

# WELCOME TO THE JACQUES MEMORIAL SCHOOL



PARENT INFORMATION  
FOR THE SCHOOL YEAR  
2016 - 2017

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## WELCOME

This handbook contains the policies, procedures, and services that are used to make each child's school year 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

Miss Nancy Maguire, Principal  
Ms. Elizabeth Dunham, Curriculum Coordinator

Phone: 673-4434  
Absence Line: Extension 1  
Nurse: Extension 2  
Guidance: Extension 3  
Special Ed: Extension 4  
Kitchen: Extension 5

Fax: 249-0009  
[www.jms.milfordk12.org](http://www.jms.milfordk12.org)

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

Mr. Robert Marquis, Superintendent of Schools  
Mr. Michael Tenters, Director of Curriculum and Instruction  
Mrs. Jennifer Burk, Business Administrator

## School Board Members

Mr. Ron Carvell  
Mr. Paul Dargie, 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 8:15 a.m. to 2:45 p.m. Morning kindergarten hours are 8:15 a.m. to 11:05 a.m., and afternoon kindergarten hours are 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 are considered tardy and 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 THE SCHOOL OFFICE AND MAY BE ASKED TO SHOW ID.** 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 the school bus or carpool. **There is no parking on site during drop off and pick up times.**

### Morning student drop off

Parents should use the loop in front of Bales if dropping off students in the morning. Do not pass other cars in the loop. There is no parking permitted in the loop. Parents should 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.

### Volunteer Guidelines

Background checks are required for any volunteer who will have unsupervised time with children. All volunteers will be required to sign the Jacques Memorial School Parent Volunteer Guidelines.

### Field Trip Chaperones

Volunteers acting as field trip chaperones will be required to complete the following in advance of the trip:

- Volunteer application
- Emergency contact form
- Policy sign off sheets

One background check will cover a volunteer for an entire school year. During subsequent school years, the volunteer would be required to submit an updated application and updated emergency contact form.

Please note that chaperones who will spend unsupervised time with students will be required to have a background check completed at the SAU.

### **Student Transportation to/from school sponsored events, field trips and athletic activities**

Students attending school events, athletic events and/or field trips sponsored by the school which require students to be transported to and from the event/field trip shall be required to take the same mode of transportation home from the events.

Parents may drive their own children home after a field trip, school sponsored event or athletic event, however the Milford School District's policy #2315 regarding Student Transportation Management must be followed. A number of requirements must be met in order to receive prior written authorization from the Superintendent/designee. The requirements include but are not limited to; proof of valid insurance, valid vehicle inspection, valid operator's license, valid vehicle registration, a criminal record check, and written permission from the parent/guardian of each child being transported.

Requests for written prior authorization must be made to the Superintendent/designee at least one week prior to the day of the event, field trip, or athletic event to allow for processing of the required information. Requests made the day of an event cannot be honored unless in the case of an emergency. Parents that provide transportation for children other than their own without written prior authorization of the Superintendent/designee do so at their own risk, expense and liability.

### **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 are not aligned. 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 half day absences - Call home by school official

After 20 half 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**

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

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

This policy of non-discrimination is applicable to all persons employed or served by the District. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the grievance procedure.

This policy 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 Individuals with Disabilities Education Act (IDEA of 2008), The Civil Rights Restoration Act of 1991, and the Americans with Disabilities Act of 1991, and the laws of New Hampshire pertaining to non-discrimination.

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, the Special Education Director, English for Speakers of Other Languages (ESOL) 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 students' 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 house 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 a student's 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. Parents or guardians will be called to pick up their child from school for the following reasons:

1. Vomiting
2. Diarrhea
3. Temperature 100 degrees or over
4. Breathing difficulties (i.e.: asthma if no medication available or not relieved by prescribed medication or according to Asthma Action Plan)
5. Injury requiring further evaluation
6. On the advice of the nurse for any student feeling unwell and unable to participate in the current activities/curriculum

Parents will be expected to pick up their child within a reasonable amount of time. If parents are unavailable to pick up their child within the reasonable time frame, the parents will be expected to designate an alternate adult for pick up and to notify the nurse.

In a medical emergency, the school will call 911 and the parent(s).

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.milfordk12.org](http://www.milfordk12.org) by clicking on the District Policies link located under the School Board tab, or by contacting the school office.

### **HEAD LICE**

Head lice are certainly a nuisance, but they are not a health concern. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. Please be aware that state guidelines have changed. The school nurse does not conduct whole class head checks, nor do we routinely notify parents of a case in their child's classroom. Teachers will send students to the nurse exhibiting any signs or symptoms of lice (constant scratching of head). The nurse will notify parents as soon as possible if lice or nits are seen and can advise parents of different treatments.

**GENERAL MEASURES:** As a part of your routine hygiene, you might consider completing once-a-week head checks at home. This is especially important if your child interacts with various groups of children throughout their day (e.g., after-school care programs, gymnastics, dance, scouts, religious education classes, sports where helmets may be shared, sleepovers, etc.). Please realize that on any given day, a case of lice may be present in our school. Parents are not required to report to the school, and we are not always made aware that a student has been treated.

Help us to educate your child about head lice and how they are transmitted. Lice do not jump or fly. They crawl from head to head by direct contact only. Therefore, it is important to teach your children to maintain their own "personal space" (e.g., not to bunch up in learning groups or in line and not to share headgear, hats, scarves, etc.). Discuss the subject of lice in an open and matter-of-fact manner. If you are calm, your children will also be calm. Additionally, they will feel less stigmatized if a case of lice affects your family and more compassionate if a case affects a friend or classmate.

## **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 within 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 RSA 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 or conduct of the school will not be permitted. For example, shirts containing inappropriate/suggestive language and/or graphics, halter tops, tube tops, over-sized muscle shirts and 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. Students wearing any type of platform shoes or any type of sandals or flip flops will not be allowed on the playground structure, 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 lap) 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:

Amy Densmore, Co-President

[amydensmore4@yahoo.com](mailto:amydensmore4@yahoo.com)

Melissa Howard, Co-President

[melissa.howard@microsoft.com](mailto:melissa.howard@microsoft.com)

### **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.

### **School insurance**

A student accident insurance plan is offered to all school children. Notices can be downloaded on the District website [www.milfordk12.org](http://www.milfordk12.org) or call the office for more information. 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 sometimes 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.milfordk12.org](http://www.milfordk12.org).

Parents and Grandparents are welcome to join us. Please call 673-4434 ext. 5 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 healthy eating. The lunch program makes every effort to provide healthy and satisfying foods for our students. A variety of whole grains such as wheat, oats, bran, barley, and rice are used. Beef, pork, chicken, and turkey are used 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% lowfat milk or 1% chocolate milk.

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

Parents must contact the school nurse, Jaime Morin, at 673-4434 to discuss their child's food allergy. Accommodations for allergies can be made by Food Service only upon receipt of the written acknowledgement from a child's physician on the form 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 to ensure payments are not lost. We accept cash, personal checks, or checks sent directly to us on a regular basis from your bank account. Checks should be made out to Jacques Memorial Elementary School. Alternatively, parents can set up an account through EZSchoolPay.com (information on setting up an account is on the website or available in the main office), which will allow parents to add money to a child's account and also monitor what he/she is purchasing through the meal program. 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.** 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 notice, money should be sent in the next day. **Please make checks payable to the Milford School District.** Checks can be mailed to:

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

TO CHECK YOUR CHILD'S BALANCE, PLEASE CALL THE FOOD SERVICE OFFICE AT

673-4434 X 2, OR EMAIL ROCIO JOHNSON AT [RJOHNSON2@SAU40.COM](mailto:RJOHNSON2@SAU40.COM).

**Prices 2016 - 2017**

Hot lunch w/milk \$2.30 daily, \$11.50 weekly, 20 lunches \$46.00

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 3308 if you have any questions, and 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 of 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 any time during the school year if assistance is needed. If your family is a state of New Hampshire food stamp recipient, 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 Cathy Casali at 673-4201 ext 3308 or Jennifer Burk, Business Administrator/Food Service Director at 673-2202 for assistance.

**HOMELESS YOUTH**

The 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 run away 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.
- 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.milfordk12.org](http://www.milfordk12.org) 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

RSA 200:40, Emergency Care

NH Code of Administrative Rules, Section Ed 306.04(a)(2), School Safety

NH Code of Administrative Rules, Section Ed 306.04 (d), School Safety Procedures

Adopted: 5/2011

### **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 Healthy Hunger-Free Kids Act of 2010 (Pub. L. 111-296) and the State of New Hampshire *Minimum Standards for School Approval (Ed 306.02, Ed 306.04, and Ed 306.11)*, 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: 10/2009, 11/2014

## **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 purposes. 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, Readiness, 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 Recorders**

Video cameras may be used on school buses to monitor student behavior. Audio recordings in conjunction with video recordings may also be captured on school buses, in accordance with the provisions of RSA 570-A:2.

Notification of such recordings is hereby established in this policy. 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 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 \$5,000 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 \$5,000 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, 1/13

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

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

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

This policy of non-discrimination is applicable to all persons employed or served by the District. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the grievance procedure.



This policy 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 Individuals with Disabilities Education Act (IDEA of 2008), The Civil Rights Restoration Act of 1991, and the Americans with Disabilities Act of 1991, and the laws of New Hampshire pertaining to non-discrimination.

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, the Special Education Director, English for Speakers of Other Languages (ESOL) Coordinator, or the Superintendent of Schools.

Ref: RSA 186:11, XXXIII

RSA 275:71

Adopted: 1/1976

Revised: 9/1978, 12/1978, 3/1989, 3/1995, 8/1997, 9/1997, 6/2007, 10/2012,  
10/2014.

### **COOPERATION AND RESPECT #2402**

Milford School District employees are expected to be cooperative and respectful in their interactions with their fellow employees, students, parents and community members.

No employee of the District shall in any way, directly or indirectly, be uncooperative or disrespectful to, or cause disharmony among, fellow employees, students, parents and community members.

Adopted: August 1974

Revised: March 1989, 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 or school activities or responsibilities, is prohibited by State and Federal law and will not be tolerated by the Milford School District.

#### **SEXUAL HARASSMENT**

Federal and State law prohibit sexual harassment. Sexual harassment includes unwelcomed 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.

References: RSA 354-A:7 Unlawful Discriminatory Practices.

Revised: 4/1996, 4/2007, 6/2012

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

### **Definitions**

The following words and phrases, as used in this Policy, shall have the following meanings:

Being in “Contact” with pupils means providing educational or other services to the District in an area where pupils are present.

“Regular Contact” with pupils means being in Contact with pupils: (1) on a daily basis for any period of time; or (2) regularly, once or twice a week, including but not limited to an art, music, or physical education teacher; or (3) as a substitute teacher being in Contact with pupils on a limited basis)

“Unsupervised Contact” with pupils means being in Contact with pupils when there are no other District employees present.

### **Background Investigation**

Per RSA 189:13-a, the Superintendent shall conduct a thorough investigation into the past employment history and other applicable background of any person considered for employment with the District. This investigation shall be completed prior to making an offer of employment. The Superintendent shall develop a background investigation protocol for use in conducting a background investigation and shall keep a written record of all background investigations which have been conducted.

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

### **Criminal Records Check**

Per RSA 189:13-a, each person age 18 or older considered for employment by the District shall submit to a criminal history records check. This includes, but is not limited to, former District employees who had previously resigned a position and are returning to the same or a different position.

Volunteers who will be in Unsupervised Contact with students shall also submit to a criminal history records check.

Contractors shall submit to the Superintendent a written verification that a background investigation and a successful criminal history records check has been conducted for all personnel who are in Unsupervised, Regular Contact with pupils.

The Superintendent is responsible to establish all necessary internal procedures relative to the initiation and completion of the criminal history records check.

Any person, with the exception of unpaid volunteers and Milford School District students, for whom the Board requires a criminal history records checks shall pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for the criminal

history records checks, unless otherwise determined by the Board.

#### Conditional Employment

Any person who is offered conditional employment, as described in RSA 189:13-a, by way of individual contract or other type of letter of employment, will have clearly stated in such contract or letter of employment that his/her contract and continuation of employment is entirely conditioned upon the completion of a criminal history records check which is satisfactory to the District. All persons employed under a conditional offer of employment may be covered under the District's health insurance and benefits programs. However, any such coverage will immediately cease and will not be subject to extension under COBRA, if the Board does not tender the person a final offer of employment by reason of application of this Policy.

#### Final Offer of Employment

A person who has been extended a conditional offer of employment, as outlined above, may be extended a final offer of employment upon the successful completion of a criminal history records check. When this final offer is accepted, the person shall be entitled to membership in applicable collective bargaining units subject to the requirements of RSA 273-A and shall immediately be covered by the terms and conditions of the collective bargaining agreement.

No person with a conditional offer of employment shall be extended a final offer of employment if such person has been convicted of any of the offenses, listed in RSA 189:13-a, V, or any of the following offenses: manufacturing, selling, administering, dispensing or distributing any controlled substance(s); or sexual misconduct.

In addition to the items listed above, a person may be denied a final offer of employment if he/she has been convicted of ANY felony. Such determination will be made by the Board on a case-by-case basis.

When the District receives a criminal history records check on a particular person which it finds unsatisfactory, the Superintendent shall dismiss said person within twenty-four (24) hours of the receipt of such report, excluding Saturdays, Sundays, or legally recognized holidays.

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

#### Additional Criminal Records Checks

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

References:

RSA 189:13-a

RSA 273-A

Adopted: November 1997

Revised: October 1998, November 1998, December 1998, June 2002, June 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**

School-aged children enrolled in the District must attend school in accordance with all applicable state laws and Board policies

#### **Absences Defined:**

The School Board recognizes that absences from school may be necessary under certain circumstances. The Board recognizes two general types of absences; excused and unexcused. School officials determine whether a student's absences are excused or unexcused.

In general, the following are considered excused absences:

1. Absences due to illness, medical/dental appointments, or family emergencies.
2. Absences related to bereavement.
3. Religious reasons.
4. Waivers approved by the Superintendent under RSA 193:1, I
5. Other good cause as deemed acceptable by the Principal/designee.

In the event of a student's absence due to illness, bereavement, or religious observance, parents must contact the school and inform the school of the student's reason for absence. The Principal/designee may require parents/guardians to provide additional written documentation in support of their notice.

If parents/guardians wish for their child to be absent for reasons other than those listed above, the parent/guardian must provide a written explanation of the reason for the absence and the length of time the student will be absent. The Principal/designee shall make a determination as to whether the request meets good cause. Should the Principal/designee not authorize the request, the parents/guardians may appeal to the Superintendent.

## **Truancy:**

- Truancy is an unexcused absence as determined by the School Principal/designee.
- Ten half days of unexcused absence during a school year constitute habitual truancy.
- Half day absences shall be defined as a student missing more than two hours of school time but less than three and one half hours of school time.
- Full day absences shall be defined as missing more than three and one half hours of school time.
- The Principal/designee is responsible for managing truancy within the school building.

## **Intervention Process:**

1. When a student has accumulated six half-days of unexcused absences, the Principal/designee shall contact the parent/guardian to discuss the reasons for non-attendance.
2. When a student has accumulated eight half-days of unexcused absence, the Principal/designee shall contact the parent/guardian and request a meeting to discuss the matter and to develop an intervention plan to prevent further unexcused absences. The intervention plan may include an investigation into the causes of the truancy and strategies to prevent further truancy. The Principal/designee shall provide to the parent/guardian copies of RSA 193:1 and consequences should the student reach ten unexcused half-days. The Principal/designee shall also provide notice to the truant officer of the possibility of habitual truancy and may include the officer at the meeting with the parent. The Principal/designee will also consider whether the school record keeping practices and notification to parents or guardians of the child's absences have an effect on the child's attendance.
3. When a student has accumulated ten half-days, a truancy report shall be formally filed with the truant officer and the Principal/designee may report the situation to the New Hampshire Division of Child, Youth, and Family Services (DCYF). Parents/guardians shall be notified by certified mail.

## **Parental Notification:**

The Principal shall ensure that parents and guardians are notified of this policy by including it annually in the school's student/parent handbook.

## References:

HB 154  
RSA 189:34, II  
RSA 189:35-a

Adopted: 2/1973

Revised: 5/1975, 8/2001, 11/2010, 1/2014.

## **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 and Health Education program for students. It is expected that all students will participate in Physical Education and Health 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 in Physical Education classes upon receipt of a notice from a licensed physician. Temporary excuses from physical education participation may be granted by the principal/designee on a daily basis. The Principal may require a written request from the parents/guardians.

Parents/guardians who do not want their child to participate in particular Physical Education or Health Education classes for religious reasons are allowed to have their child opt out of such instruction upon written request to the principal. Alternate assignments will be provided to the

student.

Adopted: 2/1973

Revised: 6/1975, 9/2001, 1/2008, 9/2010

### **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.

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.

Revised: 06/1995, 06/2004

### **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 brought to and from school by parents or guardians (or students if 18 years or older) with a written order from a health care provider, contained in a properly labeled pharmacy bottle, and accompanied by a parent permission form (unless the student is 18 years or older). Regardless of the age of the student, all prescription medications will be brought to the school nurse for safe storage, except for those prescriptions listed in number 4 below.
3. Prescription medications, parent permission, and new health care provider orders must be supplied to the school nurse at the start of each school year. All forms must be received prior to administration of medicine during the current school year. This includes all daily, short term and emergency medications. The result of non-compliance to supply the Health Office with the above requirements will be at the discretion of the Principal after consultation with the School Nurse. School nurses are to notify parents of students who require medication of the need to secure new orders prior to June 1<sup>st</sup> of the preceding school year. Principals shall also provide notification through student/parent handbooks.
4. 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, is on file in the health office.
5. Unused prescription medications shall be brought home at the end of the school year by the parent or guardian or by students 18 years and older. 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.

### **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, 12/2012

### **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.

**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.

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) |
| <b>2nd offense</b> | Three (3) day Suspension                  |
| <b>3rd offense</b> | 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.
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.

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.

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 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

- 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.
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**

### **I. Definitions of Bullying:**

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

- (a) Physically harms a pupil or damages the pupil's property;
- (b) Causes emotional distress to a pupil;
- (c) Interferes with a pupil's educational opportunities;
- (d) Creates a hostile educational environment; or
- (e) Substantially disrupts the orderly operation of the school.

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

**2. Cyberbullying.** Cyberbullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying. Electronic devices include, but are not limited to telephones; cellular phones; computers; and pagers that are able to transmit instant messages, text messages, and websites.

### **II. Statement Prohibiting Bullying or Cyberbullying of a Pupil:**

The Board is committed to providing all pupils a safe and secure school environment. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyberbullying will not be tolerated and is prohibited.

The District reserves the right to address bullying and, if necessary, impose discipline for bullying that:

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

### **III. Statement of False Accusations and/or Prohibiting Retaliation:**

#### **False Accusations:**

A student found to have wrongfully and intentionally accused another of bullying shall be subject to disciplinary consequences and/or interventions designed to address the behavior.

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

#### **Reprisal or Retaliation:**

The District shall discipline and take appropriate action against any student, volunteer, or employee who retaliates against any person who makes a good faith report of alleged bullying or against any person who participates in a proceeding relating to such bullying. The District shall take appropriate action for any individual who engages in reprisal and/or retaliation in accordance with applicable law, Board policy, and applicable collective bargaining agreements. Students who engage in this act may be subject to discipline up to and including expulsion. Employees who engage in this act may be subject to discipline up to and including termination of employment. Volunteers may be subject to exclusion from school grounds.

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

If the alleged victim or any witness expresses to the Principal/designee or other staff member that he/she believes he/she may be retaliated against, the Principal/designee shall develop a process or plan to protect that student from possible retaliation. Such plans may include warnings, rearranging of class schedules, and eliminating privileges, and other similar strategies.

### **IV. Protection of all Pupils:**

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

### **V. Disciplinary/Intervention Consequences for Violations of This Policy:**

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

### **VI. Distribution and Notice of This Policy:**

#### **Staff and Regular Volunteers:**

All staff and contracted school bus drivers shall be provided with a copy of this policy annually through staff handbooks. The Superintendent shall ensure that all school employees and regular volunteers receive annual training on bullying and related District policies.

#### **Students and Parents:**

All students and parents shall be provided with a copy of this policy annually through



student/parent handbooks.

Students shall participate in education programs which describe expectations for student behavior and emphasize an understanding of harassment, intimidation, and bullying of students, the District's prohibition of such conduct, and the reasons why the conduct is unacceptable. Students shall also be informed of the consequences of bullying conduct toward their peers.

The District shall also provide educational programs for parents and guardians for the purpose of preventing, identifying, responding to, and reporting incidents of bullying.

### **VII. Procedure for Reporting Bullying:**

The Principal/designee shall be responsible for receiving complaints of alleged violations of this policy.

#### **Student, Parent, Volunteer, and Visitor Reporting:**

1. Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the Principal/designee. If the student is more comfortable reporting the alleged act to a person other than the Principal/designee, the student may tell any school district employee or volunteer about the alleged bullying.
2. Although students, parents, volunteers and visitors may report anonymously, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.
3. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

#### **Staff Reporting:**

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

### **VIII. Procedure for Internal Reporting Requirements:**

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

**IX. Notifying Parents/Guardians of Alleged Bullying:**

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

**X. Waiver of Notification Requirement:**

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

**XI. Investigation Procedures:**

1. Upon receipt of a report of bullying, the Principal/designee shall, within 5 school days, initiate an investigation into the alleged act. If the Principal/designee is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another District employee to conduct the investigation.
2. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, separately and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.
3. If the alleged bullying was in whole or in part cyberbullying, the Principal/designee may ask students and/or parents to provide the District with printed copies of e-mails, text messages, website pages, or other similar electronic communications. The District will conform to its policy number 5011, Searches of Students, Student's Property and School Owned Property.
4. A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
5. Factors the Principal/designee or other investigator may consider during the course of the investigation include, but are not limited to:
  - Description of incident, including the nature of the behavior;
  - How often the conduct occurred;
  - Whether there were past incidents or past continuing patterns of behavior;
  - The characteristics of parties involved, (name, grade, age, etc.);
  - The identity and number of individuals who participated in bullying behavior;
  - Where the alleged incident(s) occurred;
  - Whether the conduct adversely affected the student's education or educational

environment;

- Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
- The date, time and method in which parents or legal guardians of all parties involved were contacted.

6. The Principal/designee shall complete the investigation within 10 school days of receiving the initial report. If the Principal/designee needs more than 10 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the Principal/designee shall notify in writing all parties involved of the granting of the extension.

7. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include recommended remedial steps necessary to stop the bullying and a written final report to the Principal/designee.

## **XII. Response to Remediate Substantiated Instances of Bullying:**

Students and/or staff members facing discipline shall be afforded all due process required by law. Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or retaliation may range from interventions up to and including expulsion of students and dismissal from employment for staff members. Consequences for a student who commits an act of bullying or retaliation shall be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

## **XIII. Reporting of Substantiated Incidents to the Superintendent:**

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

## **XIV. Communication with Parents upon Completion of Investigation:**

1. Within two school days of completing an investigation, the Principal/designee shall notify the students involved in person of the results of the investigation.
2. Within two school days, the Principal/designee shall notify by telephone the parents/guardians of the alleged victim and alleged perpetrator of the results of the investigation. Such notification shall be followed in writing within five school days.
3. In accordance with the Family Educational Rights and Privacy Act and other law concerning student privacy, the District will not disclose educational records of students including the discipline and remedial action assigned to those students and the parents of other students involved in a bullying incident.

## **XVI. Use of Video and/or Audio Recordings in Student Disciplinary Matters:**

In accordance with RSA 570-A, Wiretapping and Eavesdropping, Section 570-A:2, and with Milford School Board Policy 2315, Student Transportation Management, Section 3, the District

reserves the right to use such audio and/or video recordings on District property, including school buses, to ensure the safety and welfare of all, and to be used when applicable, as part of student discipline proceedings.

**XVII. School Officials:**

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

Reference: RSA 193-F

RSA 570-A

Public Hearing relative to RSA 570-A:2, Video and Audio Recording on School Buses was held on November 1, 2010

Adopted: 06/2001

Revised: 11/2008, 11/2010

**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.

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.

1. 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.
2. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search.
3. 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.
4. Students will not be physically detained unless school officials deem them to be a danger to themselves or others.

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.

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 Restraint #5013**

A. Definitions:

1. “Restraint” means bodily physical restriction, mechanical devices, or any device that immobilizes a person or restricts the freedom of movement of the torso, head, arms, or legs. It includes mechanical restraint, physical restraint, and medication restraint used to control behavior in an emergency or any involuntary medication. It is limited to actions taken by persons who are school or facility staff members, contractors, or otherwise under the control or direction of a school facility.
2. “Restraint” shall not include:
  - a. Brief touching or holding to calm, comfort, encourage, or guide a child, so long as limitation of freedom of movement of the child does not occur.
  - b. The temporary holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a child to stand, if necessary, and then walk to a safe location, so long as the child is in an upright position moving toward a safe location.
  - 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 and the actor does not immobilize a child or restrict the freedom of movement of the torso, head, arms, or legs of any child.
3. “Medication restraint” occurs when a child is given medication involuntarily for the purpose of immediate control of the child’s behavior.
4. “Mechanical restraint” occurs when a physical device or devices are used to restrict the movement of a child or the movement or normal function of a portion of his or her body.
5. “Physical restraint” occurs when a manual method is used to restrict a child’s freedom of movement or normal access to his or her body.

6. "Seclusion" means the involuntary placement of a child alone in a place where no other person is present and from which the particular child is unable to exit, either due to physical manipulation by a person, a lock, or other mechanical device or barrier. The term shall not include the voluntary separation of a child from a stressful environment for the purpose of allowing the child to regain self-control, when such separation is to an area which a child is able to leave. Seclusion does not include circumstances in which there is no physical barrier between the child and any other person or the child is physically able to leave the place. A circumstance may be considered seclusion even if a window or other device for visual observation is present, if the other elements of this definition are satisfied.

#### B. Procedures for Managing the Behavior of Students:

The Superintendent/designee is authorized to establish procedures for managing the behavior. Such procedures shall be consistent with this policy and all applicable laws. The Superintendent/designee is further authorized to establish any other procedures necessary to implement this policy and/or any other legal requirements.

#### C. Circumstances in Which Restraint May Be Used:

Restraint will only be used to ensure the immediate physical safety of any person when there is a substantial and imminent risk of serious bodily harm to the student or others.

Restraint will only be used by trained school staff. 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. The District shall identify personnel to be trained in the use of prevention strategies and physical restraint procedures. Staff will receive ongoing training to maintain the requirements of the training program chosen by the District.

Restraint will not be used as punishment for the behavior of a student.

Restraint will not be imposed for longer than is necessary to protect the student or others from the substantial and imminent risk of serious bodily harm.

No period of restraint of a student may exceed 15 minutes without the approval of a supervisory employee designated by the director to provide such approval. No period of restraint of a student may exceed 30 minutes unless an assessment of the mental, emotional, and physical well-being of the student is conducted by a trained and authorized employee.

#### D. Circumstances in Which Seclusion May Be Used:

The School Board recognizes the statutorily imposed conditions of seclusions and hereby adopts those conditions as defined by RSA 126-U:5-b, Conditions of Seclusion.

##### I. Seclusion may only be imposed in rooms which:

- a) Are of a size which is appropriate for the chronological and developmental age, size, and behavior of the children placed in them.



- b) Have a ceiling height that is comparable to the ceiling height of the other rooms in the building in which they are located.
- c) Are equipped with heating, cooling, ventilation, and lighting systems that are comparable to the systems that are in use in the other rooms of the building in which they are located.
- d) Are free of any object that poses a danger to the children being placed in the rooms.
- e) Have doors which are either not equipped with locks, or are equipped with devices that automatically disengage the lock in case of an emergency. For the purposes of this subparagraph, an “emergency” includes, but is not limited to:
  - 1. The need to provide direct and immediate medical attention to a child.
  - 2. Fire.
  - 3. The need to remove a child to a safe location during a building lockdown.
  - 4. Other critical situations that may require immediate removal of a child from seclusion to a safe location.
- f) Are equipped with unbreakable observation windows or equivalent devices to allow the safe, direct, and uninterrupted observation of every part of the room.

II. Each use of seclusion shall be directly and continuously visually and auditorially monitored by a person trained in the safe use of seclusion.

Seclusion may only be used when a student’s behavior poses a substantial and imminent risk of physical harm to the student or others.

Seclusion will be used only by trained school staff.

Seclusion will not be used as a form of punishment for the behavior of a student.

#### E. Prohibition of Dangerous Restraint Techniques:

The School Board recognizes and hereby prohibits the user of “dangerous restraint techniques” as defined in RSA 126-U:4, Prohibition of Dangerous Restraint techniques. No school or facility shall use or threaten to use any of the following restraint and behavior control techniques:

##### I. Any physical restraint or containment technique that:

- a) Obstructs a child’s respiratory airway or impairs the child’s breathing or respiratory capacity or restricts the movement required for normal breathing;
- b) Places pressure or weight on, or causes the compression of the chest, lungs, sternum, diaphragm, back, or abdomen of a child;
- c) Obstructs the circulation of blood;

- d) Involves pushing on or into the child's mouth, nose, eyes, or any part of the face or involves covering the face or body with anything, including soft objects such as pillows, blankets, or washcloths; or
- e) Endangers a child's life or significantly exacerbates a child's medical condition.

II. the intentional infliction of pain, including the use of pain inducement to obtain compliance.

III. the intentional release of noxious, toxic, caustic, or otherwise unpleasant substances near a child for the purpose of controlling or modifying the behavior of or punishing the child.

IV. Any technique that unnecessarily subjects the child to ridicule, humiliation, or emotional trauma.

F. Reporting Requirements and Parental Notification:

I. In the event restraint or seclusion is used on a student, the building principal/designee will, within 24 hours, verbally notify the student's parents/guardian of the occurrence.

The building principal/designee, will within 5 business days after the occurrence, submit a written notification/report to the Superintendent/designee. The notification shall contain all the requirements and information as mandated by RSA 126-U:7,II, Notice and Record-Keeping Requirements.

II. A facility employee or school employee who uses restraint, or if the facility employee or school employee is unavailable, a supervisor of such employee, shall, within 5 business days after the occurrence, submit a written notification containing the following information to the director or his or her designee:

- a) The date, time, and duration of the use of restraint.
- b) A description of the actions of the child before, during, and after the occurrence.
- c) A description of any other relevant events preceding the use of restraint including the justification for initiating the uses of restraint.
- d) The names of the persons involved in the occurrence.
- e) A description of the actions of the facility or school employees involved before, during, and after the occurrence.
- f) A description of any interventions used prior to the use of the restraint.
- g) A description of the restraint used, including any hold used and the reason the hold was necessary.
- h) A description of any injuries sustained by, and any medical care administered to, the child, employees, or others before, during and after the use of restraint.

- i) A description of any property damage associated with the occurrence.
- j) A description of actions taken to address the emotional needs of the child during and following the restraint incident.
- k) A description of future actions to be taken to control the child's problem behaviors.
- l) The name and position of the employee completing the notification.
- m) The anticipated date of the final report.

The Superintendent/designee may develop a reporting form or other documents necessary to satisfy these reporting requirements.

Unless prohibited by court order, the Superintendent/designee will, within 2 business days of receipt of the notification required in the above paragraph, send by first class mail to the child's parent/guardian the information contained in the notification/report. Each notification/report prepared under this section shall be retained by the school for review in accordance with state board of education rules and the department of health and human services rules.

If a school employee has intentional physical contact with a student in response to a student's aggressive misconduct or disruptive behavior, the building principal/designee will make reasonable efforts to inform the student's parent/guardian as soon as possible, but no later than the end of the school day or the time of the return of the child to the parent/guardian, whichever is earlier. The building principal/designee will also prepare a written report of the incident within five business days of the incident. The report will include information required under RSA 126-U:7,V, Notice and Record-Keeping Requirements.

In any case requiring notification under paragraph IV, the school or facility shall, within 5 business days of the occurrence, prepare a written description of the incident. Such description shall include at least the following information:

- a) The date and time of the incident.
- b) A brief description of the actions of the child before, during, and after the occurrence.
- c) The names of the persons involved in the occurrence.
- d) A brief description of the actions of the facility or school employees involved before, during, and after the occurrence.
- e) A description of any injuries sustained by, and any medical care administered to, the child, employees, or others before, during, or after the incident.

#### G. Transportation: (RSA 126-U:12)

The school district will not use mechanical restraints during the transportation of children unless case-specific circumstances dictate that such methods are necessary.

Whenever a student is transported to a location outside the school, the Superintendent/designee will ensure that all reasonable and appropriate measures consistent with public safety are made to transport or escort the student in a manner which:

1. Prevents physical and psychological trauma;
2. Respects the privacy of the child; and
3. Represents the least restrictive means necessary for the safety of the child.

Whenever a student is transported using mechanical restraints, the Superintendent/designee will document in writing the reasons for the use of the mechanical restraints.

Reference: RSA: 126-U, Limiting the Use of Child Restraint Practices

Adopted: 4/11

Revised: 1/15

### **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

### **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.

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 parents 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 students' 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.

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. 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 important in 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 preschool 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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**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:

- a. 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");
- b. Using obscene language;
- c. Harassing, insulting or attacking others;
- d. Damaging computers, computer systems or computer networks;
- e. Violating copyright laws;
- f. Using others' passwords;
- g. Trespassing in others' folders, work or files;
- h. Intentionally wasting limited resources;
- i. Conducting business related activities;
- j. Engaging in illegal activities;
- k. 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.

- a. The District installed filtering software to be eligible for federal E-rate funds.
- b. Filtering is not 100% effective and the district makes no guarantee that all objectionable material will be blocked.
- c. The filter may block legitimate material, requiring a student to access it elsewhere or perhaps not discover it at all.
- d. 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