

**WINNISQUAM REGIONAL  
MIDDLE SCHOOL**



**STUDENT AGENDA AND HANDBOOK**

For  
School year 2009-2010

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Tilton, New Hampshire 03276

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Ms. Shannon Kruger, Assistant Principal  
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All teachers' email addresses consist of their first initial, last name,  
followed by @wrsdsau59.org

## SCHOOL DIRECTORY

2009-2010

### ADMINISTRATION:

Superintendent of Schools.....Dr. Tammy Davis  
Business Coordinator.....Ms. Cheryl Somma  
Director of Special Education.....Ms. Lori Krueger  
Director of Curriculum and Instruction.....Ms. Suzan Gannett  
Director of Human Resources/Accounting.....Ms. Janice Grenier

### SCHOOL BOARD MEMBERS:

Mike Gagne, Chairperson  
141 Clark Avenue  
Tilton, NH 03276  
286-9318

Jasen Stock, Vice Chair  
187 Perkins Road  
Sanbornton, NH 03276  
286-7027

Cynthia Chapin  
PO Box 553  
Tilton, NH 03276  
286-2434

Lynn Chong  
34 Wadleigh Road  
Sanbornton, NH 03269  
934-6486

Jonathan Dupuis  
20 Ski Hill Road  
Northfield, NH 03276  
286-7740

Sean Goodwin, SAU Board Chair  
166 Cram Road  
Sanbornton, NH 03269  
524-7783

Julie Lonergan  
181 Johnson Road  
Sanbornton, NH 03269  
286-8776

Patricia Sawicki  
136 Bean Hill Road  
Northfield, NH 03276  
286-7289

Kevin Washburn  
24 Sherryland Park  
Tilton, NH 03276  
286-7589

### SCHOOL STAFF:

Principal.....Dr. Pamela Miller  
Assistant Principal.....Mrs. Kruger  
Guidance Counselor.....Mrs. Smith, Grades 6 and 7  
Guidance Counselor.....Ms. Zimmerman, Grade 8  
School Psychologist.....Dr. Phil Mead

### GRADE SIX:

Mrs. Anderson, Language Arts (6/7/8)  
Mr. Frankel, Mathematics  
Mr. Meyer, Mathematics  
Mr. Savage, Science

Mrs. Hewey, Language Arts  
Mrs. Marcotte, Social Studies  
Ms. Sanders, Language Arts

GRADE SEVEN:

Mrs. DiNardo, Social Studies  
Mrs. Morse, Language Arts  
Ms. Simoes, Language Arts  
Ms. Gardner, Mathematics

Mrs. McKenney, Science  
Mrs. O'Donnell, Mathematics (7/8)  
Mr. Saltmarsh, Mathematics

GRADE EIGHT:

Mrs. Beliveau, Mathematics  
Mrs. Coughlin, Mathematics  
Ms. Jurta, Social Studies  
Mrs. O'Donnell, Mathematics (7/8)

Mrs. Berry, Language Arts  
Mr. Hampe, Science  
Mr. Wyman, Language Arts

UNIFIED ARTS:

Mrs. Crowell, Physical Education  
Ms. Grover, Music/Chorus  
Mr. Howard, Technical Education  
Mrs. Johnson, Art  
Mr. Jones, Music/Band  
Mrs. Kemmerer, Health  
Mr. McNutt, Physical Education  
Mrs. Pearson, Computer Education

SPECIAL EDUCATION:

Ms. Hanly, Special Education Coordinator  
Mrs. Hall, Grade Six  
Mrs. Bittner-Shuey, Grade Seven  
Mrs. O'Connor, Grade Eight  
Mrs. Vose, Learning Lab  
TBD, Behavior Specialist

MEDIA SPECIALIST:

Ms. Chapley

SCHOOL NURSE:

Mrs. LaBranche

ATHLETIC DIRECTOR:

Mr. Cloos

SECRETARIES:

Mrs. Doherty, Main Office  
Mrs. Aube, Main Office

Mrs. Santamaria, Special Ed.  
Mrs. Summers, Guidance

SUPPORT STAFF:

TBD

CUSTODIAL STAFF:

Mr. Avery, Facility Manager  
Ms. Ward

## Philosophy

### WINNISQUAM REGIONAL MIDDLE SCHOOL

The following Mission Statement and Beliefs were developed through the combined efforts of the Middle School faculty and administration.

#### **MISSION STATEMENT**

**The mission of the  
Winnisquam Regional Middle School  
is to meet the unique needs  
of our students and to develop in them  
the ability to become lifelong  
independent learners  
who are cooperative participants  
in an ever changing environment.**

#### **BELIEF STATEMENTS**

We believe:

- ◆ all students can achieve their potential.
  - ◆ all students can succeed.
- ◆ every individual can acquire the skills and confidence to become a well-rounded, productive citizen.
  - ◆ all individuals can develop skills to become decision-makers.
    - ◆ in the importance of responsibility.
  - ◆ that a safe, clean positive environment enhances learning.
    - ◆ in fostering pride in ourselves and our community.
    - ◆ in open lines of communication.
- ◆ all students have varying levels of social, emotional, physical and cognitive development.

# Three Year Strategic Plan 2007-2010

## Mission

The mission of the Winnisquam Regional School District is to engage students, parents, and the community in creating a safe environment, providing a rigorous curriculum with relevant and appropriate learning opportunities to inspire all students for taking ownership in challenging themselves, and excelling beyond their potential.

## Vision of Success

WRSD's goal is to graduate highly skilled students by meeting the learning needs of all students. These educational opportunities are clearly tied to the real world and show students the connection between what they are being asked to learn and how it is relevant. Individual student progress will be measured and assessed by teachers, students, and parents. Consistent collaboration and communication will foster a strong and trusting relationship resulting in a positive learning experience.

## Student Learning

### Goal

**All students will make individual progress and master the curriculum specifically designed to meet their learning needs, graduate and achieve their post-secondary goals.**

### Measurable Results:

- Increase graduation rate
- Decrease drop-out rate
- Increase the percentage of students who are proficient or above in NECAP Reading and Math
- Increase the percentage of students in the State Scholar's Program
- 

### Objective 1: **Increase learning opportunities and choices with career pathways, alternative programming and extensive student support at the middle and high school**

- Develop a middle and high school committee to explore career pathway possibilities and alternative programming
- Develop a plan for the Animal Science program based on voter approval
- Train middle and high school teachers on READ 180 and implement program 2007-2008
- Explore other alternatives besides MS/HS out of school suspensions
- Attend grant proposal technical assistance workshop for alternative programming and submit written grant
- Develop high school efficiency report on space for special education alternative program
- Create a system for tracking MS/HS at-risk students for dropping out of school: Student progress, our actions, and next steps to include home visits

### Objective 2: **Create an aligned advanced course of study from middle to high school**

- Establish a MS/HS committee to plan for aligning curriculum and courses in math
- Visit a school district with MS/HS vertically aligned advanced placement courses
- Create MS/HS teacher meetings in English, science, and social studies for vertical alignment of standards, competencies, and course offerings
- Complete high school competencies and assessments in all courses and contents

### Objective 3: **Develop a curriculum cycle to review and analyze student learning gaps**

- Use data to determine student learning gaps, effectiveness of district programs, learning materials, and activities. Determine what is needed in areas listed above to address identified learning gaps each year in reading and math.
- Begin to pilot reading programs, books or learning materials to determine effectiveness for improving student learning
- Develop a curriculum review cycle in all core content areas

### Objective 4: **Create a collaborative and embedded professional development culture for data-driven decision making**

- Offer professional development training each year based on NWEA/NECAP data on student learning results, professional develop surveys, and teacher feedback
- Train all teachers to analyze NWEA data and implement individual student goal setting
- Analyze and report end of year NWEA data on percentage of students who met or exceeded growth targets, students who showed growth but did not meet target, and students who did not make any growth.
- Continue the inclusive practices professional development

**Objective 5: Implement programs, research based differentiated instructional strategies, inclusive practices, and assessments to monitor student progress**

- Create district and school literacy teams that will implement and monitor the actions created by teachers and administrators at *The Follow the Child Institute*
- Create district math teams that will monitor the implementation of math learning gap practices and activities
- Implement Administrator Walk-Through training

**Community and Family Engagement**

**Goal**

**Community and family support of the school district will improve through increased involvement in school activities and initiatives.**

**Measurable Results:**

- The number of community members who feel invited and welcomed in our schools
- The number of teacher/parent contacts
- The percentage of community members that feel informed about the school district
- The students' feelings of a sense of belonging in school
- The teachers' satisfaction in the work place
- The number of opportunities for people to access information through the expansion of technology and media

**Objective 1: Maximize parent and community participation in our schools through continued development of a welcoming and inviting environment**

- Designate a committee to discuss important elements to include in a survey
- Send final survey to parents and community
- Analyze survey results
- Identify areas of focus from survey to include in action plan

**Objective 2: Improve personal interactive communications between teachers and parents/guardians**

- Every teacher will call a parent of each student on his/her caseload at least 1 time in Year 1, 2 times in Year 2, and 3 times in Year 3
- Unified Art teachers and guidance counselors will develop a plan with building administrators to accomplish this goal with targets each year

**Objective 3: Improve communication between the community and schools**

- Create an evaluation tool to assess school events
- Evaluate parent-teacher conferences
- Evaluate Open House
- Evaluate Annual District Meeting
- Identify areas of focus from evaluations to include in action plan
- Attend one Selectman's meeting in each town per year
- Attend a regular community meeting once the first year and twice the second year

**Objective 4: Increase student engagement in school activities**

- Continue mentoring groups at the high school and begin mentoring groups at middle school
- Survey students on the effectiveness of mentoring groups and whether it helps to engage them in school
- Establish a round table discussion with students to talk about ways to increase student engagement through belonging and feeling connected
- Design a plan for reviewing and increasing student participation in extra-curricular/athletic activities
- Analyze the student results of *My Voice Survey*

**Objective 5: Create opportunities for recognizing excellence from staff in the district**

- Create a committee for determining standards/criteria/selection of staff for recognition and publication
- Identify areas of focus from staff results of *My Voice Survey*

**Objective 6: Expand the use of technology and media as communication tools**

- Continue the district newsletter
- Continue to update monthly information on the website
- Implement an online grading system for parents to access at middle and high school
- Update school websites and calendars monthly
- Utilize and activate ALERT NOW for emergency closings
- Develop a consistent schedule for sending school newsletters
- Assess the district's capacity to manage and implement the online student data systems

**Facilities**

## Goal

**School facilities will be maintained in a cost effective manner to ensure a safe and secure environment.**

### Measurable Results:

- Increase the percentage of Best Practices in Facilities
- Increase the percentage of Best Practices in Energy Savings
- Increase the percentage of Best Practices in Safety

**Objective 1: Establish a capital improvement committee including but not limited to 1 administrator, 3 school board members, 1 budget committee member, and 1 community member**

- Form committee and define capital reserve and operating budget items

**Objective 2: Develop a fiscally responsible five year capital improvement plan with estimated costs that includes building maintenance, building renovations, building additions, equipment purchases, and equipment repairs**

- Meet with building representatives
- Complete Year 1 of plan with cost centers
- Complete Years 2-5 with cost centers
- Complete equipment inventory including age and life expectancy
- Complete replacement cycle of furniture, technology, maintenance, custodial equipment, and athletic facilities

**Objective 3: Evaluate and determine the cost benefit of utilizing environmentally friendly “green cleaners” in our facilities**

- Evaluate products and each building reports to capital improvement committee results and recommendations
- Evaluate reports and capital improvement committee makes recommendation to Board

**Objective 4: Conduct an energy audit and yearly review of facility expenditures for reducing budget**

- Complete energy report and each building makes recommendations to capital improvement committee
- Evaluate reports and capital improvement committee makes recommendation to Board

**Objective 5: Conduct a demographic educational space study of each school’s facility capacity to maximize building usage and plan for future programming space needs**

- Complete a space inventory of each building
- Complete demographic study
- Review available properties and possible land acquisitions for future growth

**Objective 6: Develop a facilities proposal for the expansion of the Vocational Agricultural Project and Alternative Education Program**

- Review facilities plan for Special Education Alternative School and Vocational Agricultural Program
- Report to Board the findings and facility capacities for both programs

**Objective 7: Conduct a safety audit of the physical layout of each school that includes: (1) general safety and security, (2) staff readiness, and (3) emergency shelter preparedness**

- Prepare report to Board with budget implications for the 2010-2011 school year

## NO CHILD LEFT BEHIND ACT OF 2001

The No Child Left Behind Act of 2001, Parents' Right to Know – (Section 1111 (h)(6)(A-C). The Winnisquam Regional School District is a recipient of Title I funds. As such, the district hereby notifies parents that they may request, and that the schools will provide the parents on request (and in a timely manner) information regarding the professional qualifications of the student's classroom teachers.

These include at minimum the following: Whether the teacher has met State qualifications for the grade levels and subjects areas in which the teacher provides instruction; whether the teacher is teaching under emergency or other professional status that the state has waived; the degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree, and whether the child is provided services by paraprofessionals and if so their qualifications.

The school must also provide parents with the following information: Information on the level of achievement the child has made on all state assessments; and timely notice if a child has been assigned or taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

### *School Arrival and Departure*

#### **ATTENDANCE**

A student who has been absent from school or arrives at school without completing at least one half day (11:30AM is half-day) will not be permitted to attend or participate in any school function that day or evening. This includes weekend activities if the absence occurs on Friday. We request that you call the school before school starts for the day to report your child absent. If we do not hear from you will make every effort to contact you at home or work to verify that your child is safe. The number to use is 286-7143 ext. 204.

- A. Twenty (20) day class absence limit. The limit for class absence in a full year class is 20; a semester course 10; a quarter course 5. Regular attendance is a prerequisite to learning. Failure to comply with this policy may result in the student not passing a class or classes. Students receive a participation grade; absence from school will affect this grade.
- B. Exception: A school-sponsored activity (field trip, athletic events, academic visit, or other incidences as recommended by the review board) would not count as an absence.
- C. Parents will be notified of excessive absences if their child is in danger of not meeting the attendance requirement.
- D. After the first unauthorized absence a registered letter will be send to the parents/guardians indicating our truancy procedures, relevant RSAs, and a request for the parent/guardian to contact the school. (Please note that unauthorized absence from an assigned Saturday Morning Detention is considered an absence from school.) After a fourth truancy a registered letter will be sent to the parents/guardians indicating that a meeting among the student, parents/guardian, school official, and the School Resource Officer is required. There may also be a referral to the Division of Children, Youth, and Families based on neglect, and the Truant Officer will be notified. If a referral to the Youth Assistance Program is made and the child does not participate and complete the program a referral will be made to the appropriate police department. **Students who arrive after 7:45AM will be considered late.** Students may be assigned a detention for unexcused tardiness.

## **ARRIVAL**

Students should not arrive at school before **7:25AM**. When arriving at school, all students should enter through the front doors or the doors between the Art and Tech Ed rooms. Students who are having breakfast may report to the cafeteria. They are to go out to the ball field as soon as they finish eating. Students who are not having breakfast will not enter the building until the first bell rings at **7:40AM**. They will wait on the playground. In the event of inclement weather all students will gather in the cafeteria or gym as directed by the person on duty. Students must report to their first class before **7:42AM**. Students must have a hall pass after **7:42AM**. Dismissal will be at **2:22PM**. During the first class announcements will be made and attendance will be taken.

## **LEAVE OF ABSENCE**

The parent or guardian of a student may request, for a specific purpose, a leave of absence during the school year for which work may be made up. These days may be used consecutively, but *advanced parental notice* will be required. Whether or not the parent's or guardian's specific reason is justifiable under this policy will be at the sole discretion of the school administrators. Students who are absent excessively will not be granted use of this privilege.

Advanced notice will consist of personal contact by the parent or guardian no later than five days in advance of the proposed absence. School work missed during the time of the absence will be the student's responsibility. This time is not used to evade attending school or important work such as term papers and exams.

## **ANNOUNCEMENTS**

Announcements will be made at the beginning and end of each day. Teachers have the daily announcements on their attendance sheet. Please ask if there are questions.

## **CLASS TARDINESS**

**LATE TO CLASS** - When changing classes, you are expected to be on time. If you have been detained in the office or by a teacher, you should get an admit slip from the person detaining you before going to your next class. If you are late to class without good reason you will be assigned a detention.

When students are tardy ten or more times, they will receive a detention and another detention every time they are tardy in the future. The exception to this would be if the student has a note from his/her parents for an appointment, which would be considered an excused tardy.

## **EARLY DISMISSAL**

Requests for early dismissal from school must be made in writing by a parent or guardian. Students cannot be dismissed on the strength of a telephone call. A note stating the reason for the request and the time of dismissal must be presented to the office. Students must report to the office and be signed out by a parent or guardian before leaving.

## **PROCEDURES FOR SCHOOL CANCELLATION AND EARLY DISMISSAL**

During the course of the school year, INCLEMENT WEATHER or OTHER EMERGENCY SITUATIONS could cause the cancellation of school. The procedures which should be followed under these circumstances are as follows:

## School Alert Notifications

The Winnisquam Regional School District uses the ALERTNOW Rapid Notification Service to enhance parental communication. This service allows us to send a voice and/or email message to ALL of our student's parents on ALL of their contact numbers within minutes, if an emergency occurs at a school. The ALERTNOW service will also assist us for informing you directly when school cancellations, delays or early releases occur due to inclement weather. At a later time, it may be used to help schools reduce the resources needed to pass along key information regarding school events or reminders. It is imperative that each school has and maintains all contact information about every student. Parents and guardians are responsible to submit this information at the beginning of each school year and whenever there is a change. The district communication system will be tested a couple times a year with prior notification to parents and guardians. To find out more information about the district alert notifications please see the website: [www.wrsdsau59.org](http://www.wrsdsau59.org).

### PROCEDURE FOR CANCELLING SCHOOL

The District Website ([www.wrsdsau59.org](http://www.wrsdsau59.org)), Channel 9, WMUR TV, WFTN (94.1FM), and the WRSD's Alert Now system will broadcast school cancellations and delayed openings due to inclement weather after 6:00 AM. The Alert Now system is a computerized alert system that will contact parent phone numbers provided to the district on emergency contact cards filled out at the beginning of each school year by parents. Parents are asked to keep the school up-to-date at all times on all phone and cell phone numbers. Please do not call the radio stations, but listen to the radio for no-school announcements.

### PROCEDURE FOR EARLY DISMISSAL DURING THE SCHOOL DAY

Should a storm or emergency develop during the morning of a school day, students could be sent home earlier than usual. This decision will be made about 11:00AM and will be announced by the area radio stations. In most cases, school lunch will be served prior to dismissal. The announcement about an early closing will be made through the same media outlets as for canceling school, and through the Alert Now system.

### PROCEDURE FOR DELAYED OPENING OF SCHOOLS

The media outlets listed above will be used to notify people about the delayed opening. Students should report to their schools or bus stops two hours later than the regular time. For the middle school this means students should arrive at 9:35AM.

*AFTERNOON KINDERGARTEN WILL BE CANCELLED  
HIGH SCHOOL AND MIDDLE SCHOOL WILL BE DISMISSED AT 11:45AM  
ELEMENTARY SCHOOLS WILL BE DISMISSED AT APPROXIMATELY 1:00PM*

\*\*\*\*\*  
*PARENTS SHOULD DISCUSS WITH THEIR CHILDREN WHAT TO DO  
OR WHERE TO GO, IN THE EVENT OF AN EARLY  
DISMISSAL AND WHAT TO DO IF THERE IS NO ONE AT HOME.*  
\*\*\*\*\*

If you have any questions, please call the Principal of your child's school.

### SCHOOL LUNCH PROGRAM

The Food Service Program provides breakfast, lunch, and a variety of snacks to the students and staff at Winnisquam Regional Middle School. The program strives to provide the most nutritious meals and outstanding service for the education and well being of all members of our school community.

All students will be issued a pin number. Students will use these pin numbers to access their lunch accounts. Money for the account can be deposited with cafeteria personnel before homeroom period each day. Deposits received after 9:30AM. will not be credited until the following day. Students may bring cash or checks made payable to: WRMS-Hot Lunch. The program provides free and reduced price meals if your family qualifies. Applications for those rates are available in the office throughout the school year. If your child qualified for free or reduced price meals at the end of the last school year, he or she will continue to receive those rates for the first thirty (30) school days or until a new application is filed. If employment changes at any time during the school year, a new application should be filed. If you have any questions, please contact the food service director at 286-4116. We look forward to serving you.

### **CAFETERIA RULES**

1. Students may talk quietly during lunch.
2. Students will remain in their seats during the lunch period. This helps us maintain a pleasant and orderly atmosphere in the cafeteria. Please raise your hand if you wish to get up to empty trash, go to the lavatory, use the phone, or return to the serving area.
3. Students will be dismissed from their tables only after the table and surrounding area have been checked for cleanliness. Students are expected to help keep the cafeteria clean by cleaning up spills and picking up litter around their tables.
4. Students may leave the cafeteria only after receiving a pass from the adult on duty.
5. Students are expected to use reasonable table manners.
6. Throwing food or other items is never permissible.
7. Students cannot leave the cafeteria with open containers of food or drinks, except clear liquids.

Students who choose not to comply with these rules may be assigned to the silent lunch room for one or more days. Repeated incidents of non-compliance may result in the assignment of a demerit or an after school detention.

### **CUSTODY/GUARDIANSHIP**

School officials aim to cooperate with the partners of all children registered in the district. When questions arise on routine matters, the school district will look to the parent having primary physical custody of the child. When there are court orders pertaining to a child's guardianship, parents should provide the school with a copy of said orders. The participations of both parents having joint custody is encouraged, however, the parties themselves must coordinate the handling of routine communications sent home with the child.

### **VOLUNTEERS**

Volunteers at all of our schools have been active supporters of education. Volunteers sometimes help on field trips, assist students in the use of computers, and assist with paperwork and special events/activities, etc. Volunteers are encouraged to participate in the program in accordance with School Board IJOC. Prospective volunteers will need to fill out a volunteer agreement and confidentiality form, available in the school office. In addition, fingerprinting and a criminal background check may be required for a fee.

### **VISITORS**

Visitors are welcome at our school. Please come to the front doors and ask the office to buzz you in. Please report directly to the office so that we can issue a visitor's pass. **To prevent disruption to the instructional process visitors are asked to call ahead to arrange a visit through the school**

**administration.** Visitors will be given a pass to wear; this lets the staff know that you have been cleared to be in the building. We look forward to seeing you.

### **FIELD TRIPS**

The school recognizes the importance of field trips as a means of helping students learn as much as possible about the world in which they live. Students on field trips are representatives of Winnisquam Regional Middle School. Students who misbehave may be denied participation on future trips or be required to have direct parental supervision.

Before each trip, permission slips will be sent home to parents. These are to be filled in, signed, and returned to the school before a student will be allowed to go on a trip. If the child has any medical problems, it should be noted on this permission slip.

Teachers and parent chaperones will be assigned to each trip to provide adequate supervision. School rules apply during field trips.

### **HONOR ROLL**

The Honor Roll will recognize students in one of the following three categories:

- High Academic Honors: Students attaining all A's in all subjects
- Academic Honors: Students attaining A's and B's in all subjects.
- Citizenship Honors: Students who receive 1's, 2's, 3's, or 4's in effort and conduct, and demonstrate the behavior of a responsible, respectful Winnisquam Regional Middle School citizen.

### **REPORT CARDS**

Report cards are issued four times yearly. Progress reports (mid-terms) are sent home at the half-way mark of each quarter. Each of these documents will be accompanied by a sheet for parents to sign indicating they have received the document. ***The final report card will be mailed home shortly after the close of school.*** Parents are urged to contact their child's teacher(s) to discuss any concerns they have regarding their child's academic performance at any time during the school year, as well as checking MMS on-line grades. Please see our policy on the effects of failing grades upon student privileges located ahead in this handbook.

### **RETENTION**

Decisions on whether or not a student should be retained in a grade are made based on the District's Retention policy and the Middle School Summer School policy. A copy of the District's Retention Policy is available from the office upon request. The *Light's Retention Scale* may be used for final determination in some cases.

### **SUMMER SCHOOL**

For some time students have been advancing to the next grade regardless of academic progress. Here at the Middle School we continue our efforts to raise the bar for academic achievement. We know that retentions have been few and have been based on a combination of factors including maturity, academic achievement, and school board policy (IKEA). It is time to implement a summer school at the middle school and establish more accountability.

It is now a requirement that all students who fail two or more courses for the year will be required to attend summer school at the end of this academic year. Students who fail one course in Math,

Reading/Literature or Language Arts for the year will also be required to attend summer school at their parent's expense. Students who do not attend summer school, or fail to pass summer school courses will not be promoted to the next grade. *In addition, students who do not go to summer school, or who attend, but do not pass will not be able to participate in sports or other extracurricular activities until the first quarter mid term grades are issued in October.* (Those students entering the high school the following September will be governed by Winnisquam Regional High School policies.) At that time, students who are passing all of their courses will be allowed to resume full participation. Our goal with this policy is to ensure that our students are academically ready to thrive in the high school environment when they arrive in the ninth grade.

## HOMEWORK

Home study is a necessary part of each student's education program. Each student must be expected to spend some time in addition to scheduled class instruction to achieve satisfactory work. It is the student's responsibility to complete and keep track of their assignments in their student planner.

Some assignments are long-range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due. Grade level teams have developed individual homework policies. Please refer to these postings on-line.

## STUDY SKILLS

Students:

Good study skills are an important part of your learning. Each student is provided with a school year calendar book containing study tips, important school rules, and space to write the assignment in each subject for each day of the school year. Personal organization and study skills are an important element of academic success. Following these guidelines for studying will improve your performance.

1. *Take responsibility for your work:*
  - a. Copy the assignment carefully into this planner.
  - b. Make sure you understand the directions.
  - c. Try your best at all parts of the assignment.
2. *Be prepared with necessary materials.*
3. *Use available aids and resources:*
  - a. Take advantage of our Media Center.
  - b. Use a dictionary, encyclopedia, or computer.
  - c. Use a calculator, but show your work.
  - d. Use your notes.
4. *Know when your assignments are due.*
5. *Plan your time wisely:*
  - a. Set aside at least one hour a day for homework.
  - b. Don't wait until the last minute to study or complete assignments.
  - c. **If you do not have written homework, spend time reviewing other work and/or reading independently.**
6. *Select a proper study area:*
  - a. Select the study environment that suits you best and avoid things that will distract you from your work.
7. *Organize yourself:*
  - a. Use this planning book daily.
  - b. Keep a notebook for each subject.

- c. Keep your work neat and organized.
8. *Concentrate on the task at hand.*
9. *Take pride in your work:*
  - a. Be sure your finished product is neat and accurate.
  - b. Always identify your work with the appropriate heading.
10. *Share your work with your parents.*

### **EXTRA HELP**

Teachers and students may find that extra help session (after school) will be needed. If the session is teacher initiated, the student will be given twenty-four (24) hours notice so that parents can arrange transportation home. If the session is student initiated, they need to arrange a conference time. Teachers are available if students require extra help. In the event of an extended illness, parents should contact the school Guidance Counselor to get current assignments that may be completed at home. Teachers should be given twenty-four (24) hours notice to prepare student's work in the event of an extended absence. In addition, we run a homework club Monday through Thursday from 2:30 until 3:15. Students are welcome to attend and receive help or a quiet place to work. We also run a Saturday morning homework club from 8:00 until 11:00. Snacks are served during the weekday and Saturday sessions of the club. We do wish to stress that the homework club is not punitive in nature, but rather designed to provide a comfortable setting for students to work. Students should remember that it is their responsibility to keep up with assignments.

### **CHEATING/PLAGIARISM**

A student who uses another student's work to complete his or her own work, or a student who lets another student use his or her work will be considered cheating. The exception would be prior permission from the regular classroom teacher to work together for the collaborative purpose of completing an assignment. Plagiarism constitutes using someone else's work as your own which may be done by not giving proper credit and/or proper citations. Work must be substantially altered to reflect your own thinking and interpretation of another person's work, research, or ideas. Students are urged to use MLA documentation procedures for all work. Consequences will be given based on severity and occurrence which may include a failing mark on the assignment, or in the course, in addition to behavioral consequences.

### **SUPPLIES**

It is wise to consult with your classroom teachers before purchasing back to school supplies as teachers might have particular requirements. Students should come to every class, all year long, prepared with writing utensils and all required materials.

## ***Unified Arts***

### **MUSIC**

Students in grade six will participate in a general music program dealing with performance, listening, singing, reading, writing, and historical background. They also will concentrate on musical theater, covering the development, styles, and plots of many different musicals.

Seventh and eighth grade students are required to take one course of music during the school year. These students will take general music to fulfill the requirement of the one quarter of music.

All students in grades six through eight may elect concert band and/or concert choir. Band students will take instrumental lessons.

## **ART**

The Art Program at Winnisquam Regional Middle School is designed to foster a love of creating and enhance the thinking process. Because of the nature of the middle school students, stress is placed on:

- ◆ the uniqueness of the individual student, helping to strengthen the student's self-concept and build a positive self image.
- ◆ develop critical thinking skills; decision making exploration, evaluating, deductive reasoning and solution.
- ◆ development of the child's coordination, motor abilities and spatial judgment.
- ◆ encourage personal expression and communication.
- ◆ appreciation of cultural heritage and art history.
- ◆ increased sensitivity of aesthetic awareness of people and environment.

## **COMPUTER EDUCATION**

The computer curriculum focuses on developing skills in keyboarding and word processing. Introductions to spreadsheets, database and Internet are also taught. A multimedia project where students learn to present is another important aspect of the computer education.

Throughout the middle school years we build upon these basis skills. Students then continue to fulfill the computer literacy requirement as defined by state standards. We assess this by administering a test while the student is in the eighth grade. When a student successfully passes this test they will not need to take a basic computer course at the high school.

## **PHYSICAL EDUCATION**

Physical Education classes are required of all students except those who are medically excused. Long term excuses must be written by a physician.

Co-educational Physical Education classes will offer a variety of programs including individual activities, team and lifetime sports. These activities provide an opportunity for the physical, mental, emotional growth and development of all students.

All students are responsible for wearing the proper physical education attire; sneakers, t-shirts, shorts or sweatpants. Lockers are available for students. Locks are not provided.

## **HEALTH**

Learning about health is a lifelong process. Emphasis for the Winnisquam Regional Middle School program is on wellness, prevention and taking responsibility for one's personal health. Students learn how to take an active, rather than passive, role in staying healthy.

## **TECHNOLOGY EDUCATION**

Each grade level will be given exploratory experience in four areas of Technology, construction, manufacturing, communications and energy, power and transportation. The students will also be given instruction in safety and will be required to pass a safety test with 100 percent accuracy.

## **LIBRARY/MEDIA CENTER**

The Library/Media Center is open Monday through Thursday from 7:30AM to 4:00PM and on Friday from 7:30AM to 2:30PM.

The goals of the Library/Media Center are to provide access to information, to assist students and staff in learning vital information retrieval skills, to help students learn problem solving techniques, to integrate information skills within the curriculum, to develop the love of reading and to develop life long learners.

The Library/Media Center is open to all students, faculty and staff for reading, research and the use of audio-visual materials and equipment. The Library/Media Center has a collection of over 11,000 books, fifty-two magazines, two daily newspapers and more than 400 audio-visual titles.

Print materials may be checked out at any time the Library/Media Center is open. Books are signed out for two weeks; magazines are signed out for one week. These may be renewed if necessary. Reference books and books placed on **reserve** by teachers may not be taken from the Library/Media Center.

Please return all Library/Media Center materials on time. The replacement cost will be charged for materials that are damaged or lost.

## **EXTRA AND CO-CURRICULAR ACTIVITIES**

### Student Participation in Co-Curricular Activities

Students participating in any co-curricular, extra-curricular activities, or clubs may be affected by the following policy:

The privilege of participating in extra curricular activities, including, but not limited to dances, athletics, intramurals, non-instructional field trips and assemblies, and All State Band and Chorus is earned by maintaining passing grades in all of his/her classes. Non-participation List, (NPL) will be run on Mondays at 1:30PM. Student with a failing grade in one or more classes will be placed on NPL for a period of one week. Notices of NPL will be distributed on Tuesday mornings and run from Tuesday morning until Monday at 11:59PM. Students on the list are encouraged to meet with their teachers and to take advantage of the extra help they offer, as well as the extra help available from our Homework Club when funding is available. Students may also be placed on the list for serious behavior infractions, or for continued disregard for school rules. Student may also be placed on NPL for behavioral reasons. See NPL listing for clarification.

Coaches/activity directors will be responsible for keeping up with students' progress. Coaches may elect to have students do homework or be tutored, but they may not practice with other team members during the weeks of non-participation. NPL students are not eligible to participate in practice or events until they are off NPL. Coaches should play an active role in helping students earn their way off of the NPL by checking work, homework, tutoring students who need help or any other activity designed to help the student improve his/her academic standing. A complete roster for the current season of all athletes participating in

athletics is to be sent out at the beginning of the season to all team leaders. Coaches are responsible for attending to NPL lists as well as students.

### **EXTRA CURRICULAR ACTIVITIES**

Students are encouraged to participate in after-school activities. Parents are responsible for providing transportation *immediately* upon conclusion of the after-school activity. Please remember that all school rules apply during after-school activities. Parents will be notified if their child is unable to attend a school-sponsored event due to behavior. When after school activities do not begin immediately after the end of the school day, students must be under adult supervision until the activity begins. The school does not provide this supervision, however, some coaches make arrangements for students.

Students who are absent from school or who have not completed at least one-half day of school (11:30AM) may not participate in an after-school activity on that day.

### **ATHLETICS**

Because of the number of different sports/activities taking place after school, it is sometimes necessary for practices to be scheduled to begin later than the end of the school day. Athletes should be aware of the following:

1. Students may not be on school grounds unsupervised. The coach/activity director may make arrangements for providing a supervised location where students can wait. Students may not leave school grounds without permission from the office during these times. Students who have made arrangements to meet with a teacher during this time must inform the coach/activity director of where they will be staying.
2. Students may not report to the practice location prior to fifteen minutes before the practice is to begin, or until the coach/activity director arrives at the location.
3. Students are reminded that they serve as representatives of our school. Exemplary conduct and sportsmanship are expected at all practices, games, presentations, and while being transported to and from off campus locations.

The Middle School will provide intramural and interscholastic sports during the school year. Interscholastic games are scheduled with surrounding schools and are played on a home and away basis. Dates for try-outs for each sport are announced by the respective coaches.

Permission slips signed by a parent or guardian indicating that the student has had a physical examination and is allowed to participate will be *required* of all participants in interscholastic sports. *Proof of insurance is required.* School insurance forms are available at the office.

### **STUDENT COUNCIL**

The Student Council is an organization through which the students may express their opinions, assist in the administration of the school, and participate in the management of school enterprises. The council tries to promote leadership, initiative and accomplishment among its members. Representatives are elected in each grade to carry on the work for the year. It is the duty of the representatives to bring to the council's attention suggestions and complaints of their classmates and to report to their classmates the decisions and actions of the council. A president, vice-president, secretary, and treasurer of the Student Council will be elected to provide the leadership necessary for an active council.

## **DANCES**

Dances will be scheduled occasionally throughout the year. The date, time, and dress for each dance will be announced in advance. Teachers and parents will be chaperones for all dances. If an appropriate number of chaperones are not secured, the dance must be cancelled. Dances will be restricted to Winnisquam Regional Middle School students only. All students are responsible for arranging their own transportation to and from the dance. Students need to be dropped off and picked up at the front door in a timely fashion to ensure that chaperones may return to their families. Doors to the dance open at 7:00PM. Students who arrive before this time shall form an orderly line outside the doors. Students are expected to be at the dance the entire time. Students who leave the dance will not be allowed to re-enter. They will be directed to the office so that they can call their parents to arrange to be picked up immediately. Our dances run from 7:00PM until 9:00PM. This is often the end of a very long day for our chaperones. Your cooperation in seeing that your child is picked up promptly at 9:00PM is appreciated. Attendance at the dances is a privilege that can be revoked for inappropriate behavior at school or during the dance. Students who are absent for more than one half of the school day (11:30AM) or suspended on the day of a dance may not attend the dance. Dance procedures must be followed at all times to include the advance purchase of tickets.

## **ASSEMBLIES**

Assemblies may be held at the Middle School in recognition of Veteran's Day, Civil Right's Day, and Memorial Day. These assemblies feature students in musical and dramatic roles. Other assemblies may be held during the year to compliment our curriculum. We often have guests at our assemblies, so your best behavior is necessary.

Students are expected to be courteous and respectful to the performers or persons involved in the program and to be helpful to any guests who may be attending. Inattentive behavior is considered extremely rude. Booing is never appropriate. Students who cannot behave during the program may not be permitted to attend future assembly programs and may face other disciplinary action.

Evening assemblies may be held at the middle or high school to include members of the community. All attendees, including adults, are expected to follow social etiquette and are subject to the same expectations as students. We ask that cell phones are silenced, and that conversations are held outside of the assembly walls. Students and young children who are part of the audience are to be accompanied by an adult at all times. If young children become disruptive, please remove them promptly so that performers or persons involved in the program are given respect and may be enjoyed.

## **CHAIN OF COMMAND**

If you feel there is a conflict or problem with a teacher, counselor, staff member, or administrator, please contact the person directly involved first. If you feel the situation is not resolved, please go to the next step on the chain. For example, if you have a question about a certain grade:

- a. Contact the teacher or staff member
- b. Contact the Assistant Principal
- c. Contact the Principal
- d. Contact the Superintendent
- e. Contact the School Board

## **SCHOOL RULES/REGULATIONS AND BEHAVIOR STANDARDS**

Your *main goal* in school is education. You are here to learn as much as you can and experience all of the positive things middle school education can offer. To get the most out of any one class, you must be able to concentrate, listen, and share without distraction from anyone or anything. The faculty and staff at the middle school are committed to protecting your right to an education and keeping distractions to a minimum.

We have rules and regulations in the middle school that are designed to protect your rights and to keep each and every student and staff member safe. You are expected to comply with rules set forth by teachers and staff and failure to do so may result in the loss of privileges, being kept after school, or given a demerit. In cases of serious or persistent misbehavior, teachers will contact parents and, if needed, schedule a parent conference. You also may be referred to the Principal or Assistant Principal's office for further action. For serious infractions of school rules (see K-12 Student Behavior Standards) you may be assigned a Saturday Morning Detention (SMD), an in-school or out of school suspension.

In general, we expect everyone to be *courteous, considerate*, and treat one another with *respect* so that all can learn and enjoy their experience at Winnisquam Regional Middle School.

### **RRAPS ROOM**

Responsible.....Respectful.....Attentive.....Prepared.....Safe

RRAPS is a place where students can receive academic, social, and behavioral supports throughout the school day. Other functions of the program may include in-school suspension, check in/out, behavioral intervention, lunch groups, crisis intervention, PBIS programming, data collection, and NPL maintenance.

### **NON-PARTICIPATION LIST**

The privilege of participating in extra curricular activities, including, but not limited to dances, athletics, intramurals, non-instructional field trips and assemblies, and All State Band and Chorus is earned by maintaining passing grades in all of your classes. Monday afternoons, the NPL list will be generated in Guidance. If you fail one more of your classes, you will be placed on the NPL list for one week, to take affect from Tuesday AM to Tuesday AM. Students on the list are encouraged to meet with their teachers and to take advantage of the extra help they offer, as well as our Homework Club.

Students may also be placed on the list for a period of ten days for serious behavior infractions, or for continued disregard for school rules (three behavior reports). If a student receives and Out of School or an In School Suspension, they are automatically on NPL which begins the day they return to class. Students may tryout for extra-curricular activities while on NPL, but they may not participate in an activity or a team event until they are off of NPL. Students may not receive a behavior write-up while on behavioral NPL, otherwise their ten days starts over from the day of the most recent infraction.

### **DISCIPLINE POLICY**

*The following document, composed with great thought and much input, clarifies many related issues. While no document can list every occurrence or incident, this policy clearly establishes parameters.*

### **MISSION STATEMENT**

Our primary purpose is to educate students to become productive citizens. It is agreed that respect for one another must be taught, modeled, and practiced by all involved in the community. In order for students to learn and teachers to teach, an atmosphere

conducive to learning must be consistently maintained through which individuals learn and demonstrate expected and appropriate behaviors.

## GOALS

### A Positive School Climate

Is a process through which individuals learn and demonstrate expected, appropriate behaviors.

Is an orderly and structured environment.

Is achieved when students, parents/guardians, teachers, principals, administrative and support personnel, superintendents, and the community, as represented by the Board of Education, accept responsibility for their own behaviors and respect the rights of others.

We believe that:

IT IS EVERYONE'S RESPONSIBILITY TO:

- Teach and model self-discipline
- Respect the rights of others
- Cooperate with one another
- Learn the Winnisquam Regional School District's Student Behavior Standards
- *Recognize that absenteeism is a classroom disruption*
- Provide a safe and positive educational environment at school and home
- Understand that the rules and regulations governing students identified with special educational needs may result in different consequences being applied than those applied to students who are not educationally handicapped

IT IS A STUDENT'S RESPONSIBILITY TO:

- Be in charge of his/her own behavior
- Comply with school rules at all times
- Arrive to school and class on time
- Be prepared to learn
- Honor the teacher's duty to teach and other students' right to learn
- Attend school daily
- Tell school staff about any discipline concerns they may have

IT IS A PARENT'S/GUARDIAN'S RESPONSIBILITY TO:

- Assure that the child attends school daily
- Assure that the child arrives at on time and are in attendance for the full day
- Communicate to the school the child's concerns or needs
- Encourage the child to do their best
- Contact the school if the child will be absent
- Be available for conferences
- Help the child learn about the Winnisquam Regional School District's behavioral expectations and the consequences of breaking rules
- Contact the school if the child is suffering from problems outside of school which may impact their ability to concentrate and learn

IT IS A TEACHER'S RESPONSIBILITY TO:

- Manage classroom behaviors
- Inform and post classroom rules and behavioral expectations
- Report to parents regularly about behavioral concerns
- Enforce the Winnisquam Regional School District's Student Behavior Standards
- Provide students with a safe school environment
- Report any suspected illegal activities to the principal

IT IS A PRINCIPAL'S RESPONSIBILITY TO:

- Enforce the Winnisquam Regional School District's Student Behavior Standards
- Maintain high visibility in and around the school
- Communicate school rules to students, staff, and parents
- Communicate to parents and involved staff the discipline action taken
- Maintain discipline and attendance files
- Report any illegal activities to police and Superintendent's office
- Assume over-all responsibilities for school rules being followed

IT IS THE SUPERINTENDENT'S RESPONSIBILITY TO:

- Ensure that all school principals consistently enforce the Winnisquam Regional School District's **Student Behavior Standards**
- Give support and advice to school staff
- Maintain quarterly discipline reports (excluding student's names) of incidents requiring principal's involvement
- Maintain high visibility in and around the school community

IT IS THE BOARD OF EDUCATION'S RESPONSIBILITY TO:

- Adopt a fair and consistent discipline policy
- Ensure, through the Superintendent of Schools that **Student Behavior Standards** are consistently implemented by all school employees
- Give directions and appropriate referrals to their constituents

### **STUDENT BEHAVIOR STANDARDS**

Good behavior and classroom discipline are mandatory if learning is to take place. The purpose of the Winnisquam Regional School District's **Student Behavior Standards** is to ensure that a safe and orderly environment is maintained for everyone. These rules are in effect for all Winnisquam Regional School District students at any school function, school sponsored event, or bus ride.

As students grow and mature, they are expected to accept greater behavioral responsibilities. These standards are designed to guide students through the process of learning good discipline and to outline the consequences of disruptive behavior. There are situations that will warrant minor disciplinary responses at the elementary level (grades K-5), while the same situation will result in a more severe response at the middle (grades 6-8) and high school (grades 9-12) levels. Although the responses may differ, the **Student Behavior Standards** remain constant. **Students should be aware that, in addition to the violations listed, other infractions may be included as part of the individual school rules and regulations.** These rules and regulations will be communicated to parents and students in writing annually. The violations are divided into three classes, minor, intermediate, and major.

**Class III Offenses** will generally be dealt with through in-school disciplinary actions, such as detentions and other staff initiated strategies.

**Class II Offenses** will generally require more severe discipline actions such as in-school or out-of-school suspensions issued by principals

**Class I Offenses** are of an extremely serious nature and generally will warrant out-of-school suspensions by principals and/or expulsion by the Board of Education

By implementing uniform student behavior standards, the Winnisquam Regional School District can provide a safe, educational environment that is consistently maintained throughout all schools and enforced by all staff, teachers, and administrators.

#### *Conditions for Academic Make-up Due to Suspensions*

**Elementary** students, upon return from an out of school suspension, have the responsibility to meet with their teachers to collect their missed assignments. Students will have one day for each day suspended to complete and hand in work for credit.

**High School and Middle School** students will be afforded a missed work make-up privilege after each suspension.

For **High School** students, work made up after a first suspension will be accepted for full credit, work made up after subsequent suspensions will be evaluated and graded by the teacher, the amount of credit this work receives will be determined by the individual teacher's policy as stated in writing to students at the beginning of the school year.

For **Middle School** students, work after all suspensions will be accepted for full credit.

In both cases, any credit granted shall be in accordance with the time requirements listed in the next paragraph.

Within one week of returning to school from an out-of-school suspension of ten (10) days or less, it is the student's responsibility to meet with his/her teacher during the subject teacher's after school make-up time. Failure to make and to keep this appointment with the teacher may jeopardize the make-up option. The purpose of this meeting will be to determine the extent of the missed schoolwork and to establish a timeline for its completion. Students will be granted a minimum of one day's time per each day of suspension to make-up their schoolwork, not to exceed a maximum of twenty school days from the date the assignment was provided by the teacher.

Schoolwork will not be provided by teachers while a student is serving an out-of-school suspension. However, when suspensions of more than ten (10) days are assessed, the student, with administrative permission, will arrange to meet with teachers during the period of suspension. This meeting will occur only during the subject teacher's after school make-up time. Students will be granted a minimum of one day's time per each day of suspension to make-up their school work, not to exceed a maximum of ten school days from the date the assignment was provided by the teacher.

The only exception to this academic make-up policy is when a student cuts a class or is truant from school. In those instances, students will be expected to make up any work missed. The work will be evaluated and graded by the teacher; however, the amount of credit allowed for the work will be at the teacher's discretion.

#### School Activities

During the time that a student is suspended from school, (in-school or out-of-school), s/he may not be in the building or on school district grounds and loses the privilege of participation in all school district sponsored athletic, extra-curricular, and co-curricular activities for that period.

#### *Use of Chart*

The chart on the following page following the Class of Response definitions outlines student violations and the proper response to those violations. The chart is made up of four (4) major columns. The first major column is the student violation. The second, third, and fourth major columns are the responses for those violations by grade level: Elementary, Middle School, and High School. At times the response will be the same for more than one grade level and more than one violation; in this case the grade level column may appear as one. In other cases the response will refer you to a higher offense class such as Class II or Class I, at which time you need to refer to the appropriate chart. When more than one response is available, the school administrator will use the most appropriate choice according the severity of the offense(s) and all other factors involved in the incident.

If a student is recommended for an extended suspension, then a building team shall meet to determine if there is an educational disability of a regular student undiagnosed or to determine whether the event causing disciplinary action was a manifestation of a special education student's educational handicap.

## CLASS III OFFENSES (MINOR)

Class III Offenses usually occur in the classroom or other setting under the teacher's supervision. Occasionally, the teacher will have to call on other people for assistance; the responses at this level usually do not require the intervention of a building administrator.

### PROCEDURAL RESPONSES TO CLASS III OFFENSES

- A. *Discuss the matter with the student, and inform the student that the continued misbehavior will result in the loss of certain privileges.*
- B. The teacher may then proceed, as appropriate, with any of the following corrective actions:
  - Isolate the student within the classroom *when practical*
  - Contact parent/guardian by telephone/note
  - Have the student present when calling a parent/guardian at home/work to explain the misbehavior
  - Have student write a letter to parent/guardian explaining his/her misbehavior: require parent guardian to sign the letter
  - Develop a student behavior contract
  - Assign an after-school detention
  - Withhold privileges (no student may be denied the right to eat lunch or snack)
  - Initiate a pre-arranged alternative classroom setting
  - Consult with principal, guidance counselor, case managers, or other appropriate staff concerning future strategies
  - Send the child to RRAPS
  - Any other acceptable action as adopted by the school staff
- C. If the student does not respond to the above attempts, the student shall be removed from the classroom for at least the remainder of the class period and/or up to the remainder of the school day, and the parent/guardian will be notified.
- D. When a student is sent to the office, a discipline referral form will be submitted by the teacher as soon as practical. The office will maintain these forms as part of the student's disciplinary files. When necessary teachers will be responsible for providing summary information of corrective actions attempted prior to referring the student to the office.
- E. Repeated Class III Offenses as reviewed by appropriate staff may be treated as Class II Offenses.
- F. A singularly severe incident may be treated as a Class II Offense by the administration.

## CLASS II OFFENSES (INTERMEDIARY)

By their nature, these acts are considered as significant violations of the student behavior standards. Class II Offenses require that a building administrator be involved in the disciplinary action.

### Procedural Responses to Class II Offenses

- A. Immediate removal of the student for the rest of the class period or for the school day if the student's presence is detrimental to the classroom or poses any danger to others.
- B. The school administrator shall make every reasonable effort to contact the parent as soon as possible. A conference shall be scheduled as needed.
- C. According to the severity of the offense(s):

**Elementary Schools...**The administrator will use one or more of the following corrective actions:

- Student will lose recess

- Student will develop an action plan
- Student will write a letter of apology or give apology
- Parent notification will take place
- Parent-principal conference will take place
- Student will receive a detention
- Suspensions, in or out of school, of 1 – 10 days, may be assigned

**Middle and High Schools...** The administrator will use one or more of the following corrective actions:

- Notices and/or demerit(s) will be assigned
  - Friday Night Detention(s) will be assigned
  - Parent notification will take place (mail or phone)
  - Parent conferences will be held
  - Suspensions, of 1 – 10 days, will be assigned
- D. Depending on the severity and the nature of the offense, law enforcement officials may be contacted and the student may be subject to prosecution.
- E. Restitution for damages to school or private property may be required.

Singular **severe** incidents and/or **repeated** Class II Offenses may be **treated at Class I Offenses**.

### **CLASS I OFFENSES (MAJOR)**

In accordance with RSA 193-D:2, the Safe School Zone Act, violence, weapons, and crime will not be tolerated on Winnisquam Regional School District property or at any Winnisquam Regional School District sponsored event. These acts are the most severe violations of the behavior code. Offenses at this level usually go beyond the school discipline system almost always draw upon law enforcement authorities. Most students involved in Class I Offenses will be removed from school immediately.

#### Procedural Responses to Class I Offenses

The administrator will contact the parents and the police department. In addition, some of the following are possible additional consequences:

- Up to a Ten (10) day out-of-school suspension from the principal
- Alternative program offered (i.e. Youth Assistance Program)
- Additional out-of-school suspension from the Superintendent, and a possible recommendation for an extended suspension by the School Board
- Expulsion from school by the Board of Education
- When applicable, restitution for damages

	<b>Student Offense</b>	
1	An inappropriate behavior or improper act	3
2	Class Cut	2
3	Knowingly disrupting or distracting others	3
4	Refusal to bring materials to class	3
5	Possession of over the counter drugs	3
6	Deceiving or lying to a staff member	3
7	Leaving class without teacher's permission	2
8	Failure to follow any staff member's reasonable request to carry out school rules	3
9	Any inappropriate display of affection	3
10	Pushing/shoving or running in hallways	3
11	Littering	3
12	Disrespectful behavior toward others	3
13	Tardy to class	3
14	Any other violations which the administrator considers reasonable to fall into this category	3
15	Forgery	2
16	Reckless behavior/endangering others	2
17	Bullying (Consequence pending committee recommendation) Policy JICBB/GBEBBB	2
18	Stealing	1
19	Repeated Class 3 offenses	2
20	Use of profanity and/or obscene language or gestures	2
21	Repeated tardiness to school	2
22	Truancy/skipping school	2
23	Possession of any demeaning publications or materials including, but not limited to the following areas: race, color, ethnic origin, religion, sex, sexual orientation, and disability	2
24	Belligerence toward staff	2
25	Destroying, pirating (copyright infringement), altering or any other misuse of computer software or hardware belonging to students, the school system or school employee, or volunteer	2
26	Harassment directed to any faculty, staff, and/or student (See handbook for policy)	2
27	Permanent defacing, vandalizing, or destroying school property or the property of others	2
28	Leaving the school building and/or grounds without permission	2
29	Persistent disruptive behavior which repeatedly interrupts the educational environment	2
30	Cheating and/or Plagiarism	2
31	Gambling	2
32	The threat by word or action to do violence to another	2
33	Intentional aggressive behavior such as fighting, pushing, or shoving on school property	2
34	Any other violation which the administrator considers reasonable to fall into this category due to severity	2
35	Extortion	2
36	Possession of own prescription drugs	2
37	Possession of a toy weapon (guns, swords, knives, etc)	1
38	Distribution, exchange, or sale of over the counter or prescription drugs	1
39	Bringing or possessing a firearm, as defined in Sect 921 or Title XVIII of the US Code on school grounds	1
40	Possession of a pellet, BB gun, or paintball gun on school grounds or within the Safe School Zone	1
41	Starting or attempting to start a fire on school property	1
42	Possession of any dangerous object, weapon, fireworks, destructive device or any other instrument which might be capable of inflicting bodily harm	1
43	Using or threatening to use any dangerous object, weapon, destructive device, or any instrument which might be capable of inflicting bodily injury: and/or assaulting or threatening to cause physical injury with or without any dangerous object to any staff or student	1
44	Possession of alcohol, illegal drugs, or any substance purported to be an illegal drug, or drug	

	paraphernalia or being under the influence of alcohol or illegal drugs	1
45	Possession of tobacco products	1
46	Any other violations which the administrator considers reasonable to fall into this category	
	due to its severity	
47	Causing a false fire alarm or bomb scare	1
48	Any act of sexual violence	1

**PERSONAL AND PROPERTY SEARCH**  
**USE OF POLICE SEARCH DOGS**

*(See Policy JIH)*

It is the policy of the district to protect the constitutional rights of its students regarding search and seizure activities as interpreted by appropriate courts and governmental agencies.

All students are entitled to a safe and healthy educational environment. Therefore, the school has the responsibility to protect students from illegal activity on the part of irresponsible classmates on school grounds. Furthermore, school administrators must take preventive and disciplinary measures that are both swift and informal in order to be effective in maintaining safe and drug free schools.

While students have a legitimate expectation of privacy under the Fourth Amendment, a search by school authorities will be considered legal if there is reasonable suspicion at its inception that the search will discover evidence of a violation of a school rule or the law. School administrators have the authority under reasonable suspicion to search student backpacks and handbags. In situations where a danger exists, a search may be conducted based solely upon an anonymous tip and/or rumor that contraband is present. The extent or scope of the search shall be reasonable related to the objectives of the search.

The school district retains ownership and possessor control over school property that includes student lockers, storage bins, disks, and, therefore, reserves the right to inspect these at all times. Given the fact that lockers are school property provided for the convenience of students, students shall not have any expectation of privacy in such use. The school district retains the right to inspect lockers in the interest of maintaining school safety. The use of backpacks in any school is considered a privilege. Any abuse in the use of backpacks, such as, concealing contraband, can result in the revocation of this privilege.

The use of "sniffer" dogs trained for the search of drugs is permissible for the general facility inclusive of backpacks in public spaces, lockers, and school grounds. This search will be conducted by qualified law enforcement officers upon request of the superintendent of schools. These random inspections are necessitated by the compelling need of the school district to prevent illegal drugs on school property.

**JIH – STUDENT SEARCHES AND THEIR PROPERTY**

*Category R*

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

1. When any authorized person has reasonable suspicion that the student may have on the students' person or property alcohol, dangerous weapons, electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive to school operations or in violation of school rules and regulations.
2. School lockers and school desks are the property of the school, not the student. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage area, or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any thing that should not be at school. Students shall not exchange lockers or desks or use any

- lockers or desks other than those assigned to them by the principal. A shared locker or storage area implies shared responsibility.
3. Students are not required to consent before a search of their property. However, if a student does consent to a search, such consent will not be obtained through threats or coercion.
  4. Authorized personnel conducting a search have authority to detain the student or students and to preserve any contraband seized.
  5. Student searches will be documented by an authorized person who is the same sex as the person being searched.
  6. 'Strip searches are forbidden. No clothing except outer garments will be removed before or during a search.
  7. Authorized personnel are permitted to arrange for the use of trained canines to aid in the search process.
  8. Items that may be seized during a lawful search, in addition to those listed in Paragraph #1, include but are not limited to any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or non-prescription medicines which have not been authorized; switchblades, knives, brass knuckles, billy clubs, or other weapons; pornographic material; unlawful or prohibited items; items which may pose a threat of injury or harm to students. Such items shall be seized, identified as to ownership if possible, and held for release to proper authority.

### **PROFANITY (BELLIGERENCE) TOWARD STAFF**

Students are expected to accord staff the respect their position of authority demands. Swearing or extreme belligerence directed at a staff member is considered one of the most severe offenses against school policy and will be dealt with in the following manner:

First Offense:

- A parent-teacher-student conference will be held.
- Student may be suspended for as many as five days.

*Second Offense:*

- A parent conference will be held.
- The student will be suspended for up to five days.

*Third Offense:*

- The student can be suspended long-term, up to ten days.

### **INTENTIONAL FIGHTING, PUSHING, OR SHOVING**

Intentional aggressive behavior such as fighting, pushing, shoving is not **acceptable** on school property. Violators will be placed on suspension from school or if the situation warrants assigned to a Friday Night Detention. *Repeat offenders may be referred to the superintendent or the school board for further action, which may include expulsion.*

If someone starts a fight, report it at once. If the choice is to continue the fight, both students will be disciplined.

Serious fights will be reported to the police.

\*\*Parents often ask what disciplinary action has been taken against the "other" child. Laws regarding student privacy prevent us from discussing actions taken against a student without prior written permission from that student's parent or guardian.

## **STUDENT DEMERITS**

Demerits will be assigned by teachers and/or administrators for student offenses of school rules. After each demerit is assigned the student is expected to bring it home on the day it was assigned for their parent's signature. Demerit slips should be returned the following day to RRAPS. Students receiving three or more demerits, detentions, or written reports in a quarter will be assigned to the Non-Participation List for a minimum of ten school days.

It must be noted that depending on severity, frequency and/or intent of the offense, the school administration may make the judgment that the offense is not punishable by demerit, but punishable by a more severe disciplinary action such as In-School Suspension, Friday Night Detention or Out-of-School Suspension.

## **CLASSROOM DETENTION**

If a student is to be kept after school for disciplinary reasons, he/she will be expected to serve the detention on the day arranged by the teacher and the parent.

Students who are absent on the day they are scheduled for detention will be expected to serve that detention the next day they attend school unless other arrangements have been made by the parent and the teacher.

Failure to attend a detention will result in the rescheduling of that detention and a demerit. A second failure to attend could result in suspension from school (in or out) or a Friday Night Detention. The length of classroom detentions will be determined by the teacher and will vary between one-half hour to a full hour.

It is the responsibility of the parents to provide transportation home.

**Note:** If a substitute teacher issues a detention or demerit, that detention or demerit can be doubled.

## **SUBSTITUTE TEACHERS**

If the substitute sends a student to the office, that student may receive either an In-School or Out-of-School suspension or a Friday Night Detention.

Parent contact will be made either by the office or by the regular classroom teacher.

## **FRIDAY NIGHT DETENTION**

Students who violate school rules may be assigned a Friday Night Detention (FND) from 2:30PM to 5:30 PM. It is the responsibility of the parents to provide transportation to and from the FND. *Failure to serve the FND may result in the student being suspended or denied admittance into school until a conference with the student and his/her parents is held. Missing four FNDs will result in a truancy complaint being filed with the local truant officer, and a complaint to the New Hampshire Division of Child and Family Services.*

The following violations may result in a Friday Night Detention:

1. Truancy.
2. Failure to serve a rescheduled detention.\* (see below)
3. Continued disruptive classroom, corridor or cafeteria behavior.
4. Throwing food in the cafeteria.
5. Any other violation that could result in an In-School or Out-of-School Suspension.

\*It will be the teacher's responsibility to inform both the office and parents if a child is to serve an FND for missing two detentions.

### **IN-SCHOOL SUSPENSION**

The purpose of In-School Suspension is to isolate and confine a student who has committed a major violation of school rules. The student will remain in a designated area under supervision for the duration of suspension. The student may complete school assignments (homework, quizzes, tests) and receive credit for the work completed while being totally isolated from the student body. Under no circumstances will negative behavior be allowed during the In-School Suspension. Students are not allowed to attend any activities after school on the day of an In-School Suspension.

In-School Suspension does not replace Out-of-School Suspension, and should not be misconstrued to mean that a serious violation of school rules has not occurred. The student should realize that any violation of school rules is totally unacceptable and that valuable classroom instruction is being missed because of his/her negative behavior. By being allowed to remain in school and receive credit for work completed, the student will be in a better position to meet the requirements of his/her courses.

If a student violates school rules after In-School Suspension, the administration cannot help but question the intent of the student. Additional violations may result in Out-of-School Suspension.

*Parents will be informed of In-School Suspensions by telephone or letter.*

### **OUT-OF-SCHOOL SUSPENSION**

Students suspended from school will not be allowed on school district grounds during the school day or after school while any school district sponsored activity is taking place.

Out-of-School Suspensions will be given for serious violations of school rules and/or continuous disregard for the reasonable rules and regulations of the school, or the district's Student Behavior Standards.

Parents will be notified regarding the reason(s) for the Out-of-School Suspension before the student is released from school.

**Middle School** students will be afforded a missed work make-up privilege after each suspension. All work will be accepted for full credit. Any credit granted shall be in accordance with the time requirements listed in the next paragraph.

Within one week of returning to school from an Out-of-School suspension of ten (10) days or less, it is the student's responsibility to meet with his/her teacher during the subject teacher's after school make-up time. Failure to make and to keep this appointment with the teacher may jeopardize the make-up option. The purpose of this meeting will be to determine the extent of the missed schoolwork and to establish a timeline for its completion. Students will be granted a minimum of one day's time per each day of suspension to make-up their schoolwork, not to exceed a maximum of twenty school days from the date the assignment was provided by the teacher.

Schoolwork will not be provided by teachers while a student is serving an Out-of-School suspension. However, when suspensions of more than ten (10) days are assessed, the student, with administrative permission, will arrange to meet with teachers during the period of suspension. This meeting will occur only during the subject teacher's after school make-up time. Students will be granted a minimum of one

day's time per each day of suspension to make-up their school work, not to exceed a maximum of ten school days from the date the assignment was provided by the teacher.

The only exception to this academic make-up policy is when a student cuts a class or is truant from school. In those instances, students will be expected to make up any work missed. The work will be evaluated and graded by the teacher. However, the amount of credit allowed for the work will be at the teacher's discretion.

### **STUDENT DRUG ABUSE**

In case a student appears to be under drug influence, the parent will be notified by school authorities to come for the student and remove him/her to his home or to medical facilities.

In severe cases, if the parents or school doctor will not come to the school, the principal is authorized to call an ambulance to remove the student to the hospital. Parents will be notified of this action and be responsible for the incurred expenses. (Policy JIC)\*

The Winnisquam Regional Middle School is a Drug Free School zone, and all appropriate laws pertaining to Drug Free School zones shall be enforced.

### **ALCOHOLIC BEVERAGES - DRUGS - NARCOTICS**

A. A student, during school hours or on school property (or in the approximate vicinity), shall not buy, sell, possess on his/her person or in his/her desk, locker, or any other place, use, transmit, give, or be under the influence, or knowingly in the presence of, any narcotic drug, controlled drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, counterfeit drug purported to be controlled, alcoholic beverage, or intoxicant of any kind.

B. A student shall not possess on his/her person or in his/her desk or locker or any other place any drug or any kind of drug paraphernalia (including, but not limited to, roach clips, rolling papers, bongs).

C. Use of drugs authorized by a medical prescription from a registered physician should be registered with the school nurse and once so registered should not be considered in violation of this rule.

All factual information pertaining to any alleged offense will be presented to the student's parents and the local police authorities and the student will be suspended from school for 10 days.

A first time offender may be offered a "waiver of suspension" for five of the suspension days IF he/she is accepted into the Youth Assistance Program's Challenge Program and successfully completes the program.

Serious cases will be referred to the Superintendent for further action. Some cases may be referred to the School Board for additional action, *including expulsion from school*.

### **ALCOHOL USE BY STUDENTS**

Alcoholic beverages will not be permitted on school property at any time during school hours or at school-sponsored activities. Further, the New Hampshire State Statute states: "No person shall drink or have in his possession, any intoxicating beverage while in attendance as a spectator or otherwise, at any place where a school interscholastic contest is being conducted. Whoever violates the provisions of this section shall be fined not more than fifty dollars or imprisoned for not more than thirty days or both." (RSA 570:24)

*Students will receive a suspension of ten days, with five days waived upon successful completion of the Youth Assistance Challenge Program.*

Students may only have clear liquids in resealable bottles outside of the cafeteria.

### **USE OF TOBACCO**

Under New Hampshire state law no person shall use any tobacco product in or on the grounds of any public educational facility. Any person caught smoking in or on the grounds of any public educational facility shall be fined a maximum of \$100 for each offense. No person under 18 years of age shall purchase, use, or possess tobacco products. The use *or possession* of tobacco in any form is prohibited on the school grounds by students. *Students will receive a suspension of ten days, with five days waived upon successful completion of the Youth Assistance Challenge Program for a first time offense. Subsequent offenses will not be eligible to have days waived.*

RSA 78:12-b "No person under 18 years of age shall purchase, use or possess tobacco products". (Policy JICG)\*

\*Complete policies are available in the office upon request.

### **WINNISQUAM REGIONAL SCHOOL DISTRICT** **BUS RULES AND REGULATIONS**

Pupils transported in a school bus shall be under the authority of the School District and under control of the bus driver, a legal representative of the School Board. The safety of pupils riding school buses cannot be left to chance, and it is imperative that good order and discipline be maintained on each bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied the privilege of transportation in accordance with the regulations of the School Board and RSA 189:9a. The driver of the bus shall be held responsible for the orderly conduct of the pupils transported. Each driver has the support of the School Board in maintaining good conduct on the bus. The rules adopted by the School Board are as follows:

1. All pupils will be picked up and/or dropped off only at predetermined stops approved by the School Board. Pupils must be ready to board the bus when it arrives. Drivers are not to wait for pupils who are not ready. Do not crowd onto the street or road when waiting for the bus. Line up and enter the bus in an orderly fashion when it arrives.
2. Pupils must board the bus in an orderly and courteous manner, go immediately to a seat, and sit down. The driver may assign definite seats to pupils.
3. Pupils will be expected to ride only on the school bus assigned to them. Emergency situations will be handled at the discretion of the building principal.
4. Pupils wishing to use a different bus or get off at a different location must have a note from the parent/guardian to the bus driver, pre-approved by the school office. Approval will be given only if space is available.
5. Pupils must remain seated at all times when the bus is moving; arms and heads must be inside the bus at all times.
6. Pupils must not throw anything within the bus or out of the windows of the bus.
7. Aisles are to be left free of books, lunch boxes, coats and other objects at all times. Musical instruments and backpacks should be placed under the seat.
8. Talking should be carried on in conversational tones - never shouting or making loud noises that may distract the driver.
9. Eating or drinking is prohibited on school buses during regular bus routes to and from school.

10. Pupils loading and departing from the bus will do so from the front of the bus. Emergency doors are for emergencies only.
11. Pupils will always cross the street in front of the bus, under the driver's direction, when loading or departing the bus.
- \*12. Pupils must obey instantly any request or suggestion from the bus driver pertaining to safe pupil transportation.
- \*13. Animals of any kind are not allowed on the bus.
- \*14. Pupils must not fight, shove or molest others on the bus or while waiting for bus.
- \*15. Defacement of or destruction to the bus will not be tolerated.
- \*16. Profane, obscene or vulgar language or gestures will not be tolerated at any time.
- \*17. Smoking is prohibited on school buses at all times.
- \*18. Ignition of any combustible material is prohibited.
- \*19. Anything that would create a safety hazard, e.g., guns, knives, razorblades, any sharp instruments, is not allowed on the bus.

*WHERE APPLICABLE, THE ABOVE RULES APPLY TO BOTH BUS AND BUS STOP.*

### Discipline

First time violations of these rules will result in the parents being notified of the violation by the principal and that if a suspension results, the parents are responsible for transportation of pupils to school.

Second violations may result in a suspension of up to five days from the privilege of riding the bus.

Third violations may result in a suspension of up to 10 days.

Fourth violations may result in a suspension of up to 20 days.

Repeated violations may result in suspension of the bus riding privileges for the remainder of the school year, at the discretion of the School Board and in compliance with RSA 189:9a.

*\*BUS VIOLATIONS ARE SUBJECT TO THE SAME DISCIPLINARY ACTION AS SCHOOL OFFENSES AND CONSEQUENCES WILL BE LEFT TO THE DISCRETION OF THE BUILDING ADMINISTRATOR. (Refer to Winnisquam Regional School District Student Behavior Standards.)*

Normal procedure for violations will be:

1. Drivers are to report violators immediately (in writing) to the building principal involved, including the date, the trip (morning or afternoon), and the specific violation.
2. The principal is to notify parents of first offenders\* by a warning letter stating that further violations may result in suspension of bus riding privileges.
3. The principal must notify the parents immediately if the student is to lose his/her bus privileges. Copies of this notification will be forwarded to the Superintendent of Schools and others concerned.

\*Severe cases may result in immediate bus/school suspension.

### VALUABLES

Students are cautioned to keep all valuables, including money and jewelry, on their person or locked in their locker. It is suggested that students refrain from bringing valuables or large amounts of money to school. The middle school cannot be responsible for lost or stolen items.

## **USE OF TELEPHONES**

Students who need to use the telephone may ask permission from the teacher or other adult to use the classroom phone. These requests should be based on an urgent need and whenever possible be delayed until class is not in session. (Before and after school, lunch period, passing time)

## **TELEPHONE MESSAGES**

Students and teachers will not be called out of class for telephone calls except in emergencies. This is to prevent classes from being disturbed during instructional time. If parents need to contact the school, they are urged to do so between 8:30AM and 1:30PM.

## **STUDENT DRESS**

The student dress code is based on the philosophy that students and parents will exercise reasonable judgment regarding appropriate school dress. In the event a particular dress style detracts from the educational process/atmosphere, constitutes a threat to the safety and health of self or others or is in violation of lawful statutes, the school will take corrective action using the WRSD Discipline Policy. It is the responsibility of the staff, administration, parents, and student body to make this dress code a workable policy. The following list provides a general guideline for items considered inappropriate.

- Hats or visors
- Sunglasses
- Bare feet
- Clothing with inappropriate or suggestive language or graphics. Clothing and other items worn by students promoting the use of alcohol and other drugs, violence and sexually explicit pictures, words, or innuendos will not be allowed in school.
- Clothing that may cause health and/or safety problems (spiked jewelry, chains, etc.)
- Clothing that disrupts the learning environment and distracts from learning, such as short skirts and shorts, low cut shirts, strapless clothing or clothing that reveals undergarments, clothing that reveals the midriff area, low riding jeans or skirts. All shorts and skirts must be longer than the student's middle fingertip with their arms held straight at their sides.
- Students will refrain from wearing clothing containing words, symbols, or pictures that are inherently offensive (such as a swastika) or violate the school's anti-discrimination or harassment policies. Clothing containing any material that has the effect of substantially disrupting order in the school will also not be allowed. Additionally, any type of speech or symbol that is designed used, or has the effect of provoking violence will be considered disruptive and will not be tolerated.

Students may be asked to change clothing, or parents may be called for arrangements for appropriate clothing.

## **HATS, JACKETS AND SUNGLASSES**

No hats, sunglasses, or jackets are to be worn in school, except with the permission of a staff member.

## **BACKPACKS**

The use of backpacks in school is considered a privilege. Any abuse in the use of backpacks, such as, concealing contraband, can result in the revocation of this privilege.

## **FRAGRANCES**

Students are not to apply make-up, perfume, cologne, hand lotion, or sprays of any kind while in class. They should be applied in the bathroom or prior to coming to school.

## **PUBLIC DISPLAY OF AFFECTION**

Public Display of Affection (PDA) is against school rules and students may be given demerits up to suspension based on occurrence and severity. PDA is defined as inappropriate

## **SKATEBOARDS AND RECREATIONAL VEHICLES**

*In accordance with school board policy JICBA, SKATEBOARDING IS NOT ALLOWED ON SCHOOL PROPERTY AT ANY TIME.*

Skateboards may be brought to school only on days when the skateboard club has an after school activity planned. Students must carry their boards directly to the main office for safekeeping on days when after school activities are planned.

1. Students who travel to school by scooter or bicycle must be aware of the following:
2. All vehicles **MUST** be walked or carried while on school property.
3. Bicycles must be stored in the bike racks behind the gym.
4. It is the responsibility of the student that his/her bicycle is locked at all times.
5. Scooters must be left at the main office. They may not be taken into the hallways, classrooms, or bathrooms.
6. Scooters may not be stored in student lockers.
7. Roller blades and 'heelies' may not be used in school.
8. Students who do not comply with these rules will lose the privilege of bringing their bike or scooter to school for a minimum of one week for the first offense, and longer periods of time for subsequent violations.

## **DISMISSAL**

Walkers should leave the school grounds immediately after being dismissed unless they have a specific reason for staying, such as attending the homework club or meeting with a teacher for extra help. **REMEMBER:** If you remain on school grounds after school, school rules still apply. Students are expected to leave school grounds at the conclusion of the matter that kept them after.

Bus students may not leave school grounds before or after school for any reason without permission. Remember to take extra care in the school bus loading areas. Caution on your part will help prevent accidents.

## JICJ – UNAUTHORIZED COMMUNICATION DEVICES

Student use of cell phones, camera phones, pagers, beepers, and other similar electronic communication devices is strictly prohibited during the school day. Such devices are to be kept with the power turned off from bell to bell. The Board recommends that these devices not be brought to school. The school will not be responsible for loss, theft, or damage of these items. The Superintendent or designee may grant an exception to this policy for medical/emergency reasons or at administrative direction only.

Students participating in extra-curricular activities or athletics must contact their sponsor or coach for his or her rules involving cell phone use after hours or on school bus trips. Sponsors and coaches will set their rules and establish their consequences for the use or misuse of these devices.

### **Consequences for violating this policy:**

**First offense:** Warning and confiscation of the electronic communication device for the remainder of the school day.

**Second offense:** The electronic communication device will be confiscated. A disciplinary referral will be written. The student's parent/guardian must pick up the device from the principal or the superintendent's office.

**Third offense:** The electronic communication device will be confiscated. A disciplinary referral will be written. The student's parent/guardian must pick up the device from the principal or the superintendent's office. At the principal's direction, the student may receive detention or in-school suspension.

Any further violation of this policy will result in the student's loss of possession of the electronic communication device. The student's parent/guardian must pick up the cell phone from the principal or superintendent's office. At the principal's direction the student may receive detention, in-school suspension, or out-of-school suspension not to exceed five (5) days.

## **BOOKS**

Students are responsible for texts and reference books which are assigned to them or which they have occasion to use. Books are to be treated properly. Books that are unreasonably damaged will have to be paid for. All books should be covered at all times.

Any book that is lost must be paid for prior to the issuance of another book. Students may use a replacement book in class, but will not be allowed to take a replacement book from the classroom until reimbursement to the school district is received.

## **HALL AND BATHROOM PASSES**

All students who have a reason to leave the classroom, other than changing classes or going to lunch, must have a pass from their teacher indicating destination and time student left the classroom. Students must sign out in the book located in each classroom with the time out and in, date, and destination. Someone must know where you are. Students in the hall or bathrooms without a pass will be issued a consequence.

## **GUIDANCE**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, and help with home, school and/or social concerns.

Peer mediation training and conflict resolution strategies are part of the Guidance program. Students and parents should feel free to discuss academic or personal problems, special interests, or future plans with the school counselor. Students should request a pass from guidance for a scheduled appointment.

## **PARENT/TEACHER CONFERENCES**

Teachers are available and encourage conferences with parents interested in discussing the progress of their child. These conferences may be arranged by calling the Guidance Office, or sending a note or e-mail to the teacher requesting an appointment.

Parents are encouraged to check on their child's progress, and may access their child's grades routinely using our MMS program linked to our web page. If you encounter a problem, please contact the Guidance secretary for assistance. Parents play an important role in their child's education. Please advise the teacher or Guidance Counselor immediately of any unusual circumstances that might affect your child's learning. Regular communication with the school is important and is in your child's best interest.

## **SCHOOL PSYCHOLOGIST**

There is a school psychologist available for middle school students when the need arises to provide short-term crisis intervention on an as needed basis.

## **FIRE DRILLS**

A fire evacuation plan is posted in each room. Teachers will review the fire drill plan for students. Students should study the plan and become familiar with it.

When the fire alarm sounds, students will immediately leave the room. Running is not permitted. The first students to reach an outside door are to hold it open until all have left the building.

Students are not to remain in the building under any circumstances. Students finding themselves between classes (corridor, lavatory, etc.) should leave the building by the nearest possible exit and then report to their homeroom teacher.

Students are not permitted to talk during a fire drill and are to remain at least 50 feet away from the building until the signal is given to re-enter. No one is to return to the building until the signal is given by the Principal or the Assistant Principal.

In addition to fire drills the school also holds drills to prepare students for bus evacuations, lock down, and shelter in place as well as other drills intended to maintain the highest state of readiness to deal with unforeseen situations.

## JICD – SAFE SCHOOL ZONE

It is the policy of the Winnisquam Regional School District that all buildings, grounds, bus stops and routes will be safe environments for students; free of danger posed by weapons or threat of weapons. It is the policy of the Winnisquam Regional School District that the provisions of the Safe School Act, RSA 193-D:2 be carried out in all respects.

The policy\* defines and details violent acts and weapons violations and replaces the "Weapons Policy".

\*This complete policy is available in our office upon request.

## JICHA – DRUG-FREE SCHOOL ZONES

It is the policy of the Winnisquam Regional School District that it shall be unlawful for any person to manufacture, sell, prescribe, administer, dispense, or possess with intent to sell, dispense or distribute any controlled drug or an identical item, within a drug-free school zone at any time of the school year.

In consultation with the local police authority having the jurisdiction over drug enforcement where each drug-free zone is located, a map will be published by each school clearly indicating the boundaries of each permanent drug-free school zone in accordance with RSA 193-B:1,I. Such map shall be posted in a prominent place in the district or municipal court of jurisdiction, the local police department, and in all schools existing in a drug-free school zone.

The procedure to mark drug-free zones with signs or other markings shall:

- a) Be posted in a prominent place:
  - 1) On or near each school;
  - 2) In each school bus;
  - 3) On or near non-school-owned property serving as a temporary drug-free zone by virtue of its use for the school's instructional program, for the duration of such use.
- b) Indicate that the posted area is a drug-free zone which extends to 1,000 feet surrounding such property; and
- c) Warn that any violation of this chapter shall subject the offender to severe penalties under the law.

## GBAA, JBAA, AC - DISCRIMINATION AND HARASSMENT

The Winnisquam Regional School Board maintains a school district in which students, staff and faculty are free to exist in an environment free of discrimination and harassment, i.e. of sexual, racial, religious and/or personal. \*

Offensive, intimidating and hostile behaviors will not be tolerated whether conscious or otherwise. Complaints will be handled this way:

### Informal

1. Tell the harasser to stop.
2. Keep a journal.
3. Seek assistance through a third party (supervisor, assistant principal, principal, counselor, teacher, nurse, etc.)
4. Write a letter to the harasser.

### Formal Complaints

File a complaint with the Title IX Coordinator. The complaint shall state a specific alleged situation. It should state names, dates and other related facts that will provide a sound basis for the complete understanding of the situation.

\* This complete policy is available in our office upon request.

### **PUBLIC INFORMATION NOTICE**

School Administrative Unit #59, in compliance with Public Law 105-17 and the NH Standards for the Education of Students with Disabilities, is required to locate and identify all school age children who may be educationally handicapped and provide those who meet eligibility requirements with a free, appropriate public education.

If you are a parents of, or know of a child age birth through 21, whom you feel may be educationally handicapped and who is not receiving an appropriate public education, please contact the Director of Pupil Personnel Services at 286-8680.

School Administrative Unit #59 annually makes application for federal funds for special education programs and services under Part B of the Education of the Handicapped Act. The application and all related documents are available for public review at any time and comment is invited during the annual grant proposal development period. School Administrative Unit 59's Local Special Education Plan and related documents are also available for public review and comment. Separate public notice is made regarding development and revision schedules for these documents and the specific periods during which public comment is solicited.

In School Administrative Unit #59, as in all New Hampshire school districts, parents have the right to review all educational records on their children, as guaranteed under Part 99 of the Family Educational Rights and Privacy Act.

Section 504: To protect the rights of individuals with disabilities in all programs and activities receiving federal financial assistance, all school age children who have a physical or mental impairment which substantially limits a major life activity, have a record of such an impairment, or are regarded as having such impairment have a right to a 504 Plan of accommodation. Major life activities include walking, seeing, hearing, breathing, learning, working, caring for one's self, and performing manual tasks. The District's 504 Coordinator is the Pupil Personnel Director, Lori Krueger (Phone 286-8680).

For further information regarding any of these announcements, contact the Director of Pupil Personnel Services, SAU #59, 367 West Main Street, Tilton, NH 03276

### Notice of Non Discrimination Policy Under Section 504 of the Rehabilitation Act of 1973

Federal law prohibits discrimination on the basis of handicaps in educational programs or activities receiving Federal financial assistance.

It is the policy of School Administrative Unit Fifty-Nine - Winnisquam Regional School District not to discriminate on the basis of handicap in its educational programs, activities or employment policies as required by Section 504 of the Rehabilitation Act of 1973. Inquiries regarding Section 504 may be directed to Superintendent of Schools, 367 West Main Street, P.O. Box 709, Tilton, New Hampshire 03276, telephone 286-4116, or the Director of the Regional Office of Civil Rights, Department of HEW, 140 Federal Street, Boston, Massachusetts 02110.

Grievance procedures are available which provide for the prompt and equitable resolution of complaints alleging violations of Section 504. These may be obtained at the Office of the Superintendent of Schools, 367 West Main Street, Tilton, New Hampshire 03276.

Notice of Non Discrimination Policy Under Title IX  
of the Education Amendments of 1972

It is the policy of School Administrative Unit Fifty-Nine - Winnisquam Regional School District not to discriminate on the basis of sex. No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination.

Inquiries may be directed to Superintendent of Schools, 367 West Main Street, P.O. Box 709, Tilton, New Hampshire 03276, telephone 286-4116; or to the U.S. Commissioner of Education, 330 C Street, S.W. Washington, D.C. 20201.

Grievance procedures are available which provide for prompt and equitable resolution of complaints alleging violations of Title IX. These may be obtained at the Office of the Superintendent of Schools, 367 West Main Street, Tilton, New Hampshire 03276.

## **JLCD – ADMINISTERING MEDICATION TO STUDENTS**

### *Category P*

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.

**Legal References:**

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

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

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

*RSA 200:45, Pupil 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 Pupils - Immunity*

*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*

*Appendix JLCD-R*

Approved by the WRSB: April 14, 2008

Revised: February 2007

August 2006

October 2005

April 2004

November 1999

## **JBAA - SEXUAL HARASSMENT AND VIOLENCE – STUDENTS**

*Category P*

*Also GBAA*

### **I. GENERAL STATEMENT OF POLICY**

Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. §2000e, et seq., and Title IX. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

It is the policy of the District to maintain a learning and working environment that is free from sexual harassment and sexual violence. The District prohibits any form of sexual harassment and sexual violence.

It shall be a violation of this policy for any student or employee to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

It shall be a violation of this policy for any student or employee to be sexually violent to a student or employee.

The District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the District.

### **II. SEXUAL HARASSMENT/SEXUAL VIOLENCE DEFINED**

A. Sexual harassment consists of unwelcomed sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or

2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

Any sexual harassment as defined when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under this policy.

B. Sexual harassment may include, but is not limited to:

1. verbal harassment and/or abuse of a sexual nature;
2. subtle pressure for sexual activity;
3. inappropriate patting or pinching;
4. intentional brushing against a student's or an employee's body;
5. demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
6. demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
7. any sexually motivated unwelcome touching; or
8. sexual violence which is a physical act of aggression that includes a sexual act or sexual purpose.

### III. REPORTING PROCEDURES

Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee of the District, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged acts immediately to an appropriate District official as designated by this policy. The District encourages the reporting party or complainant to use the report form available from the Principal of each building or available from the Superintendent's office.

A. In each building. The building Principal is the person responsible for receiving oral or written reports of sexual harassment or sexual violence at the building level. Upon receipt of a report, the Principal must notify the Superintendent immediately without screening or investigating the report. A written report will be forwarded simultaneously to the Superintendent. If the report was given verbally, the Principal shall reduce it to written form within 24 hours and forward it to the Superintendent. Failure to forward any sexual harassment or sexual violence report or complaint as provided herein will result in disciplinary action. If the complaint involves the building Principal, the complaint shall be filed directly with the Superintendent.

B. District-Wide. The Board hereby designates the Superintendent as the District Human Rights Officer to receive reports or complaints of sexual harassment and sexual violence from any individual, employee or victim of sexual harassment or sexual violence and also from the building Principals as outlined above. If the complaint involves the Superintendent, the complaint shall be filed directly with the School Board.

The District shall conspicuously post the name of the Human Rights Officer, including a mailing address and telephone number.

C. Submission of a complaint or report of sexual harassment or sexual violence will not affect the individual's future employment, grades or work assignments.

D. Use of formal reporting forms is not mandatory.

The District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of sexual harassment and sexual violence and take disciplinary action when the conduct has occurred.

#### IV. INVESTIGATION AND RECOMMENDATION

By authority of the District, the Human Rights Officer, upon receipt of a report or complaint alleging sexual harassment or sexual violence shall immediately authorize an investigation. This investigation may be conducted by District officials or by a third party designated by the District. The investigating party shall provide a written report of the status of the investigation within 10 working days to the Superintendent. If the Superintendent is the subject of the complaint, the report shall be submitted to the Board.

In determining whether alleged conduct constitutes sexual harassment or sexual violence, the District should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment or sexual violence requires a determination based on all the facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the District may take immediate steps, at its discretion, to protect the complainant, students and employees pending completion of an investigation of alleged sexual harassment or sexual violence.

#### V. SCHOOL DISTRICT ACTION

A. Upon receipt of a recommendation that the complaint is valid, the District will take such action as appropriate based on the results of the investigation.

B. The complainant may appeal the investigators recommendations to the Superintendent (presuming the Superintendent is not the investigator), or to the Board.

C. The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District. The report will document any disciplinary action taken as a result of the complaint.

#### VI. REPRISAL

The School District will discipline any individual who retaliates against any person who reports alleged sexual harassment or sexual violence or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment or sexual violence complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

#### VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Commissioner of Education, initiating civil action or seeking redress under state criminal statutes and/or federal law.

#### VIII. SEXUAL HARASSMENT OR SEXUAL VIOLENCE AS SEXUAL ABUSE

Under certain circumstances, sexual harassment or sexual violence may constitute sexual abuse under New Hampshire law. In such situations, the District shall comply with said law.

Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged sexual abuse.

#### IX. DISCIPLINE

The School District will take such disciplinary action it deems necessary and appropriate, including warning, suspension or immediate discharge to end sexual harassment and sexual violence and prevent its recurrence.

## X. BY-PASS OF POLICY

Any individual with a sexual harassment complaint may choose to bypass this Policy and accompanying regulation and proceed directly to: N.H. Commission on Human Rights, at 2 Chenelle Dr., Concord, NH, phone 603-271-2767 or US Department of Health & Human Services, Office for Civil Rights, Region 1, JFK Building, Room 1875, Boston, MA 02203, phone 617-565-1340.

## **JICK – PUPIL SAFETY AND VIOLENCE PREVENTION POLICY**

*Category P*

*Also JBAA, JIC, JICD, IHBA*

### **I. General Statement of Policy**

The Board is committed to providing all pupils a safe school environment in which all members of the school community are treated with respect. This policy is intended to comply with RSA 193-F-3, which specifically identifies “bullying” as a form of pupil harassment. Conduct constituting bullying will not be tolerated, and is prohibited by this policy, in accordance with RSA 193-F:3.

### **II. Bullying Defined**

Bullying is conduct which subjects a pupil to insults, taunts, or challenges, whether verbal or physical in nature, which are likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner. The Superintendent may develop administrative regulations to implement this definition.

### **III. Reporting Procedures**

Any school employee or employee of a company under contract with a school in the District, or the District itself, who has witnessed or has reliable information that a pupil has been subjected to “bullying,” as defined in II above, shall report such incident to the principal, or his/her designee.

The Principal is initially responsible for receiving oral or written reports of violations of this policy. The Principal may designate, in writing, an additional person to receive such reports. If the Principal received the information verbally, he/she shall reduce the report he/she received to writing within twenty-four hours of receiving the information, and forward it to the Superintendent. If the Principal received the information in writing, he/she shall forward what he/she received to the Superintendent within 24 hours of receipt.

The District will make available forms for reporting incidents of bullying, and shall encourage the use of these forms. Such forms shall be available in the Principal’s office in each building, and from the Superintendent’s Office. After receiving any such report, the Principal shall report the incident to the Superintendent, who shall notify the School Board.

The Principal, or designee, shall by telephone and in writing via first-class mail, report the incident to the parent or legal guardian of all pupils involved within 48 hours of the occurrence of such incident. Any such notification under this policy must be consistent with student privacy rights under the applicable provisions of FERPA. The notice shall advise the individuals involved of their due process rights including the right to appeal to the stat board of education.

The Superintendent may, within the 48 hour time period, grant the Principal a waiver from the notification requirement if the Superintendent deems such waiver to be in the best interest of the child. Any waiver granted shall be in writing.

#### **IV. Investigation**

The Superintendent shall direct an investigation to be made of reports of bullying in accordance with the procedures specified in Policy JBAA.

#### **V. Training**

The Superintendent may develop age-appropriate methods of discussing the meaning, substance and application of this policy with staff and students in order to minimize the occurrence of bullying, and for staff to effectively respond to any such incidents.

#### **IV. Notice of Policy**

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

#### **VII. Discipline**

If it is determined, after investigation, that a pupil has engaged in bullying conduct prohibited by this policy and the implementing administrative regulations, that pupil shall be subject to appropriate disciplinary action, which may include, but not be limited to, suspension and expulsion. Any such disciplinary action shall be taken in accordance with applicable School Board policy and legal requirements.

#### **VIII. Appeal**

Aggrieved parties may appeal disciplinary action to the School Board. The School Board shall notify all parties involved in writing of its decision. The aggrieved party has the right under RSA 193-F:3 to appeal the decision of the School Board to the State Board of Education, who shall, in writing, notify all parties involved of its decision.

#### **IX. Capture of Audio Recording 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 are occurring.

#### **Legal References:**

*RSA 193-F:3, Pupil Safety and Violence Prevention Act of 2000*

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

*Revised and Adopted by the WRSB: October 16, 2006*

*Revised: August 2006*

*Reviewed: October 2004*

*Revised: July 2004*

*New Policy: December 2000*

## EGA-R WRSD Information Network Acceptable Use Policy

### High School / Middle School / District Staff

The intent of this document is to serve as a statement on the proper and acceptable use of computer technology and the WRSD Information Network (WRSD IN) for all students and staff users in the school district.

#### **Definition:**

The definition of "Information Network" is any configuration of hardware and software that connects users. The network includes all of the computer hardware, operating system software, application software, stored text and data files. This includes the Internet, electronic mail, web pages, 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.

#### **Educational Purpose:**

The purpose of the WRSD IN is educational. Users are responsible for ensuring that their activities adhere to generally accepted educational standards. Within reason, freedom of speech and access to information will be honored. We believe the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages.

It is the purpose of the WRSD IN to enhance established school curriculum. While there will be some need to instruct learners in the skills needed to make use of the network, its purpose will be to serve as a resource for improving, extending, and enriching teaching and learning in the Winnisquam Regional School District.

#### **Internet:**

One component of the Information Network is a connection to the Internet. The Internet is a vast, global information network, linking computers at universities, high schools, science labs and other sites. Through the Internet one can communicate with people all over the world and obtain files and programs of educational value. The WRSD does not provide or typically allow Email accounts for students. For educational purpose an exception may be made with an instructor's request, full monitoring and responsibility. Students should not access any other Email accounts through the use of the WRSD IN. Chat rooms, gaming sites and personal blogs/journal sites are not allowed. Educational classroom related blogs/journal sites may be allowed with instructor's request, full monitoring and responsibility. Due to the Internet's limitless access to computer systems located all over the world, the potential for abuse exists. Users and parents/guardians of users who are minors must understand that neither the WRSD nor any district staff member controls the vast content of the information available on these other systems. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. **The Winnisquam Regional School District does not condone the use of such materials.** While our intent is to make Internet access available to further educational goals and objectives, students may find ways to or accidentally access other material. **For this purpose and in compliance with the CHILDREN'S INTERNET PROTECTION ACT, Pub. L. 106-554, we do maintain current filtering and logging technology that can and does reduce this occurrence.** The filtering system is updated continually to block sites that are harmful or inappropriate for students. As with any filtering system websites emerge constantly that may not be immediately identified by the software. If a student comes across a site that is suspicious they should immediately report it to a teacher or supervisor. Students who attempt to circumvent the filter will be disciplined under the terms of this policy. Log files are maintained and

monitored for a two (2) week period after which time they are purged from the system and no longer available.

**Responsibilities:**

All users shall assume full liability - legal, financial or otherwise - for their actions when using the WRSD IN. Users are expected to report policy violations that they observe to the appropriate authority, teacher/supervisor or administrator.

**Unacceptable behaviors that can result in disciplinary action or limitation of access include, but are not limited to:**

- involvement in any activity prohibited by law
- using profanity, vulgarity, obscenity or other language which tends to be offensive to or degrade others
- using the network for financial and/or personal gain or for political lobbying except as expressly allowed during a school activity
- intentional use of invasive software such as "viruses", "worms", and/or other detrimental activities such as hacking, spamming, using proxies or any other attempts to override the systems in any manner.
- attempts to capture other user's login information, log-on to the network as the system administrator or any user other than oneself
- viewing, storing or transferring obscene, sexually explicit or pornographic materials
- "chain" type letters, hate mail, anonymous messages, threatening messages, harassment, racial, sexist, or discriminatory remarks or other antisocial behaviors
- sharing passwords or using someone else's password
- transferring, utilizing or storing material in violation of copyright laws or license agreements
- intentionally infringing upon the intellectual property rights of others in computer programs or electronic information including plagiarism and/or unauthorized use or reproduction
- trespassing in another's folder, work or files
- using or attempting to use any of the systems when privileges have been revoked

**Responsible use of the WRSD IN requires that users NOT:**

- interfere with the normal and proper operation of the network, computers, printers or the Internet, intentionally or unintentionally
- change computer settings, displays, or any other configurations without appropriate authority
- download files or programs without express permission from an instructor or supervisor
- load unauthorized programs or files onto the computers (e.g. games, video clips, wav files, unlicensed software, etc.)
- adversely affect the ability of others to use equipment or services
- conduct themselves in ways that are harmful or deliberately offensive to others
- use the network for illegal purpose
- change computer files that do not belong to the user
- store / download or transfer unnecessarily large files
- create, transfer or otherwise use any text, image, movie, or sound recording that contains pornography, profanity, obscenity, or language that offends or tends to degrade others

The WRSD reserves the right to change and/or include additional activities that can result in disciplinary actions or limit access privileges.

All users of the network will be held fully responsible for the use of their account to transfer or store materials. Any inappropriate activities carried out will be considered to be the actions of the account holder. Therefore, passwords must not be shared or transferred.

Students are not to reveal their name, personal home address, home phone number, or other personal information about themselves or any other individual on the Internet. Students must notify a parent/guardian and teacher or the system administrator immediately if anyone is trying to contact them for illicit or suspicious activities.

**Copyrighted and other proprietary materials:**

All users shall respect copyright and ownership rights of any materials accessed through the WRSD IN. Users may not duplicate copyrighted software, including school owned software, without permission from the copyright holder, whether for personal use or the use of others. Duplicating copyrighted material or the use of such materials are offenses subject to criminal prosecution.

**Disciplinary actions:**

The use of the WRSD IN is a privilege and not a right. Inappropriate use will result in disciplinary actions. These actions will be determined by factors such as the actual incident of inappropriate use, the particular user (grade level / staff position). Violation of this Acceptable Use Policy may result in one or more of the following disciplinary actions:

**Students:**

- Suspension / revocation of use of any equipment to access the WRSD IN
- Suspension / revocation of access to the Internet
- Removal from a class activity
- Removal from a course
- Student detention, suspension or expulsion
- Financial retribution for damages
- Referral to the appropriate legal authorities for possible criminal prosecution

**Staff:**

- Incident(s) referred to appropriate district administrator(s) for further action which may lead up to and include dismissal
- Referral to the appropriate legal authorities for possible criminal prosecution

**Privacy:**

The WRSD IN is maintained and managed by the system administrator in such a way as to insure its availability and reliability in performing its educational mission. Users have no reasonable expectation of privacy concerning any materials transferred over or stored within the network. These total materials remain the property of the WRSD. The WRSD will cooperate fully with legal services that may require this information.

**Liability:**

The responsibility of the user is to familiarize himself/herself with, understand and abide by the rules of the Acceptable Use Policy and make appropriate use of the available resources. 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.

**Internet Access and Parent/Guardian permission**

This policy is in place to insure an understanding of the correct use of technology in the school district by all users and to assure its respected and educational purpose. It is standard that the WRSD allows all students full privilege of the WRSD IN including access to the Internet unless he/she is under a previous restriction or limitation. However, parents/guardians have the right to prohibit their student's access to the Internet. **If you want your student's Internet access denied, you must indicate this on the return signed form of the student handbook.** Parents/guardians may revoke their student's access to the Internet anytime during the course of the year(s) by putting the request in writing and presenting it to the particular school attended.

(This page must be signed and returned to school by September 10, 2009)

**WINNISQUAM REGIONAL MIDDLE SCHOOL  
Parent/Guardian/Student Acknowledgement**

I am the parent/guardian of \_\_\_\_\_ . My signature below indicates that the above named student has receive a copy of the Winnisquam Regional Middle School Student Handbook, that the student and I have discussed the information contained therein, and that the student understands the rules, regulations and consequences for infractions contained in the handbook.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**INTERNET USE**

By signing below, I am requesting that my student **not be given access to the Internet** in the WRSD.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

No student will be given access to the Internet until this page is completed and returned.

# Winnisquam Regional School District

## 2009-2010 School Calendar

### August / September

M	T	W	T	F
*17	*18	*19	*20	*21
24	(25)	(26)	(27)	X
X	1	2	3	4
21 Days	X	8	9	10
	14	15	16	17
	21	22	23	24
	28	29	30	

### February

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15 Days	X	16	17	18
	X	X	X	X

### October

M	T	W	T	F
			1	2
20 Days	5	6	7	8
	X	13	14	15
	19	20	21	22
	26	27	28	29
			30	

### March

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15 Days	23	16	17	18
	22	23	24	25
	29	30	31	

### November \*\*\*

M	T	W	T	F
2	3	4	5	6
17 Days	9	10	X	12
	16	17	18	19
	23	24	X	X
	30			

### April

M	T	W	T	F
			1	2
17 Days	5	6	7	8
	12	13	14	15
	19	20	21	22
	X	X	X	X

### December

M	T	W	T	F
	1	2	3	4
17 Days	7	8	9	10
	14	15	16	17
	21	22	23	X
	X	X	X	X

### May

M	T	W	T	F
	3	4	5	6
20 Days	10	11	12	13
	17	18	19	20
	24	25	26	27
	X			

### January

M	T	W	T	F
				X
18 Days	4	5	6	7
	X	11	12	13
		19	20	21
	25	26	27	28
			29	(22)

### June

M	T	W	T	F
		1	2	3
11.5 Days	7	8	9	10
	14	15	16**	17
	21	22	23	24
	28	29	30	

\*Aug 17-21..... **New Teacher Induction**  
 Aug 25, 26, 27, Oct 9, Jan 22,  
 June 16 (1/2 day).... **Teacher Workshops**  
 September 1 ..... **Students Start School**  
 September 7 ..... **Labor Day**  
 October 12..... **Columbus Day**  
 November 11..... **Veteran's Day**  
 day

November 25 – 27 .... **Thanksgiving Break**  
 Dec 24 – Jan 1 ..... **Holiday Vacation**  
 January 18..... **Martin Luther King Day**  
 February 22 – 26 ..... **Winter Vacation**  
 April 26 – 30..... **Spring Vacation**  
 May 31 ..... **Memorial Day**  
 June 16 ..... **Last Day of School for All Students: ½**

( ) = Teacher Workshops/No School for Students

X = Days Out for Students and Staff

\*\*\*Parent/Teacher Conferences

\*\* ½ of school for students; ½ Teacher Workshop Day

Note: Additional school days needed due to inclement weather will be completed in June.

Approved by the WRSB on April 20, 2009