

9/11/2020

# Auburn Village School



**Student Handbook**

**Grades K-8**

**2020-2021**

## Contents

Auburn School Board - 2020-2021	9
SAU # 15 Administration	9
ASD File: AD	12
Auburn SCHOOL DISTRICT MISSION/CORE VALUES	12
School Operating Procedures	14
Special circumstances 2020-2021	14
Entrance Age	14
Visitors	14
Supervision of Students	15
Delayed Opening or Emergency Closing of School	15
AUBURN STUDENTS ATTENDING PINKERTON ACADEMY	16
EMERGENCY MANAGEMENT TEAM (EMT)/SAFETY TEAM	16
Attendance Procedures	16
State Law on Attendance	16
Attendance Policy	17
Absences	18
Arrivals	18
Tardiness	19
Dismissals	19
End of Day Dismissal	19
Early Dismissal	20
Academic Information	20
Placement of students	20

Grading System	20
Grade Scale grades (6-8)	21
Honor Roll	21
Principal's List	21
Conferences	21
Progress Reporting 2020-2021	22
Homework Procedures	23
Make-up Work	24
School Programs	24
Special Services	24
Section 504 – Rehabilitation Act of 1973	25
Title I Math Support	25
Remedial Reading Support	25
Counseling Services	25
Open House/Parent Information Night	26
Insurance	26
Food Services	26
Charging of School Lunch	28
Co-curricular Activities	29
Student Council	29
National Junior Honor Society	29
Dances	30
Co-Curricular Eligibility Requirements	31
Athletic Program	32

Athletic Eligibility Requirements	32
Medical Requirements	33
Academic Requirements	33
Conduct Requirements	34
Sportsmanship	35
Procedures for Attending After-School Events	35
Open homework Room	36
Student Health	37
Physicals	37
Immunization of Students	37
Immunization Requirements:	38
Student Medication Procedures	38
Protocol for Use of EpiPen	39
Wellness Policy	40
Rules and Regulations	40
Conduct and Discipline	40
Disciplinary Procedures	41
Due Process	41
Level I Behaviors & Consequences	42
Level II Behaviors and Consequences	43
Level III Behaviors and Consequences	44
Level IV Behaviors and Consequences	45
Definition of Consequences	45
Playground Rules (Primarily Grades K-6)	46

Eighth Grade End of Year Activities	47
Dress For School	47
Drugs and Alcohol	48
Bullying	48
Sexual Harassment	48
Physical Education	49
Assembly Behavior	49
Hall Passes	49
Tardy Passes	49
Telephones	50
Bring Your Own Device (Grades 5-8) (BYOD)	50
Computer Usage	50
Community Use of School Grounds	51
Transportation	52
Bus Transportation	52
Bus Conduct	52
Bicycles and Walkers (Grades 5-8)	54
Miscellaneous Information	55
Facilities and Materials	55
Lockers	55
Personal Property	56
Lost and Found	56
Field Trips	56
Party Invitations	57

Print/Video/Media	57
Media Center	57
PTA	57
Volunteer Program	57
Use of Motor Vehicles on School Property	58
Asbestos Statement	58
Appendix	59
SCHOOL BOARD POLICIES AND ADMINISTRATIVE PROCEDURES	59
ASD File: KLG	62
RELATIONS WITH POLICE AUTHORITIES	62
Memorandum of Understanding Between Auburn School District & Auburn Police Department	62
ASD File: IKA	65
GRADING SYSTEM	65
ASD File: JRA-R	65
STUDENT EDUCATION RECORDS AND INFORMATION –ADMINISTRATIVE PROCEDURE	65
ASD File: EEAEC	72
STUDENT CONDUCT ON SCHOOL BUSES	72
ASD File: JI	73
STUDENT RIGHTS AND RESPONSIBILITIES	73
ASD File: JIA	73
STUDENT DUE PROCESS RIGHTS	73
ASD File: JICA	73
STUDENT DRESS CODE	73

ASD FILE: JIC	74
STUdent conduct	74
ASD FILE: JICD	74
Student conduct, discipline and due process	74
ASD File: JQ	77
STUDENT FEES, FINES AND CHARGES	77
SAU 15 File: JLCF	78
WELLNESS POLICY	78
ASD File: JICFA	83
HAZING	83
ASD FILE: JLCD	85
ADMINISTERING MEDICATION TO STUDENTS	85
ASD: FILE: JICI	88
WEAPONS IN SCHOOL	88
ASD File: JICK	89
PUPIL SAFETY AND VIOLENCE PREVENTION - BULLYING	89
ASD File: EEAA <i>See also JIC, JICD</i>	99
VIDEO AND AUDIO SURVEILLANCE ON SCHOOL PROPERTY	99
ASD File: EEAB	101
VIDEO AND AUDIO RECORDING FOR INSTRUCTIONAL PURPOSES	101
ASD File: IKE	103
PROMOTION AND ASSIGNMENT OF STUDENTS	103
ASD File: AC	103
NONDISCRIMINATION POLICY NOTICE	103

ASD File: IHAL	106
Teaching About Religion	106
Notification of Teacher Qualifications	106
No Child Left Behind	106
The Family Educational Rights and Privacy Act (FERPA)- Notice of Rights	107
Directory Information	108
The Protection of Pupil Rights Amendment	109
General Policy - Rights of Persons with Disabilities	110
Employment	110
Facilities	110
Rehabilitation Act of 1973- Section 504	111
Compliance Statement	111
Technology Policies and Forms	113
Student Chromebook Condition Form	113
AUBURN VILLAGE SCHOOL	114
STUDENT & PARENT/GUARDIAN SCHOOL ISSUED DEVICE AGREEMENT	114
ASD File : IJNDB/JICL	115
SCHOOL DISTRICT INTERNET ACCESS FOR STUDENTS	115
ASD File: JICLM (formerly JICLA)	116
PERSONAL DEVICE USAGE POLICY	116
Bring Your Own Device (BYOD) Student User Agreement	116
ASD File: JICL-R	118
ACCEPTABLE INTERNET USE PROCEDURES – STUDENTS	118
School District Internet Access Release Form	121

ASD File: JICG	123
Tobacco Products Ban	123
Use & Possession In and On School Facilities and Grounds	123
ASD File: JH	126
ATTENDANCE, ABSENTEEISM AND TRUANCY	126
ASD File: GBCD	129
BACKGROUND INVESTIGATION AND CRIMINAL RECORDS CHECK	129
Auburn Village School Staff (2020-2021)	133

#### AUBURN SCHOOL BOARD - 2020-2021

Alan Villeneuve, Chairperson

Janice Baker, Samantha Belcourt, Barbara Carpenter, Jason Tyburski

#### SAU # 15 ADMINISTRATION

William Rearick, Superintendent

Margaret Polak, Assistant Superintendent

Amy Ransom, 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 anticipate. First and foremost 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 there is so much more right here in our own Village School!

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

Sincerely,

Alan Villeneuve

Chairperson, Auburn School Board

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 with your child and use it as a reference throughout the year. The information will be helpful to all parents whether you're 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

Lindsay Murray, Assistant Principal

Deena Jensen, Director of Student Services

Cheryl Violette, Instructional Coach

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**AUBURN 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

### SPECIAL CIRCUMSTANCES 2020-2021

Due to the COVID-19 pandemic, the information in this handbook may not be the most current information regarding procedures, policies and regulations. For the most current information regarding changes due to COVID-19, please refer to the [Auburn Village School Guidance for Opening of School](#).

### ENTRANCE AGE

A student may enter grade one if his/her chronological age will be six before September 30 of the year of entering school. A child entering kindergarten must be five years of age on or before September 30. in accordance with RSA 193.1 Duty of Pupil and Auburn School District Policy JEB.

A birth certificate must be presented upon registration as proof of the date of birth.

Incoming transfer students in grades 2-8, inclusive, will be initially placed in accordance with the data forwarded by the sending district. Such placement is tentative and subject to reassignment by the Superintendent of Schools or his/her designee.

Incoming transfer students in grade one will only be initially admitted to grade one if their chronological age will be six before December 31 of the year of entering school or if previously enrolled in grade one in another public school district. Such placement is tentative and subject to reassignment by the Superintendent

### 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 or 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 are locked. Visitors to the school must enter the front door and be admitted 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

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

THE MILL 96.5FM  
WMUR-TV/Channel 9  
WOKQ/97.5FM

WGIR/610AM  
WNNH OLDIES/ 99.1  
FMWZID/95.7FM

WKXL/1450AM  
\*Website:  
[www.wmur.com](http://www.wmur.com)

All school Delayed Openings are for 2 hours. Should this occur, students can be expected to be picked up at their bus stops 2 hours 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 9:30AM. There will be no AM kindergarten.

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 2-hour delay.
3. Should the Delayed Opening procedures be in effect at Pinkerton Academy, but not Auburn, there will not be transportation to Pinkerton
4. Should the Delayed Opening procedure be in effect at Pinkerton Academy and in Auburn, there will be a 2-hour 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 TEAM (EMT)/SAFETY TEAM

The Auburn Village School has established an Emergency Management Team to organize and coordinate an appropriate response to any crisis that may have emotional or physical consequences for the student and faculty population.

The EMT does not focus attention on personal/confidential matters and will not respond to these issues among students or faculty. Rather, the EMT is designed to manage public situations, which may have either a short or long-term impact on the entire student body or staff. These situations include, but are not limited to, the following: death or serious injury of a staff member or student; death or serious injury of a famous political individual; community, environmental or natural disaster emergencies; violent act in the school or community which may have an immediate impact upon the student body and school staff.

Schools are required to conduct various 'emergency drills' during the course of a school year (i.e. fire, intruder, active threat, off-site, etc.). Most 'drills' are contained on site. However, an 'off-site' drill is exactly that. We need to move students away from school premises either by bus or walking.

## ATTENDANCE PROCEDURES

### 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)

## 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. Absences shall be classified as either excused or unexcused as determined by the principal/designee. 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

Excused absences shall include:

1. Personal illness of student; after three (3) consecutive days, or excessive, repeated absences, a note from a physician may be required.
2. Illness of immediate family member which requires the student's help at home;
3. Death in the family;
4. Religious observances;
5. School sponsored or school endorsed activities
6. Summons, subpoena, or court order;
7. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

Our school's philosophy has been developed to ensure that attendance is maximized. The principal, as the Superintendent designee, is the final authority in determining whether an absence or tardy is excused or unexcused.

- After 10 absences, a letter from the school will be sent home.
- After 15 absences, both student and parent/guardian will meet with the principal, teachers, and other staff members.
- Absenteeism of 25% or more is reportable to the Division of Children, Youth and Families.

Please be aware that children with official medical plans involving attendance or those who are

officially partially homeschooled are exempt from these regulations. Family vacations that are planned in advance with the school will not count toward total absences for the purpose of this policy. A minimum of a two week notice should be given to teachers and the principal.

If you need help with transportation or other issues that may be impacting attendance, please call us. We have many resources available to help your child consistently attend school.

## ABSENCES

Parents/Guardians are required to notify the school on those days when their child is going to be absent. The preferred method of notification is to use the **PickUp Patrol App**.  You can also call the school at **483-2769** 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, which is generated during homeroom attendance, with the list of parents who logged the absence into PickUp Patrol. If a student is absent and no call has been received, the school will make parental contact as soon as possible using our automatic calling system. 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. (see appendix for complete policy)

## ARRIVALS

**Grades 5-8:** Arrival time for middle school Grade 5-8 students is 7:40-7:50 a.m. Students should not be dropped off before 7:40, as there is no adult supervision provided.

**Grades K-4:** Arrival time for 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. It is a reasonable expectation that in order for learning to occur, each student must arrive to school on time. Students who are tardy excessively fall behind in academic achievement. A student who is continually tardy not only places his/her own learning in jeopardy, but also interrupts the learning of other students.

**Grades 5- 8:** Grade 5-8 students are considered tardy if they are not in their seat in school by **7:50 AM**. If your child is tardy, he/she must report to the office upon arriving at school. **A tardy is excused when a parent reports his/her child to the office and provides a reason for the tardiness.** Should neither occur, an unexcused tardy will be recorded. According to RSA 193:2, children are to attend school “during all the time public schools are in session.”

- **After 10 tardies a letter from the school will be sent home.**
- **After 15 tardies, both student and parent/guardian will meet with the principal, teachers, and other staff members.**
- **Three or more days tardy or days dismissed of any kind will negatively impact Middle School Perfect Attendance Awards at year’s end**

**Grades K-4:** 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

**Grades 5-8:** Students who will be picked up at the end of the day should report to the Parent Pick Up area on the Eaton Hill Road side of the building. Dismissal for middle school students is at 2:30 p.m.

**Grades K-4:** 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 Hill 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, the parent must log the dismissal change in PickUp Patrol.

To  use a different bus or get off at a different location, please use Pick-Up Patrol. A bus note will be printed from Pick-Up Patrol and given to the student.

A grade 5-8 student, who wishes to walk, or ride a bicycle home, must have permission to do so documented in Pick-Up Patrol. A biker-walker form needs be completed by the student's guardians and 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 change in dismissal should be documented in Pick-Up Patrol.

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### 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. *We recommend using Pick-Up Patrol for early dismissals.* 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 should wait until being called to 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

### PLACEMENT OF STUDENTS

Careful consideration is given to the placement of students in classrooms. Many factors are considered for the academic and social-emotional needs of the students in the classrooms. Teachers take care to consider the needs of each child when creating classes. However, if parents have specific concerns for their child, such requests must be made in writing to the Principal by May 1 of the prior school year. Requests for specific teachers may not be honored but will be considered.

### GRADING SYSTEM

The evaluation of student achievement is determined quarterly by each of the student's teachers. Grades are based on a student's performance on tests, quality and completion of class and homework assignments, and effort. Auburn Village School's grading system for Middle School students is as follows:

## GRADE SCALE GRADES (6-8)

A+ =	98 - 100
A =	93 - 97
A- =	90 - 92
B+ =	88 - 89
B =	83 - 87
B- =	80 - 82
C+ =	78 - 79
C =	73 - 77
C- =	70 - 72
D+ =	68 - 69
D =	65 - 67
F =	Below 65

### Descriptors for Grades

**A** - Students at this level demonstrate a comprehensive and in-depth understanding of rigorous subject matter and provide sophisticated solutions to complex problems

**B** - Student performance demonstrates a strong understanding of the knowledge and skills expected at this grade level

**C** - Student performance demonstrates an understanding of the knowledge and skills expected at this grade level

**D** - Student performance demonstrates a limited understanding of the knowledge and skills expected at this grade level

**F** - Student performance is yet to demonstrate understanding of the knowledge and skills expected at this grade level

## HONOR ROLL

Academic achievement is recognized each quarter with the publication of the Honor Roll. High Honor Roll is awarded to students who maintain all A's. Honor Roll is awarded to students who maintain A's and B's. Students may not receive anything less than a B to receive Honor Roll. All classes are included in factoring the Honor Roll.

## PRINCIPAL'S LIST

Commendable effort and attitude is recognized with the publication of the Principal's List. Principal's List is awarded to students that receive a majority of 3's and 4's on the work study practices, with a minimum of two 4's and cannot have any 1's or 2's. It will only be awarded in Trimester 3.

## 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, or email the teacher to arrange for an appointment that is mutually convenient for teacher and parent.

## PROGRESS REPORTING 2020-2021

K – 5 students will receive several formal updates throughout the year as to their ongoing progress.

**Mid October – Trimester 1 Progress Report**

**Early November – Parent Teacher Conference**

**Early December – Trimester 1 Report Card**

**Mid-January – Trimester 2 Progress Report**

**Early March – Trimester 2 Report Card**

**Mid-April– Trimester 3 Parent Teacher Conference**

**Last Day of School – Trimester 3 Report Card**

Grade 6-8 students will receive three trimester report cards and participate in two student led parent conferences. The Parent Portal provides online access to student attendance and grades via PowerSchool, the school district's student information system. It is necessary to create a Single Sign-On (SSO) account before first using the system. Information for setting up your account can be found at: <http://auburn.sau15.net/powerschool-parent-portal/>.

## HOMEWORK PROCEDURES

Students may be assigned homework daily. The following is a general guideline of how much time in total is expected to be spent on homework each school night for each grade level. If your child's homework is often taking more time than the guideline, please make your child's teacher aware. Together, you may work out a plan to keep homework positive and completed in a timely manner.

- For the **primary grades**, homework is intended to be an extension of classroom practice. The classroom teachers will provide more specific information regarding homework expectations and practices at the start of the school year.
  - First Grade 10-15 minutes in addition to nightly reading practice
  - Second Grade 20-25 minutes-in addition to nightly reading practice
- For students in **grades three and four**, students begin to assume more responsibility for their learning and are working to establish homework habits. Students are expected to record their daily assignments in the assignment book provided. Teachers work with students to establish and reinforce this practice. Parents are encouraged to use the assignment book as a resource. The classroom teachers will provide more specific information regarding homework expectations and practices at the start of the school year.
  - Third Grade 30-35 minutes
  - Fourth Grade 40-45 minutes
- For students in grades **five through eight**:
  - Fifth Grade 50-55 minutes
  - Sixth Grade 60-75 minutes
  - Seventh Grade 70-95 minutes
  - Eighth Grade 80-120 minutes
  - Homework counts for no more than 10% of a student's grade.
    - Teachers set up homework procedures with students at the start of the school year and will provide more specific information to parents at this time.

- Students may re-submit a homework assignment based on teacher procedures set at the start of the school year.
- Homework can be submitted for late credit up to one week after the due date.
- Students are expected to record daily assignments in the assignment book provided. Parents are encouraged to use the assignment book as a reference.
- Teachers will notify parents if problems arise with homework completion.

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### **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 eight. 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.

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

The school counselors help students to develop better self-concepts, strengthen their

ability to solve problems, and changes 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. The middle school counselor also facilitates the transition from Auburn Village School to high school.

#### OPEN HOUSE/PARENT INFORMATION NIGHT

Auburn Village School will conduct a virtual open house on **Thursday, September 17<sup>th</sup> for grades Kindergarten through 4<sup>th</sup>**. The intent of the open house is to afford parents the opportunity to 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. Parents will receive more information and a schedule prior to the event.

Middle school (Grades 5-8) will offer a virtual Parent Information Night on Thursday, **September 24<sup>th</sup>**. The intent of the open house is to afford parents the opportunity to become acquainted with Auburn Village School, its programs of instruction, and the staff. The teachers will provide a brief presentation to each group. Parents will receive more information and a schedule prior to the event.

#### 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. Have your card and/or money ready for payment
3. Clean up personal refuse and place in proper container

4. When finished eating, pick up all paper and utensils and place them in the proper receptacles.
5. 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 \$ 2.90 for elementary and \$2.90 for middle per meal
- Student Milk white or chocolate milk \$.50 per pint
- Adult Hot Lunch, includes milk \$ 3.60 per meal
- Adult milk white or 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 [www.myschoolbucks.com](http://www.myschoolbucks.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.

**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. Water 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).

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#### 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.**

## CO-CURRICULAR ACTIVITIES

Co-curricular activities including dances, student council, sports, band, chorus, yearbook, art club, drama club, Destination Imagination, and Lego League are available to students at appropriate grade levels. Participation in these activities is restricted to residents of Auburn. In order to participate in after school activities, students must have a note signed by his/her parent or guardian giving permission to stay for the event and indicating that transportation home will be provided. In order to attend evening activities, transportation to and from school must be arranged by the parents or guardian. **School rules regarding conduct are in effect at all co-curricular activities.**

## STUDENT COUNCIL

Student Council is an active organization that meets regularly throughout the year. It is made up of homeroom representatives from grades 5-8. These representatives elect Student Council officers. Under the guidance of an AVS faculty advisor, the Student Council plans and coordinates social events for the middle school student body, community projects and fundraisers. In addition, it provides a forum to address issues brought for discussion by the student body.

## NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society is a service organization that recognizes excellence in the areas of scholarship, leadership, service, citizenship, and character. The criteria for selection to the NJHS is as follows:

### **The student must:**

- Have attended AVS for at least one semester
- Must be at least a second semester 6th grade student
- Have a cumulative grade average 90% or better **and Passing with Distinction in all classes during remote instruction**
- Has made principal's list in the previous school year **(waived for 2020 applicants)**
- Expected to show service, leadership, citizenship, and character through application

Students who meet the above criteria will be invited to furnish information to the Faculty Council as to their achievements in the areas of leadership, service, citizenship and character. The Faculty Council will take all of these areas into consideration during the selection process. **Exceptions may be made on a case by case basis due to extenuating circumstances during remote instruction.**

## DANCES

Dances are scheduled throughout the year for students in grades 6 to 8. Attendance at a dance is a privilege. Student conduct can impact a student's eligibility to attend dances. All dances will start at 6:30pm and will end promptly at 9:00pm. The date for each dance will be announced at least one week in advance. **Students must be in attendance at school on the day of a dance in order to attend.** Students who are absent part of the day due to a previously arranged appointment may request permission to attend the dance by submitting a note from their parent or guardian to the administration for consideration. All school rules regarding conduct and appropriate dress are in effect during these events. An administrator, teachers, and parents will be chaperones for all dances.

All students must have a signed permission slip and transportation to and from the dance. Students attending the dance will enter the cafeteria immediately upon arrival to check in at the desk and are required to remain in the gym or cafeteria throughout the event. No student will be allowed outside of the school during the dance. Parents must come into the cafeteria to get their child/children at the end of each dance. Students will not be allowed to leave the building without an adult to accompany them.

The dances are restricted to Auburn Village Middle School students. **In the event that an AVS student would like to bring a guest from another school, the following steps need to be taken:**

1. A written request must be made to the Assistant Principal **at least three days prior to the event.** (Usually by 2:15 on Wednesday afternoon for a Friday dance.)
2. The request must be approved by administration. (Making a request does not guarantee approval)
3. The parent of the student making the request must be present as a chaperone.
4. The guest must have signed permission from their parent to attend the dance.
5. The guest must be of Middle School age. (Elementary and High School students are prohibited.)

## CO-CURRICULAR ELIGIBILITY REQUIREMENTS

### Academic Requirements:

All students involved in yearlong Auburn Village School co-curricular activities will be required to maintain passing grades and demonstrate appropriate effort to be eligible to participate. If a student receives **a failing grade on a progress report or report card**, that student is placed on academic probation.

### Academic probation has three stages:

#### Stage one (Week 1):

- The student will not participate in meetings of the co-curricular activity, and must demonstrate improvement.

#### Stage two (Week 2):

- If improvement has been demonstrated, the student may return to the activity.
  - The student will remain on probationary status.
- If improvement has not been demonstrated, the student has one more week to show improvement.

#### Stage Three (Week 3):

- If the grade has been brought into passing range (65 and above), **the student will be reinstated.**
  - The student will remain on probationary status.
  - At any time thereafter that academic performance is unsatisfactory; the student **may** be removed from the activity for the remainder of the school year.
- If the grade has not been brought into passing range (65 and above), **the student will be removed from the activity for the remainder of the school year.**

### Conduct Requirements:

All students involved in Auburn Village School co-curricular will be required to exhibit proper conduct and good citizenship to be eligible to participate. If a student receives **three detentions during the course of a trimester**, that student will be placed on

conduct probation. (Suspensions, internal or external, will be counted as two detentions per day.)

**Conduct probation has three stages:**

- **Stage one (Week 1):**
  - The student will not participate in meetings of the co-curricular activity and must demonstrate improvement in conduct.
- **Stage two (Week 2):**
  - If improvement has been demonstrated, the student may return to the activity.
    - The student will remain on probationary status.
  - If improvement has not been demonstrated, the student has one more week to show improvement.
- **Stage three (Week 3):**
  - If improvement in conduct **has occurred, the student will be reinstated.**
    - The student remains on probationary status.
    - Any time thereafter that conduct is unsatisfactory; the student **may** be removed from the activity for the remainder of the year.
  - If improvement in conduct has not occurred, or if a fourth detention is received, **the student will be removed from the activity for the remainder of the year.**

Students and their parents will be notified of probationary status and removal from an activity in writing by administration.

#### ATHLETIC PROGRAM

The interscholastic sports program is an integral part of the school program. It is completely voluntary and all students in grades 5 through 8 are urged to participate. The program, which comes under the direction of the Athletic Director, has a three-fold purpose: the development of physical fitness and body control, the development of good sportsmanship and teamwork, and the provision for wholesome activities for students.

Students, who wish to participate in the athletic program and their parents, must sign an interscholastic team contract prior to participation.

Those student athletes who take part in the interscholastic program have strong

responsibilities as school citizens. As student athletes they must maintain a high set of standards. This is particularly true of academic requirements, school citizenship, and sportsmanship.

## ATHLETIC ELIGIBILITY REQUIREMENTS

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### MEDICAL REQUIREMENTS

All students wishing to try out for an interscholastic sports team must have a current physical exam in order to do so. The physical exam done prior to entering the sixth grade will suffice. If there are any changes from said physical, a new physical **may** be required before the student can try out. A copy of the up-to-date physical must be returned with the permission slip before the student will be permitted to try out. In addition, a new health history form must be filled out and signed by the parent/guardian **every time** a student tries out for a sport.

Any injured student excused from athletic participation for three or more days while under a physician's care must provide written authorization from the physician, addressed to the athletic director to resume participation.

### ACADEMIC REQUIREMENTS

All students involved in Auburn Village School team sports will be required to maintain passing grades and demonstrate appropriate effort to be eligible to participate. If a student receives **a failing grade on the previous trimester's report card**, that student is placed on academic probation. Student grades will be checked twice per season. If a student has a failing grade, the student will be placed on academic probation.

#### **Academic probation has three stages:**

- **Stage one (Week 1):**
  - The student will not participate in games, practices or any other team activity and must demonstrate improvement in academics.
- **Stage two (Week 2):**
  - If improvement has been demonstrated, the student may return to practice, but is ineligible for games.
    - If attending a home game, the student may not suit up and sit with the team.

- If attending an away game, the student may not ride the bus, suit up and sit with the team.
- **Stage three (Week 3):**
  - If the grade has been brought into passing range (65 and above), **the student will be reinstated.**
    - The student will remain on probationary status.
    - At any time thereafter that academic performance is unsatisfactory; the student **may** be removed from the team for the remainder of the season
  - If the grade has not been brought into passing range (65 and above), **the student will be removed from the team for the remainder of the season.**

Athletes and their parents will be notified of probationary status and removal from a team in writing by administration

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#### **CONDUCT REQUIREMENTS**

All students involved in Auburn Village School team sports will be required to exhibit proper conduct and good citizenship to be eligible to participate. If a student receives **three detentions during the course of the season**, (which begins when the team roster is posted), that student will be placed on conduct probation. (Suspensions, internal or external, will be counted as two detentions per day.)

#### **Conduct probation has three stages:**

- **Stage one (Week 1):**
  - The student will not participate in games, practices or any other team activity and must demonstrate improvement in conduct.
- **Stage two (Week 2):**
  - If improvement has been demonstrated, the student may return to practice, but is ineligible for games.
    - If attending a home game, the student may not suit up and sit with the team.
    - If attending an away game, the student may not ride the bus, suit up or sit with the team.
- **Stage three (Week 3):**

- If improvement in conduct **has occurred, the student will be reinstated.**
  - The student remains on probationary status.
  - Any time thereafter that conduct is unsatisfactory; the student **may** be removed from the team for the remainder of the season
- If improvement in conduct has not occurred, or if a fourth detention is received, **the student will be removed from the team for the remainder of the season.**

Athletes and their parents will be notified of probationary status and removal from a team in writing by administration.

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### **SPORTSMANSHIP**

Good sportsmanship by all members of an interscholastic team is required. Failure to exhibit proper sportsmanship will result in consequences ranging from loss of playing time to removal from the team. **Athletes removed from a game for unsportsmanlike conduct will be suspended for the next scheduled game.**

We invite students, parents and community members to attend as many athletic events as possible and enthusiastically support our teams. Good sportsmanship is also expected at all events from fans, both students and adults. To achieve this, we encourage following these guidelines:

1. Never “boo” or verbally harass the opposing team or the officials.
2. Let the coaches guide their own players without interference from the sidelines.
3. Have respect for the visiting school and other spectators.
4. When attending away games, be a courteous guest and observe the rules of the school visited.

### **PROCEDURES FOR ATTENDING AFTER-SCHOOL EVENTS**

We encourage our middle school students to support their school teams and clubs through attendance at games and functions. However, due to staggered starts there is usually a period of “wait time” between middle school dismissal and the activity. **Grades 5-8 students may not be on school grounds unsupervised while the elementary school is still in session.** This would include skateboarding, bike riding in the parking lot, using the playground or the athletic field, or just “hanging around”. Students returning to use the

fields, playground or blacktop must wait until the last elementary bus has been loaded (usually 3:35-3:40).

**If a grade 5-8 student wishes to stay in the school to attend an after school function, that student must follow the procedure outlined below:**

1. They can attend the Open Homework Room (Schedule can be found online. See Open homework Room) ***There is no open homework room on Fridays.***
2. A staff member must agree to supervise the student while he/she waits for the activity to begin. (This would need to be arranged prior to the day of the activity.)
3. Written permission from the parent or guardian must be presented to the office.
4. If the student has written parental permission to leave school grounds (i.e. to go to the store), that student may not return to school until the activity begins.

***Those students who have not pre-planned their after-school attendance at activities as described above will be required to go home on the bus.***

#### OPEN HOMEWORK ROOM

Due to COVID-19 and creating cohorts of students, Open Homework Room will not be available to start the year. If Open Homework becomes available later in the year, the following will apply.

Teachers volunteer to offer Open Homework Room to middle school students after school to provide a space for students to complete assignments in a quiet environment. Open Homework Room is available for students Monday-Thursday until 3:15 pm. Students who stay for Open Homework may take the elementary bus home. **Because teachers volunteer to host Open Homework Room, there may be days that Open Homework Room is not available. Students need to be prepared with alternate plans on these days.**

While attending Open Homework Room, students are expected to adhere to the following

1. The classroom is expected to be silent and all students should be working independently.
2. Students are expected to arrive with all of the materials that are needed at the beginning of the period. Students cannot be wandering through the building during this time.
3. If students need to get a drink or to use the restroom, students need to do so before entering the homework room.

4. If a student does not have homework, be prepared with an independent reading book.
5. Use of cell phones is prohibited in line with our No Cell Phone policy.
6. Students who are staying after to await sports event will not be dismissed early unless they are on a team and are required to be somewhere.
7. Students are expected to listen to the announcements for dismissal procedures.

The use of Open Homework Room by students is a privilege. Many students use Open Homework Room as an essential part of their school success. Any disruptions affect the ability for students to remain focused. Students who are not respectful of the rules of Open Homework Room will lose the privilege of attending.

1. On the first offense, students will be sent to the office to await dismissal and will lose the opportunity to attend for one week.
2. On the second offense, students will be sent to the office to await dismissal and will lose the opportunity to attend for two weeks.
3. On the third offense, students will lose the opportunity to attend for the remainder of the school year.

## 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.

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### **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.
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.

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### **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.

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## 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.

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## WELLNESS POLICY

The Auburn School Board adopted a wellness policy (JLCF) in compliance with federal and state requirements. The purpose of the policy is to promote lifelong wellness practices. Auburn has a building wellness committee with staff, students and parent representation. The committee meets regularly during the school year to review nutritional choices with our school program and plan activities to promote physical activity and nutritional education.

The policy establishes nutritional guidelines for all foods served at the school. All foods available on school grounds during the school day and at school sponsored activities will meet or exceed the current USDA Dietary Guidelines for Americans. Food offerings should be nutrient dense per calories, have low fat and sugar content, be of moderate portion size, and include a variety of fruits, vegetables and whole grains. Food and beverages offered for snacks, activities and/or fundraisers should encourage healthy choices and promote positive health habits. The nutrition standards are intended to model the practice of moderation as a component of a healthy lifestyle.

These nutritional guidelines apply the school lunch and breakfast programs, food and beverages sold in vending machines, snack carts, concession stand, at parties/celebrations/meetings during the school day, and as part of school fundraising activities. **Soda will not be served in the school at any function.**

## 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.

In order to insure consistency in discipline, when misbehavior occurs at Level I (and some, but not all Level II's), the staff member will notify the student as to which behavioral category (*i.e. disruptive*) is being violated and the specific behavior (*i.e. speaking out without permission*) evidenced.

- If the student complies, the issue is over.
- If the student is addressed a second time for the same behavior during that class period, he/she will be asked to see the teacher after class and the behavior will be logged. When the student meets with the teacher after class, he/she will have an opportunity to respond (*Due Process*), and an appropriate consequence will be imposed.

- If the student is addressed about the same behavior for a third time during the same class period, he/she will be instructed to report to the office. This then becomes a level II offense.

***Note: This sequence is not employed for behaviors that are unsafe in any way or blatantly disrespectful.***

#### 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: notification of parents in writing, a formal hearing with representation, offering the evidence and witnesses for cross-examination. Students will be given the opportunity to respond both verbally and in writing before the principal or assistant principal 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**

Talking during instruction

Disruptions

Excess noise in hallway

#### **Unethical Behavior**

Plagiarism

Copying homework

Dress Code Violations

#### **Disrespectful Behavior**

Responding to a staff member inappropriately

Inappropriate Language

#### **Unkind Behavior**

Teasing

Hurtful language

**Irresponsible Behavior\***

Tardiness

Abuse of rest room time

Roaming halls

Littering

Gum Chewing

**Unsafe Behavior**

Horseplay

Running in the Hallways

*\* Not to be applied to late or missing homework.*

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

- Verbal Reprimand and behavior will be logged
- Parent phone call
- Seat change
- Parent phone call from student with staff supervision
- Lunch detention(s)
- Teacher detention(s)
- Letter home from student with staff supervision
- Request to change clothing
- Time out of classroom
- Loss of Activity Privileges
- Loss of privileges

**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

Inappropriately displaying affection

Being non-compliant

Arguing with staff

Cell phone usage during the school day

**Unethical Behavior**

Lying

Cheating

Plagiarism

Forgery of parental signature

Stealing

**Disrespectful Behavior**

Inappropriate language/gestures directed at another student

Inappropriate notes/drawings regarding staff.

Unsafe Behavior

Tripping

Invading personal space

Leaving assigned area without permission

Throwing objects

Failing to follow building evacuation protocol

Forceful bodily contact

Verbal/written threatening

**Irresponsible Behavior**

Abusing school property

Inappropriate use of school computers/internet

**Unkind Behavior**

Taunting (1<sup>st</sup> offense)

Physically Intimidating (1<sup>st</sup> offense)

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

Lunch detention(s)

Teacher detention(s)

½ Hour PM detention

1 Hour PM detention(s)  
 ½ Day Internal Suspension\*  
 Full Day Internal Suspension\*

Multiple Day Internal Suspension\*  
 External Suspension\* (3-5 days)

(\* May only be imposed by a building administrator)

**LEVEL III BEHAVIORS AND CONSEQUENCES**

Level III behaviors will be handled by a building administrator.

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

**Disruptive Behavior**

Group Disruption

**Unsafe Behavior**

Throwing objects with intent to hurt

Fighting

The purchase, possession, distribution or use of any tobacco product

**Disrespectful Behavior**

Inappropriate Language/Gestures directed at a supervising adult

**Unethical Behavior**

Theft

False Alarms-fire, 911

False reporting

Tampering with defibrillator

**Unkind Behavior**

Bullying

Purposeful damage to property

Harassment

Destroying school property

Sexual harassment

**Irresponsible Behavior**

Purposeful damage to property

Harassment

Destroying school property

**Defiant Behavior (Refusal)**

Refusal to leave an assigned area

Repetition of level II behaviors

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

½ Day Internal Suspension

Full Day Internal Suspension

Multiple 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

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### **DEFINITION OF CONSEQUENCES**

**LOG OF BEHAVIOR:** The behavior will be recorded in PowerSchool by teacher and will accumulate towards a detention or loss of activity.

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

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

**LUNCH DETENTION:** The student will spend his/her lunch period 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 (8:00 a.m. to 2:30 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. **(Students staying for detention may not ride the elementary bus home.)** (With parental permission, the 24-hour time frame may be waived.)

**TEACHER DETENTION:** Time after regular school hours (8:00 am to 2:30 pm) which is spent under the supervision of a staff member. During this time, teachers can conference, reteach expectations or problem solve behavior with students. Students shall report on time and will be subject to further disciplinary action if they fail to keep their detention. Students staying after for a teacher detention may ride the elementary bus home.

**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.)** If a student with an Individualized Education Plan is suspended for 10 days or more, the Special Education team will meet to determine if the behavior is a manifestation of the student's disability. When the behavior is determined to be a manifestation of the child's disability, the district's procedure is to review the IEP and consider the use of positive behavioral interventions and supports, and other strategies, to address that behavior.

#### PLAYGROUND RULES (PRIMARILY GRADES K-6)

- 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:
  - o No hockey sticks, tennis rackets, hard balls (including footballs), batons or recorders are to be brought to recess.
  - o 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!**

#### EIGHTH GRADE END OF YEAR ACTIVITIES

Eighth grade students participate in several special activities during the final months of the school year. Those activities include class field trips, the 8<sup>th</sup> Grade Celebration (dinner and dance) and the graduation ceremonies. Participation in all of these activities is a privilege dependent upon appropriate behavior during the school hours and events. Student conduct during the last trimester of school can mean the difference between attendance and non-attendance at the planned functions. The final months at AVS are a time of high energy, great expectations and celebration. We want all graduating students to participate fully and appropriately.

#### DRESS FOR SCHOOL

While the dictates of fashion may pressure students to wear certain items of clothing, these items may, in fact, be disruptive in a school setting. Clothing should also be age appropriate to a classroom setting, especially in warmer weather. The administration will issue additional directives on inappropriate apparel as the need arises. Parents are urged to assist and support the school’s monitoring of clothing. We must strive to maintain an appropriate educational environment. The dress code is in place for meeting state and federal health and safety regulations, and setting a professional tone for students to achieve academically. The enforcement of the above regulations is at the discretion/interpretation of building administration.

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 ripped or torn. Cut-offs are never acceptable.

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. Hoods, hats, bandanas and sunglasses.
10. Unsafe footwear.
11. Shorts, dresses and skirts that do not reach mid-thigh in length (to the tip of the hand fully open and extended).
12. Pajamas or other 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 those 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 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.

#### BULLYING

Bullying is conduct which subjects a pupil to insults, taunts or challenges, whether verbal or physical in nature, which is 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.)

## 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 1-4 student on a weekly basis and for one trimester to all grade 5-8 students. 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.

## 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.

## HALL PASSES

Middle school students are required to sign in and out of classrooms if they leave them at any time during an instructional period. Further, they are to carry a hall pass provided by the classroom teacher if traveling through the halls during scheduled class time.

## TARDY PASSES

Students who are late for class without teacher permission must report to the office for an

**unexcused tardy pass** before being allowed into class. Repeated tardiness during the school day will result in disciplinary action.

## 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. Parents are asked not to contact their children on their cell phones during school hours.

The use of 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.

Cellular phone and electronic device (iPods, Mp3 Players, handheld video games, smart watches and devices) use is not allowed during school hours and should be stored while at school. Each middle school classroom will have a designated spot in their classroom to store cell phones. They must be on silent and may not be checked during class time. If a student chooses not to store their cell phone in the classroom, they must be powered off and stored in their lockers and not accessed throughout the day. If school or bus staff becomes aware of unauthorized cell phone usage, the cell phone will be confiscated immediately.

**First offense** –The device may be retrieved by the student at the end of the day from the Main Office.

**Second offense** – The device will only be returned directly to the child’s parent or legal guardian from the Main Office.

**Third offense** – Student will be unable to bring their electronic device to school for the remainder of the school year. Possessing a device on school property during school hours after third offense will result in disciplinary action.

The Auburn School District will not be responsible for loss, damage or theft of any cell phones or other electronic devices.

## BRING YOUR OWN DEVICE (GRADES 5-8) (BYOD)

Auburn Village School is a 1:1 school with each student having access to a Chromebook. Therefore, Auburn School District does not support the use of additional devices by students. BYOD may be considered on a case by case basis with school administration approval.

#### 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 KFA addresses the responsible use of school property. An individual 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 and should not be used during school hours.

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

## TRANSPORTATION

### BUS TRANSPORTATION

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. If a student is not planning to use the provided transportation, a note from the parent should be on file in the school office. Pupils may not transfer to a different bus route without the express written permission of the principal or assistant principal. **It is the student's responsibility to board the correct bus.**

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.

Pupils may not use the school bus to arrange for transportation for multiple students to go another child's home. Multiple addition of students to a bus can cause it to go over capacity. Families should make other arrangements to transport students in these cases. Individual students may be considered by administration for childcare purposes on a case by case basis.

### 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 aisle  | 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 are used on the buses to monitor student behavior. Audio recordings in conjunction with video recordings may also be captured on the buses in accordance with the provision of RSA 570-A:2(k)(1). The following should not be interpreted to be all-inclusive list, 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 (10) – 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 (GRADES 5-8)

All bicycle riders and walkers are required to:

1. Have written parental consent on file in the school office. These forms are sent home and can also be found in the office.
2. Sign-out with a staff member 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. Not ride on the school property until the last elementary bus has left.

**NH state law requires all children under the age of 16 to wear a helmet.** The students are strongly encouraged to use a bike lock. The Auburn School District is not responsible for lost or damaged bicycles. 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 and Chromebooks 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 or equipment lost, destroyed or damaged.

#### LOCKERS

Each student will be issued a locker. Students may choose to bring in a lock to use with their locker. It is the student's responsibility to know the combination. Students are expected to secure their personal possessions and school supplies in their locker during the school day. Backpacks are to be left in the lockers and not carried from class to class. Students will be given time to visit lockers and get the supplies they need for upcoming classes. They are expected to plan ahead and refrain from disrupting a class to visit their lockers.

The student lockers are the sole property of the Auburn School District and are made available for the convenience of students and are not their private property. Consistent with this policy, they are subject to search for any reason without prior warning to the students who use them.

#### PERSONAL PROPERTY

**The Auburn Village School is not responsible for lost or stolen property.** Students are discouraged from bringing distracting items to school. Radios, MP3 players, 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 cafeteria 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 three times during each trimester.

#### 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.**

#### MEDIA CENTER

The school Media Center is a wonderful place to do research, study, and seek information for use with school projects. It has a wide selection of reference materials and books for your reading pleasure. We encourage all students to take advantage of the print and electronic resources available.

During the school year, students will receive a copy of library guidelines and rules. Students are required to treat Media Center materials with respect. These materials are to be returned in a timely fashion and in the same condition as when they were borrowed. Students are responsible for, and will be required to make restitution for, materials lost or damaged.

## 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. Our volunteers are required to complete a volunteer form and participate in a criminal check at the school's discretion. 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 contact our PTA or your child's teacher.

## 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.

## 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.

**APPENDIX**

ASD File: BAAA

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**SCHOOL BOARD POLICIES AND ADMINISTRATIVE PROCEDURES****Generally**

The policies of the Auburn School Board are intended to establish the general and overall rules within which day-to-day operations of the school district are to be governed. Procedures for carrying out and implementing the broad policies of the Board on a day-to-day basis are to be fashioned and adopted by the administration, under the direction of the Superintendent. As applicable, members of the district community are expected to comply with both board policy and administrative procedures, subject to the limitations and exceptions set forth herein. However, the failure of the Board or the Administration to comply with policy shall not invalidate any lawful action taken.

**Contents of Board Policy and Administrative Procedure**

The policies of the Board shall be composed of:

1. The policies contained in this Policy Manual.
2. The contents of administrative job descriptions adopted by the Board.
3. All formal Student Handbooks.
4. All formal Employee Handbooks.

Administrative procedure is not part of the board policy and may be altered by the administration without board action. Administrative procedure, however, may not conflict with board policy.

**Limitations of Policy**

Neither the policies of the Board nor the procedures of the administration are intended, nor shall they be construed, to supersede or preempt any applicable laws, whether constitutional, statutory, regulatory, or common in origin. Consequently, all board policies and administrative procedures shall be given both an interpretation and application which is lawful. The Board shall have the final interpretation of its policies and the administration shall have the final interpretation of its procedures.

As the Board policies and administrative procedures are limited by legal constraints, so too are the rights of those to whom the board policies and administrative procedures apply. Neither the policies of the Board nor the procedures of the administration are intended to

expand the rights of individuals beyond those established by law or to give to any individual a cause of action not independently established in law. Enforcement of board policy shall rest exclusively with the Board, and enforcement of administrative procedures shall rest exclusively with the administration.

Board policy and administrative procedure shall not preempt, create, supplant, expand or restrict the rights or liabilities of students, employees, taxpayers, or others within the school district beyond those that are established in law and are not intended to restrict or limit students, employees, or other members of the school district community from pursuing any claims or defenses available under law.

### **Exceptions**

Exceptions to any policy or the application of any policy may be made if requested or recommended in accordance with the following procedures:

1. Any person may request an exception to any board policy or the application of same by submitting a letter to the Superintendent. The request shall identify:
  - a. The name, address, and telephone number of the person making the request.
  - b. The policy for which the exception is being requested.
  - c. The action that the requesting individual desires.
  - d. The rationale supporting the need for an exception.
2. The Superintendent or his/her designee shall conduct a sufficient investigation of any request for an exception and make a determination. Among the factors to be evaluated are the relevant facts related to the request, the rationale of both the policy and the request for the exception; and the disposition of prior requests for exceptions to the same or similar policies. Should the parties involved disagree with the Superintendent's decision, an appeal may be made to the Auburn School Board.
3. The Board shall have final and exclusive authority to determine whether to grant any request for an exception and shall be the sole judge of whether the rationale for the exception is sufficient, taking into consideration the recommendation of the Superintendent. Moreover, the granting of exceptions in the same or similar cases shall not constitute binding precedent or practice inasmuch as the prior grant of an exception may establish that the granting of an exception is ill-advised.
4. Exceptions to administrative procedure shall be made in accordance with the procedures established by the Superintendent.

Adopted: November 27, 2001

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## **RELATIONS WITH POLICE AUTHORITIES**

It is the policy of the school to cooperate with law enforcement agencies to the extent necessary to protect the health, safety and welfare of students, staff and visitors to the school.

The district may utilize a school resource officer and may collaborate with local law enforcement agencies to engage the use of school resource officer. In such situations, the Superintendent is authorized to develop and implement a memorandum of understanding with local law enforcement relative to the use of school resource officer.

Adopted: June 12, 2001

Revised: February 14, 2017

Legal References: RSA 186:11, RSA 193-D:4

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## **MEMORANDUM OF UNDERSTANDING BETWEEN AUBURN SCHOOL DISTRICT & 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**

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.

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## **GRADING SYSTEM**

The Superintendent and the Principal will develop a system to report student progress appropriate for the grade levels of the school. The system will be approved by the Board and when feasible, published in the Parent-Student Handbook. Individual student grading decisions shall be made at the building level and the decision shall be final.

Adopted: November 14, 2000

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## **STUDENT EDUCATION RECORDS AND INFORMATION –ADMINISTRATIVE PROCEDURE**

This administrative procedure is intended to assist administrators and school staff in complying with the requirements of federal and state statutes and regulations concerning student education records and information, including special education requirements.

### **A. Definitions**

The following definitions apply to terms used in this procedure.

1. “Act” means the Federal Family Educational Rights and Privacy Act (20 U.S.C. §1232g).
2. “Directory Information” means the following information contained in an education record of a student: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school district, honors and awards received, and photographs and videos relating to student participation in school activities open to the public.
3. “Eligible Student” means a student who has attained 18 years of age or who is attending an institution of postsecondary education. Generally, once a student becomes an eligible student, all rights accorded to parents concerning education records transfer to the eligible student, except that the School District may continue to disclose education records to a

parent without prior written consent if the student qualifies as a dependent under the Internal Revenue Code.

4. “Parent” means parent, regardless of divorce or separation, a legal guardian, or individual acting as a parent or guardian. There shall be a presumption that a parent has the authority to exercise the rights inherent in the Act, unless the School District has been provided with evidence that there is a court order, statute, or legally binding document relating to such matters as divorce, separation or custody that specifically revokes such rights.

5. “Record” means information recorded in any way, including but not limited to handwriting, print, e-mail or other computer media, video or audio tape, or microfilm and microfiche.

6. “Education Record” means records, files, documents and other materials that contain information or data that directly relates to a student and is maintained by the school district. Records of instructional, supervisory and administrative personnel and personnel who support these individuals, which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a temporary substitute for the person who made the record are excluded from this definition, as are grades on peer-graded papers before they are collected and recorded by a teacher.

7 “Student” includes any individual who has been in attendance at the School District and regarding whom the School District maintains education records.

## **B. Annual Notification of Rights**

Parents and eligible students shall be provided with notice of their rights under FERPA and other applicable federal and state laws and regulations concerning education records at the beginning of each school year or upon enrollment if a student enrolls after the start of the school year. The School District may provide notice through any of the following means:

1. Mailing to students’ homes;
2. Distribution to students to take home;
3. Publication in student handbooks that are provided to students and eligible students; or
4. Publication in newsletters or other materials distributed to each parent/eligible student.

## **C. Access to Policy and Administrative Procedure**

The School District's policy on Student Education Records and Information shall be posted in each school. In addition, school administrators shall provide copies of this administrative procedure to parents/eligible students upon request or when a request to inspect or amend records is made.

#### **D. Inspection and Review of Education Records**

Parents/eligible students may review and inspect their education records by the following procedure:

1. The parent/eligible student must make a written request to the Superintendent or building administrator to review the records.
2. The Superintendent or building administrator will comply with the request without unnecessary delay and in a reasonable period of time, but in no case more than 45 days after it received the request, If the student qualifies as a child with a disability, the Superintendent or building administrator will comply before any IEP Team meeting regarding an Individualized Education Program or any due process hearing or resolution session under the special education laws. .
3. The Superintendent or building administrator may deny a request for access to or copies of the student's education records if there is reasonable doubt as to the legality of the parent-child relationship. Access will be withheld until a determination of legal right to access can be established.
4. All records shall be reviewed in the presence of a school official.

Parents of special education students may also review upon request the following:

1. The School District's list of types and locations of education records and titles of officials responsible for the records.
2. The School District's record of disclosures of personally identifiable information (see Section F).

#### **E. Requests to Amend Education Records**

Parents/eligible students may ask the School District to amend education records they believe are inaccurate, misleading or in violation of the student's privacy rights as follows:

1. The parent/eligible student must make a written request to the Superintendent or building administrator to amend the education record. The request must clearly identify

the part of the record they want changed, specify how they want it changed, and specify why it is inaccurate or misleading.

2. The Superintendent or building administrator shall, within a reasonable period of time after receipt of the request, either amend the record in accordance with the request or inform the parent/eligible student of the School District's refusal to amend the record and inform the parent/eligible student of their right to request a hearing.

3. If the parent/eligible student requests a hearing, it shall be held within a reasonable period of time from the School District's receipt of the written request. The parent/eligible student shall be given advance notice of the date, place and time of the hearing. The Superintendent shall designate an individual to conduct the hearing. This individual may be an employee of the School District so long as he/she does not have a direct interest in the outcome of the hearing. The parent/eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of his/her choice at his/her own expense, including an attorney.

4. The School District shall make its decision in writing within a reasonable period of time. The decision of the school must be based solely on the evidence presented at the hearing, and shall include a summary of the evidence and the reasons for the decision.

5. If, as a result of the hearing, the School District decides that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall amend the education records of the student accordingly and so inform the parent/eligible student in writing.

6. If, as a result of the hearing, the School District decides that the information is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall inform the parent/eligible student of their right to include a statement in the student's education record about the contested information and/or setting forth any reasons for disagreeing with the decision of the School District.

7. Any statement placed in the student's education record under the preceding paragraph shall be maintained with the contested part of the record for as long as the record is maintained by the School District. If the School District discloses the contested portion of the record to any party, it shall also disclose the statement.

## **F. Disclosure of Education Records**

All disclosures of education records will be made in compliance with federal and state statutes and regulations. The School District will not disclose any personally identifiable

information from the education records of a student without the prior written consent of the parent/eligible student unless such disclosure is otherwise allowed by federal and/or state statutes or regulations. The written consent shall include a specification of the records that may be disclosed, the purpose(s) of the disclosure(s), and the identity of the party or class of parties to whom the disclosure(s) may be made.

There are several exceptions to the requirement to obtain prior written consent before disclosing education records as follows:

1. Directory Information. The School District may make directory information (as described in Section A) public at its discretion unless a parent/eligible student has notified the Superintendent in writing by September 15th of the school year or within thirty (30) days of enrollment, whichever is later, that the parent/eligible student refuses to let the School District designate as directory information any or all of those types of information. This opt-out shall remain in effect until the following school year, unless the parent or eligible student rescinds it earlier, or unless the student no longer attends the School District, in which case the opt-out will remain in effect unless it is rescinded.

Absent an opt-out, the School District may disclose directory information about former students without the consent of the parent/eligible student.

2. Military Recruiters/Institutions of Higher Education. Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the School District must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents and secondary school students who do not want the School District to disclose this information must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later.

3. School Officials with Legitimate Educational Interests. Education records (and personally identifiable information from an education record) may be disclosed to school officials with a "legitimate educational interest." A school official has a legitimate educational interest if he/she needs to review an education record (or to receive personally identifiable information from an education record) in order to fulfill his/her professional responsibility. School officials include persons employed by the School District (or the School District's school administrative unit) as an administrator, supervisor, instructor or support staff member (such as guidance, health or medical staff and the School District's designated law enforcement personnel, if any); members of the School Board; persons or companies with whom the School District or school administrative unit has contracted to

provide specific services (such as attorneys, auditors, medical consultants, evaluators, experts, or therapists); and volunteers who are under the direct control of the School District with regard to education records.

4. Other Schools. The School District sends student education records to schools, school systems, or institutions of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled, if the school, school system, or institution of secondary education has requested the records and so long as the disclosure is for purposes related to the student's enrollment or transfer, Such records shall include, but are not limited to, grades, report cards, disciplinary records, attendance records, special education records and health records.

5. Health or Safety Emergency. In accordance with federal regulations, the School District may disclose education records in a health or safety emergency without prior written consent to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

6. Other Entities/Individuals. Education records may be disclosed to other governmental entities and individuals as specifically permitted by FERPA and the accompanying regulations.

### **G. Request/Disclosure Record**

1. The School District will maintain a record of requests for and disclosures of personally identifiable information from the education records of a student.

2. Such records do not include: (a) disclosures to the parents/eligible student; (b) disclosures made pursuant to written consent of the parents/eligible student; (c) disclosures to school officials with legitimate educational interests in the record; (d) disclosures of directory information; (e) disclosures to the person who provided or created the record; (f) disclosures pursuant to a subpoena in certain law enforcement proceedings as described 34 C.F.R. § 99.31(a)(9)(ii)(A) and (B) if the court or agency issuing the subpoena ordered that the existence or contents of the request for disclosure remain confidential; or (g) disclosures pursuant to ex parte orders obtained by the U.S. Attorney General (or certain designees) concerning investigations or prosecutions of offenses listed in 18 U.S.C. § 2332(g)(5)(B) or acts of domestic or international terrorism as defined in 18 U.S.C. § 2332.

3. The record will include the party requesting the information and the "legitimate interest" the party has in the information. In the case of state and local educational authorities, and federal officials and agencies identified in the FERPA regulations, the record must specify

that the records may be subject to further disclosure by these authorities, officials and agencies without consent.

4. When disclosures are made under the exception for health or safety emergencies, the record must include the “articulable and significant threat to the health or safety of a student or other individuals that formed the basis of the disclosure” and the parties to whom the information was disclosed.

#### **H. Waiver of Confidentiality Rights**

A parent/eligible student may waive any of his/her rights regarding confidentiality of education records, but any such waiver must be in writing and signed by the parent/eligible student. The school may not require that a parent/eligible student waive his or her rights. Any waiver may be revoked, but such revocation shall not apply to any actions taken by the School District prior to the revocation being received. If a parent executes a waiver, that waiver may be revoked by the student any time after he/she becomes an eligible student.

#### **I. Fees for Copying Records**

There shall be no charge to search for or retrieve education records of a student. The School District shall provide copies of education records to parents/eligible students upon request, subject to reasonable limitations. The school district may charge a fee for actual costs for producing photocopies of records. Parents/eligible students who are unable to pay such fees will not be denied access to education records.

#### **J. Maintenance and Destruction of Education Records**

The School District shall maintain education records as required by federal and state statutes and regulations.

1. Records shall be maintained in paper and/or electronic form by personnel who are knowledgeable about the applicable confidentiality and record retention requirements. All records shall be safeguarded from unauthorized access. Student records must be kept in fireproof storage at the school or a duplicate set must be kept off-site.

2. The School District shall not destroy any education record if there is any outstanding request to inspect or review such records.

3. Records of access to education records shall be retained as long as the records themselves.

4. The School District shall inform parents of students who have received special education services when education records are no longer needed to provide educational services to the student or to demonstrate that the school has provided the student with a free appropriate public education as required by law. At that point, the records may be turned over to parents/eligible student upon their request, or destroyed in accordance with the parent's request or School District procedures.

### **K. Complaints**

The United States Department of Education maintains an office that handles complaints about alleged violations of FERPA by local school districts. Complaints regarding violations of rights accorded parents/eligible students may be submitted in writing to:

Family Policy Compliance Office

Department of Education

400 Maryland Avenue, S.W.

Washington, D.C. 20202-5901

Revised: January 12, 2010

Legal References: 20 U.S.C. § 1232g; 34 C.F.R. Part 99 (as amended), 20 U.S.C. § 7908, RSA 189:1-e, 193-D:8, 194:31-a, N.H. Code of Administrative Rules Ed 1119

ASD FILE: EEAEC

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### **STUDENT CONDUCT ON SCHOOL BUSES**

The Superintendent and/or his/her designee will develop rules and regulations for conduct on buses and these shall be printed annually in each school's Student/Parent Handbook. Students using district transportation are under the jurisdiction of the school from the time they board the bus until the time they exit the bus. Students transported in a school bus shall be under the authority of the School District and under the supervision of the bus driver. Inappropriate conduct or refusal to adhere to standard bus procedures will be sufficient reason for a pupil to be denied transportation in accordance with the regulations of the School Board as expressed in the Student/Parent Handbooks. The driver of the bus shall be held responsible for the orderly conduct of the students during transportation. Each driver has the support of the School Board in maintaining good conduct on

the bus. Should a student be denied bus transportation, advance notice will be provided to the parents/guardians by the school administration.

Adopted: April 11, 2000

ASD FILE: JI

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### **STUDENT RIGHTS AND RESPONSIBILITIES**

Student rights and responsibilities shall be published in the Parent-Student Handbook.

Adopted: March 26, 2002

ASD FILE: JIA

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### **STUDENT DUE PROCESS RIGHTS**

Student due process rights shall be printed in the Parent-Student Handbook.

Adopted: April 10, 2001

ASD FILE: JICA

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### **STUDENT DRESS CODE**

The responsibility for the appearance of the students rests with the parents and the students themselves.

Parents have the right to determine each student's dress, providing that such attire complies with the health code of the State of New Hampshire, and does not interfere nor disrupt the educational process of the school.

The Principal is authorized to issue regulations to implement this policy, provided that such regulations are approved by the Superintendent and shall be printed in the Parent-Student Handbook.

Adopted: April 10, 2001

**STUDENT CONDUCT**

All student behavior must be based on respect and consideration for the rights of others.

Students shall receive annually, at the opening of school, the Student Handbook listing the rules and regulations to which they are subject.

Students and parents have a responsibility to know and respect the rules and regulations of the school. Students and parents have the further responsibility to behave in a manner appropriate to good citizenship everywhere. This includes treating all students and staff with courtesy, consideration, and respect.

Legal Reference:

RSA 193:13, Suspension and Expulsion of Pupils, RSA 193-D:4, Written Report Required, RSA 631:2-a, Simple Assault, NH Code of Administrative Rules, Section Ed. 306.04(f)(4), Student Discipline, NH Code of Administrative Rules, Section Ed. 306.06, Culture and Climate, NH Code of Administrative Rules, Section Ed. 317.04(b), Disciplinary Procedures

Adopted: April 10, 2001

Revised: May 14, 2019

**STUDENT CONDUCT, DISCIPLINE AND DUE PROCESS****Definitions**

1. Disciplinary measures include, but are not limited to, removal from the classroom, detention, in-school suspension, out-of-school suspension, restriction from activities, probation, and expulsion.
2. Removal from the classroom means a student is sent to the building Principal's office. It is within the discretion of the person in charge of the classroom to remove the student.
3. A restriction from school activities means a student will attend school and classes, but will not participate in school extra-curricular activities.
4. Detention means the student's presence is required for disciplinary purposes before or after the hours when the student is assigned to be in class. The building Principal, or his/her designee, is authorized to establish guidelines or protocol for when detention shall be served (either before school or after school). Whether a student will serve detention, and the length of the detention, is within the discretion of the certified employee disciplining the student or the building Principal.
5. An in-school suspension means the student will attend school but will be temporarily removed from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days.

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

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

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

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

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

The building Principal, or his/her designee, may assign students to detention under the same standard.

#### **Standards for In-School Suspension or Restriction of Activities**

The building Principal, or his/her designee, is authorized to issue in-school suspensions or restrictions of activities, for any conduct that causes material or substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, violates other board Policies, is otherwise inappropriate, or prohibited by law.

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

The power of suspension is authorized as follows:

The building Principal, or his/her designee, may be authorized to suspend a student for ten (10) school days or less for gross misconduct, for neglect, or refusal to conform to school district policies and rules.

The Principal shall consult with the Superintendent prior to issuing any suspension.

Pursuant to Ed 317.04(a)(1), a suspension of ten (10) school days or less shall be considered a "short-term suspension" and may be issued for gross misconduct, for neglect, or refusal to conform to the reasonable policies and rules of the school under RSA 193:13, I.

As required by RSA 193:13(a), educational assignments shall be made available to the suspended pupil during the period of suspension.

The Superintendent is authorized to continue the suspension of a pupil for a period in excess of ten (10) school days. Prior to this extended suspension, the Superintendent will provide an informal hearing on the matter. The informal hearing need not rise to the level and protocol of an official hearing before the School Board, but must comply with the requirements of Department of Education Administrative Rule 317.04, Disciplinary Procedures, subsection (f)(3)g.

Pursuant to Ed 317.04(a)(2), a suspension in excess of ten (10) school days shall be considered a "long-term suspension."

A long-term suspension may be issued for an act of theft, destruction, or violence as defined in RSA Chapter 193-D, for possession of a pellet paint ball gun or BB gun or rifle as provided by RSA 193:13, II, or for any violation of any rule established using the authority granted by RSA 189:15, provided the rule includes notice that a student may receive a long-term suspension and/or may be expelled for violation of the rule and the rule has been recorded in the official records of the School Board.

Any suspension in excess of ten (10) school days, as described in Paragraph 2 of this Section, is appealable to the School Board, provided the Superintendent receives the appeal in writing within ten (10) days after the issuance of the Superintendent's decision described in Paragraph 2. Any suspension in excess of ten (10) school days shall remain in effect while this appeal is pending.

Due process standards for short-term suspensions (ten (10) days or less) will adhere to the requirements of Ed 317.04(f)(1).

Due process standards for long-term suspensions (more than ten (10) days) will adhere to the requirements of Ed 317.04(f)(2).

### **Process for Expulsion**

Any pupil may be expelled by the School Board for an act of theft, destruction, or violence as defined in RSA Chapter 193-D, for possession of a pellet paint ball gun or BB gun or rifle as provided by RSA 193:13, II, or for any violation of any rule established using the authority granted by RSA 189:15, provided the rule includes notice that a student may receive a long-term suspension and/or may be expelled for violation of the rule and the rule has been recorded in the official records of the School Board.

Additionally, any pupil may be expelled by the School Board for bringing or possessing a firearm as defined in Section 921 U.S.C. Title 18 in a safe school zone, as defined in RSA 193-D:1, unless such pupil has written authorization from the Superintendent. Any expulsion under this provision shall be for a period of not less than twelve (12) months.

The District will ensure that the due process standards set forth in Ed 317.04(f)(3) are followed.

An expulsion will run until the School Board restores the student's permission to attend school. A student seeking restoration of permission to attend school shall file a written request with the Superintendent, which details the basis for the request.

Students receiving special education services will be disciplined in accordance with the student's IEP and all applicable provisions of the Individual With Disabilities Education Act (IDEA).

This policy shall be printed in the student handbook.

### **Legal References:**

RSA 89:15, Regulations, RSA 193:13, Suspension & Expulsion of Pupils, NH Admin Rules Section Ed 306.04(a)(3), NH Admin Rules, Section Ed 306.04(f), Student Discipline Policy, NH Admin Rules,

Section Ed 317.04 Suspension and Expulsion of Pupils Assuring Due Process Disciplinary Procedures, New Hampshire Procedural Safeguards Handbook for Special Education

Adopted: June 12, 2001

Adopted: November 18, 2002

Revised: November 9, 2010

Revised: April 10, 2018

Revised: January 14, 2020

ASD FILE: JQ

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### **STUDENT FEES, FINES AND CHARGES**

Students are responsible for all textbooks and school property entrusted to them and must ensure they receive proper care in accordance with the Parent-Student Handbook. Damage, destruction or disappearance of school property is the responsibility of the student, and reimbursement up to replacement cost may be required by the Auburn School District.

Adopted: June 12, 2001

SAU 15 FILE: JLCF

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### **WELLNESS POLICY**

SAU 15 is committed to providing a school environment that enhances learning and development of lifelong wellness practices.

To accomplish these goals:

1. Child Nutrition Programs comply with federal, state and local requirements. Child Nutrition Programs are accessible to all children.
2. Sequential and interdisciplinary nutrition education is provided and promoted.
3. Patterns of meaningful physical activity connect to students' lives outside of physical education.
4. All school-based activities are consistent with local wellness policy goals.

5. All foods and beverages made available on campus (including vending, concessions, a la carte, student stores, parties, and fundraising) during the school day are consistent with the current Dietary Guidelines for Americans.
6. All foods made available on campus adhere to food safety and security guidelines.
7. The school environment is safe, comfortable, pleasing, and allows ample time and space for eating meals.
8. The school district will engage students, parents, teachers and food service professionals, health professionals and other interested community members in developing, implementing, monitoring, and reviewing district wide nutrition and physical activity policies.

SAU 15 supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential and behavior.

All students shall possess the knowledge and skills necessary to make nutritious and enjoyable food choices for a lifetime. In addition, staff is encouraged to model healthy eating and physical activity as a valuable part of daily life.

SAU 15 shall prepare, adopt, and implement a comprehensive plan to encourage healthy eating and physical activity. The Superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness.

SAU 15 will develop a Wellness Committee comprised of school personnel, administration, community members and students to plan, implement, and assess ongoing activities that promote healthy lifestyles, particularly physical activity for all age groups within the school community.

The primary goal of nutrition education is to influence students' eating behaviors. Nutrition education at all levels of the district's curriculum shall include, but not be limited to, the following essential components designed to help students learn:

1. Age appropriate nutritional knowledge, including the benefits of healthy eating, essential nutrients, nutritional deficiencies, principles of healthy weight management, the use and misuse of dietary supplements, safe food preparation, handling and storage and cultural diversity related to food and eating.

2. Age appropriate nutrition–related skills, including, but not limited to, planning a healthy meal, understanding and using food labels and critically evaluating nutrition information, misinformation and commercial food advertising.
3. How to assess one’s personal eating habits, set goals for improvement, and achieve those goals.
4. Consistent nutrition messages will be provided throughout the school in media, in the classroom and in the cafeteria, to the home and community.
5. Nutrition concepts shall be integrated into health, science education, family and consumer science, or in grade appropriate curriculum.
6. Staff providing nutrition education shall have appropriate training.

### **Physical Activity**

School leaders are encouraged to develop and implement a plan that supports physical activity.

1. Physical activity will be integrated across curricula and throughout the school day. Movement can be made a part of Unified Arts, Science, Math, Social Studies, and Language Arts.
2. Physical education courses will be the environment where students learn, practice, and are assessed on developmentally appropriate motor skills, social skills, and knowledge.
3. Special programs such as student and staff walking programs, family fitness events, and events that emphasize lifelong physical activities shall be supported.
4. The school district will encourage and may offer opportunities for all students to initiate and voluntarily participate in before and after-school physical activity programs that promote inclusive physical activity on a school-wide basis, such as interscholastic sports, intramurals, clubs, and other extracurricular and co-curricular activities.
5. Establish school support for community recreation and youth sports programs and agencies that complement physical activity programs (i.e., share information and make facilities available).
6. Every effort will be made for all elementary school students to have at least one supervised recess daily, preferably outdoors. Recess should be considered before lunch since research indicates that physical activity prior to lunch can increase the nutrient

intake and reduce food waste. Discretion will be used when restricting student participation in recess.

7. Every effort will be made by the district to have physical education class teacher-to-student ratios equivalent to those of other subject area classes in the schools.

### **Nutrition Guidelines for all Foods on Campus**

All foods available on school grounds during the school day and at school-sponsored activities will meet or exceed the current USDA Dietary Guidelines for Americans. Food offerings should be nutrient dense per calorie, have low fat and sugar content, be of moderate portion size, and include a variety of fruits, vegetables, and whole grains. Food and beverages offered for snacks, activities, and/or fundraisers should encourage healthy choices and promote positive health habits. The nutrition standards are intended to model the practice of moderation as a component of a healthy lifestyle.

These nutrition guidelines apply to the school lunch and breakfast programs, foods and beverages sold in vending machines, snack bars, school stores, concession stands, at parties/celebrations/meetings during the school day, and as part of school fundraising activities.

1. All beverages sold or provided on school campuses or at school-sponsored activities should follow established USDA guidelines for sugar content, caffeine, sodium, and fat.
2. Healthy choices of food and beverages will be encouraged at school-sponsored events outside of the school day.
3. School celebrations and school-sponsored activities should include a balance of food and beverage choices that strive to promote healthy choices.
4. A la carte/snack items available will adhere to established nutrition standards. A variety of snacks should be offered, including fruits, vegetables, or low fat dairy products.
5. Schools should encourage fundraisers that promote positive health habits and nutrition choices. Whenever possible, fundraisers should include the sale of non-food items.

### **Other School Based Activities**

Our goal is to create a total school environment that is conducive to healthy eating and being physically active.

Dining Environment

1. The school district will provide a clean, safe, and enjoyable meal environment for students.
2. The school district will provide enough space and serving areas to ensure all students have access to school meals with minimum wait time.
3. The school district will have drinking fountains available in all schools, so that students can get water at meals and throughout the day.
4. The school district will encourage all students participate in school meals programs and protect the identity of students who eat free and reduced meals.
5. The school district will provide an adequate time for students to eat healthy food and promote social etiquette.

### **Food or Physical Activity as a Reward or Punishment**

1. The school district will prohibit the use of food as a punishment in schools and avoid the use of unhealthy food as a reward.
2. Every effort will be made for all elementary school students to have at least one supervised recess daily, preferably outdoors. Recess should be considered before lunch since research indicates that physical activity prior to lunch can increase the nutrient intake and reduce food waste. Discretion will be used when restricting student participation in recess.

### **Consistent School Activities and Environment**

1. After-school programs will encourage physical activity and healthy habit formation.
2. Local wellness policy goals will be considered in planning all school-based activities (such as school events, field trips, dances, and assemblies).
3. The school district will encourage that all schools' fundraising efforts to be supportive of healthy eating.
4. The school district will provide opportunities for on-going professional training and development for food service staff and teachers in the areas of nutrition and physical education.
5. The school district will make efforts to keep school or district-owned physical activity facilities open for use by students and adults outside school hours.

6. The school district will encourage parents, teachers, school administrators, students, food service professionals, and community members to serve as role models in practicing healthy eating and being physically active, both in school and at home.
7. The school district will encourage and provide opportunities for students, teachers, and community volunteers to practice healthy eating and serve as role models in school dining areas.
8. The school district will provide information and outreach materials about other programs to students and parents. These may include local health departments, NH Healthy Kids, and Food and Nutrition Service Programs such as Food Stamps, and Women, Infants, and Children (WIC).
9. The school district will encourage all students to participate in school meals programs, i.e. the National School Lunch, including snacks for school snack programs, After School Programs, and School Breakfast programs.

### **Evaluation Component**

1. The Local Wellness Committee will develop a plan for implementing and monitoring this policy. The committee will comprise of school personnel, administration, parents, and community members. The committee shall not exceed nine people.
2. The school administration will ensure compliance with the district's established nutrition and physical activity wellness policy. Evaluation of progress and results will be communicated annually to the school board.

Statutory Reference: Based on Federal Public Law (PL 108.265 Section 204)

Adopted: June 13, 2006 (Auburn)

ASD File: JICFA

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### **HAZING**

It is the policy of the District that no student or employee of the District shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the Board of Education shall engage or participate in hazing.

This District does not permit or condone student hazing.

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

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

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

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

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

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

A copy of this policy will be furnished to each student and teacher in the school District.

Adopted: December 11, 2007

Revised: March 13, 2018

Legal Reference: NH Ed Rule 306.04(a)(7) New Hampshire Code of Administrative Rules,  
Section Ed 306.04 (a) (7), Student Hazing

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## **ADMINISTERING MEDICATION TO STUDENTS**

The Superintendent shall be responsible for establishing specific procedures to control medications administered in schools. Such procedures are found in Appendix JLCD-R.

Prescribed medication should not be taken during the school day, if at all possible.

Medication is to be administered by the school nurse, principal or other designee.

Medication will be administered in school only after receiving and filing in the student's health record the following:

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

All medication should be delivered to appropriate school personnel by the parent/guardian. All prescription medication must be delivered and contained in its original pharmacy container. The school nurse is directed to keep such medications in a locked cabinet or refrigerator. No more than a 30-day supply will be kept and maintained by the school. The school nurse will contact the parent/guardian regarding any unused medication. Such medication shall be picked up by parent/guardian within ten days after its use is discontinued. If the parent/guardian does not pick up the medication within ten days, the school nurse may dispose of the unused medication and record as such in the student's health record file.

The school nurse is responsible for keeping accurate records regarding the administration of medication to students.

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

allergic reactions, and other injectable medications necessary to treat life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration.

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

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

In addition to the provisions set forth herein, the school nurse and Principal are responsible for ensuring the provisions of Ed. 311.02, Medication During the School Day, are followed.

The school nurse or other designated personnel may administer other medications to students in emergency situations, provided such personnel has all training as is required by law. Such medication may also be administered in emergency situations if a student's medical action plan has been filed and updated with the school district to the extent required by law. The district will maintain all necessary records relative to the emergency administration of medication and will file all such reports as may be required.

#### Legal References:

RSA 200:40-b, Glucagon Injections

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

RSA 200:43, Use of Epinephrine Auto-Injector

RSA 200:44, Availability of Epinephrine Auto-Injector

RSA 200:44-a, Anaphylaxis Training Required

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

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

RSA 200:47, Use of Asthma Medications by Students – Immunity

RSA 200:54, Supply of Bronchodilators, Spacers or Nebulizers

RSA 200:55, Administration of Bronchodilator, Space or Nebulizer

N.H. Code of Administrative Rules – Section Ed. 306.12(b)(2), Special Physical Health  
Needs of Students

N.H. Code of Administrative Rules – Section Ed. 311.02(d); Medication During School Day

The health care provider’s written orders and written authorization of the  
parents/guardians will be kept on file for three years.

Adopted: March 26, 2002

Revised: September 9, 2002

Adopted: March 8, 2004

Adopted: March 7, 2005

Revised: November 10, 2008

Revised: May 9, 2017

## **WEAPONS IN SCHOOL**

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

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

In addition, any student who is determined to have brought a firearm (as defined by 18 U.S.C. §921) to school will be expelled for not less than one year (365 days). This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law. Pursuant to the provisions of 20 U.S.C. § 7151, Gun-Free Schools Act, the Board requires the Superintendent to contact local law enforcement authorities and/or the Division of Children and Youth Services and notify them of any student who brings a firearm or weapon on school property. Weapons under control of law enforcement personnel are permitted.

All students will receive written notice of this policy at least once each year by way of the student handbook.

### Appendix JICI-R

Adopted: May 1, 2001

Revised: June 9, 2009

Revised: October 11, 2011

Reviewed: December 8, 2015

### Legal References:

18 U.S.C. § 921 Et seq., Firearms

20 U.S.C. § 7151, Gun-Free Schools Act

RSA 159:20, 159:24,

RSA 193-D, RSA 193:13, NH Code of Admin Rules, Sec. Ed. 317

## **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;
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))**

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(I))**

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)

## **VIDEO AND AUDIO SURVEILLANCE ON SCHOOL PROPERTY**

The Auburn School Board authorizes the use of video and/or audio surveillance devices on District property to ensure the health, welfare, and safety of all staff, students and visitors to District property and to safeguard District buildings, grounds, and equipment. The superintendent will approve appropriate locations for surveillance devices. Placement of the video cameras will be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view. However, such devices are not to be placed in bathrooms or locker rooms.

All persons will be responsible for any violations of school rules recorded by cameras.

Videos/audios containing evidence of a violation of student conduct rules, school board policy, and/or state or federal law will be retained until the issue of the misconduct is no longer subject to review or appeal, as determined by board policy or applicable law. Any release or viewing of the video will be in accordance with the law.

In the event a recording from a video or audio surveillance device contains evidence of wrongdoing, be it a crime or violation of school conduct policies that could result in discipline, the actual, original recording will be pulled from service and not re-used or recorded over for a period of not less than 3 years following the incident in question. Should the recording be confiscated by prosecutorial authorities as evidence in a crime, the District will take all steps possible to arrange for a certified copy to be retained by the District.

The Principal will notify staff, students, and parents through handbooks or by other means that video and/or audio surveillance may occur on District property. A notice will also be posted at the main entrance of all school district buildings and on all buses indicating the use of video and/or audio surveillance.

The District may choose to make surveillance recordings part of a student's educational record or a staff member's personnel record. If an audio or video recording does become part of a student's education record, the provision 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. The District will comply with all applicable state and federal laws related to record maintenance and retention.

Video and audio recordings may be used for special education or Section 504 purposes, when a student's individualized education program or accommodation plan includes audio or video recording as part of the child's education. All such recordings will be maintained in accordance with the Family Education Rights and Privacy Act, 20 U.S.C. section 1232g, and other applicable law(s).

The school board authorizes the Superintendent to use video and/or audio recordings to the extent either required or prohibited by law.

The school board permits the video and audio recording of the following school-related activities.

The following purposes are not intended to be exhaustive and may be expanded or contracted by either the administrative determination or school board action.

- Extracurricular/co-curricular activities
- Musical performances, band, concert band, ensemble, orchestra, choir
- Drama activities
- Club events
- Sporting events, including both inter and intra-scholastic
- Other activities such as student senate, yearbook school pride, ROTC
- Ceremonies, orientation, presentations, school assemblies or meetings, or any school events which occur outside of the physical classroom

Legal References: U.S.C.§ 1232g; 34 C.F.R. Part 99, RSA 189:65, RSA 189:68, RSA 570-A:2

Adopted: January 8, 2008

Revised: December 13, 2016 20

Revised: January 10, 2017

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## **VIDEO AND AUDIO RECORDING FOR INSTRUCTIONAL PURPOSES**

Auburn School Board is committed to the use of technology to enhance the education of its students. The Board acknowledges that video, digital video and audio recording (“recording”) in the classroom may be useful for instructional purposes. In addition, there are times when live streaming, or internet access to digital video and audio recording are appropriate. For example, these technologies may be useful tools to provide access to students in remote locations, home-bound or hospital-bound students, or to permit a student to recover classroom instruction lost during an extended absence.

The decision whether or not to conduct video, digital video or audio recording for educational purposes shall be made in the first instance by the classroom teacher and their request and consent to recording shall be documented in writing and placed on file with the Principal. All such recordings shall be deemed the copy written property of Auburn School District and shall not be reproduced without Auburn School District’s express permission. Recordings shall not be sold. Recording in the classroom for other than educational purposes is prohibited. Recordings made for instructional use are intended to provide information for pedagogical and scholarly study, and do not constitute educational records under the Family Educational Rights and Privacy Act (FERPA). Only the student(s) or instructor, on whose behalf a request for recording is made, will be granted access to that recording. The Principal may authorize others to view an existing recording on a case-by-case and as-needed basis.

Student recording as an accommodation in their Individualized Education Plan or Section 504 Plan shall not be deemed a school recording unless the recording is conducted by the school on behalf of the student. All recordings made as an accommodation, or for instructional recovery or academic study shall be erased at the end of the semester or when they are no longer needed, whichever is the later event. If the classroom teacher wishes to preserve a recording for future instructional purposes, they shall seek permission from the Principal to preserve the recording.

No recording shall take place in a classroom without first securing the written consent of each adult student, or minor student’s parent or guardian. An adult student or parent who refuses consent for a class where recording is the curriculum, such as a television or broadcast journalism course, shall not be permitted to enroll in the course. This policy shall be

reproduced in the student handbook, and the parent or adult student's written receipt of the handbook shall be deemed written consent to Auburn School District's use of video and audio classroom recording for instructional purpose unless the adult student or parent opts out of granting permission. Until such policy is reproduced in the handbook, this policy and a permission form shall be disseminated by the classroom educator when recording in their classroom is contemplated. The educator shall be responsible for garnering the adult student or parent's written consent and placing the same on file with the Building Principal before recording may take place in the classroom. Auburn School District reserves the right to reassign students to classes in accordance with their recording preferences.

This policy does not apply to the recording by Auburn School District of events such as public concerts, graduation ceremonies, athletic events, and the like; all of which are not considered classroom recording. This policy has been adopted after a public hearing conducted by the Auburn School Board.

See also policy EEAA

1st Reading: November 10, 2015

Public Hearing: November 10, 2015

Adopted: November 10, 2015

Legal References:

RSA 189:68(IV)

20 U.S.C. § 1232g (FERPA)

34 CFR Part 99 (FERPA)

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## **PROMOTION AND ASSIGNMENT OF STUDENTS**

The Superintendent and the building principal shall develop rules for the promotion and retention of students. The rules will be approved by the Board. These rules shall be published in the Student Handbooks.

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

Adopted: January 10, 1990

Adopted: November 14, 2000

Revised: January 13, 2009

Revised: January 9, 2018

Legal Reference:

NH Admin Rules Sec. Ed 306.14(d)

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## **NONDISCRIMINATION POLICY NOTICE**

Education is a protected civil right in New Hampshire. As such, it is the policy of the School Board that there will be no discrimination on the basis of age, sex, gender, gender identity, race, creed, color, religion, familial status, marital status, sexual orientation, national or ethnic origin, economic status, or disability, or any other classes protected under RSA 354-A, for employment in, participation in, admission/access to, or operation and administration of any educational program or activity in the School District.

The District will not discriminate against any student or employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

The Superintendent or his/her designee will receive all inquiries, complaints, and other communications relative to this policy and the applicable laws and regulations concerned with non-discrimination. This policy of non-discrimination is applicable to all persons employed or served by the District. Any complaints or alleged infractions of the policy, law or applicable

regulations will be processed through the grievance procedure. This policy implements PL 94-142, Section 504 of The Rehabilitation Act of 1973, Title II of The American with Disabilities Act, Title VI or VII of The Civil Rights Act of 1964, Title IX of The Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination.

The Superintendent shall develop and provide to the Board for approval, a coordinated written District Anti-Discrimination Plan (the "Plan") to include guidelines, protocols and procedures intended to prevent, assess the presence of, intervene in, and respond to incidents of discrimination.

### **Complaint and Reporting Procedures**

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

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

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

1. Reports or complaints of sexual harassment or sexual violence by employees or thirdparty contractors should be made under Board policy GBAA;
2. Reports or complaints of sexual harassment or sexual violence by students should be made under Board policy JBAA;
3. Reports or complaints of discrimination on the basis of disability should be made under Board policy ACE, except for complaints regarding facilities accessibility by disabled non-students or employees, which should be made under Board policy KED; and
4. Reports or complaints of bullying or other harassment of pupils should be made under Board policy JICK.

### **Alternative Complaint Procedures and Legal Remedies**

At any time, whether or not an individual files a complaint or report under this Policy, an individual

may file a complaint with the Office for Civil Rights (“OCR”), of the United States Department of Education, or with the New Hampshire Commissioner for Human Rights. 1. Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921; Telephone number: (617) 289-0111; Fax number: (617) 289-0150; Email: OCR.Boston@ed.gov Note: Complaints to OCR must be filed in writing no later than 180 days after the alleged act(s) of discrimination. OCR may waive its 180 day time limit based on OCR policies and procedures. 2. New Hampshire Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301; Telephone number: (603) 271-2767; Email: humanrights@nh.gov Notwithstanding any other remedy, any person may contact the police or pursue a criminal prosecution under state or federal criminal law.

### **Retaliation Prohibited**

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

Human Rights Officer – Michele Garon, Human Resources Director  
(90 Farmer Road, Hooksett, NH 03106 622-3731 x18)

Title IX Coordinator – Marge Polak, Assistant Superintendent  
(90 Farmer Road, Hooksett, NH 622-3731 x12)

504 Coordinator – Lindsay Murray, Assistant Principal  
(Auburn Village School 11 Eaton Hill Road, Auburn, NH 483-2769 x 1001)

### Legal References:

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

RSA 354-A:7 Unlawful Discriminatory Practices, The Age Discrimination in Employment Act of 1967, Title VII of The Americans with Disabilities Act of 1990, Title VII of The Civil Rights Act of 1964 (15 or more employees), RSA 186:11, XXXIII, Discrimination, RSA 275:71, Prohibited Conduct by Employer, ED 306

Adopted: November 8, 1989

Revised: September 10, 1992, June 8, 1999, March 16, 2001, March 13, 2007, December 11, 2018, December 10, 2019, July 28, 2020

ASD FILE: IHAL

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### **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.

#### 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 call the building principal.

#### 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-request 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

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## 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.

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### **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 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.

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### **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.



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**AUBURN VILLAGE SCHOOL**

**STUDENT & PARENT/GUARDIAN SCHOOL ISSUED DEVICE AGREEMENT**

This agreement represents an outline of the Auburn Village School’s School Issued Device Use Guidelines & Procedures. By signing this Agreement, students and parents/guardians agree to abide by the Auburn Village School Device Guidelines & Procedures.

**Student Responsibilities**

I have received and agree to abide by the Auburn Village School Device Use Guidelines & Procedures and abide by all local, state, and federal laws.

I agree that my use of Auburn Village School technology is for educational purposes only.

I agree that use of Auburn Village School technology is a privilege. I am responsible for the proper care of my school issued device, as well as any other Auburn Village School technology equipment I use.

I agree to keep all accounts and/or passwords issued to me secure. I will not share this information with any other students. This includes passwords for email and/or network access and other school systems.

I agree that I will never share personal information over the Internet. In addition, if I am asked for personal information or harassed in any way I agree to report it immediately to my parents/guardians, teacher and/or Auburn Village School staff member.

I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.

I agree that I will not install, download and/or otherwise utilize any software (this includes Apps and Extensions) that is not authorized by the Auburn Village School Technology Department.

I will not remove programs (Apps or Extensions) or files from my school issued device.

I understand that all files stored on my school issued device will not be private. Auburn Village School personnel can review devices and/or files at any time.

I will not attempt to repair my school issued device nor will I attempt to clean it with anything other than a soft cloth.

I will report any problems with my school issued device to the Auburn Village School Academic Advisor.

I will treat my Auburn Village School issued device with care by not dropping it, leaving it outdoors and/or using it with food or drink nearby.

I will carry my device responsibly when it is in motion or being moved.

I will return my school issued device when requested. Upon my withdrawal from Auburn Village School, I will return the issued school device and power cord.

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\_\_\_\_\_  
Student Printed name

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\_\_\_/\_\_\_/\_\_\_  
Homeroom or  
Graduation Year

Date

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\_\_\_\_\_  
Parent Signature

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\_\_\_\_\_  
Date

## **SCHOOL DISTRICT INTERNET ACCESS FOR STUDENTS**

The School Board recognizes that technological resources can enhance student performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, teachers, and the community, supporting District and school operations, and improving access to and exchange of information. The Board expects all students to learn to use the available technological resources that will assist them in the performance of their education. As needed, students shall receive lessons and instruction in the appropriate use of these resources.

Students shall be responsible for the appropriate use of technology and shall use the District's technological resources primarily for purposes related to their education. Students are hereby notified that there is no expectation of privacy on district computers, computer files, email, internet usage logs, and other electronic data.

The Superintendent or designee shall ensure that all District computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or pornographic and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research, educational or other lawful purpose.

The Superintendent shall establish administrative regulations and an Acceptable Use Agreement that outlines student obligations and responsibilities related to the use of District technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the student's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulations.

The Superintendent or designee shall provide copies of related policies, regulations, and guidelines to all students. Students shall be required to acknowledge in writing that they have read and understood the District's Acceptable Use Agreement.

Appendix: JICL-R

Adopted: May 8, 2012

Revised: April 10, 2018

Reviewed: June 11, 2019

**Legal References:**

(replaces EGA and EGA-A) RSA 194:3-d, School District Computer Networks

ASD FILE: JICLM (FORMERLY JICLA)

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## **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 # JICM).

The Student User Agreement will be reviewed and adopted annually.

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## **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, Chromebooks/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. 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.



\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print Parent's Name

NOTE: Students must also complete the Acceptable Use Contract (Policy # JICL-R).

Adopted: October 11, 2011

Revised: May 8, 2012

Revised: June 11, 2013

Reviewed: June 9, 2015

Revised: June 14, 2016

Revised: April 10, 2018

Revised: June 11, 2019

ASD FILE: JICL-R

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## **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.
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.

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### **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

Reviewed: June 11, 2019

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## **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***

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

#### **A. Definitions**

“Tobacco product(s)” means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126K:2, XI as the same may be amended or replaced from time-to-time.

“E-cigarette” means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that provides a vapor of pure nicotine mixed with propylene glycol to the user as the user simulates smoking. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-a as the same may be amended or replaced from time-to-time.

“Liquid nicotine” means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a as the same may be amended or replaced from time-to-time.

“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.

#### **B. Students**

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

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

**C. Employees**

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

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

**D. All other persons**

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

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

**E. Implementation and Notice**

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

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

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

**Legal References:**

RSA 155:64 – 77, Indoor Smoking Act, RSA 126-K:2, Definitions, RSA 126-K:6, Possession and Use of Tobacco Products by Minors, RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

Adopted: November 13, 1987

Adopted: April 10, 2001

Adopted: October 6, 2003

Revised: June 14, 2016

Revised: December 11, 2018

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## **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.

ASD FILE: GBCD

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## **BACKGROUND INVESTIGATION AND CRIMINAL RECORDS CHECK**

### **Background Investigation**

The Superintendent, or his/her designee, will conduct a thorough investigation into the past employment history, criminal history records, and other appropriate background of any applicant as defined in this policy. This investigation shall be completed prior to making a final offer of employment, approving the contract with an individual contracting directly with the District, or approving the assignment of an employee of a contractor, a student teacher, or designated volunteer to work within the District.

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 which have been done. For the purposes of this policy the term "applicant" shall include an applicant for employment by the District, an individual with whom the District may contract to provide services directly to students, any person identified by a contractor with the District whom the contractor proposes to assign to provide services directly to students, student teachers who are proposed to be placed in a District school, and designated volunteers. All applicants will be subject to a criminal records history check meeting the minimum requirements of law, however, the Superintendent's protocol may specify additional background check steps for specific groups of employees, such as verifying the educational achievements and employment history of an applicant for a teaching position. The Superintendent's protocol shall include a list of felonies and misdemeanors, in addition to those specified in RSA 189:13-a, V, convictions of which shall be disqualifying. The protocol shall require that an analysis be conducted of any pending charges or convictions for crimes not on the statutory list of disqualifying offenses to determine whether the applicant should be disqualified. The protocol shall take into consideration the time which has passed since the conviction, the facts and circumstances of the charge or conviction, evidence of successful rehabilitation and an extended period of lawful behavior. For charges pending disposition for offenses not on the statutory list of disqualifying offenses, which the applicant discloses or which come to light during the background check, the Superintendent shall consider all reliable information in assessing the applicant's suitability. The Superintendent shall assess whether, in light

of the totality of the circumstances, the pending charges or convictions raise reasonable cause to doubt the applicant's suitability for the position.

As part of the application process, each applicant 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 applicant will also be directed to report any criminal charges brought against him or her after the application is submitted and until either hired or notified that he or she will not be hired. The falsification or omission of any information on a job application, during the pendency of the application, or in a job interview, including, but not limited to, information concerning criminal convictions or pending criminal charges, may be grounds for disqualification from consideration for employment or immediate discharge from employment.

Any applicant for employment for whom the Board requires a criminal history records check or their employer in the case of an employee of a contractor shall pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for the criminal history records check, unless otherwise determined by the Board. Fees or costs associated with a background check of a volunteer should be borne by the district.

### **Criminal History Records Check**

Each applicant must submit to a background check and a criminal history records check with the State of New Hampshire, including FBI national records. Refusal to provide the required criminal history records release form and any other required releases to authorize a background check will result in immediate disqualification and no further consideration for the position.

#### **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 Offer of Employment**

Persons who have been selected for employment may be given a conditional offer of employment, with the final offer subject to the successful completion of the background check, the State and FBI criminal history records check, and a determination that there are no disqualifying pending charges or convictions.

No applicant selected 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 history records check process and 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 employment or approval to work within the District as a contractor or employee of a contractor is entirely conditioned upon the results of a criminal history records check and background check being satisfactory to the District.

### Final Offer of Employment

A person who has been extended a conditional offer of employment or conditional approval to work within the District as a contractor or employee of a contractor may be extended a final offer of employment or final approval upon the completion of a criminal history records check and a background check which is satisfactory to the Superintendent.

No person with a conditional offer of employment shall be extended a final offer of employment if such person has charges pending or has been convicted of any crime listed in RSA 189:13-a, V; 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 as disqualifying in pertinent and applicable law, a person may be denied a final offer of employment if he/she has charges pending or has been convicted of any crime, either a misdemeanor or felony, provided the basis for disqualifying the candidate is job related for the position in question and is consistent with business necessity. Such determination will be made by the Superintendent in accordance with the established protocol and on a case-by-case basis. If the Superintendent chooses to nominate an applicant who has a history of conviction of a crime or with pending charges for a position that must be approved by the School Board, the School Board shall be informed that a criminal history exists, or that charges are pending.

The Superintendent, or designee, will transmit each applicant's Criminal Record Release Authorization Form and, where inked cards are used, the applicant's fingerprint cards to the State Police. The State Police will then conduct the criminal history records check and will provide the Superintendent with the applicant's criminal history record or confirmation that the individual does not have a record of being charged with or convicted of a crime. In accordance with RSA 189:13-a, III, only the Superintendent will review the criminal history record received from the State Police and shall destroy that document as required by law.

When the District receives a notification of an employee, contractor, contractor's employee, or volunteer being charged with or convicted of a disqualifying offense under RSA 189:13-a, the Superintendent's protocol, or other crime which is evidence of the individual's unsuitability to continue in their role, the Superintendent shall take immediate appropriate action to remove the individual from contact with students. The Superintendent will then take appropriate employment or other action, consistent with law and any applicable employment agreement or contract to address the individual's ongoing relationship with the District. Additionally, a person may be denied a final offer of employment if the Superintendent becomes aware of other conduct which 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 Board may require a criminal history records check of any employee, an individual with whom the District has contracted to provide services directly to students, any person identified by a

contractor with the District who has been assigned to provide services directly to students, student teachers who are placed in a District school, and designated volunteers at any time.

Revised: January 1998

Adopted: November 10, 1998

Revised: January 13, 2009

Revised: December 13, 2016

Revised: January 10, 2017

Revised: January 9, 2018

Legal References: RSA 189:13-a, School Employee and Volunteer Background Investigations

**AUBURN VILLAGE SCHOOL STAFF (2020-2021)**

Principal: Lori Collins

Assistant Principal: Lindsay Murray

Director Student Services: Deena Jensen

Instructional Coach: Cheryl Violette

Administrative Assistant: Donna Aubin

Administrative Assistant: Nancy Banner

Student Services Secretary: Laura Magargee

Athletic Director: Amy Magnan

Kindergarten:

- Cheryl Kaake
- Kerrie Moynihan
- Kristen Cloutier (remote)

Grade 1

- Eileen McDonald
- Melissa Prunier
- Billie Mullen
- Sonia McDaniel
- Kristen Cloutier (remote)

Grade 2

- Nicole DuPont
- Sara Nusbaum
- Lauren Podbelski
- Sherri Smith (remote)

Grade 3

- Melanie Pampel (remote)
- Jennifer O'Toole
- Christina Spain

Grade 4

- Bonnie Boucher
- Jessica Duffy
- Karen Fortier
- Shelby Moore
- Melanie Pampel (remote)

Grade 5

- Jill Kyzer
- Carly Cohen
- Nicole Blanchard

Grade 6

- Amanda Joaquin
- Kathy Roggenbuck
- Gail Lewis
- Laura Villeneuve

Grade 7

- Deanna Nee
- Ashlyn Blanchard
- Wendy Smith

Grade 8

- Jared DeGraffe
- Patience Joy
- Megan Dalzell
- Jon Wheeler

Art: Michaila Sheehan

Band: Matthew Szopa

French/Spanish: Lisa Pope

Music: Christina Ouellette

Physical Education: Stephen Tewksbury

21<sup>st</sup> Century Education: Linda Reinelt

Psychologist: Jennifer Langevin

Guidance (K-4): Zoe Stamoulis

Guidance (5-8): Melinda Avellino

Primary Reading Support: Amanda Ruis

Reading Specialist (5-8): Shelley Widdison

Health Teacher: Sarah Gott

Technology Director: Robert Strobel

Media Generalist: Andrea O'Neil

Media Assistant: Pam Skinner

Nurse: Jennifer Bernier, RN

Maintenance Director: Scott Dube

Maintenance Staff

- Dave Angove
- Laurie Perrone
- Richard Brown
- Connor Marshall

Food Service Director: Sarah Belanger

Food Service Staff

- Judy Glassman
- Lorretta Marineau
- Edie Mozer

Resource Room (K-4)

- Britini Shields
- Katelyn O'Donnell
- Jennifer Ferreria

Resource Room (5-8)

- Tola Khin
- Kerry Boles

Speech

- Terry Everett
- Andrea Parker

OT

- Aimee Johnson
- Joan Kurr

ELL: Elizabeth Daschbach

Para Educators: Elaine Burnap, Heather Graves, Kassi Martin, Stephanie Murphy, Carol Booth, Regina Colvin, Lirio Trochez-Potts, Nancy Haught, Megan Davis, Anne Thompson, Danielle Fonda, Lindsay Hallenback

# Auburn School District Calendar 2020-2021

## Auburn School District Calendar 2020-2021

Approved 8/11/20

X=No School  
ER=Early Release  
PD=Professional Development

August 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	X	X	X	X	X	8
9	X	X	X	X	X	15
16	X	X	X	X	X	22
23	PD	PD	PD	PD	PD	29
30	PD					

September 2020						
Su	M	Tu	W	Th	F	Sa
		PD	2	3	4	5
6	X	PD	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	X	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
Su	M	Tu	W	Th	F	Sa
1	2	X	4	X	6	7
8	9	10	X	12	13	14
15	16	17	18	19	20	21
22	23	24	ER	X	X	28
29	30					

December 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	X	X	26
27	X	X	X	X		

January 2021						
Su	M	Tu	W	Th	F	Sa
					X	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	X	X	X	X	X	27
28						

March 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	PD	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	X	14	15	16	17
18	19	20	21	22	23	24
25	X	X	X	X	X	

May 2021						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	X					

June 2021						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	ER*	12
13	X	X	X	X	X	19
20	X	X	X	X	X	26
27	X	X				

Aug.24-Sept.1: Professional Development  
 September 2: First Day of School  
 September 7: Labor Day Observed  
 September 8: Professional Development  
 October 12: Columbus Day Observed  
 November 3: No School-Voting Day  
 November 5: Parent/Teacher Conference  
 November 11: Veteran's Day Observed  
 November 25: Early Release  
 November 26-27: Thanksgiving Break  
 December 24- January 1: Winter Vacation

February 22-26: February Vacation  
 March 9: Professional Development  
 April 13: Parent/Teacher Conference  
 April 26-30: April Vacation  
 May 31: Memorial Day Observed  
 June 11\*: Last Day (Early Release)  
 June 14- June 30: Possible Make-Up Days (If more than 5 cancellations)

Note: If school cancellations exceed five days, the AEA and Auburn School Board will meet to discuss the implications and the need to make up any lost instructional time.