.

Reasonable modifications in scheduling and the allocation of duties, not directly affecting the instructional program, shall be made to accommodate employment conditions to the needs of persons with disabilities.

### **Facilities**

The educational program of the Auburn School District shall be equally accessible to all students at each grade level. Barrier-free access to school facilities shall be provided to the extent that no person with a disability is denied an opportunity to participate in a district program available to persons without disabilities.

A free appropriate public education shall be provided for each child determined to be in need of services. Such services or programs shall be provided in the least restrictive environment and in barrier-free facilities comparable to those provided for students without disabilities.

No otherwise qualified student with disabilities will be denied participation in co-curricular, intramural or interscholastic activities or any of the services offered or recognitions rendered regularly to the students of this district.

The due process rights of students with disabilities and their parents will be safeguarded.

### **Rehabilitation Act of 1973- Section 504** **Compliance Statement**

In compliance with the implementation of Section 504 of the Rehabilitation Act of 1973 prohibiting discrimination on the basis of a handicap.

All provisions of Section 504 of the United States Rehabilitation Act of 1973 apply to all school districts receiving federal funds. These provisions, as amplified by regulations promulgated by the United States Department of Health, Education and Welfare (HEW)

1. Prohibit discrimination against qualified handicapped persons in all aspects of school district employment solely on the basis of a handicap.
2. Require that a facilities program or activities of a school district be accessible, usable, and open to qualified handicapped persons.
3. Require that free appropriate public education at the elementary and secondary level is provided each qualified handicapped person, including nonacademic and extracurricular services and activities.
4. Prohibit exclusion of any qualified handicapped person solely on the basis of handicap from participation in any pre-school education, day care program or activity, adult education, or vocational program or activity offered by a school district.
5. Require that each qualified handicapped person be provided the same health, welfare or social services as a school district provides other persons.

The school districts of Auburn, Candia, Hooksett and School Administrative Unit #15 receive federal financial assistance. In order to continue receiving such federal financial assistance, they must comply with Section 504 of the US Rehabilitation Act of 1973 and the regulations implementing Section 504 promulgated through the US Department of Health, Education and Welfare. If any program or activity of these districts and administrative unit fail to comply with Section 504, public hearings would be held by the federal government, which could result in the termination of federal funds to these school districts and administrative unit.

**Auburn School District**  
**Personal Device Usage Policy**

The Auburn School District has a right to protect its network and technical resources. Thus, any network user who brings his/her own personal device into the school building is required to adhere to the Acceptable Use Policy (AUP), (Policy #'s JICL and JICL-R), and sign a copy of the Auburn School District Acceptable Use Contract. In addition, the student and parent/legal guardian must sign the Bring Your Own Device (BYOD) Student User Agreement (Policy # JICLA).

The Student User Agreement will be reviewed and adopted annually.

**Auburn School District**  
**Bring Your Own Device (BYOD) Student User Agreement**

**Purpose:**

Many students' lives today are filled with media that gives them mobile access to information and resources 24/7. Outside school, students are free to pursue their interest in their own way and at their own pace. The opportunities are limitless, borderless, and instantaneous.

In an effort to put students at the center and empower them to take control of their own learning, the Auburn School District will allow students to use personal technology devices. Students wishing to participate must follow the responsibilities stated in the Acceptable Use Policy as well as the following guidelines.

**Device Types:**

For the purpose of this program, the word "device" means a privately owned wireless and/or portable electronic piece of equipment that includes laptops, netbooks, tablets/slates, iPod Touches, cell and smart phones.

**Guidelines:**

1. Any student who wishes to use a personally owned electronic device within the Auburn School District must read and sign this agreement and submit it to the building principal. The student's parent/guardian must also sign this agreement.
2. The student takes full responsibility for his or her device and keeps it with himself or herself at all times. The school is not responsible for the security of the device.
3. The student is responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
4. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated Board policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device.
5. Violations of any Board policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.
6. The student complies with teachers' request to shut down the device or close the screen.
7. Personal devices shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school.
8. The student may not use the devices to record, transmit or post photos or video of a person or persons on campus, nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher.
9. The student should only use their device to access relevant files.
10. The student will use the guest wireless network. Use of 3G, 4G and similar wireless connections is not allowed.



## **AUBURN SCHOOL DISTRICT ACCEPTABLE INTERNET USE PROCEDURES - STUDENTS**

### **Purpose**

The purpose of the Acceptable Use Procedures is to provide the procedures, rules, guidelines, and the code of conduct for the use of technology and the Internet.

### **Definition**

The definition of "information networks" is any configuration of hardware and software, which connects users. The network includes, but is not limited to, all of the computer hardware, operating system software, application software, stored text and data files. This includes electronic mail, cloud-based technologies, local databases, externally accessed databases, CD-ROM, recorded magnetic or optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. Stand-alone workstations are also governed by this acceptable use procedure.

### **The School District Services**

The School District provides resources for teaching and learning, communication services, and business data services by maintaining access to local, regional, national, and international sources of information. The School District information resources will be used by members of the school community with respect for the public trust through which they have been provided and in accordance with policy and regulations established by the School District. These procedures do not attempt to articulate all required for proscribed behavior by its users.

Successful operation of the network requires that all users conduct themselves in a responsible, decent, ethical and polite manner while using the network. The user is ultimately responsible for his/her actions in accessing network services. Students in grades 5-8 are given a district email account to be used as form of communication with teachers and peers.

### **Guidelines**

1. Access to the networks and to the information technology environment within the District is a privilege and must be treated as such by all users of the network and its associated systems.
2. Information networks will be used for the purposes of research, education, and school-related business and operations.
3. Any system which requires password access or for which the District requires an account, such as the Internet, will only be used by the authorized user. Account owners are ultimately responsible for all activity under their accounts.
4. The resources of the District are limited. All users must exercise prudence in the shared use of this resource.

### **Unacceptable Use**

The District has the right to take disciplinary action, remove computer and networking privileges and/or take legal action, for any activity characterized as unethical and unacceptable.

Unacceptable use activities constitute, but are not limited to, any activity through which any user:

1. Violates such matters as institutional or third-party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal.
2. Interferes with or disrupts other network users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer worms or viruses, distributing quantities of information that overwhelm the system, and/or using a District network to make unauthorized entry into any other

resource accessible via the network.

3. Seeks to gain or gains unauthorized access to information resources.
4. Uses or knowingly allows another to use any computer or computer system to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
5. Destroys, alters, dismantles or otherwise interferes with the integrity of computer based information and/or information resources.
6. Invades the privacy of individuals or entities.
7. Uses the network for commercial or political activity.
8. Installs unauthorized software for use on District computers.
9. Uses a network to access inappropriate materials.
10. Submits, publishes or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either publicly or privately.
11. Uses a District network for illegal harassing, vandalizing, inappropriate or obscene purposes, or in support of such activities.

### **School District Rights**

The District reserves the right to:

1. Monitor all activity. Notwithstanding FERPA and other related laws, students have no expectation of privacy regarding their use on the school district computer network.
2. Make determinations on whether specific uses of a network are consistent with these acceptable use procedures.
3. Log network use and monitor storage disk space utilization by users.
4. Determine what is appropriate use.
5. Remove a user's access to the network at any time it is determined that the user engaged in unauthorized activity or violated these acceptable use procedures.
6. Cooperate fully with any investigation concerning or relating to the District's network activity.

### **School District Internet Code of Conduct**

Use of the Internet by students and staff of the District shall be in support of education and research that is consistent with the mission of the District. Internet use is limited to those persons who have been issued District-approved accounts. Use will be in accordance with the District's Acceptable Use

Procedures and this Code of Conduct. Users are expected to abide by the following terms and conditions:

1. Protect their Internet log from information from others.
2. Respect the privacy of other users. Do not use other users' passwords.
3. Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors.
4. Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.
5. Treat information created by others as the private property of the creator. Respect copyrights.
6. Use any network in a way that does not disrupt its use by others.

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7. Do not destroy, modify or abuse the hardware or software in any way.
8. Do not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, "chain" messages, etc.
9. Do not use the Internet to access or process pornographic or otherwise inappropriate material.
10. Do not use the Internet for commercial purposes.

The District reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

**Auburn School District Internet Access Release Form**

As a condition of my right to use the School District network resources, including access to the Internet, students understand and agree to the following:

1. To abide by the District Acceptable Use Procedures and Code of Conduct.
2. That District administrators and designated staff have the right to review any material stored on District computers in files and to edit or remove any material which they, in their sole discretion, believe may be unlawful, obscene, abusive, or otherwise objectionable and students hereby waive any right of privacy which I may otherwise have to such material.
3. That the School District will not be liable for any direct or indirect, incidental, or consequential damages due to information gained and/or obtained via use of the District's network resources.
4. That the School District does not warrant that the functions of any District network, or any network accessible through District resources, will meet any specific requirements you may have, or that the network resources will be error-free or uninterrupted.
5. That the School District shall not be liable for any direct or indirect, incidental or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use District networks and resources.
6. That the use of the District network(s), including access to public networks, is a privilege which may be revoked by network administrators at any time for violation of the Acceptable Use Procedures and Code of Conduct. The School District will be the sole arbiter(s) of what constitutes violation of the Acceptable Use Procedures or Code of Conduct.
7. In consideration for the privilege of using the School District network resources and in consideration for having access to the public networks, I hereby release the School District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use, or inability to use, the District network resources.

Print Name of User/Student: \_\_\_\_\_

I hereby certify that I have read the Acceptable Use Policy and Procedures; that I fully understand their terms and conditions; and that I will abide by the terms and conditions set forth in this document.

Signature of User/Student: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Building Principal: \_\_\_\_\_

Date: \_\_\_\_\_

Adopted: January 10, 2017

## **Tobacco Products Ban** **Use & Possession In and On School Facilities and Grounds**

### *USE OF TOBACCO PRODUCTS STRICTLY PROHIBITED IN/ON ALL SCHOOL FACILITIES AND/OR GROUNDS*

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

Tobacco products mean cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, electronic cigarettes, products containing tobacco, and tobacco in any other form.

“Facility” is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

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

It is the responsibility of the Principal or designee, to initially enforce this policy by requesting that any person who is violating this policy to immediately cease the use of tobacco products. After this request is made, if any person refuses to refrain from using tobacco products in violation of this policy, the Principal or designee may call the local police who shall then be responsible for all enforcement proceedings and applicable fines and penalties.

#### **Students**

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

Enforcement of this prohibition shall initially rest with the Principal or designee, 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.

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 actions taken by the school, criminal penalties for fines may result from violations of this policy.

#### **Employees**

No employee shall use any tobacco product in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with the Principal or designee. 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.

The Principal will develop and implement the appropriate means of notifying employees of the possible disciplinary consequences of violating this policy. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. In addition, fines or other penalties may result from enforcement of these prohibitions by other law enforcement officials.

#### **All other persons**

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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.

Responsibility for enforcement of this prohibition shall rest with all school district employees who 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.

Adopted: November 13, 1987

Adopted: April 10, 2001

Adopted: October 6, 2003

Revised: June 14, 2016

Legal References: RSA 155:64 to 155:76, RSA 126-K:6 & 126-K:7

## **Notification of Teacher Qualifications**

### **No Child Left Behind**

As a parent of a student at Auburn Village School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the NH Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the NH Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact the building principal.

## **AUBURN SCHOOL DISTRICT** **ATTENDANCE, ABSENTEEISM AND TRUANCY**

### **Absences**

The Board requires that school-aged children enrolled in the District attend school in accordance with all applicable state laws and Board policies. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in the District during the days and hours that school is in session, except that the Principal may excuse a student for temporary absences when receiving satisfactory evidence of conditions or reasons that may reasonably cause the student's absence.

The Board considers the following to be excused absences:

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

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

In the event of an illness, parents must call the school and inform the District of the student's illness and absence. For other absences, parents must provide written notice or a written excuse that states one of these reasons for non-attendance. The Principal has the authority to request that parents provide additional documentation supporting the stated reason for non-attendance, and to render the absence unexcused if such documentation is insufficient.

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 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 the Principal at least two weeks before the trip. The Principal will notify the child's teacher if the request is approved. This advance planning will allow the teacher enough time to work with parents and the student regarding homework completion.

### **Truancy**

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

Ten half-days of unexcused absence during a school year constitutes habitual truancy.

A half-day absence is defined as a student missing more 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 his/her designee 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 identifies a student who is habitually truant or who is in danger of becoming habitually truant, he/she shall commence an intervention with the student, the student's parents, and other staff members as may be deemed necessary. The intervention shall include processes including, but not limited to:

1. Investigates the cause(s) of the student's truant behavior;
2. Considers, when appropriate, modification of his/her educational program to meet particular needs that may be causing the truancy;
3. Involves the parents in the development of a plan designed to reduce the truancy;
4. Seeks alternative disciplinary measures, but still retains 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 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 with the recommendations listed below. However, these guidelines shall be advisory only. The Superintendent is authorized to develop and utilize other means, guidelines and programs aimed at preventing and reducing truancy.

1. 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.

### **Parental Notification of Truancy Policy**

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

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

Proposed: December 13, 1989  
Adopted: January 30, 2001  
Revised: October 6, 2008  
Revised: May 12, 2011

#### **Legal References:**

RSA 189:34, RSA 189:35-a,  
RSA 193:1, RSA 193:7,  
RSA 193:8, RSA 193:16,  
NH Admin Rules, Sec. Ed 306.04 (a)(1)  
NH Admin Rules, Sec. Ed 306.04 (c)

## **AUBURN SCHOOL DISTRICT** **BACKGROUND INVESTIGATION AND CRIMINAL RECORDS CHECK**

### **Background Investigation**

The Superintendent, or his/her designee, shall conduct a thorough investigation into the past employment history, and other applicable background, of any person considered for employment with the District. This investigation shall be completed prior to making an offer of employment.

The Superintendent shall develop a background investigation protocol for use in completing a background investigation and shall keep a written record of all background investigations that have been done.

As part of the application process, each applicant for a position shall be asked whether he/she has ever been convicted of any crime, and whether there are any criminal charges pending against him/her at the time of application. The falsification or omission of any information on a job application or in a job interview, including, but not limited to, information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or immediate discharge from employment.

Any person for whom the Board requires a Criminal Records Check shall pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for the Criminal Records Check, unless otherwise determined by the Board.

### **Criminal Records Check**

Each person considered for employment by the Board whose duties require regular contact with pupils must submit to a State and FBI Criminal Records Check.

“Persons regularly in contact with students” means a person or persons who, in the performance of his/her duties, (1) comes in direct contact with pupils on a daily basis for any period of time, (2) meets regularly, e.g., once or twice a week, with students, including, but not limited to, an art, music, or physical education teacher, (3) a substitute teacher who comes in direct contact with pupils on a limited basis, or (4) any other persons whom the Superintendent believes, by virtue of their duties and contact with students, should appropriately undergo a Criminal Records Check.

The Superintendent is responsible to establish all necessary internal procedures relative to the initiation and completion of the State and FBI Criminal Records Check.

### **Volunteers**

Designated Volunteers are subject to a background investigation/criminal records check and the provisions of this policy. “Designated Volunteers” are defined and so designated pursuant to Policy IJOC.

Volunteers not categorized as “Designated Volunteers” per Policy IJOC will not be subject to a background investigation or criminal records check.

### **Conditional Employment**

Persons who have been selected for employment may be hired on a conditional basis, pending a successful completion of the State and FBI Criminal Records Check. No selected applicant for employment shall be extended a conditional offer of employment until the Superintendent, or his/her designee, has initiated the formal State and FBI Criminal Records Check process and has completed a background investigation.

Any person, who is offered conditional employment, by way of individual contract or other type of letter of employment, will have clearly stated in such contract or letter of employment that his/her contract and continuation of employment is entirely conditioned upon the completion of a Criminal Records Check that is satisfactory to the District.

All persons employed under a conditional offer of employment may be covered under the District's health insurance

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program, at the sole discretion of the Board, and in accordance with Board policies and/or collective bargaining agreements, if applicable. However, any such coverage will immediately cease and will not be subject to extension under COBRA, if the Board does not tender the person a final offer of employment by reason of application of this Policy.

### **Final Offer of Employment**

A person who has been extended a conditional offer of employment may be extended a final offer of employment upon the completion of a Criminal Records Check that is satisfactory to the Board.

No person with a conditional offer of employment shall be extended a final offer of employment if such person has been convicted of the following offenses, as referenced in RSA 189:13-a, V: (1) murder, or (2) child pornography, or (3) aggravated felonious sexual assault, (4) felonious sexual assault, (5) kidnapping, (6) manufacturing, selling, administering, dispensing or distributing any controlled substance(s) on school property, or (7) sexual misconduct within an education setting in this state; or where such person has been convicted of the same conduct in another state, territory, or possession of the United States, or where such person has been convicted of the same conduct in a foreign country. In addition to the felonies listed above, a person may be denied a final offer of employment if he/she has been convicted of ANY felony. Such determination will be made by the Superintendent, on a case-by-case basis.

The Superintendent, or designee, will transmit this policy to the State Police, who will then screen the criminal records check for any selected applicant for employment, or designated volunteer, and will notify the district whether the record of said selected applicant or volunteer contains any felony convictions.

When the District receives a notification of a felony conviction from the State Police on a particular person which it finds unsatisfactory, the Superintendent shall dismiss said person within twenty-four (24) hours of the receipt of such report, excluding Saturdays, Sundays, or legally recognized holidays.

Additionally, a person may be denied a final offer of employment if the Superintendent becomes aware of other conduct that he/she determines would render the person unsuitable to perform the responsibilities of the position involved. Such determinations shall be made on a case-by-case basis.

### **Additional Criminal Records Checks**

The Superintendent may require a Criminal Records Check of any employee at any time.

Revised: January 1998  
Adopted: November 10, 1998  
Revised: January 13, 2009

**Legal References:**  
*RSA 189:13-a*

**Auburn Village School Staff (2017-2018)****Principal:** Lori Collins**Assistant Principal:** Michel O'Rourke**Director Student Services:** Deena Jensen**Instructional Coach:** Cheryl Lynch**Administrative Assistant:** Donna Aubin**Administrative Assistant:** Nancy Banner**Special Education Secretary:** Denise Charbonneau**Athletic Director:** Brian D'Amelio**Kindergarten:** Cheryl Kaake

Billie Mullen

**Grade 1:** Eileen McDonald

Melissa Prunier

Shelby Moore

**Grade 2:** Nicole Dupont

Sara Nusbaum

Sherri Smith

**Grade 3:** Kristen Cloutier

Jennifer O'Toole

Melanie Pampel

Gail Lewis

**Grade 4:** Bonnie Boucher

Jessica Duffy

Karen Fortier

**Grade 5:** Katherine Doar

Carly Cohen

Nicole Blanchard

**Grade 6:** Jill Kyzer

Joan Marcotte

Kathy Roggenbuck

Angela Cote

**Grade 7:** Christine Caza

Jared DeGraffe

Wendy Smith

**Grade 8:** Ashlyn Blanchard

Timothy Hamilton

Megan Dalzell

Jon Wheeler

**Art:** Stephanie Fritz**Band:** Matthew Szopa**French:** Lisa Pope**Music:** Christina Ouellette**Physical Education:** Stephen Tewksbury**Reading Specialist (K-4):** Sonia McDaniel**Technology Education:** Brian Goss**Psychologist:** contracted services**Guidance (K-4):** Peter DiZoglio**Guidance (5-8):** Melinda Avellino**Reading Specialist (K-4):** Sonia McDaniel**Primary Reading Support:** Laura Magargee**Reading Specialist (5-8):** Shelley Widdison**Math Support Teacher:** Christina Spain**Computer Teacher:** Andrea O'Neil**Tech Support:** Michael Lessard**Media Generalist:** Allison DiPietro**Media Assistant:** Pam Skinner**Nurse:** Ellen Warecki, APRN**Maintenance Director:** Scott Dube**Maintenance Staff:** Dave Angove

Robert Gilbert

Lori Perrone

Richard Brown

**Food Service Director:** Sarah Belanger**Food Service Staff:** Tasha Ball

Judy Glassman

Sara Ungaro

**Resource Rooms- (K-5):** Tola Khin

TBA

Jennifer Ferreria

**Resource Room- (6-8):** Linda Barton

Amanda Joaquin

**Speech:** Wendy Hankin

Terry Everett

**OT:** Aimee Johnson

Joan Kurr

**ELL** Elizabeth Daschbach**Para Educators:** Karen Brockway, Elaine Burnap, Christen Maher, Lana Denaro (LNA), Heather Beaule, Heather Graves, Stephanie Murphy, Carol Booth, Laura Flanigan, Nicole Gamlin, Brian Howell, Kerri Smagula, Kristy Rioux, Kerrie Moynihan, Erin Taylor**Primary Reading Support:** Laura Magargee

# Auburn School District Calendar 2017-2018

AUBURN SCHOOL DISTRICT  
2017-2018 CALENDAR (Hourly)

Approved on 2/14/17

AUGUST -2-				
M	T	W	T	F
PD	PD	30	31	

August 28 - 29  
August 30  
September 4  
September 29

Professional Development  
First Day of School  
Labor Day  
Professional Development  
Columbus Day Observed  
Veteran's Day Observed  
Parent/Teacher Conferences  
Early Release

JANUARY -22-				
M	T	W	T	F
V	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

SEPTEMBER -19-				
M	T	W	T	F
				1
H	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	PD

October 9  
November 10  
November 14  
November 22  
November 23 - 24  
December 25 - January 1  
February 26 - March 2

Thanksgiving Break  
Winter Vacation  
February Vacation  
Professional Development  
April Vacation  
Memorial Day Observed  
181st Day\* (\* Early Release)

FEBRUARY -17-				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
V	V	V		

OCTOBER -21-				
M	T	W	T	F
2	3	4	5	6
H	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

March 13  
April 23 - 27  
May 28  
June 13

Possible Make-Up Days  
(if more than 5 cancellations)

MARCH -19-				
M	T	W	T	F
			V	V
5	6	7	8	9
12	PD	14	15	16
19	30	21	22	23
26	27	28	29	30

NOVEMBER -18-				
M	T	W	T	F
		1	2	3
6	7	8	9	H
13	PTC	15	16	17
20	21	22*	H	H
27	28	29	30	

June 14 - 30  
  
186 Days (181 Teaching)

H: Holiday  
V: Vacation  
PD: Professional Development (No School for Students)  
PTC: Parent/Teacher Conferences (No School for Students)

APRIL -16-				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
V	V	V	V	V
30				

DECEMBER -16-				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
V	V	V	V	V

\*Early Release Times:  
Middle School: 12:00 p.m.  
Elementary School: 1:00 p.m.

MAY -22-				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
H	29	30	31	

Hourly calendar start/stop times:  
Middle School 7:50 a.m. - 2:30 pm.  
Elementary School 8:50 a.m. - 3:25 p.m.

AM Kindergarten 8:50 a.m. - 11:40 a.m.  
PM Kindergarten 12:45 p.m. - 3:25 p.m.

JUNE -9-				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13*	X	X
X	X	X	X	X
X	X	X	X	X