

WELCOME TO  
THE JACQUES MEMORIAL SCHOOL



KINDERGARTEN and FIRST GRADE  
PARENT INFORMATION  
FOR THE SCHOOL YEAR  
2011 - 2012

## TABLE OF CONTENTS

	Page
School and District Information	1 - 2
General Procedures	3 - 4
Student Attendance	4 - 6
Student Records and Information	6 - 7
School Health Services	8 - 9
Student Expectations	9 - 11
Bus Transportation	11
General Information	12
Food Services	13 - 14
Homeless Youth	14 - 15
Selected Milford School Board Policies	16 - 56
Community Resources and Involvement #1012	16
Safety Program #2245	16
Wellness Policy #2285	17
Copyright Compliance Policy #2296	17
Student Transportation Management #2315	17 - 20
Non-Discrimination Policy #2401	20
Sexual Harassment Policy #2403	21
Curriculum Development #3005	21 - 22
Attendance Regulations Policy #3515	22
Promotion and Retention Policy #3520	22
Physical Education Policy #3525	23
Homework Policy #3555	23
School Health Services Policy #4002	24 - 25
Medical Examination Policy #4005	25
Sports—Physical Examinations Policy #4006	25
Medication Policy #4010	26
Immunization for School Entrants Policy #4015	27
Communicable Diseases Policy #4020	27 - 28
Accidents and First Aid Policy #4024	29
HIV/AIDS Policy #4030	29 - 30
No Smoking Policy #4040	30
Controlled Drug Act Policy #4044	31
Student Drug and Alcohol Policy #4045	31 - 32

Drug Free Workplace Policy #4050	32 - 33
Use of Alcohol on School Grounds Policy #4055	33
Drug Free School Zones Policy #4060	33
Family Medical Leave Policy #4065	33
Field Trip Medications Policy #4070	34
Suspension and Expulsion of Students Policy #5005	34 - 38
Discipline and Due Process Policy #5007	38
Weapons on School Property Policy #5008	39
Student Safety and Violence Prevention – Bullying Policy #5009	40 – 41
Use of Video Surveillance on School Property Policy #5010	41 - 42
Searches of Students, Students’ Property, and School Owned Property Policy #5011	42 – 43
Behavior Management	44
Use of Physical Restraint Policy #5013	44 – 47
Hazing Policy #5014	47 - 48
Student Records and Access Policy #5020	48 - 49
Notification and Disclosure of Directory Information Policy #5025	50
Student Records Policy #5030	50 - 51
Lost Books and Materials Policy #5045	51
Child Abuse Reporting Policy #5090	51 - 52
Memorandum of Understanding By and Between The Milford Police Department and Milford School District Policy #5095	53
National Competition Donation Guidelines	54
Internet Policy #7065	54

## WELCOME

This handbook contains the policies, procedures, and services that are used to make each child's year in school safe and successful here at the Jacques Memorial School. We have tried to include as many of the day-to-day procedures as possible. It is not intended in any way to supplant current School Board policy.

We sincerely hope that you become acquainted with this information and find it useful.

We encourage you to visit the elementary school and hope your visits provide a better understanding of how our staff is educating your children. Please call for an appointment.

Jacques Memorial School  
9 Elm Street  
Milford, NH 03055

Mr. John P. Foss, Principal  
Mrs. Martha Leck-Leonard, Curriculum Coordinator

Phone: 673-4434

Absence Line: Extension 1

Nurse: Extension 4

Kitchen: Extension 2

Special Ed: Extension 5

Fax: 249-0009

[www.milfordschools.net](http://www.milfordschools.net)

Milford School District  
100 West Street  
Milford, NH 03055  
Telephone number: 603-673-2202

Mr. Robert Suprenant, Superintendent of Schools  
Ms. Laurel Johnson, Assistant Superintendent of Schools  
Mrs. Katherine Chambers, Business Administrator

#### School Board Members

Mr. Peter Bragdon, Chairperson  
Mr. Paul Dargie, Vice-Chairperson  
Mr. Kevin Drew  
Mr. Len Mannino  
Mr. Robert Willette

#### **VISION STATEMENT**

Schools, community, families and students are engaged in a dynamic educational system that produces successful students.

#### **MISSION STATEMENT**

To provide a quality education that challenges all students to succeed.

#### **BELIEF STATEMENTS**

- Education is a shared responsibility of the individual, family, school and community.
- High expectations challenge people to higher levels of performance.
- All people are expected to act with reason, respect and responsibility.

- It is essential to appreciate diversity and value the contributions of others.
- Education should be appropriate to the cognitive, social and emotional needs of students.
- Teachers and others who support a child's education are valuable assets.
- District resources must be used as efficiently and effectively as possible.

## **GENERAL PROCEDURES**

School hours for first grade students are from 8:15 a.m. to 2:45 p.m. Kindergarten AM hours are from 8:15 a.m. to 11:00 a.m. and Kindergarten PM hours are from 12:00 p.m. to 2:45 pm. Students should not arrive at school before 8:15, as there is no supervision. Pupils are expected to be here at the designated times. Students arriving after 8:25 must report to the main office. There is no before school recess.

When school is in session, the office will be open from 8:00 a.m. to 4:00 p.m.

### **Visitors**

**EVERYONE MUST SIGN IN AT SCHOOL OFFICE.** This includes everyone who plans to be on school grounds or in the building regardless of length of time involved. You will be issued a visitor's pass so that your presence in the building is validated.

### **Coming to and going from School**

When Jacques students walk to and from school it is expected that they will be escorted by an adult. It is our concern, as well as yours, that all students do this in a safe manner. Children should be instructed to use crosswalks, sidewalks where available, and to respect other people's property by not taking short cuts through private property. Parents are encouraged to use school bus or carpool. **There is no parking on site during drop off and pick up times.**

### **Student drop off and pick up**

Parents should use the loop in front of Bales if dropping off or picking up students. Do not pass other cars in the loop. There is no parking permitted in the loop. Parents must remain in their cars.

### **End of day procedures**

Parents need to make sure their children know their daily after-school plans. If there is a change in the usual and customary plans, parents are asked to send in a note to the school with the change of plans. As the office gets busy at the end of the day, we prefer a note, but we also understand that a phone call may be necessary. Please make your change of plans by 2:00.

Once the buses begin to move, we cannot take students off the bus.

If a student needs to ride a different bus due to an emergency or child-care arrangement, parents must send in a note with the change and include the following- **Bus number, drop off address and name of the adult who will meet the child at the bus stop.** The school office will issue a change of transportation slip for that day.

If there is no note or phone call, students will be sent home according to their usual and customary plans.

### **Unanticipated early dismissal from school**

Early dismissal from school due to inclement weather or emergency will be determined by the Superintendent of Schools. Should this happen, we will attempt to contact each family. Please make the necessary arrangements so that your child will know what to do in the unlikely event that we do dismiss early.

It is your responsibility to fill out and return to the classroom teacher an Unanticipated Early Dismissal Form. Blank forms will be sent home on the first day of school. Copies are also available in the school office.

### **Classroom parties**

In keeping with the school district's efforts at improving student wellness, and in conjunction with Milford School Board Policy #2285, there will be no more than one collective birthday party each month. If, for instance, there are three students in the same classroom who have a birthday in the same month, one collective birthday celebration may be scheduled for that month. The classroom teacher will decide when during the month the collective celebration will be held. Individual birthdays may still be recognized in the classroom on the actual birth date, but not with a party or food. Classroom teachers will decide how individual birthdays are recognized.

Food will be allowed during the monthly celebrations, however, only one non-healthy snack will be allowed. For example, this means that each child would receive one cupcake, piece of cake, or ice cream. Other healthier food items and drinks will be allowed. The classroom teacher will organize and manage the food and drink for the celebration.

The staff at the Jacques Memorial School supports the wellness goals of the District and believes we can still have tasty snacks and an enjoyable birthday experience while encouraging a healthier lifestyle.

## **STUDENT ATTENDANCE**

Students are expected to arrive at school on time and remain in school until the end of the day.

### **Calling in a student absence**

The school has a 24-hour automated answering system that has been designed so that parents can call in an absence at their convenience. All absences must be reported before 9:30 a.m. The number to call

for student absences is 673-4434, extension 1.

If a student is absent and the school has not heard from the parent, the school will make every reasonable effort to call the parent at home or work. A form is sent home on the first day of school requesting information on where parents may be reached during the school day. Parents must return this form to the school as soon as possible.

On occasion, school is in session when the Massachusetts and New Hampshire holidays don't align themselves. The absenteeism on these days can be extremely high. We will attempt to contact all parents. However, the success will depend largely on the number of students absent. You can help reduce the number of calls to be made by our staff by remembering to call each time your child is absent.

### **Student attendance guidelines**

Tardy                                      A student is tardy after 8:25

Absent AM                                Arrival after 9:45 a.m.

Absent PM                                Departure after lunch and before 2:00 p.m.

Dismissed PM                            Departure after 2:00 p.m.

Absent All Day                        (After arrival at school) Departure from school or the classroom, without returning any time within the first two (2) hours of the student day.

### **Excessive absenteeism**

The following procedures are intended to serve as guidelines for administrative actions. It is understood that each individual case shall be evaluated on its own merits when determining the appropriate intervention.

After 10 ½ day absences            -            Call home by school official

After 20 ½ day absences            -            Letter mailed home

A conference may need to be held with the Principal, Assistant Principal, Parents, or Guidance Counselor.

Further absenteeism may result in referral to the Truant Officer or possible action with DCYF.

### **Unexcused absences**

Unexcused absences are defined as truancy or extra vacation days taken outside of the District's approved schedule.

When an unexcused absence occurs:



A letter could be placed in the child's cumulative file detailing the circumstances surrounding the unexcused absence.

Teachers will not be required to prepare take-along material to cover what is being taught in class during the unexcused absence. Upon returning, the child will be responsible for making up all material missed during the unexcused absence.

### **Truancy**

Students are truant if they are absent without school or parental permission. Students who are truant shall be referred to the principal or his designee for disciplinary action. Consequences of truancy will range from internal suspension to referral to the District Truant Officer or the Milford District Court, depending upon the frequency or nature of the offense. In all cases parents/guardians shall be informed of the truancy and penalty imposed.

### **NON-DISCRIMINATION**

In accordance with policy #2401, the Milford School District shall not discriminate in any of its education programs, activities, or employment practices on the basis of age, race, color, religion, national origin, gender, marital status, physical or mental disability. Further, it shall affirm equal opportunity in all of its educational programs, activities, and employment practices.

This policy is in compliance with the provisions of Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, Title IX of the Education Amendments of 1972. Section 504 of the Rehabilitation Act of 1973. The Education of All Handicapped Children Act of 1975, the Civil Rights Restoration Act of 1991, and the Americans with Disabilities Act of 1991. Any person having inquiries concerning the Milford School District's compliance with the regulations, which implement these laws may contact the District's Gender/Title IX Coordinator, English as a Second Language (ESL) Coordinator, or the Superintendent of Schools.

### **STUDENT RECORDS AND INFORMATION**

The Jacques Memorial School conforms to School Board Policy 5015, state regulations, all provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 (PL93-380), and other federal laws.

Complete and accurate records of student's attendance and scholarship shall be permanently kept and safely stored in a fire-resistant file, vault, or safe. A schedule for the retention and disposition of original records and information shall be established. Access to all students' records and information shall be controlled by written procedures designed to protect individual rights to preserve the confidential nature of various types of records.

All information, other than directory information, contained in students' records shall be considered confidential and shall be released only to parents and students eighteen years of age or older. Data may

also be released to authorized individual, organizations and agencies provided the data is collected in a way that prevents the disclosure of personally identifiable information.

Parents and students eighteen years of age or older have access to student records as defined in the so called Buckley Amendment and FERPA.

### **Transfer of student records**

Parents must notify the office and teacher as soon as possible when a student is to be withdrawn from the school. The permanent records and health records are sent to the next school upon the receipt of a written request from the receiving school.

### **Notification of disclosure of directory information**

The Milford School District defines "Directory Information" as: name, address, telephone number, and date of birth, major field study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, awards, and most recent educational institution attended. Photographing and videotaping of students may also be used for various reasons. These may include, but not be limited to; a classroom or open houses display, newspaper submission, web site publications, and for yearbook purposes. Effective October 3, 1980, the Milford School District will release such directory information to all external agencies and institutions upon receipt or a request for such information. Parents and students may refuse designation of any or all of the above categories of personally identifiable information as directory information for specific students, as well as photographing and videotaping students, provided that a written request to that effect is received by the Principal by October 3<sup>rd</sup> of each year.

If students registration information changes (phone numbers, addresses, etc), please notify the school as soon as possible.

### **Emergency student information**

Information for each student is kept on file in the office in case of emergency. This information consists of the student's name, address, home phone, parents' place of employment, business phone, an emergency phone number and any legal alerts. It is important that the school office be notified if there is a change in the above.

### **Report cards**

In the elementary school, report cards are distributed three times a year. Please examine the card carefully, sign the envelope and return it to your child's teacher. A conference day is provided each year for parents to meet with teachers to discuss the progress of their child. This conference day is scheduled at the end of the first marking period. Classroom teachers will make appointments on an individual basis for this day. Additional conferences may be requested throughout the year by the parents, teachers, or school officials.

Parents are encouraged to keep in touch with the classroom teacher on a regular basis. Appointments may be made to meet with teachers so that the classroom is not interrupted. E-mail is also a useful tool to keep in touch.

## SCHOOL HEALTH SERVICES

The school nurse shall act as a specialist in all matters pertaining to the physical health of the students. The nurse's responsibility shall be advisory rather than diagnostic. All treatment given by the nurse shall be in the form of first aid or temporary relief. The responsibility for further treatment will rest with the child's parent or guardian.

In accordance with Milford School Board Policy # 4002, the following screening tests may be administered by the school nurse as recommended by the Department of Education:

1. Vision Screening
2. Hearing Screening
3. Height and Weight
4. Inspection of Heads for Pediculosis (Lice)
5. Scoliosis Screening
6. Blood Pressure Screening
7. Dental Screening

The nurse will inform the appropriate school personnel, parent or guardian of any specific individual physical needs of any student. **If you do not want your child to participate in any of the above screenings, please notify the school in writing.**

Parents or guardians are urged to contact the school nurse to confer about health problems regarding their children.

Please refer to the appendix of this handbook to review selected Milford School Board policies that pertain to health and wellness.

All health policies may be viewed on-line at [www.milfordschools.net](http://www.milfordschools.net) by clicking on the District Policies link located under the School Board tab, or by contacting the school office.

## MEDICAL EXAMINATION POLICIES

**ALL STUDENTS ENTERING Milford Public School for the first time must show proof of completion of medical examination by a licensed physician.**

**ALL STUDENTS TRANSFERRING** into the Milford Public Schools must also provide evidence of a physical examination by a licensed physician completed with the past year.

A student may be excused from this regulation for religious reasons at the discretion of the School Board upon receipt of written proof from the parent or guardian that the medical examination is

contrary to his/her religious tenets and teachings. Evidence from a physician of completion of these regulations must be submitted to the school principal prior to school entrance.

Transfer students must submit physical examination and immunization information at the time of registering.

### **Transportation of injured or ill Students**

Ill or injured students are not allowed to remain at school. It is the responsibility of the parent to provide transportation for children sent home because of illness or injury.

A duly authorized person may transport the student provided arrangements have been made by parents. A designated responsible person should be available to care for the child upon arrival home

## **STUDENT EXPECTATIONS**

### **Student behavior**

- \*Students are expected to be safe and respectful
- \*Students are expected to follow school rules
- \*Restitution is expected if a student vandalizes or loses school property
- \*Discipline is handled by the school staff, classroom teachers and school administration

### **Pupil safety and violence**

The School Board is committed to providing all pupils a safe school environment in which all members of the school community are treated with respect.

School Board Policy # 5009 is intended to comply with RSA 193-F, 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 RAS 193-F.

### **Student appearance**

Students are expected to exercise reasonable care, neatness, and common sense in regard to dress and appearance. Any form of dress which is considered contrary to good hygiene or is distracting or disruptive in appearance and detrimental to the purpose of conduct of the school will not be permitted. For example, shirts containing inappropriate/suggestive language and/or graphics, halter tops, oversized muscle shirts, skirts or shorts that do not meet fingertips when arms are down at student’s side are not allowed. Safety of the students should also be considered at all times. Platform shoes or any type of sandal and flip flops will not be allowed due to safety concerns. Students arriving at school with inappropriate dress will be asked to call their parent for a change of clothes.

### **Prohibited items**

Students should only bring to school those items necessary to the educational process. Please refrain from sending in electronics of any kind, toys, trading cards, or any item that would constitute a weapon, such as jack-knives, Swiss army knives, lighters, Leathermen or toy guns. For safety reasons, skates, scooters and skateboards must not be brought to school.

### **Physical education**

Students may be excused from participation upon receipt of a notice from a duly licensed physician. Temporary excuses from physical education participation, upon written request from the parent, may be granted by the principal/designee on a daily basis.

### **Recess**

Recess is a part of the elementary school program. It is an important time for children to meet friends, relax and play. Most of the time, the children go outside for all or a portion of their recess for fresh air and exercise. During the winter, months, outside temperature, wind chill, and playground conditions are factors we consider before making a decision for outdoor recess. We urge that children be dressed appropriately in order to cope with the weather.

**Any child who is not well enough to go out to recess should remain at home unless we have a request from the physician that the child remain indoors.**

Occasionally, teachers may find it necessary to keep students in at recess to finish work or to receive special help.

### **Telephone use**

We encourage parents to make a note of days when sneakers are needed for physical education classes, instruments for lessons, and when homework assignments are due. These are the most frequent requests by children for making telephone calls. Students are expected to be responsible for these items rather than leave class to call parents at home or at work. Long distance calls will be allowed only in emergency situations. **Students are not allowed to use classroom phones.** They will be allowed to use office phones when necessary.

### **Cell phone use**

Students will not be allowed to use cell phones during the school day. Should an emergency arise during the school day, parents or guardians will be notified by the school. For a first offense, parents/guardians will be notified and the phone confiscated. The phone will be returned to the student at the end of the school day. For future offenses, parents will be notified, the phone confiscated and returned to the parents/guardians only.

### **Computer and internet use**

Under Policy #2295, the Milford School District offers students access to school computer systems and the Internet as an educational resource. The use of computer technology and Internet access is an integral part of the mission of the Milford School District. Users are expected to follow all guidelines as well as those given verbally by the staff or administration, and to demonstrate ethical behavior that is of the highest order in using the network facilities. Users are also expected to realize that the opportunity to use the network goes “hand in hand” with the responsibility to use the computers and the Internet properly. Access is a privilege, not a right, and that access requires responsibility.

During school, teachers will guide students toward appropriate materials. Teachers and staff will monitor the use of computers and the Internet to the best of their abilities. Administrators, or their designees, may review files and communications (including electronic mail) to ensure that users are using the system responsibly. Users should not expect that files stored on servers or disks will always be private. Within the guidelines of the Children’s Internet Protection Act, freedom of speech and access to information will be honored.

The District uses a content filtering package prescribed by and compliant with the Children’s Internet Protection Act (CIPA) to block obscenity, porn, and other sites deemed harmful to minors.

Any actions that might harm the computer equipment, software, data, another user, or the Internet, or that show disregard for the proper procedures set up for network access WILL NOT be tolerated. The Milford School District reserves the right to refuse access to the Internet to anyone when it deems it necessary in the public interest. Violation of this policy will result in a temporary or permanent ban on computer or Internet use. When applicable, police or local authorities may be involved. Further, any users of the School District’s computer systems or networks who intentionally violate the District’s policy and who intentionally damage the computer system or network shall assume legal and financial liability for such damage.

### **Bus transportation**

It is school procedure, in cooperation with the bus company, to allow children to ride only their assigned buses. Any changes to the normal routine must be authorized through the bus company and the school must be notified.

### **Bus discipline**

Students exhibiting unsafe or inappropriate behavior on the bus will be subject to disciplinary action including possible suspension. Parents will be notified of all suspensions.

The district is responsible for your children from the time they board the bus bound for school until they exit the bus when they return home. The student, parent, school and bus company must work together to ensure the safety of all students riding the bus.

To insure the maximum level of safety for all bus students, Skis and large band instruments (those which cannot be held on one’s laps) are not permitted to be taken on the school bus.

### **Community Awareness**

Parents are reminded that federal and state laws allow the public the ability to know the whereabouts of convicted sex offenders within local communities. The availability of this information is designed to enhance public awareness and can be found on the New Hampshire State Police website at <http://www4.egov.nh.gov/nsor>. If you have questions or concerns, please contact the Milford Police Department.

## **GENERAL INFORMATION**

### **Pledge of Allegiance**

The Jacques Memorial School, in accordance with the New Hampshire School Patriot Act (RSA-194-15-c), has authorized a period of time during the school day for the recitation of the Pledge of Allegiance. Pupil recitation of the Pledge of Allegiance shall be voluntary.

### **Parent-Teacher organization**

The Jacques Memorial School and parents join together to form the Milford Elementary Schools Parent-Teacher Organization. The PTO has been established to promote better understanding, communication and cooperation between the school and the community.

Registration for family members in the PTO will be available in September of each school year

PTO Board:

President – Pam Rizzo @ [rizzogagne@gmail.com](mailto:rizzogagne@gmail.com)

Vice President – Liz Butler @ [lizmbutler@msn.com](mailto:lizmbutler@msn.com)

Treasurer – Sue Dube @ [csje@comcast.net](mailto:csje@comcast.net)

Secretary – April Stec @ [thesteecs@cocast.net](mailto:thesteecs@cocast.net)

### **School volunteers**

The Jacques Memorial School believes quality education requires mutual respect and commitment among the community, parents, teachers and students. The purpose of volunteers is to assist in providing this quality education that prepares our students to become responsible and contributing citizens able to adapt to a changing world. This is best achieved through a cooperative effort involving students, educators, parents and community members. Please contact your child's teacher for more information.

The evidence is clear. When parents are involved in a child's education, the child does better in school. For more information, please call the school.

### **Marking possessions**

Every year we have boxes full of sweaters, coats, jackets, mittens, gloves, boots, hats, etc. that are left unclaimed. It would be helpful if all belongings are labeled so that lost articles might be returned to your children saving you unnecessary expenses.

A student accident insurance plan is offered to all school children. Notices can be downloaded on the District website [www.milfordschools.net](http://www.milfordschools.net) or call the office for more information.

### **School insurance**

A student accident insurance plan is offered to all school children. Notices are sent home at the beginning of the school year regarding price and procedure for obtaining coverage.

This is an optional program.

## **JACQUES MEMORIAL SCHOOL FOOD SERVICE PROGRAM**

The Jacques Memorial School breakfast/lunch program is a **pre-paid** system. Each student has a meal account in which parents make payments to cover their children's purchases in advance, breakfast, lunch, or milk only. All accounts are OPEN unless we receive a letter from you requesting **no purchases**. Children from time to time do get adventurous and sometime do make purchases that their parents are unaware of. Parents are responsible for these purchases.

### **What's for lunch and may I join my child?**

Please refer to our menu for selections. This will help you to determine the funds needed. Our menu is sent home monthly with your child and also available on the school website: [www.milfordschools.net](http://www.milfordschools.net).

Parents and Grandparents are welcome to join us. Please call 673-4434 ext. 2 by 9:00 on the day you will be dining with us to be included in the lunch count. Adult meals are \$4.00

### **Wellness**

The lunch program encourages health eating. The lunch program makes every effort to provide healthy and satisfying foods for our students. A variety whole grain such as wheat, oats, bran, barley, and rice are used. Beef, pork, chicken, and turkey are use in our recipes. We offer fresh, frozen, or canned fruits and vegetables to encourage your children to try a wide variety of foods. Milk comes with the meal. We offer a choice of whole milk, 1% low fat milk or 1% chocolate milk.

### **My child has food allergies.**

Parents must contact the school nurse Tricia Fecteau, at 673-4434 to discuss their child's food allergy. Accommodations for allergies can be made by the Food Service only upon receipt of the written acknowledgement from a child's physician on the from available from the school nurse.

### **How to make a payment**

All checks or cash should be **in an envelope** with the student's **full name** and teacher's name to ensure proper credit. Payment is due every FRIDAY for the upcoming week. Some parents prefer to mail their checks to us directly so payments are not lost. Money stays in your child's account until it is used, so



absences and field trips need not be a worry. Parents are asked to keep sufficient money in their child's account. Please call us to check your balance. **Accounts that are out of money will be closed and no purchase allowed until ample funds are in the account.** This is not a credit card, but a pre-paid system. We reserve the right to serve an alternative lunch to children who are out of money, so please send your payments in on time. Overdue notices are sent home with children so please check their backpack daily. If you receive a low balance, money should be sent in the next day. **Please make check payable to the Milford School District.** Checks can be mailed to:

Jacques Memorial Elementary School  
Food Services  
9 Elm Street  
Milford, NH 03055

*(JACQUES MEMORIAL SCHOOL FOOD SERVICE PROGRAM 2010-2011 CONTINUED)*

TO CHECK YOUR CHILD'S BALANCE PLEASE CALL THE FOOD SERVICE OFFICE AT 673-4434 X 2, OR EMAIL MRS. JENNIFER PARQUETTE AT [JPARQUETTE@SAU40.COM](mailto:JPARQUETTE@SAU40.COM)

### **Prices 2011-2012**

Hot lunch w/milk \$2.25 daily, \$11.25 weekly, 20 lunches \$45.00

Breakfast w/milk \$1.25 daily, \$6.25 weekly, 20 breakfast \$25.00

Cold lunch milk only 50 cents daily, \$2.50 weekly, 20 for \$10.00

**Prices and menus are subject to change.**

### **How do I apply for Free or Reduced assistance?**

Please call the Milford School District Food Service Department at 673-4201 x 3237 if you have any questions we will be happy to assist you. Applications are sent home the first day of school and are always available if assistance is needed.

### **Completed applications can be mailed to:**

Milford High School  
Food Service  
100 West Street  
Milford, NH 03055

Parents need to complete a form each year. Only one application is needed per family please list the children's full name, grade and any additional household members on the application. Please list the income in the appropriate box. Applications are processed as quickly as possible but it can take up to seven days for a reply. A letter if approval will be mailed to each household.

Any purchases made prior to approval are at the regular meal price and are the parents' responsibility. Applications are always available at anytime during the school year if assistance is needed. If your family is a state of New Hampshire food stamp recipients please send your SNAP letter to the Milford High School Food Service office at the above address.

All information is kept strictly confidential. If you have any questions or concerns regarding your application please call Mrs. Cathy Casali at 673-4201 ext 3237 or Mrs. Katherine E. L. Chambers, Business Administrator/ Food Service Director at 673-22002 for assistance.

## **HOMELESS YOUTH**

McKinney-Vento Homeless Assistance Act ensures educational rights and protection of children experiencing homelessness.

Policy of Congress:

Each State educational agency shall ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths.

### **I. Definition of Homeless Children:**

Homeless children or youth are defined as the following:

- Individuals who lack a fixed, regular, and adequate nighttime residence
- Unaccompanied youths who are not in physical custody of a parent
- Lack of safe stable living arrangement
- Lack of permanent housing due to extreme poverty
- Migratory children living in conditions described below

### **II. Living Situations:**

Conditions can include individuals living in the following:

- In emergency or transitional shelters
- In motels, hotels, trailer parks, campgrounds, abandoned in hospitals, awaiting foster care
- In cars, parks, public places, bus / train stations, abandoned buildings
- Doubled up with relatives or friends
- Sharing housing of other person
- Abandoned in hospitals or awaiting foster care placement
- Living with someone else due to loss of home or can't afford housing
- Nighttime residence is a public or private place not designed for or regularly used for sleeping accommodations

### **Runaway / Throwaway Children considered homeless:**

- Children who have runaway and are living in inadequate accommodations, shelters, streets, abandoned buildings, etc (even if parents are willing to provide a home for them)
- Parents or guardians will not permit the children to live at home and live on the streets, in shelters, or other inadequate housing

### **Requirements of Schools:**

- Permit students to remain with school of origin throughout period of homelessness and until the end of an academic year
- Provide transportation to school of origin (joint effort of districts)
- Enroll students in school even if they don't have the required documents (school records, medical records, proof of residency)

Enrolling permits students to fully participate in school.

*HOMELESS YOUTH CONTINUED*

- Eligible for Title 1 Services

**Suspicion of homeless youth in the district**

If you suspect a homeless child, have been provided with information, or have concerns/questions about a homeless youth, report directly to your building liaison.

**SELECTED MILFORD SCHOOL BOARD POLICIES**

Parents are encouraged to review all Milford School Board policies. All policies may be viewed on-line at [www.milfordschools.net](http://www.milfordschools.net) by clicking on the District Policies link located under the School Board tab, or by contacting the office.

**COMMUNITY RESOURCES AND INVOLVEMENT #1012**

The School Board encourages the use of community resources to assist in furthering the educational programs of its schools. The Board expects that schools will encourage parent involvement at all age levels through parent educational activities and programs, frequent communication of both school and individual student performance and progress, and support for civic and business partnerships and collaboration. Schools shall work with community resources effectively to assist in advancing student knowledge and skills for success in preparing children for school, while in school, and transitioning to employment or further education.

Reference:

NH Code of Administrative Rules, Section Ed 306.04(k)

Adopted: 10/2010

**SAFETY PROGRAM #2245**

The Superintendent will cause the formation of a Joint Loss Management Committee as required by RSA 281-A:64,III, and an Emergency Management Plan that conforms to the National Incident Command System.

The practice of safety shall be considered part of the instructional plan of the District by including age appropriate programs in traffic and pedestrian safety, driver education, fire prevention and emergency procedures.

Each Principal shall be responsible for the implementation and supervision of a safety program in his school. General areas of emphasis shall include, but not be limited to driver and vehicle safety, accident recordkeeping, facility inspection, fire prevention, traffic and safety issues, and emergency management.

The Principal shall be responsible for developing and implementing student safety procedures on school property and during school activities both on and off school grounds.

References:

RSA 281-A:64,III, Worker's Compensation, Safety Provisions; Administrative Penalty

### **WELLNESS POLICY #2285**

The Milford School Board recognizes that there is a connection between good health and a student's ability to learn effectively. As such, and in conjunction with the re-authorization of the Child and Nutrition Act of 2004, the Board is committed to a healthy school learning environment through nutrition education, physical activity, and the promotion of wellness at all school sites.

In order to support that goal, the Board shall establish a Wellness Advisory Committee. The charge to the Committee shall be to develop guidelines, recommend and monitor goals for nutrition education and physical activity, develop recommendations for all available foods on school sites, assure that school meals are not less restrictive than federal requirements, and establish a plan for measuring implementation of this policy. Committee membership shall include parents, teachers, students, and representatives from the School Board, administration, food services, and health services. Attempts will be made to ensure all buildings have some form of representation. The Committee shall report to the School Board in accordance with the School Board calendar, and this report shall be made available to the public on the district's website and in School Board minutes.

The Board supports efforts to implement nutrition education for all students and encourages the promotion of daily physical activity. The District shall ensure that reimbursable school meals meet the program and nutrition standards required by federal regulations. The Board encourages the development of guidelines for each school for the sale of beverages and snacks through vending machines and for the establishment of recommendations in areas such as school stores, student celebrations, and concession stands. The Board encourages the implementation of other reasonable and appropriate activities that support school wellness efforts.

The Board directs the Superintendent to develop procedures to implement this policy with consideration given to the recommendations of the Wellness Advisory Committee.

Adopted: 6/19/2006

Revised: 10/05/2009

### **COPYRIGHT COMPLIANCE POLICY #2296**

The School Board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization from the holder of the copyright, except for certain exempted purpose. Severe penalties may be imposed for unauthorized copying or using audio, visual or printed materials and computer software, unless the copying or using conforms to the "fair use" doctrine.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research.

The District encourages its employees to enrich the learning programs by making proper use of supplementary materials. All District employees must comply with federal copyright laws, as well as publisher licensing agreements. Under no circumstances shall it be necessary for District employees to violate copyright requirements in order to perform their duties properly. The District cannot be responsible for any violations of copyright law by its employees.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the District's procedures or is permissible under the law should contact the

Superintendent/designee. The Superintendent/designee will assist staff in obtaining proper authorization to copy or use protected materials when such authorization is required.

Adopted: 2/2011

## **STUDENT TRANSPORTATION MANAGEMENT #2315**

### **1. Contracted Services**

Student transportation to and from school is provided through contracted services in accordance with bid specifications. The Superintendent/designee is responsible for the preparation of the specifications for contracted transportation services and to have the services put out to bid. All contracted buses shall be maintained and inspected as required by the laws and rules of the State of New Hampshire.

### **2. Scheduling and Routing**

The scheduling and routing of the contracted buses is the responsibility of the Business Administrator/designee. Each year, prior to the opening of school, he/she shall meet with the contractor to determine the routes and time schedules, taking into consideration primarily the safety and well-being of the students. He/she will also coordinate for scheduling of buses with the opening and closing of all schools to obtain maximum efficiency in the use of the buses. Pupils attending private schools, up to and including the twelfth grade, shall be entitled to the same transportation privileges within the District as are provided for pupils in public schools. The final determination of schedules and routes shall be vested in the School Board through the Superintendent/designee.

The Milford School District provides student transportation in accordance with the laws and rules of the State of New Hampshire. Kindergarten students are provided transportation to school for the morning program and from school for the afternoon program; mid-day transportation is the responsibility of the parent(s)/legal guardian(s). Full Day students through grade 5 are provided transportation to and from school. Students in grades 6 through 12 who live at least one and one half (1 ½) miles from school are provided transportation to and from school.

Kindergarten, Readiness, and first grade students may not be discharged from afternoon buses unless:

- Child is met by a parent or guardian;
- Child is to be met by another adult when a parent/guardian has provided signed, written instruction;
- Child is released with or met by an older sibling (2nd grade and above) when a parent/guardian has provided signed, written instruction;
- A parent/guardian has provided signed, written instruction that the child is to be released to walk to his/her destination alone from the bus stop; Any person meeting a Kindergarten or first grader who is not known to the bus driver may be required to show identification to the driver.

**3. Use of Bus Video/Audio Recorder** Video cameras may be used on school buses to monitor student behavior. Audio recordings in conjunction with video recordings may also be captured on school buses, in accordance with the provisions of RSA 570-A:2. drive students before or after regular school hours unless they meet the requirements of federal and state regulations and other applicable school district policies, as well as receive prior written permission of the Superintendent /designee.

Individuals requesting permission of the Superintendent/designee must submit the following with their written request:

1. An insurance certificate indicating current automobile insurance coverage limits of not less than \$100,000 per person, \$300,000 per accident liability; \$100,000 property damage; and \$10,000 medical payments. The certificate must clearly indicate that the vehicle that will be utilized in the transport is covered on the policy. In lieu of a certificate of insurance, an insurance policy declaration page containing this information is acceptable.
2. A written acknowledgement signed and dated by the employee, and the owner of the insurance policy if the policyholder is not the employee, indicating the employee/policyholder fully understands that by NH law, their insurance is primary.

3. Valid operator's license for each person who will be driving.
4. Valid registration for the vehicle to be utilized in the transport.
5. Proof of current inspection of the vehicle to be utilized in the transport.
6. Written permission of the employee's principal or supervising administrator.
7. Permission may be requested for a series of events and/or for like reasons over an extended period of time.

6.2 Except as provided in Section 6.1 above or in cases of emergency, individuals not specifically contracted by the district to transport students, including but not limited to private citizens; parents/guardians; students; unpaid coaches, officials and advisors; and volunteers who provide transportation to and/or from school, field trips, athletic events, or any school function whatsoever, without the prior written authorization of the Superintendent/designee, do so at their own risk, expense, and liability.

Individuals requesting permission of the Superintendent/designee must submit the following with their written request:

1. Documentation that a criminal records check has been completed.
2. An insurance certificate indicating current automobile insurance coverage limits of not less than \$100,000 per person, \$300,000 per accident liability; \$100,000 property damage; and \$10,000 medical payments. The certificate must clearly indicate that the vehicle that will be utilized in the transport is covered on the policy. In lieu of a certificate of insurance, an insurance policy declaration page containing this information is acceptable.
3. A written acknowledgement signed and dated by the employee, and the owner of the insurance policy if the policyholder is not the employee, indicating the employee/policyholder fully understands that by NH law, his/her insurance is primary.
4. Valid operator's license for each person who will be driving.
5. Valid registration for the vehicle to be utilized in the transport.
6. Proof of current inspection of the vehicle to be utilized in the transport.
7. Written permission of a parent/guardian of each student being transported, except the individual's own children, indicating the following:
  - a. Student's name
  - b. Student's address and home phone number
  - c. Dates of transportation
  - d. Departure and destination locations

8. Permission may be requested for a series of events and/or for like reasons over an extended period of time.

No student shall be sent on school errands using any automobile.

Legal Reference:

RSA 189:6, 189:8, 189:9, 570-A: 2, 200:37, 263:29

Adopted: 8/98, 2/73

Revised: 10/73, 8/76, 5/77, 3/89, 3/95, 11/06, 4/11

Notification of such recordings is hereby established in this policy. The superintendent/designee will ensure that there is a sign prominently displayed on the school buses informing the occupants of the school buses that such video and audio recordings are occurring.

The Superintendent is charged with establishing administrative procedures to address the length of time the recording is retained, ownership of the recording, limitations on who may view and listen to the recording, and provisions for erasing or destroying the recordings.

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

Recordings may be reviewed only by the following persons and only after expressly authorized by the Superintendent/designee.

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

Parents of a student against whom a recording is being used as part of a disciplinary proceeding will be permitted to listen to the recording.

In the event a video recording is used as part of a student discipline proceeding, such video may become part of a student's educational record. Should the parents/guardians wish to view the video recording as part of a subsequent disciplinary hearing, the superintendent/designee shall take steps to ensure that the privacy rights of other students on the bus, whether involved in the disciplinary incident or not, are protected.

#### **4. Transporting Ill Students**

It is the responsibility of the parent to provide transportation for children sent home because of illness. In instances when a parent or legal guardian is not available to provide transportation for an ill child, a person or persons duly authorized by the parent or legal guardian may transport the child.

#### **5. Emergency Transportation**

When an immediate response is needed, particularly when time is of the essence, transportation will be at the discretion of the Building Principal/designee. If a student requires transportation by ambulance, the cost of the ambulance service will be the responsibility of the parents.

#### **6. Use of Private Vehicles to Transport Students**

6.1 District employees who are not employed primarily to transport students may drive students to and from school-related functions only during regular school hours in a district-owned or private vehicle only with the prior written permission of the Superintendent/designee and only if employees are not reimbursed for any associated expenses. District employees including paid coaches, officials and advisors, may not

### **NON-DISCRIMINATION POLICY #2401**

The Milford School District shall not discriminate in any of its educational programs, activities, or employment practices on the basis of age, race, color, religion, national origin, gender, marital status, physical or mental disability. Further, it shall affirm equal opportunity in all of its educational programs, activities, and employment practices.

This policy is in compliance with the provisions of Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, Title IX of the Education Amendments of 1972, Section 504

of the Rehabilitation Act of 1973, the Education of All Handicapped Children Act of 1975, The Civil Rights Restoration Act of 1991, and the Americans with Disabilities Act of 1991. Any person having inquiries concerning the Milford School District's compliance with the regulations which implement these laws may contact the District's Gender/Title IX Coordinator, English as a Second Language (ESL) Coordinator, or the Superintendent of Schools.

Adopted: January 1976

Revised: September 1978, December 1978, March 1989, March 1995, August 1997, September 1997, June 2007

## **SEXUAL HARASSMENT POLICY #2403**

### **PREAMBLE**

The Milford School District seeks to create and provide an educational environment which promotes an atmosphere of mutual respect. Such an environment must be free of sexual harassment.

Sexual harassment of any employee or student, by any other employee or student, or by any other person with whom an employee or student may interact to fulfill employment of school responsibilities, is prohibited by State and Federal law and will not be tolerated by the Milford School District.

*(SEXUAL HARASSMENT POLICY #2403 CONTINUED)*

### **SEXUAL HARASSMENT**

Federal and State law prohibit sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, for obtaining employment or education, or
2. Submission to or rejection of that conduct or communication by an individual is used as the basis for decisions affecting that individual's employment or educational performance, or
3. That conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or educational performance, or
4. That conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or educational environment.

Revised: April 1996, April 2007

## **CURRICULUM DEVELOPMENT, ADOPTION AND IMPLEMENTATION #3005**

An important part of our students' education is the strength of the District's curriculum. Curriculum is a structure of concepts and skills that are taught to prepare students to become functioning citizens within a complex world. When curriculum is articulated and adopted, decisions on books, materials, supplies, and equipment are made to support that curriculum.

The Superintendent shall be responsible for establishing a process of curriculum review and development in the District and shall ensure that the appropriate committees to evaluate existing or proposed curriculum are established and functioning properly. The Superintendent shall also ensure that



all curriculum areas are reviewed in a timely manner for their compliance to State standards and frameworks, as well as their applicability to the needs of the community and students. Whenever possible, consideration should be given to the integration of 21st century tools, including but not limited to, digital technology and communication tools, as well as the inclusion of available community resources.

No significant alteration of the curriculum shall be made without the approval of the Board, and any comprehensive review of a curriculum area shall be approved by the Board prior to implementation of any recommendation from such review.

The School Board is responsible to approve and provide instructional materials used by Milford students to support the curriculum based upon the Superintendent's recommendation. Such materials should provide quality learning experiences for students through enrichment, support, accuracy, and fairness. Materials should be current and appropriate to the developmental level of students.

Adopted: 3/1989

Revised: 6/ 2005, 2/2011

### **ATTENDANCE REGULATIONS POLICY #3515**

1. A parent of any child at least 6 years of age on or before September 30th and under 18 years of age shall cause such child to attend public school to which the child is assigned in his resident district. Such child shall attend full time when such school is in session unless;
  - a. The child is attending a public school outside the district to which he/she is assigned or an approved private school for the same time;
  - b. The child is receiving home education; or
  - c. The relevant school district superintendent has excused a child from attendance because the child is physically or mentally unable to attend school, or has been temporarily excused upon the request of his/her parent for such purposes agreed upon by the school authorities and the parent. Such excused absences shall not be permitted if they cause a serious adverse effect upon the student's educational progress. Students excused for such temporary absences may be claimed as full-time pupils for calculating state aid under RSA 186-C:18 and RSA 198-27:33.
2. General Attendance Regulation: Pupils are expected to attend school every day school is in session, unless prevented by personal illness or family emergency or unless absence has been pre-arranged with the proper school officials. Parents must make the request for a planned absence, and all work for the period is to be completed.
3. No pupil is to be released from school to any person other than his/her parent or guardian unless said parent or guardian has given his/her approval.
4. A reasonable attempt will be made to notify parents any time school is dismissed earlier or later than the normal closing time.
5. Pupils may not be interviewed by any person except an employee of the school district without the approval of the Principal, Assistant Principal, and/or parents.

Adopted: February 1973

Revised: May 1975

Revised: August 6, 2001

### **PROMOTION AND RETENTION POLICY #3520**

The Milford School District recognizes that children learn at different rates and through varying styles. The District is committed to supporting the academic success of each student through personalized learning strategies. In general, most students demonstrate progress toward grade level standards that

results in their promotion to the next grade level. While research does not generally support retention as a long-term beneficial practice for children, on rare occasions, it may be best for some students to repeat a grade level.

Before considering a student for retention, it is important that school personnel and parents have met to discuss the student's academic progress and that collaborative efforts to produce a successful school year for the student have been attempted. The decision to recommend the retention of a student in a grade level shall be carefully deliberated by school administration, teachers, and parents. Factors that influence the decision for retention include the child's chronological age, physical size, academic, social, and emotional growth, and attendance. A review of the student's personalized learning profile and cumulative file, an analysis of standardized learning assessments, and examination of appropriate teaching and learning strategies for the next school year shall provide information necessary to make the best placement decision for the student. Under no circumstances shall retention be considered for punitive reasons.

Each School Principal shall develop specific building-level procedures for retention decision-making that ensure that parents, except in unusual situations, are given adequate notification and input into the process no later than January 31st. Principals shall develop procedures that will study the reasons for a student's lack of progress and that will support personalized efforts to attempt to enable the student's success. Advancement from one grade to the next at the high school level shall be determined by earned credits.

As per the New Hampshire Department of Education's Administrative Rules, final decisions of child placement shall rest with the Superintendent of Schools.

Adopted: 06/1980  
Revised: 01/2008

### **PHYSICAL EDUCATION POLICY #3525**

The School Board shall provide a comprehensive Physical Education program for students. It is expected that all students will participate in physical education classes that are required by the District. Such classes shall reflect the standards in accordance with the New Hampshire School Administrative Rules.

Students may be excused from participation upon receipt of a notice from a duly licensed physician. Temporary excuses from physical education participation, upon written request from the parent, may be granted by the principal/designee on a daily basis.

Adopted: 02/1973  
Revised: 06/1975, 09/2001, 01/2008

### **HOMEWORK POLICY #3555**

The term homework refers to an assignment from a teacher to students that is a logical extension of classroom curricula and is designed to be completed outside of class time. Homework can include a variety of learning activities such as research, lesson application, practice, and enrichment.

In general:

1. Assignment expectations shall be clearly presented, so as to be understood by students.
2. Assignments shall be meaningful and purposeful.
3. Time requirements for daily homework assignments shall be consistent and appropriate to the age and abilities of the students.
4. Daily homework shall not require students to have to access materials not readily available in most homes, school libraries, or public libraries.
5. Homework completion expectations shall be reasonable and teachers shall ensure reasonable make-up procedures for legitimate personal circumstances of students.
6. Teachers shall ensure an appropriate value of homework in relation to the grading system.
7. Homework shall not be assigned for disciplinary purposes.

Detailed homework guidelines may be developed at the building levels in order to further address particular abilities and needs of students at each level. The Building Principal shall ensure that homework guidelines shall be clearly communicated to parents.

Adopted: 12/06

### **SCHOOL HEALTH SERVICES POLICY #4002**

The objectives of Health Services are to give leadership and guidance to the development and maintenance of an adequate health program.

The school nurses carry out a wide variety of activities not only in their responsibilities as nurses, but also in their professional relations with the teachers and administrators in the educational field. They contribute directly to the public understanding of educational as well as health needs. They work closely with the medical profession. They have a duty to cooperate with the programs of local, state, and federal agencies in the fields of health, education, and welfare.

The school nurse shall act as a specialist in all matters pertaining to the physical health of the pupils and school staff of the buildings to which she/he has been assigned. Her/his responsibility shall be advisory rather than diagnostic. All treatment given by her/him shall be in the form of first aid or temporary relief. The responsibility for further treatment will rest with the child's parent/guardian or with the individual staff member requiring attention.

*(SCHOOL HEALTH SERVICES POLICY #4002 CONTINUED)*

The following screening tests may be administered by the nurses as recommended by the Department of Education:

1. Vision Screening
2. Hearing Screening
3. Height and Weight
4. Inspection of Heads for Pediculosis
5. Scoliosis Screening

6. Blood Pressure Screening
7. Dental Screening

The nurses will keep health records on all students. These records are available for review by the school administration. **If you do not want your child to participate in any of the above screenings, please notify the school in writing.**

The nurses will inform the classroom teacher, guidance personnel, principal, and parent/guardian of specific individual physical needs of any student.

Parents/guardians are urged to contact the school nurse to confer about health problems concerning their children.

Adopted: 06/1995

Revised: 06/2001, 06/2008

### **MEDICAL EXAMINATION POLICY #4005**

All students entering Milford Public Schools for the first time must show proof of completion of a medical examination within the past year. If this examination has not been performed within the past year, the school will accept documentation of an appointment for a physical examination with a licensed Physician, Advanced Registered Nurse Practitioner or Physician's Assistant. An appointment scheduled before entering and occurring within a time frame determined by the school district, will allow conditional enrollment.

A child may be excused from this regulation for religious reasons. A signed form from the parent or guardian stating that the medical examination is contrary to his/her religious tenets and teachings must be submitted to the Principal/designee. These forms are available in each guidance department and nurse's office.

Evidence of completion of these requirements must be submitted to the school principal prior to school entrance.

Ref: 311.03

Adopted: 02/1975

Revised: 01/1982, 06/1982, 06/1983, 12/1988, 02/2001, 06/2008

### **SPORTS – PHYSICAL EXAMINATION POLICY #4006**

All students shall be examined by a health care provider prior to participation in interscholastic sports while enrolled in the Milford High School and Middle School. In case of significant illness or injury, school authorities may require more frequent examinations. Parental permission must be given prior to participation in each interscholastic sport.

An athlete must have successfully passed one physical examination during his/her four years at the Milford Middle School and one during his/her four years at Milford High School. Documentation of said examinations must be on file with the nurse and/or athletic director before students are eligible to try out, practice, or participate on any team.

## **MEDICATION POLICY #4010**

Medication to be administered during school hours shall be regulated for the health and welfare of students. For clarification purposes, medication is defined within two categories, prescription and non-prescription.

Prescription medications are those which are prescribed by a physician. Non-prescription medications are those available for public purchase without restrictions.

### **Prescription Medications**

1. Prescription medications should not be taken during school hours unless it is impractical to achieve medical regimen at home. Medications prescribed three times per day, for instance, can be given every eight hours and thus, should not have to be given at school.
2. Prescription medications must be supplied by parents or guardians with a written order from a health care provider, contained in a properly labeled pharmacy bottle, and accompanied by a parent permission form. Regardless of the age of the student, all prescription medications will be brought to the school nurse for safe storage.
3. Prescription medications for asthma and severe allergic reactions (eg. inhalers and Epi-Pens) may be kept in the student's possession provided the health care provider's prescription for the medications and the directive for self-administration, as well as the parent/guardian permission form, are on file in the health office. It is the responsibility of the parent or guardian to instruct the teacher or other designated person on the use of Epi-Pens.
4. Unless a student is 18 years or older, all prescription medications must be brought to school by a parent or guardian. Unused prescription medications must be brought home by a parent or guardian. Unclaimed prescription medications will be discarded at the conclusion of the school year.

### **Non-Prescription Medications**

1. Non-prescription medications are discouraged for student use during school time. Such medications will not be made available to students from the nurse, Principal, or designee, unless permission is authorized in writing from a parent or guardian.

*(MEDICATION POLICY #4010 CONTINUED)*

### **All Medications**

1. The School Nurse shall be responsible for administering and observing the taking of medications. The Principal or designee, in the absence of the School Nurse, is permitted to assist and observe the taking of medications.
2. The School Nurse shall ensure that all medications that are provided to the school nurse are safely stored.
3. The School Nurse shall ensure that all medication distribution shall be recorded daily in a manner that is consistent with statewide regulations and in a manner that ensures a secure and detailed student medical history. Medications given for chronic conditions will be recorded annually on student's health records, if information is provided by the student or parent/guardian.

Adopted: 02/1975

Revised: 10/1987, 01/1993, 07/1998, 06/2004, 11/2006, 06/2008

Reference: Policy 4045

### **IMMUNIZATION OF SCHOOL ENTRANTS POLICY #4015**

All students must be immunized prior to school entrance in accordance with the requirements of the New Hampshire Department of Health and Human Services. Evidence from a health care provider of completion of these requirements must be submitted to the school Principal/designee prior to the student entering school. No child may be enrolled in school without first presenting an immunization record, partial or complete, or a medical or religious exemption.

Students may be exempt from the above regulation if they present evidence from their physician to the Principal/designee that the immunization will be detrimental to their health. The physician must state the duration of the exemption.

Students may be excused from immunization for religious reasons, upon receipt by the Principal/designee, on a notarized form, signed by the parent, or legal guardian, which states the student has not been immunized because of religious beliefs.

Student Immunization schedules shall be in accordance with the requirements of the New Hampshire Department of Health and Human Services.

In the event of an outbreak, students who have been exempted from immunization requirements will be excluded from school for a period of time, to be established after consultation with the NH Dept. of Health & Human Services, if such students are considered to be at risk for the disease that they have not been immunized against.

Adopted: 02/1975

Revised: 12/1988, 04/1991, 08/1992, 09/1997, 05/1998, 04/1999, 05/2002, 04/2003, 06/2004,  
06/2008

### **COMMUNICABLE DISEASES POLICY #4020**

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

Suspected symptoms of contagion shall be verified by a health care provider.

The student who has had symptoms for contagion must be checked by the nurse before re-admission to school. Parents may be required to supply a health care provider's note before re-admission.

**Chicken Pox:** Keep child home until one week after rash appears.

**German Measles:** Exclude from school four days after onset of rash. Immunization of susceptible students and adults (particularly women of child bearing age, who are not pregnant and will remain so

for 2-3 months). In event of exposure, identify susceptible pregnant woman in first trimester and refer to a health care provider.

**Whooping Cough:** Exclude from school for five days after onset of therapy. Exclusion of non-immune children from school and public gatherings for fourteen days after last exposure. If cases are known in the community, children shall be observed throughout each school day to detect first sign of infection and immediately excluded.

**Impetigo:** Exclude from school until forty-eight hours from the time effective treatment with penicillin or other antibiotics has begun. Exclude from school until lesions are dry.

**Mumps:** Exclude from school for nine days from the onset of swelling; less if the swelling has completely subsided.

**Ringworm:** Refer to health care provider for treatment. While under treatment, minimize contact by excluding from physical education classes, swimming, and activities likely to lead to exposure of others.

**Scabies:** Exclude infected children from school twenty-four hours after they and their families have been treated adequately.

**Head Lice:** No student will be excluded from attendance solely based on the grounds that nits may be present. Routine exclusion of children with head lice is not recommended. Instruction will be given to the parent/guardian of each identified student and will include recommendations for treatment consistent with the NH Department of Health and Human Services.

**Fifth Disease:** A child is contagious before the rash appears. No advanced warning can be given to women of child bearing age. Fifth Disease may cause abortion in early pregnancy or problems for the fetus in the later stages of pregnancy for a small percentage of the population. Fifty percent of all women are immune. Every pregnant woman should be aware of her state of immunity and seek advice from her health care provider regarding exposure.

*(COMMUNICABLE DISEASES POLICY #4020 CONTINUED)*

**Strep Throat:** Exclude from school. Exclusion may be terminated twenty-four hours after adequate treatment has been started.

**Scarlet Fever:** Same as Strep Throat.

**HIV/AIDS:** See Policy 4030

**Conjunctivitis:** Students with conjunctivitis will be excluded from school during the acute stage (when eyes are draining). The student must be on medication at least twenty-four hours before re-admission is considered. This determination will be made by the School Nurse or health care provider's written statement that the student is no longer contagious.

Ref: RSA 200:39

Adopted: 02/1975  
Revised: 06/1995, 09/2001, 06/2008

### **ACCIDENTS AND FIRST AID POLICY #4024**

School authorities have the responsibility to provide emergency care to protect the life and comfort of a child when in the school or participating in school-sponsored activities until authorized treatment is secured. Following this, the child should be placed under the care of his/her parent/guardian, upon whom rests the responsibility for subsequent treatment. If the child is transported or care is transferred to emergency medical staff, subsequent treatment is the responsibility of the parents. When possible, the district shall ensure that CPR and/or First Aid trained adults are available for all school sponsored events and activities, such as field trips, school sports events, and other such gatherings that are planned for students.

In the event that the parent or other responsible person is not available, the school shall retain supervision over an ill or injured child until appropriate medical personnel have arrived.

The school cannot assume responsibility for accidents occurring at home or during non-school sponsored activities.

Injuries occurring during school or school-sponsored activities must be duly recorded. The school nurse shall notify the Principal/designee and parents/guardians at once of all significant injuries or illnesses requiring medical attention.

If any person in good faith renders emergency care at the place of the happening of any emergency, or while in transit in an ambulance or rescue vehicle, to a person who is in urgent need of care as a result of the emergency, and if the acts of care are made in good faith and without willful or wanton negligence, the person who renders the care is not liable in civil damages for his/her acts or omissions in rendering the care, as long as he/she receives no direct compensation for the care from or on behalf of the person cared for. Any person rendering emergency care shall have the duty to place the injured person under the care of the physician, nurse, or other person qualified to care for such person as soon as possible and to obey the instructions of the qualified person.

*(ACCIDENTS AND FIRST AID POLICY #4024 CONTINUED)*

RSA 508:12  
Revised: 11/1995, 09/2008

### **HIV/AIDS POLICY #4030**

#### **I. PERTAINING TO STUDENTS:**

1. It is the School Board's belief that all students are to have available to them a free and appropriate education.
2. Students diagnosed with HIV/AIDS, who are too ill to attend school, should have an appropriate alternative education plan such as home instruction.



3. Laws of medical confidentiality mandate that the rights of the family supersede those of the School District. No notification of any HIV/AIDS infected person has to be made. However, notification to appropriate personnel is encouraged to promote a safe environment. Such personnel may be administrators, school nurses, or teacher(s). Notification should be by a process that would ensure maximum student confidentiality. Written permission by parent/guardian will determine who is informed.

4. As a general rule, all students diagnosed as having HIV/AIDS, who are receiving medical attention, are able to attend regular classes and should be considered eligible for all rights, privileges, and services, provided by law and local policy of the School District. Exceptions to the above would be:

- a. The presence of a secondary infection which creates a medically recognized risk of transmission of disease.
- b. Inappropriate behavior, such as biting, which increases the likelihood of transmission of bodily fluids.

5. Since a student, known by the District to be diagnosed as having HIV/AIDS, has a somewhat greater risk of encountering infection in the school setting the parents/guardians of that student will be notified, and encouraged to exclude such student from school if there is an outbreak of a threatening communicable disease such as chicken pox or measles until the outbreak is no longer a threat.

6. Siblings of students diagnosed as having HIV/AIDS are able to attend school without any further restrictions.

7. In-service education of appropriate school personnel should ensure that proper medical and current information about HIV/AIDS is available.

## II. PERTAINING TO STAFF:

1. The rights of School District staff having HIV/AIDS conform with the policies above. Staff members will be allowed to work as long as they meet expected performance standards and do not pose a health or safety threat.

Adopted: 08/1986

Revised: 05/1993, 11/1995, 09/2008

### **NO SMOKING POLICY #4040**

State law prohibits students and adults from using tobacco products (including chewing tobacco) on school property at all times. (RSA 155:66) Any person who violates this provision shall be guilty of a violation and subject to a fine of not less than \$100.

It is a violation of State law for minors to possess tobacco and tobacco products. Any student found possessing tobacco products shall be referred to the appropriate legal enforcement agency, and in addition shall be subject to the following:

<b>1st offense</b>	One (1) day Suspension (Grades R thru 12)
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**2nd offense**                      Three (3) day Suspension

**3rd offense**                      Five (5) day Suspension

The Milford School District smoking policy shall be, at least, as restrictive as current State Statute.

Adopted: 03/1991

Revised: 02/1998, 09/1999, 05/2000

### **CONTROLLED DRUG AND ALCOHOL POLICY #4044**

Any minor, twelve years of age or older, may voluntarily submit himself/herself to treatment for drug dependency as defined in RSA-B:1, IX or any problem related to the use of drugs at any municipal health department, state institution or facility, public or private hospital or clinic, any licensed physician, or other accredited state or local social welfare agency, without the consent of a parent, guardian, or any other person charged with the care or custody of said minor. Such parent or legal guardian shall not be liable for the payment of any treatment rendered pursuant to this section.

Revised: 06/1995

### **STUDENT DRUG AND ALCOHOL POLICY #4045**

The use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotics, unauthorized inhalants, controlled substances and illegal drugs is prohibited on any school district property, in any district-owned vehicle, or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved event. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purposes of this policy, a controlled substance shall include any controlled substance as defined in the Controlled Substances Act, 21 U.S.C. §812(c), or RSA 318-B, Controlled Drug Act.

Students may only be in possession of medication as detailed in Board Policy 4010. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board Policy 5095.

Any student who is found by the administration to be in violation of this policy shall be reported to the local law enforcement agency and subject to disciplinary action up to and including suspension, expulsion, or other discipline in accordance with the District's disciplinary policy. Strict compliance is mandatory. The school Principal/designee shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the Superintendent. All controlled substances shall be turned over to local law enforcement.

Legal References:

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

RSA 318-C, Controlled Drug Act

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

Adopted: 06/1975

Revised: 09/1983, 11/1985, 06/1995, 09/2008

**DRUG FREE WORKPLACE POLICY #4050**

The Milford School District provides a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988 and its implementing regulations. The School District certifies that it will:

1. Notify all employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in school buildings, vehicles, and property owned and maintained by the District, and in established Drug Free School Zones.
2. Implement any of the following disciplinary actions (either alone or in combination) regarding an employee who is in violation of the policy:
  - a. Suspension.
  - b. Termination of employment.
  - c. Satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health or law enforcement, or other appropriate agency, or as mandated by court order.

*(DRUG FREE WORKPLACE POLICY #4050 CONTINUED)*

3. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the District's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs, and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace.
4. Make it a requirement that each employee be given a copy of this Policy.
5. Notify the employee that, as a condition of employment, the employee will abide by the terms of the Policy and will notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
6. Notify the granting agency within ten (10) days after either receiving notice from an employee or otherwise receiving notice of such conviction.
7. Within thirty (30) days of receiving notice with respect to any employee who is so convicted, take appropriate personnel action against such an employee, up to and including termination, and/or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or Local health law enforcement, or other appropriate agency.
8. Make a good faith effort to continue to maintain a drug free workplace through implementation of all the provisions of this Policy.

Ref: RSA 193-B  
Adopted: 10/1989  
Revised: 02/1991, 09/2008

### **USE OF ALCOHOL ON SCHOOL GROUNDS POLICY #4055**

No person shall drink or have in their possession any intoxicating beverage while on school property, including school grounds.

Adopted: 11/1989

### **DRUG FREE SCHOOL ZONES POLICY #4060**

In accordance with RSA 193-B:2, it shall be unlawful for any person to manufacture, sell, prescribe, administer, dispense, or possess with intent to sell, dispense, or compound any controlled drug or its analog within a drug-free school zone at any time of the year.

In accordance with RSA 193-B:6 :

I. It shall be a violation for any person to cover, remove, deface, alter or destroy any sign or other marking identifying a drug-free zone as provided by RSA 193-B:4, I.

*(DRUG FREE SCHOOL ZONES POLICY #4060 CONTINUED)*

II. Lack of knowledge that the prohibited act as defined in RSA/193-B:2 occurred on or within 1,000 feet of school property shall not be a defense.

III. A violation of RSA 193-B:2 shall not include an act which occurs entirely within a private residence wherein no person 17 years of age or under is present.

Reference RSA 193-B:3 - The Drug-Free Zones within the Milford School District are as indicated on a published map and include the Jacques Memorial Elementary School, Heron Pond Elementary School, Milford Middle School, Milford High School, SAGE School, and Keyes Field. The map shall be posted in a prominent place in the Milford Police Station and in all schools.

Adopted: 06/1994  
Revised: 06/1995, 09/2001, 09/2008

### **FAMILY MEDICAL LEAVE POLICY #4065**

The School District will comply with the provisions of the Family and Medical Leave Act of 1993.

All Requests for such leave will be made to the Superintendent of Schools as detailed in the District

FMLA procedures.

Adopted: 08/1994

### **FIELD TRIP MEDICATIONS POLICY #4070**

The following procedure is to be followed for medication which needs to be taken by a student while on a field trip.

1. Such Medications shall be provided by the parents/guardians in a pharmacy-labeled container. Medication may be transferred by the parent/guardian and/or school nurse/designee from this container to a separate pharmacy labeled container for the purpose of school trips or school sponsored activities.
2. The quantity of medication shall be a one-day supply, whenever possible, or as small a quantity as necessary.
3. The School's Field Trip Medical Release Form must be completed by the parents/guardians in order for a student to receive medication while on a field trip.

Adopted: 07/2001

Revised: 09/2008

### **SUSPENSION AND EXPULSION OF STUDENTS POLICY #5005**

The Milford School Board establishes the following policy to ensure compliance with constitutional due process, State and Federal statutes, and New Hampshire Board of Education regulations regarding student discipline.

1. Short Term Suspensions. The Superintendent, or a representative designated in writing by the Superintendent, is authorized to suspend students from school for a period not to exceed ten (10) school days for gross misconduct, or for neglect or refusal to conform to the reasonable rules of the school.

The Superintendent/designee shall insure that due process is fully administered and that the student's parent(s)/guardian(s) are notified in writing of the reasons for the disciplinary action.

2. Long Term Suspension (in excess of ten (10) days). The Superintendent or another individual designated in writing by the School Board may, after a hearing, continue any suspension for a period in excess of ten (10) school days.

- a. This person may not be the individual who suspended the student for the first ten (10) days.
- b. The Superintendent/designee shall conduct a due process hearing prior to the imposition of a long-term suspension.
- c. Any suspension in excess of ten (10) school days is appealable to the Milford School Board,

provided the Superintendent received such appeal in writing within 10 days after the issuance of the decision being appealed. The School Board shall hold a hearing on the appeal, but may decide to either hear testimony from witnesses or rely on the record of the hearing conducted by the Superintendent (or designated individual). In the event that the School Board decides to rely on the record, it will permit both sides, or their counsel, to address the Board relative to the issues in the case. The suspension being appealed shall be enforced while the appeal is pending, unless the School Board stays the suspension while the appeal is pending.

3. Discretionary Expulsion. The Milford School Board may expel any student from school for gross misconduct; neglect or refusal to conform to the reasonable rules of the school, an act of theft, destruction, or violence as defined in RSA 193 D:1 or for possession of a weapon and/or an item that is intended to be used as a weapon.

a. The School Board shall conduct a due process hearing (as described in Section 5 below) prior to the expulsion.

b. Any such student shall not attend school until restored by the School Board.

c. Any expulsion shall be subject to review by the School Board if requested prior to the start of each school year.

d. Parent(s)/guardian(s) have the right to appeal any such expulsion to the State Board of Education.

e. Any expulsion shall be valid throughout the school districts of New Hampshire.

*(SUSPENSION AND EXPULSION OF STUDENTS POLICY #5005 CONTINUED)*

4. Mandatory Expulsion. Any student who brings or possesses a firearm as defined in Section 921 of Title 18 of the United States Code in a safe school zone as defined in New Hampshire Revised Statutes Annotated 193 D:1 without written authorization from the Superintendent of Schools or the Superintendent's designee shall be expelled from school by the Milford School Board for a period of not less than twelve (12) months.

a. The School Board shall conduct a hearing with formal due process (as described in Section 5 below) prior to imposing the expulsion.

b. The parent(s)/guardian(s) has the right to appeal any such expulsion to the State Board of Education.

c. Any student so expelled, for violation of the Federal Gun Free Schools Act of 1994, shall not be eligible to enroll in another school district in New Hampshire for the period of such expulsion.

d. The school district that expelled the student may provide educational services to the student in an alternative setting.

5. Due Process for Expulsions and Long Term Suspensions. The following due process shall apply to any hearing under Section 2 (regarding long term suspensions), Section 3 (regarding discretionary

expulsions) and Section 4 (regarding mandatory expulsions).

a. A letter shall be sent to the student and to the parent(s)/guardian(s) of the student, providing written notice of the charges against the student; an explanation of the evidence against the accused student; the purpose of the hearing; the consequences that may result from the hearing; who will conduct the hearing; and the date, time and place of the hearing. The letter shall be accompanied by a copy of this policy.

1. This letter shall not be written by an individual who will conduct the upcoming hearing. In long term suspension hearings, this letter shall ordinarily be written by the principal or assistant principal recommending a long term suspension. In expulsion hearings, this letter shall ordinarily be written by the Superintendent of Schools.

2. This letter must be delivered to the student (if student is 18 years of age or older), and parent(s)/guardian(s), in hand or by certified mail at their last known address, a reasonable time in advance of the hearing, so that the student and parent(s)/guardian(s) have sufficient time prior to the hearing to prepare a defense or reply. In a long term suspension case, this letter should be delivered at least seventy-two (72) hours prior to the hearing. In an expulsion case, this letter shall be delivered to the student and at least one parent or guardian at least five (5) days prior to the hearing.

b. The School Board shall conduct a fair and impartial hearing, allowing reasonable arguments and testimony from both parties.

c. The Board shall base its decision on fair consideration of evidence introduced at the hearing. The Board shall not suspend or expel the student unless there is substantial evidence that the  
*(SUSPENSION AND EXPULSION OF STUDENTS POLICY #5005 CONTINUED)*

accused student committed the acts, and that such acts are in fact a proper reason for a long term suspension or an expulsion.

d. No later than five (5) business days after the close of the hearing, the Board shall render a written decision and shall furnish a copy of that decision to the student and the parent(s)/guardian(s) in hand or by certified mail directed to their last known address. The written decision shall:

1. Detail disciplinary consequences.

2. Explain the grounds for the suspension or expulsion, including a citation to any specific statute or school rule prohibiting the act which the student committed.

3. Recite findings of fact identifying the offense which the student committed, explaining why the Board concluded that the student committed that offense, and explaining why the Board decided to suspend or expel the student for that offense.

4. Include a copy of Policy 5005.

5. In expulsion cases, include a statement that the student, parent(s)/guardian(s) has a right to appeal the Milford School Board's decision to the State Board of Education by

filing an appeal within twenty (20) calendar days of receipt of the Milford School Board's decision and by filing the appeal in accordance with N. H. Revised Statutes Annotated 541 A and N. H. Code of Administrative Rules Ed 200.

e. The School District shall not be required to record the hearing or provide a written transcript of the hearing. However, the School District may, and at the request of the student or parent(s)/guardian(s) shall, electronically record the hearing. Either party may, at its own expense, record the hearing.

f. The meeting shall be held in non-public session pursuant to RSA 91:A unless otherwise requested. If the student is under 18, the student's parent(s)/guardian(s) shall determine whether the hearing is public or non-public. If the parents can not agree with one another about the status of the hearing for whatever reason, the hearing shall be non-public. Students over 18 have the right to choose whether the hearing shall be public or non-public.

g. If the student is under age eighteen (18), the student together with a parent(s)/guardian(s), may waive the right to a hearing and admit to the charges. If the student is eighteen (18) years of age or older, the concurrence of the parent(s)/guardian(s) shall be unnecessary unless the student is subject to a guardianship which would prevent the student from waiving the right to a hearing.

h. The records of the hearing, including but not limited to any notices, decisions, minutes, electronic tapes, or exhibits, shall be kept by the administration on file for a period of at least three (3) years after the student graduates or leaves school.

i. If the student's suspension or expulsion is reversed on appeal, no record of the reversed suspension or expulsion shall be made a part of the student's permanent record.

*(SUSPENSION AND EXPULSION OF STUDENTS POLICY #5005 CONTINUED)*

6. Power of Superintendent to Modify Expulsions. The Superintendent of Schools is authorized to modify the expulsion requirements of Sections 3 and 4 above on a case by case basis.

7. Exceptions for Students with Disabilities. If a student is disabled under the Individuals with Disabilities Act (IDEA), the New Hampshire RSA 186 C, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special rights to disabled students, those laws shall govern and shall supersede these local policies to the extent these local policies are inconsistent with those laws.

a. The suspension of any disabled student for more than ten (10) consecutive days in a school year is a change in placement which cannot occur if the suspendable behavior is a result of the disability unless the parents consent to the change in placement. In some situations, a disabled student may be suspended for more than ten (10) days cumulatively without a change in placement if there is not a pattern of exclusion.

b. A removal of more than ten (10) days which amounts to a change in placement may be imposed on disabled student if the suspendable behavior is not a manifestation of the student's disability as determined by an IDEA or Section 504/ADA Team.

c. A student disabled under the IDEA may be removed to a forty-five (45) day interim alternative placement by a special education team for offenses involving weapons or drugs or by



an impartial due process hearing officer based on dangerousness.

d. Special education and disciplinary records must be provided for consideration to the person or persons making the final determination regarding the disciplinary action.

References:

RSA 193-D	Safe School Zones
Section 921, Title 18 of US Code	Safe School Zones
RSA 193-D:1	Definition Federal Gun-Free Schools Act
RSA 541-A:	Administrative Procedure Act
N. H. Code of Administrative Rules Ed 200	Rules of Practice and Procedures for Hearings, etc.
Individuals with Disabilities Act (IDEA)	
RSA 186-C	Special Education
Section 504 of the Rehabilitation Act of 1973	
American Disabilities Act	

Adopted: 6/1975

Revised: 6/1994, 6/1995, 10/2000, 11/2008

### **DISCIPLINE AND DUE PROCESS POLICY #5007**

Inappropriate student conduct that causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of others will not be tolerated. Students are expected to exhibit appropriate behavior.

Students will conduct themselves in a manner appropriate to their age level and maturity and with respect and consideration for the rights of others while on school district property or property within the jurisdiction of the school district; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy and the school regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

Suspension means an in-school suspension, an out-of-school suspension, and/or a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be

temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities.

Expulsion means an action by the Board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the Board.

Due process in accordance with all applicable laws will be afforded to any student involved in a proceeding that may result in suspension, or expulsion. Students expelled from school may be reinstated by the Board under the provisions of RSA 193:13. The Superintendent may modify expulsion requirements as provided in RSA 193:14, IV.

Students and parents will be notified annually of this policy.

Legal References:

RSA 193:13, Suspension & Expulsion of Pupils

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

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

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

Adopted: 5/1998

Revised: 10/2008

### **WEAPONS ON SCHOOL PROPERTY POLICY #5008**

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

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

Exceptions to this policy include the following:

1. Staff, students, or members of the public who bring in items for instructional purposes. Prior approval by the Principal along with an appropriate security plan for bringing the items to school is required.
2. Items possessed by staff that are job-related. Examples include custodians possessing pocket knives, and culinary teachers and kitchen staff possessing carving knives.

In addition, any student who is determined to have brought a firearm (as defined by 18 U.S.C. §921) to school will be expelled for not less than one year (365 days). This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law.

Weapons under control of law enforcement personnel are permitted.  
All students will receive written notice of this policy at least once each year.

Legal Reference:

18 U.S.C. § 921 et seq.  
20 U.S.C. § 7151, Gun-Free Schools Act  
RSA 193-D, Safe School Zones  
RSA 193:13, Suspension and Expulsion of Students  
NH Code of Administrative Rules, Section Ed. 317, Standards and procedures for suspension and expulsion of pupils including procedures assuring due process  
NCLB 20 U.S.C.A. § 7139 et seq

Approved: 9/1994

Revised: 6/1995, 11/2008

**STUDENT SAFETY AND VIOLENCE PREVENTION – BULLYING POLICY #5009**

**1. General Statement of Policy**

The School Board is committed to providing all students 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, which specifically identifies “bullying” as a form of student harassment. Conduct constituting bullying will not be tolerated and is prohibited by this policy in accordance with RSA 193-F.

**2. Bullying Defined**

Bullying is conduct which subjects a student 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.

**3. 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 student has been subject to “bullying”, as defined in No.2 above, shall report such incident to the Principal, or his/her designee, who shall in turn report the incident to the Superintendent.

The Principal is initially responsible for receiving oral or written reports of violations of this Policy. The Principal may designate, in writing, additional persons to receive such reports.

If the Principal received the information verbally, he/she shall write a report within twenty-four hours of receiving the information. All reports will be investigated by the Principal, or

designee, and the Incident Findings Report (Student Safety and Violence Prevention Reporting Form) forwarded to the Superintendent.

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.

#### **4. Investigation**

The Superintendent shall direct the Principal, or designee, to investigate reports of bullying.

#### **5. 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.

*(STUDENT SAFETY AND VIOLENCE PREVENTION – BULLYING POLICY #5009 CONTINUED)*

#### **6. Notice of Policy**

The Superintendent shall provide notice to students and staff of this policy through appropriate references in the student and employee handbooks or through other responsible means.

#### **7. Discipline**

If it is determined, after investigation, that a student has engaged in bullying conduct that student 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 accord with applicable School Board Policy and legal requirements.

Adopted: 06/2001  
Revised: 11/2008

#### **USE OF VIDEO SURVEILLANCE ON SCHOOL PROPERTY #5010**

The School Board authorizes the use of video surveillance equipment on District property in order to ensure the safety and welfare of all students, staff, and visitors on District property and to safeguard District facilities, grounds, and equipment. The Superintendent/designee will approve appropriate locations for surveillance equipment, though such devices are not to be placed, under any circumstances, in bathrooms and locker rooms.

Signs shall be posted in school buildings to provide notice that cameras may be in use. Parents and students may also be notified through student/parent handbooks.

Students will be held responsible for violations of school rules should they be recorded on surveillance cameras. Recordings containing evidence of a violation of school rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by

the Superintendent/designee. In cases where violations are being investigated, the following may review the recordings after being expressly authorized by the Superintendent/designee:

Superintendent/designee

Business Administrator

Building Administrator

Director of Buildings and Grounds

Law Enforcement Officers

Parents

In the event the recording is used as part of a disciplinary proceeding, such recording may become part of a student's educational record. Should the parents/guardians wish to view the recording as part of a subsequent disciplinary hearing, the Superintendent/designee shall take steps to ensure that the privacy rights of others, whether involved in the disciplinary incident or not, are protected.

In general, the District shall retain video recordings until they are erased either through routine deletion or by copying over with a new recording.

References:

RSA 570-A:2

Family Educational Rights and Privacy Act (FERPA)

Adopted: 6/2011

## **SEARCHES OF STUDENTS, STUDENTS' PROPERTY, AND SCHOOL OWNED PROPERTY** **POLICY #5011**

I. Searches of Students and Students' Property: A student is subject to search by District staff if reasonable grounds exist to suspect that evidence of a violation of the law or school rules will be uncovered. Except for emergency or unique situations, searches will be conducted by school administrators.

A. Establishing Reasonable Grounds: The following review of the basis for search should occur before conducting a search:

1. Identify a) the student's suspicious conduct, behavior, or activity; b) the source of the information; and c) the reliability of the source of the information;
2. If suspicion could be confirmed, would such conduct be a violation of the law or school rules?

B. Conducting Searches of Individuals. If the principal/designee determines that reasonable grounds exist to search a student's clothing, personal effects, desk, locker, assigned storage area or automobile, a search may be conducted. All searches will be conducted in as private a manner as possible by authorized school officials, and when appropriate in the presence of the accused students. All searches will be conducted by at least two school officials, one of which must be the same sex as the person to be searched.

1. School officials may search a student by asking the student to remove all items from his/her pocket(s), handbag, backpack, gym bag, and the like.
2. A pat-down search of a person may be conducted by a school official of the same sex on the basis of reasonable suspicion that such person may be in possession of contraband.

*(SEARCHES OF STUDENTS, STUDENTS' PROPERTY, AND SCHOOL OWNED PROPERTY POLICY #5011 CONTINUED)*

3. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search.
4. If a student refuses to cooperate in a search, the student will be detained until the student's parents or guardians consent to a search. If the parent or guardian cannot be reached in a reasonable time, or if the parent/guardian refuses consent, the principal may contact the police department for assistance with the search.
5. Students will not be physically detained unless school officials deem them to be a danger to themselves or others.
6. If school officials suspect that a search or investigation will result in a serious criminal offense, then the school official will contact the police department for assistance.

## II. Locker and Other School Property Searches.

A. Lockers, desks, and storage areas are the property of the school district, not the student. The users of lockers, desks, and other storage and compartment areas have no reasonable expectation of privacy from school employees as to the contents of those areas. Such areas 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 anything that should not be at school. When assigned a locker, desk, or storage area, a student shall be responsible for its proper care.

B. Administrative inspections may be conducted at any time for the purpose of locating misplaced library books, textbooks or other school property or to ensure that all lockers, desks, or storage areas are being kept clean and free from potential health or safety hazards.

C. School staff shall report a student's suspicious activity to the principal prior to initiating a search, except in emergency situations when the risk of harm to students or staff demands immediate action.

D. During a search of student lockers, desks, etc., if the school official conducting the search discovers any container within the locker which may conceal contraband, the container may be searched according to the District's procedure governing searches of students and their property. A "container" for the purpose of this policy may include, but is not limited to, an article of clothing, a handbag, backpack, gym bag, or any other item within which contraband material may be concealed.

E. The District may determine reasonable grounds for a search by using appropriately placed cameras that are duly noted to the public, metal detectors, and by the use of trained canines in cooperation with appropriate law enforcement agencies.

III. Search of Student Vehicles on School Property. Students recognize that parking their vehicles on school property is a privilege and not a right. As part of this privilege, school officials may search a student's vehicle while parked on school property if the official has reasonable suspicion that a violation of school rules or the law exists. Students consent to having their vehicles searched by parking in school parking lots.

*(SEARCHES OF STUDENTS, STUDENTS' PROPERTY, AND SCHOOL OWNED PROPERTY POLICY #5011 CONTINUED)*

In situations when student's vehicles are parked on public property and school officials have reasonable suspicion that a violation of law exists, those officials will notify law enforcement authorities.

Adopted: 11/2007

Revised: 11/2008

**BEHAVIOR MANAGEMENT #5012**

Disciplinary action will focus both on consequences and on improving inappropriate behavior. The Superintendent shall set forth procedures for the management of student behavior designed to maintain an environment conducive to learning. Student conduct that disrupts instruction or impacts the rights of others may be cause for disciplinary action, including suspension.

No teacher, administrator, student, or other person will subject a student to corporal punishment or condone the use of corporal punishment by any person under his or her supervision or control.

Permission to administer corporal punishment will not be sought or accepted from any parent, guardian, or school official.

Physical restraint is authorized when needed to protect the safety of the individual student and/or other students and employees. Documentation of any incident requiring such restraint will be provided to the Principal.

Legal Reference:

*RSA 627:6, II, Physical Force by Persons With Special Responsibilities*

Adopted: 12/2008

Revised: 9/2010

**Use of Physical Restrain #5013**

**A. Introduction:**

The Milford School District authorizes staff members to use physical restraints in limited situations. Physical restraint will be used only when the physical action of a student creates a substantial risk of harm to self or others, and/or, as a last resort, when all other positive interventions have failed or the level of immediate risk prohibits exhausting other means.

Persons implementing a restraint will use extreme caution and the least amount of physical strength necessary to protect the student. The use of physical intervention should not exceed that necessary to avoid injury. The degree of physical restriction employed must be in proportion to the circumstances of the incident and the potential consequences. School administration may elect to contact the local law enforcement agency for support if necessary.

A physical restraint of a student will be conducted in a manner consistent with the techniques prescribed in the District approved training program. The purpose of the restraint is to assist the student to regain emotional stability. It should last only as long as is necessary to accomplish this. To the extent possible, it will be conducted in such a way as to preserve the confidentiality and dignity of all involved.

Physical restraint should be carried out by trained persons authorized by the Superintendent/designee. Untrained staff is limited to physically intervening by using the minimal amount of physical contact with the student to protect the student and ensure the safety of others until trained staff is available. Untrained staff should request assistance from trained staff as soon as possible.

**B. Definitions:**

1. Physical restraint occurs whenever a staff member physically restricts a child's movement against his or her will. Physical restraint is a temporary measure to be used only when necessary to facilitate care, welfare, safety, and security for all.

“Restraint” shall not include:

- a. Holding a child to calm or comfort the child, holding a child's hand or arm to escort the child safely from one area to another, or intervening in an ongoing assault or fight.
- b. Brief periods of physical restriction by person-to-person contact, without the aid of medication or mechanical restraints, accomplished with minimal force and designed either to prevent a child from completing an act that potentially would result in physical harm to himself or to another person, or to remove a disruptive child who is unwilling to leave an area voluntarily.
- c. Physical devices, such as orthopedically prescribed appliances, surgical dressings and bandages, and supportive body bands, or other physical holding when necessary for routine physical examinations and tests or for orthopedic, surgical, and other similar medical treatment purposes, or when used to provide support for the achievement of functional body position or proper balance or to protect a person from falling out of bed, or to permit a child to participate in activities without the risk of physical harm.
- d. The use of seat belts, safety belts, or similar passenger restraints during the transportation of a child in a motor vehicle.
- e. The use of force by a person to defend himself or herself or a third person from what the actor reasonably believes to be the imminent use of unlawful force by a child, when the actor uses a degree of such force which he or she reasonably believes to be necessary for such purpose

2. Substantial risk is the serious, imminent threat of bodily harm where there is the ability to enact such harm. Substantial risk shall exist only if all other less restrictive alternatives to diffuse the situation have been exhausted and have failed, or the level of risk prohibits exhausting other means.

3. Trained staff are those individuals who successfully complete and stay current in a training program that results in acquisition of skills in preventing restraints, evaluating risk of harm in an individual situation, use of approved techniques and monitoring the effect of the restraint.

4. Parent shall mean the student's parent(s), legal guardian(s), surrogate parent(s) or student over the age of 18.

### **C. Risks of Restraint:**

All restraints involve some risk. This may include injury, including in rare instances death, to the person being restrained and/or to staff. For this reason, it is essential that staff be trained in appropriate techniques that minimize risk. There is also the risk of psychological impact in using restraints. An individual's past experience may cause unanticipated responses. For some students, the restraint may be a positive reinforcer of the behavior. In addition, staff should be conscious of individual perceptions, experiences, and cultural orientation and recognize that for some students any touching may be unwelcome and misinterpreted despite good intention. In these situations, touching the student may evoke an extreme and intense response and make the use of restraint more dangerous for both student and staff.

### **D. Training:**



The District shall identify personnel to be trained in the use of prevention strategies and physical restraint procedures. Efforts will be made to apply physical restraint only as a last resort. The District will notify all new personnel working in programs where the use of physical restraint is “anticipated” of the Policy and Procedures for the Use of Physical Restraint. Staff will receive ongoing training to maintain the requirements of the training program chosen by the District.

**E. Processing the Incident:**

Immediately after the student has restored emotional and behavioral control, a staff member not involved with the incident shall examine the student to ascertain if any injury has been sustained during the restraint. The individuals involved with the incident will complete a Notification of Use of Restraint Form no later than the end of the following school day. The staff member involved with the restraint will have the opportunity to meet with his/her supervisor after the incident. The purpose is to have staff process the incident, look at what could have been done to prevent the restraint and look at other options. The student, with assistance from staff, will process the event at the earliest appropriate time.

**F. Informed Decision Making:**

If the District anticipates that the use of physical restraint will be a necessary standard intervention for a student, a written plan for that student shall be developed. When the use of physical restraint is included within the plan, the Physician of the child must sign off that it is safe to use, the parent/guardian must agree to the plan, and be provided with a copy of the Policy and Procedure for the Use of Physical Restraint. The parent/guardian will be asked to share relevant information with school personnel, including but not limited to medical, health, psychological considerations, past experiences, patterns of behavior that may signal an imminent situation and/or de-escalation techniques that have proven to be successful. Whenever staff becomes aware of a medical condition, it is their responsibility to work with the parent/guardian to identify viable modifications/alternatives. To the extent possible, the District will collaborate with the parent to identify appropriate and effective techniques for supporting student behavior. Ultimately, it is the responsibility of the District to provide for the safety of all students. The general welfare and safety of both the student and others must be considered at all times. In dangerous situations where the student can cause serious, probable and imminent bodily harm to himself/herself or others, restraint may be used.

**G. Documentation and Reporting Requirements:**

1. All restraints must be documented.
2. Appropriate personnel will use the following protocol after each incident:
  - a. The school principal will be notified as soon as possible.
  - b. The school principal or designee will verbally notify the parents as soon as possible, but no later than 24 hours after the restraint occurred. Efforts will be made to notify the parent(s) prior to the end of the day. The principal or designee will update the parent on the student’s current emotional state and discuss strategies to assist the parent(s) in dealing with any residual effects of the incident.
  - c. An incident report will be completed no later than the end of the following school day and given to the school principal or designee.
  - d. The incident report will be given to the parent no later than the following school day after submission to the school principal or designee after the use of restraint.
  - e. A copy of the report will be placed in the student’s confidential file and sent to the Superintendent within 5 school days.

f. Unless prohibited by court order, the Superintendent/designee shall, within 2 business days of receipt of the notification required in the above paragraph, send by first class mail to the child's parent(s) the information contained in the notification/report.

#### **H. Review Process:**

The District shall review and update the Policy and Procedures for the Use of Physical Restraint based on governmental requirements and licensing standards.

Reference: RSA: 126-U

Adopted: 4/11

#### **5014 Hazing 5014**

No person associated with any organization sanctioned by the School District shall engage in or be associated with hazing, nor shall any such person participate in any secret fraternity or organization that is related to a District-sanctioned activity.

Student hazing means any act directed toward a student, or any coercion or intimidation of a student, to act or participate in, or submit to any act, when:

- 1) Such act is likely, or would be perceived by a reasonable person, as likely to cause physical or psychological injury to any person; and
- 2) Such act is a condition of initiation into, admission into, continued membership in, or association with any organization, even if the student willingly participates in the activity.

Hazing is further defined as an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation, admission, or affiliation with any organization sanctioned by the District.

“Endanger the physical health” shall include, but is not limited to, such physical acts as whipping, beating, branding, exposure to elements, forced consumption of food, alcohol, or drugs, or any forced physical activity, outside of that associated with acceptable athletic conditioning appropriate to the sport, that could adversely affect the physical health or safety of an individual.

“Endanger the mental health” shall include any activity which would subject the individual to mental stress such as sleep deprivation, exclusion from social contact, or any forced activity that would affect the dignity of the individual.

Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion for students and termination for employees. All incidents of hazing should be reported to school authorities. The Superintendent/designee shall report to local law enforcement officials incidents of reported hazing to which he/she has knowledge.

References:

RSA 631:7

NH Administrative Rules, Ed 306.04

Adopted: 6/2011

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References:

RSA 631:7

NH Administrative Rules, Ed 306.04

Adopted: 6/2011

### **STUDENT RECORDS AND ACCESS POLICY #5020**

The Superintendent shall develop such procedures as are necessary to comply with the Federal Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), and other applicable statutes governing student records.

The Principal of each school will be the custodian of all student records for that school.

Students and parents will have access to their school records. The school will notify parents and adult students annually of the following:

1. The type of records kept.
2. The procedure for inspecting and copying records.
3. The right for interpretation.
4. The right to challenge data thought to be erroneous, the procedures for correcting or expunging erroneous data or inserting a rebuttal statement.
5. The right to lodge a complaint with the U.S. Department of Education if mandates are not adequately implemented.

Additionally, the district will notify parents annually of the district's policy on the collection or use of personal information collected from students for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose, including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure or use.

The education records or school records include all materials directly related to a student that a school maintains. Records and notes maintained by a teacher, administrator, school physician, therapist, or school psychologist for his/her own use, and which are not available to others are exempt from this definition.

The school will require a prior written consent before information other than directory information may

be divulged to third parties. An exception to this rule exists for school district employees who have legitimate interests in viewing the records, as well as officials in other schools, which the student seeks to enroll. A school district in which a student is enrolled or is in the process of enrolling in may request the student's education records from any district in which the student was formally enrolled to ascertain safety issues in incoming students and ensure full disclosure. The records, including the student's disciplinary records, will be forwarded to the requesting district within three (3) business days. Disciplinary records shall include but not be limited to all information that relates to a student assaulting, carrying weapons, possessing illegal drugs, including alcohol, and any incident that poses a potential dangerous threat to students or school personnel. Disciplinary records shall ensure appropriate confidentiality of all individuals.

*(STUDENT RECORDS AND ACCESS POLICY #5020 CONTINUED)*

When the schools transfer records to new educational institutions, the schools must notify parents of the transfer and of their right to review and contest the material. An exception exists for material under court order. Parents must be notified of such order prior to release. The district may disclose, without the consent or knowledge of the eligible student or parent, personally identifiable information in the educational records of a student to the Attorney General of the United States or his/her designee in response to an ex parte order in the connection with the investigation or prosecution of terrorism crimes. The district is not required to record such disclosure of information and is protected from liability for disclosing such information in good faith.

**Requests for Student Records From the School Board.**

Requests for access to student records must come from the Board Chair and must have been voted upon by the entire Board. Requests from individual board members to view student records will be denied. Such requests should be in writing. Any request from the Board to view or access student records must state and include a legitimate educational interest. "Legitimate educational interest" refers to any authorized interest or activity undertaken in the name of the school district. Board access to student records must be necessary or appropriate to the operation of the school district or to the proper performance of the educational mission of the Board.

**Military Recruiters/Institutions of Higher Learning.**

Military recruiters or institutions of higher learning shall have access to approved directory information, unless a secondary student or the parent of the student requests that such information not be released without prior written parental consent. The district shall notify parents of the option to make such a request and shall comply with any requests received. The school administrator may make the determination of when the recruitment meetings are to take place and reserves the right to deny such meeting where the holding of such meeting will materially and substantially interfere with the proper and orderly operation of the school.

Legal References:

RSA 91-A:5, Access to Public Records

Public Law 90-247, Family Educational Right to Privacy Act of 1974

Public Law 104-191, Health Insurance Portability and Accountability Act of 1996

No Child Left Behind Act, §9528

Adopted: 3/1976  
Revised: 12/2008

### **NOTIFICATION AND DISCLOSURE OF DIRECTORY INFORMATION POLICY #5025**

In accordance with the Family Educational Rights and Privacy Act (FERPA), directory information is defined as follows: a student's name, address, telephone number, date of birth, and grade level; a student's parent's and/or guardians' names and address; a student's participation in school activities; a student's diploma, certificate, and awards; the height and weight of members of athletic teams.

The Milford School District will comply with all state and federal laws regarding the disclosure of student information as described in Policy 5020. Specifically, this information will be released to organizations that will not profit from it and/or will bring value to our students. This includes such organizations as the Parent-Teacher Organizations and school Booster Clubs. Directory information will also be released, unless parents/guardians notify the school otherwise, to newspapers and media, school yearbooks and school newspapers, activity programs, and the District or school's website. Parents will have the opportunity at the beginning of the school year to notify the schools of their desire not to have directory information released.

No directory information shall be released to individuals, organizations, and companies for the purpose of commercial profit.

Ref: RSA 189:29-a  
Adopted: 9/1980  
Revised: 11/1982, 1/1986, 6/1995, 3/2009

### **STUDENT RECORDS POLICY #5030**

Complete and accurate records of student's attendance and scholarship shall be permanently maintained by the District in paper copy in fire resistant files, vaults, or safes, and/or stored electronically. A schedule for the retention and disposition of original records and information shall be established. Access to all students' records and information shall be governed by written procedures designed to protect individual rights and to preserve the confidential nature of various types of records.

Examples of records to be maintained include:

1. Birth Certificate: A birth certificate or other legal evidence of birth is required of all children not previously enrolled in the public schools.
2. Record from previous school: Pupils entering from other schools should present evidence of attendance, grade placement, and academic achievement in the previous school.
3. Attendance Records: Daily attendance records are kept in the register provided.
4. Individual Pupil File: Individual files for each pupil are maintained and are kept confidential.
5. Withdrawal or Transfer Records: Withdrawal or transfer of any pupil is recorded in the register.

*(STUDENT RECORDS POLICY #5030 CONTINUED)*

All other information contained in students' records shall be considered confidential and shall be released only to parents and students eighteen years of age or older. Data may also be released to authorized individuals, organizations and agencies provided the data is collected in a way that prevents the disclosure of personally identifiable information.

The rights of parents and students who are eighteen years of age or older regarding access to student records are defined in the Family Educational Rights and Privacy Act (FERPA).

Ref: RSA 91-A:5, III

Adopted: 2/1973

Revised: 6/1975, 6/1995, 5/1998, 3/2009

**LOST BOOKS AND MATERIALS POLICY #5045**

The School Principal/designee will develop and implement collection procedures from students and others responsible for lost or damaged school books and materials. Except for unique circumstances, it is expected that full replacement value of the book will be received. Such collected funds will be processed through the Business Administrator's office for accountability purposes.

Adopted: 6/1975

Revised: 3/2009

**CHILD ABUSE REPORTING POLICY #5090**

It is the policy of the Milford School District that any teacher or other school employee who suspects that a child's physical or mental welfare may be adversely affected by abuse or neglect shall report to the Division of Children and Youth Services and gives the following information:

1. Name, address, age, and sex of student
2. Name and address of parent or caretaker
3. Name and address of the person allegedly responsible for abuse and neglect, if known
4. The name of siblings who may be in danger, if known
5. The nature and extent of injuries or description of neglect

It is not the responsibility of the school employee to prove that the child has been abused or neglected or to determine whether the child is in need of protection.

An abused child is a child under the age of eighteen (18) who has been sexually molested or exploited, been psychologically injured so that said child exhibits symptoms of emotional problems generally recognized to result from consistent maltreatment or neglect, or been physically injured by other than accidental means.

Neglect means the failure to provide necessary food, care, clothing, shelter, or medical attention for a child's physical, mental, and emotional health.

School personnel, who in good faith make a report of suspected child abuse or neglect, have immunity for any liabilities, civil or criminal. The good faith of the reporter is presumed.

*(CHILD ABUSE REPORTING POLICY #5090 CONTINUED)*

The Division of Children and Youth Services Bureau of Child and Family Services is the State agency mandated to receive and investigate reports of suspected child abuse to determine whether or not abuse is occurring. This responsibility DOES NOT lie with the school.

All citizens of New Hampshire are mandated to make an oral report of any suspected child abuse immediately to the Bureau of Child and Family Services, New Hampshire Division for Children and Youth Services, a branch of the Department of Health and Human Services. School Personnel are specifically identified as mandated reporters.

Such an oral report is to be followed within forty-eight (48) hours by a written report, if requested, to the Bureau.

Schools must allow trained Bureau caseworkers and law enforcement personnel to enter school facilities, interview students, and audio or video tape the interview without the consent or notification of the parent or parents of a child if there is suspicion that the child has been abused or neglected.

Schools must allow the investigating caseworker from the Bureau to take, or cause to be taken, photographs and/or x-rays of children's injuries who are subjects of a child abuse report. Such photographs or x-rays may be taken without the consent of the child's parents or guardians. The Bureau may request and shall receive any assistance and information from schools that will enable it to fulfill its obligations to complete an investigation into alleged child abuse.

Persons willfully failing to report are guilty of a misdemeanor, which, under New Hampshire law, can mean a sentence of up to a year in jail and a \$1,000 fine.

Under State "right to know" laws, parents maintain the right of access to information compiled in their child's school records. However, it is also the school's right to withhold certain information which identified either the person who made the report or those who cooperated in a subsequent investigation, if the school believes the release of this information would be detrimental to the safety and interest of the reporting person.

Ref: RSA 169C – Child Protect Act

Adopted: 5/1978

Revised: 7/1985, 6/1994, 4/2009

**MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE MILFORD POLICE  
DEPARTMENT AND MILFORD SCHOOL DISTRICT POLICY #5095**

It is the intention of the Milford Police Department and the Milford School District to work in a joint cooperative effort to provide a safe school environment for student, staff and visitors. We intend to do this in compliance with New Hampshire RSA 193-D, Safe School Zone, and RSA 193-B, Drug-Free School Zone.

Communication and sharing of information is the importance to any cooperative effort. As required by law, it is agreed that every school employee who has witnessed, or who has information from the victim of or a witness to an act of theft, destruction, or violence in a safe school zone shall immediately report such act immediately to a supervisor. A supervisor receiving such report shall immediately forward such information to the school principal who shall file it with the Milford Police Department. Such report shall be made by the Principal to the Milford Police Department immediately, by telephone or otherwise, and shall be followed within 48 hours by completion of Ed Form 317.

Ed Form 317, required above, shall be waived by law enforcement officials when there is a law enforcement response at the time of the incident which results in a written police report.

It is further agreed that simple assault involving students in kindergarten through grade 12 need not be reported to the police. In these circumstances, parents of all students directly involved will be notified by telephone and confirmed by letter. The letter shall describe the incident and the school district's response to the incident.

New Hampshire RSA 193-D:7 relieves school employees of concerns regarding confidentiality and reads:

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

Nothing contained in this memorandum is intended to limit the events that may be reported to the police department or to limit school employees from requesting police assistance on matters not referred to in this memorandum.

The Police Department and the School District agree to provide their employees with copies of this memorandum of understanding. The parties further agree to maintain regular and open communication to evaluate the effect of this memorandum and to suggest improvements and adjustments that may be necessary.

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Chief of Police



## **5100 NATIONAL COMPETITION DONATION GUIDELINES 5100**

### **1. Introduction**

The Milford School Board encourages individual students and school sponsored student groups to enter state competitions, and to then enter national competitions when eligible based on the results of the state competitions. The Board may authorize partial funding by the District for the expenses associated with national competitions according to the following guidelines. The remaining costs to attend the national competition need to come from team fund-raising or through personal funding. The Board specifically reserves the right to fund more or less than the amounts indicated by the guidelines depending on budgetary constraints or other factors that may to be considered at the time of request. The Board reserves the right to provide no funding at its sole discretion.

### **2. General Guidelines**

The Board will authorize District funding of \$500 per team or group, or 10% of the total eligible costs needed to be raised, not to exceed \$1500.00, whichever is higher. In no case shall the donation exceed the total expected cost of the trip.

### **3. Eligible Expenses**

Expenses that are eligible for consideration include transportation costs, meals expense, over-night accommodations, competition entrance fees, and other related expenses. Costs for reasonable and educational side trips may be included. For example, if the national competition is being held in Washington D.C., then costs for additional day(s) to visit the Smithsonian would be eligible, while costs for an extra day to go to an amusement park would not be eligible.

Eligible costs are only those that are associated with team or group members, their coaches or leaders, and a reasonable number of chaperones. The appropriate number of chaperones may vary depending on the type of the trip, the location of the trip, and the age group of the student participants. Costs for parents, siblings, relatives, or friends who also choose to go on the trip are not eligible for consideration.

### **4. Request Format**

Requests for donations towards trip expenses shall be submitted in writing to the Superintendent, who will then present it to the Board. The request shall provide a brief overview of the trip listing the itinerary, including any side trips. There shall be a trip budget that details the expected costs for the various categories of expense. The names of the eligible people and their roles shall be included.

Adopted: 9/2010

## **INTERNET POLICY #7065**

### **Computers and Computer Networks**

The Milford School District offers students and staff access to school computer systems and the Internet for School District purposes as an educational or work related resource. The use of computer technology and Internet access is an integral part of the mission of the Milford School District. Users are expected to follow all guidelines stated below as well as those given verbally by the staff or administration, and to demonstrate ethical behavior that is of the highest order in using the network facilities. For purposes of this policy, "user" means any person authorized to access the School District's computer systems or networks including, but not limited to, the Internet. Users are also expected to realize that the opportunity to use the network goes "hand in hand" with the responsibility to use the computers and the Internet properly. Access is a privilege, not a right, and that access requires responsibility.

During school, teachers will guide students toward appropriate materials. Teachers and staff will monitor the use of computers and the Internet to the best of their abilities. Administrators, or their designees, may review files and communications (including electronic mail) to ensure that users are using the system responsibly. Users should not expect that files stored on servers or disks will always be private.

Activities not permitted include, but are not limited to:

1. Sending or displaying offensive messages or pictures (“If you cannot wear it on a tee shirt in school, it is not allowed on a District’s computer screen”);
2. Using obscene language;
3. Harassing, insulting or attacking others;
4. Damaging computers, computer systems or computer networks;
5. Violating copyright laws;
6. Using others’ passwords;
7. Trespassing in others’ folders, work or files;
8. Intentionally wasting limited resources;
9. Conducting business related activities;
10. Engaging in illegal activities;
11. Loading or downloading screensavers, games, graphics/multimedia utilities, or other prohibited software applications on to school computers;

### **Access to the Internet**

Access to the Internet will enable students and staff to explore thousands of libraries, databases, and bulletin boards while exchanging messages throughout the world via the Internet. Email will be available for staff and for collaborative student projects. Within the guidelines of the Children’s Internet Protection Act, freedom of speech and access to information will be honored.

The District uses a content filtering package prescribed by and compliant with the Children’s Internet Protection Act (CIPA) to block obscenity, porn and other sites deemed harmful to minors. CIPA mandates specific strategies to prevent adverse computer and Internet use by school-age children. Schools using E-Rate monies must comply or lose those dollars.

#### *(INTERNET POLICY #7065 CONTINUED)*

1. The District installed filtering software to be eligible for federal E-rate funds.
2. Filtering is not 100% effective and the district makes no guarantee that all objectionable material will be blocked.
3. The filter may block legitimate material, requiring a student to access it elsewhere or perhaps not discover it at all.
4. The District has no control and is not privy to which sites are blocked.

The Milford School District believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, outweigh any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

In addition to the rules for general computer use stated above, the following rules apply to accessing the Internet:

1. The use of the Internet by students is for research and other educational purposes as assigned by a teacher.
2. "Hacking" of any kind is not allowed.
3. Do not sign up for any promotions, catalogs, leave messages, or anything else on the Internet that requires your name or anyone else's name and/or address, age, or other personal information.

### **Policy Violations**

Any actions that might harm the computer equipment, software, data, another user, or the Internet, or that show disregard for the proper procedures set up for network access WILL NOT be tolerated. The Milford School District reserves the right to refuse access to the Internet to anyone when it deems it necessary in the public interest. Violation of this policy will result in a temporary or permanent ban on computer or Internet use. Additional disciplinary action may be added in line with existing practice on inappropriate language or behavior, including termination of employment of School District employees or contractors. When applicable, police or local authorities may be involved. Further, any users of the School District's computer systems or networks who intentionally violate the District's policy and who intentionally damage the computer system or network shall assume legal and financial liability for such damage.

Approved September 9, 1996

Revised May 15, 2000, January 22, 2002, May 6, 2002

