

Colebrook Academy & Elementary School



2021 -2022 STUDENT HANDBOOK

**27 Dumont Street
Colebrook, NH 03576
603-237-4801**

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REPORTING ABSENCES 24/7 Message Line: 237-4801 x 0

CONTACTS	Name	PHONE
Principal	Kimberly Wheelock	237-4801 x 1104
Principal Administrative Assistant	Jessica Dagesse	237-4801 x 1102
Assistant Principal	Ron Patterson	237-4801 x 1106
College & Career Counselor	Tia Cloutier	237-4801 x 1105
Guidance Counselor	Amy Caron	237-4801 x 1107
Student Assistance Counselor	Val Rella	237-4801 x 1109
Guidance Administrative Assistant	Anna Britton	237-4801 x 1103
Nurse & Health Director	Devon Phillips	237-4801 x 1101
Food Service Director	Deb Boivin	237-4801 x 1217

COLEBROOK SCHOOL BOARD

Brian LaPerle —Chairman
 John Falconer—Vice Chairman
 Deb Greene
 Tanya Young
 Nathan Lebel
 Craig Hamelin
 Michael Pearson

SAU #7 SUPERINTENDENT OF SCHOOLS – Dr. Debra Taylor

2021-2022 Calendar

School Administrative Unit #7 2021-2022 School Year Calendar								
	Administrative Day / No School							Early Release
	Holiday / No School / Offices Closed							First & Last Day of School
	No School / Offices Open							
July 2021								
S	M	T	W	T	F	S		
				1	2	3		
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30	31		
July 4: Independence Day July 5: Independence Day (OBS)								
August 2021 (2)								
S	M	T	W	T	F	S		
1	2	3	4	5	6	7		
8	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30	31						
August 26: Admin Day August 30: First Day of School								
September 2021 (20)								
S	M	T	W	T	F	S		
			1	2	3	4		
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28	29	30				
September 3 and 6: Labor Day								
October 2021 (20)								
S	M	T	W	T	F	S		
					1	2		
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		
31								
October 7: Early Release October 8: Admin Day								
November 2021 (18)								
S	M	T	W	T	F	S		
	1	2	3	4	5	6		
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	30						
November 5: End of Quarter 1 November 11: Veterans Day November 24-26: Thanksgiving Recess								
December 2021 (16)								
S	M	T	W	T	F	S		
			1	2	3	4		
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28	29	30	31			
December 8: Early Release December 23-31: Holiday Recess December 25: Christmas Day								
January 2022 (19)								
S	M	T	W	T	F	S		
						1		
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31							
January 1: New Year's Day January 13: End of Quarter 2, Semester 1 January 14: Admin Day January 17: Civil Rights Day								
February 2022 (19)								
S	M	T	W	T	F	S		
		1	2	3	4	5		
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28							
February 2: Early Release February 28-March 4: Winter Recess								
March 2022 (18)								
S	M	T	W	T	F	S		
		1	2	3	4	5		
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30	31				
February 28-March 4: Winter Recess March 17: Early Release March 18: Admin Day								
April 2022 (16)								
S	M	T	W	T	F	S		
					1	2		
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		
April 1: End of Quarter 3 April 25-29: Spring Recess								
May 2022 (21)								
S	M	T	W	T	F	S		
1	2	3	4	5	6	7		
8	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30	31						
May 30: Memorial Day								
June 2022 (11)								
S	M	T	W	T	F	S		
			1	2	3	4		
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28	29	30				
June 15: End of Quarter 4, Semester 2, Last Day of School, and Early Release (subject to change if school cancellations occur)								

Bell Schedule

CAES BELL SCHEDULES FOR 2021-22

PERIOD	Regular Day	Early Release		Delayed Start	
	55 minute periods 25 minute lunches 3-HS 30 minute lunch K-2 2 minute passing time	10/7, 12/8, 2/2, 3/17 25 minute periods 25 minute lunches 2 minute passing time HS/MS Flex when not in lunch			delayed starts may be called by the superintendent for emergencies or weather and are rare
Students Can Enter The Building	7:35	NO end of the day ES special (regularly 1:39 - 2:34)		NO Breakfast Served	
8 minute warning & Announcements	7:50	Students Can Enter The Building	7:35	NO AM Pre-School	
Breakfast & Homeroom	until 7:58	8 minute warning & Announcements	7:50	NO AM CTCRC Courses	
1	8:00 - 8:55	Breakfast & Homeroom	until 7:58	Shortened Period 3, then regular schedule	
2	8:57 - 9:52	1	8:00 - 8:25	Attendance taken in period 3	
3	9:54 - 10:49	2	8:27 - 8:52	3	10:00 - 10:49
MS/HS MtSS	10:51 - 11:16	3	8:54 - 9:19	MS/HS MtSS	10:51 - 11:16
K-2 Lunch	10:45 - 11:16	4	9:21 - 9:46	K-2 Lunch	10:45 - 11:16
HS Lunch	11:18 - 11:43	5	9:48 - 10:13	HS Lunch	11:18 - 11:43
MS 4	11:18 - 12:13	MS Lunch	10:15 - 10:40	MS 4	11:18 - 12:13
MS Lunch	12:15 - 12:40	HS Flex	10:15 - 11:34	MS Lunch	12:15 - 12:40
HS 4	11:43 - 12:40	MS Flex	10:42 - 12:01	HS 4	11:43 - 12:40
3-5 Lunch	11:45 - 12:10	K-2 Lunch	10:42 - 11:07	3-5 Lunch	11:45 - 12:10
5	12:42 - 1:37	3-5 Lunch	11:09 - 11:34	5	12:42 - 1:37
Flex Time	1:39 - 2:34	HS Lunch	11:36 - 12:01	Flex Time	1:39 - 2:34
DISMISSAL	2:34	DISMISSAL	12:01	DISMISSAL	2:34

Progress Reports and Report Cards

PROGRESS GRADES AVAILABLE ON-LINE		
October 1, 2021		
December 10, 2021		
February 18, 2022		
May 13, 2022		
GRADES CLOSE	GRADES DUE	REPORT CARDS MAILED
November 5	November 10	November 19
January 13	January 20	January 28
April 1	April 6	April 15
June 15	June 17	After School Closes

School Mascot: Mohawk

School Colors: Green and White

Vision

The CAES school community is committed to establishing and maintaining high standards for all members to achieve and strives to provide a school culture and climate where caring, respect, collaboration, accountability, and integrity are the guiding principles.

Policy & Disclaimer

Should there be a conflict between Board policy and this handbook, the policy with the most recent date shall take precedence over all other policies. Should Board policy be enacted which alters the content of this handbook, students, parents, and staff will be notified.

Policy Code	Name of Policy
AC	Non-Discrimination, Equal Opportunity, & District Anti-Discrimination Plan
AC-E	Annual Notice of Contact Information
ACAC	Title IX Sexual Harassment and Grievance Process
BGAA	Policy Development, Adoption, and Review
EEAA	Video and Audio Recording on School Property
EFAA	Meal Charging
IHBH	Extended Learning Opportunities
IKA	Grading System
IKE	Promotion and Retention of Students
JH	Attendance, Absenteeism, and Truancy
JI	Student Rights and Responsibilities
JIC	Student Conduct
JICC	Student Conduct on School Buses
JICD	Student Discipline and Due Process
JICFA	Hazing
JICG	Tobacco Products in Facilities and on Grounds
JICI	Weapons on School Property
JIH	Student Searches & Their Property
JIH-R	Search of Students
JICJ-R	Cell Phone Contract for Students In Grades 9-12 -12
JICK	Pupil Safety and Violence Prevention - Bullying
JJA	Student Activities & Organizations
JKAA	Use of Restraints & Use of Restraints & Seclusion
JLDBB	Suicide Prevention and Response
JLF	Reporting Child Abuse or Neglect
JRA	Student Records and Access - FERPA
JLCD	Administering Medication to Students
IHBCA	Pregnant Students

Academics

Please refer to the [Program of Studies](#) on our website in the Guidance Department for details on all academic related requirements.

Parental Involvement in Education

The district recognizes that a child's education is a responsibility shared by the school and family during the entire period the child spends in school. To support the goals of the school district to educate all students effectively, the school encourages parents to be active participants in the education process.

Issues Surrounding Child Custody

It is important that families realize that even when there is divorce, separation, or other issues that require one parent to have physical custody of their child, the non-custodial parent may still be involved in their child's education.

- Parents, both custodial and non-custodial, have the rights to view their child's school records, according to the FERPA guidelines, receive school progress reports, the school calendar, school newsletters, visit the school for school related functions, participate in parent/teacher conferences, and receive notifications related to Special Education.
- We strongly encourage parents to provide the school with all legal paperwork necessary regarding custody and legal issues involving the school.
- Unless a specific court order or other legal document is on file, all natural parents have access to their child's educational records under the FERPA.
- Non-custodial parents may request a copy of their child's records, in writing with proof that they are entitled to this information. The custodial parent will be notified of the request.
- Legal custody is required for any educational decisions that may need to be made for the child.

Communication / Chain of Command

Clear, quick communication between home, school, and community is essential to a good school system. If you are concerned about any aspect of your child's education, **please follow this "chain of command."**

- a. Notify the teacher about your concerns first.
- b. If you have discussed your concerns with the teacher and are not satisfied with the response, take your concerns to the next level – the principal. The principal shall discuss the matter and possible resolutions with you.
- c. If you have discussed your concerns with the principal and are not satisfied, the next level in the chain of command is the Superintendent of Schools. The Superintendent can be reached by telephone at 237–5571, Ext. 15.

- d. If you have discussed the matter with the Superintendent and are not satisfied, the next level of appeal is the School Board. The board can be contacted through the Superintendent's Office at the telephone number above.

Medication Policy

Parents are strongly urged to administer all medications prior to the start of the school day or after school hours. If this cannot be done, the following policy is in effect: Internal medications will be dispensed or administered to students by the school nurse or designee (or under her supervision) upon the written order of the physician who has examined and prescribed them for a particular student. Parents must also sign a written consent form or provide the prescription requesting school personnel to administer the medication during school hours. **All medication must be sent to school in the original prescription container with an identification label.** The label must include the following information: name of the pharmacy, physician's name, the medication, dosage, and how to administer.

Accidents or Illness

If a student has an accident or is sick during the school day, every effort will be made to notify the parent. Parents should have an updated emergency card on file at the school **at all times**. The emergency card states where parents can be reached during the day. You must also include the names of two (2) relatives or neighbors who will assume temporary care of your child if you cannot be reached. Please include parents' full names on this card.

New Student Administration Procedure

When a new student registers at Colebrook Academy & Elementary School, a minimum of a one-day waiting period will take place before the student begins classes. This waiting period is necessary to allow the teachers involved to prepare the necessary materials for the incoming student.

Parents/Guardians are asked to follow the procedure below:

1. Parents/Guardians will need to provide the school with the child's immunization record. This needs to be checked by the school nurse BEFORE any child can enter a New Hampshire public school, as well as a copy of the child's birth certificate. In the case where parents are divorced, documentation of custody rights must be provided to the school.
2. The new student and parent/guardian will meet with the school official (administrative assistant) to fill out the registration form, sign a release so that records can be obtained from the student's previous school, receive a copy of the Parent/Student Handbook, and receive any other forms (i.e., emergency medical card, free and reduced meals forms, school insurance, etc.).
3. The new student and the parent/guardian will tour the school with a school official and meet the principal if they have not already done so.

4. The principal will notify the appropriate school staff of the student's enrollment to begin the following day.

Change of Address

If **any** of the emergency card information changes during the school year, the school should be notified **immediately**.

Student Transfers

Please notify the school when your child will be leaving Colebrook Academy & Elementary School for another school. All library books, textbooks, and school material must be returned to the school prior to leaving. The student's academic and health records will be forwarded upon receipt of a written request from the enrolling school.

Fire and Emergency Evacuation

All students will use the designated exits, if possible, in the event of a fire or emergency evacuation. Students will immediately follow the directions of their teacher and proceed out of doors and away from the building in a quiet and orderly manner. Drills will be held regularly.

School Meals Information

During the 2021-2022 school year, students may bring breakfast and/or lunch to school. This year, the meals for breakfast and lunch at school are free due to federal grants. If students don't take the breakfast or lunch for free but want a milk, the milk is 60 cents. There will be no charging of milk. Money for the milk must be sent to school the first day of each week. No Canadian money will be accepted. Checks should be made payable to Colebrook School District. Breakfast is served from 7:35-7:50 AM. No breakfast will be served after 8:00AM.

Parents are encouraged to supply a simple but nutritious snack for their child (see Wellness Policy). Snack milk is not part of the Free or Reduced Meals program.

Please be advised that only clear plastic water bottles will be allowed in school. **Only water** (non flavored; no sweeteners; non-carbonated and non-caffeinated) **will be allowed during class time**. Students may drink milk or juice during snack or lunch. Soda is not allowed at school.

School Day

Office Hours

The CAES office is available daily from 7:30-4:30 daily.

Nurses Hours

SAU #7 schools are fortunate to have a full-time RN on staff all day, every day, in each building. The school nurse is responsible for evaluating students in need and communicating with parents. In case of an emergency, 911 will be called and parents/guardians will be contacted. Parents are responsible for communicating with the school nurse regarding any medication their child is taking and/or other medical information the nurse needs to be aware of.

Arrival

Upon arrival to the school in the morning, all students are to report to their classroom for the breakfast program and to prepare for the day. There shall be no loitering in the hallways. Students walking to school shall not enter the building until 7:35 AM. If prior arrangements have been made with a teacher to obtain extra individual help a student may enter earlier than 7:35 AM.

Dismissal

Students will not be dismissed from school during school hours without written permission from the parent or guardian. The student must be signed in and out of school by the parent/guardian in the office. Any student leaving the building prior to the end of day, or at the end of the day without parent or guardians, must send in a prior written note. Notes should be in the office prior to 8:00 AM the day of the dismissal for announcement purposes.

Any student who is dismissed prior to 2:00 p.m. will be considered an early dismissal. Such students will not receive credit for a complete day of school.

Entrances & Exit Doors for Bus Riders and Private Car Riders

- K - kindergarten door
- 1-12 bussers, walkers, & drop-offs ONLY enter Dumont doors
- 1-12 walkers ONLY enter the Main Street door
- PreK- starts later at 8:00 enters Main Street door
- Parents picking students up early or late arrivers, after 7:50, enter through Dumont main doors

Delayed Start / Early Dismissal

If school is delayed or dismissed early due of bad weather or for some other emergency, local businesses and radio stations will be notified. School is rarely canceled. If school is canceled due to bad weather, the announcement will be made over the radio (103.7 and 92.9) and on television channels 3 & 9. The channel 9 website is www.wmur.com. Parents/students will also be notified using our "One Call" messaging system with details pertaining to cancellations, early dismissals and other school news. The messaging system will call all staff and students and leave a recorded message.

Student Attendance Expectations

To ensure that our students receive the maximum benefit from their years at CAES they must be in attendance as much as possible. It is to this end that this Attendance Policy is designated. Classroom activities such as discussion, group work, and visual presentations cannot be duplicated by makeup work and therefore are lost to the student.

Parents should call the school office between **7:30 and 8:30AM** to explain that their child is ill and will not be in school. There will be voicemail (**237-4801 x 0**) to record calls prior to 7:30 AM. Absences due to illness more than three (3) consecutive days will be reviewed by the administration and may require medical verification. Chronic absenteeism will be monitored by the administration and dealt with appropriately.

Attendance Policy

- a) Truancy is defined as **ten half days (five full days)** of unexcused absence. "Truancy" means an unexcused absence from school or class and "unexcused absence" is an absence which has not been excused in accordance with RSA 189:34, II(a).
- b) Students who exceed these limits may have difficulty completing academics and could be in danger of not being promoted to the next grade. School attendance is mandatory in the state of New Hampshire under State Statute RSA 193.8. If a child exceeds the allowed number of days, the matter will be turned over to the local police for a violation of the compulsory attendance law.
- c) **All absences, must follow the following guidelines in order to be excused:**

Reason for Absence	Required Documentation
Bereavement	Parent/Guardian note
College Visits	Admissions' Office verification
Court Appearance/legal obligations	Court documentation
Hospitalization	Doctor's/Licensed Practitioner's Note
Illness or injury (more than 3 consecutive days)	Doctor's/Licensed Practitioner's Note
Military Appointments	Military personnel's verification
Religious Holidays	Parent/Guardian note
School Testing	Testing Official's verification
School sponsored games/activities/clubs	Athletic Director/Advisor verification
Suspension from School	Principal/Assistant Principal verification
Dismissal by School Nurse	School Nurse verification

PRIOR approval from the administration. For extended vacations, parents need to notify the office **in writing** prior to the departure if their child will not be in school.

Administration of attendance policy

The classroom teacher's attendance records and the school register are the only basis for counting a student's absences. The principal will monitor this policy and hear appeals. Parents will be notified when a student reaches three, six, and eight unexcused days. Parents will also be notified if a student has exceeded the limit. A parent meeting with administration will be requested following six (6) non-excused days. After 8 unexcused days a parent meeting will be requested with administration and the truancy officer.

Make-Up Work

Students who absent are responsible for speaking to their teachers about missed assignments; students will have two days for every one-day absent to make up missed work All missed work is expected to be made-up, regardless of whether the absence is excused or unexcused.

Tardiness

It is critical for your child to arrive at school on time, in order to receive all of the benefits of the academic school day. Please do your part in helping your child to experience success every day by having them **arrive no later than 7:50 AM**.

Tardiness will be tracked on a monthly basis and when deemed necessary will be appropriately managed by the Assistant Principal. Parents will be contacted and a solution discussed. If tardiness continues the Assistant Principal will implement appropriate measures. All students will be held accountable to arriving on time so that the educational process will not be disrupted.

Student Automobile Use

Improper use of a motor vehicle on school grounds can have the following consequences: First offense: Warning, Second offense: detention/parent contact, Third offense: suspension of parking privileges. Driving a motor vehicle from school grounds during the school day without written authorization will be considered improper use of a motor vehicle and will be considered grounds for suspension. Parking at the school is a privilege granted by the school and the privilege will be withdrawn if it is abused. Failure to adhere to designated parking area or the departure time may result in loss of parking privileges. Inappropriate conduct while driving (spinning tires, etc.) may also result in loss of parking privileges.

Homework

Homework is a necessary part of each student's educational program. Each student must be expected to spend time in addition to scheduled class instruction to achieve satisfactory work.

Guidelines for expected time spent doing homework, based on grade level:

Kindergarten- 5 minutes

1st Grade- 10 minutes

2nd Grade- 20 minutes

3rd Grade- 30 minutes

4th Grade- 40 minutes

5th Grade- 50 minutes

6th Grade- 60 minutes

7th and 8th Grade-15 min/class

9th – 12th Grade 20 min/class

Communication between home and school is very important. If there is a problem (illness, frustration, family emergency) that prevents your child from completing homework, please contact your child's teacher.

Student Code of Conduct & Concept of Discipline

Prevention of misbehavior is the best disciplinary policy. We believe it is only fair that the school establishes “reasonable rules” and the students are given an opportunity to be aware of those rules and the consequences associated with breaking those rules.

- Most students are well behaved, know the rules, and comply with the reasonable rules of the school.
- We believe in a progressive discipline system. There are several levels of discipline.

Graduated and age-appropriate system of supports and intervention strategies, such as:

- Student conferences
- Parent conferences
- Counseling
- Peer mediation
- Restorative practices
- Instruction in conflict resolution and anger management

Graduated and age-appropriate disciplinary consequences such as:

- Restriction from extra-curricular activities
- Temporary (same day) removal from class or activity
- Detention
- In-school-suspension
- Out-of-school suspension
- Expulsion

Students who qualify for special education services will be disciplined in accordance with IDEA and NH state regulations which can be found in the procedural safeguards located on the Special Services page of the school website. All IEP, 504, and behavior plans will be followed when such plans have discipline components.

MTSS-B (Multi-Tier System of Support for Behavior)

Our school has adopted the MTSS-B practice. The purpose of this is to implement a system of support in our school and monitor/evaluate progress. The staff meets regularly to utilize data and make decisions about interventions at all tiers. Part of MTSS-B is developing consistent, school-wide expectations for student and staff behavior. These expectations, called Mohawk “**PRIDE**,” is posted in classrooms and common areas, and will focus on **P**ositivity, **R**espect, **I**ntegrity, **D**edication, and **E**xcellence.



Colebrook Academy & Elementary School PreK-3 Behavior Matrix

We expect all PreK-3 students to demonstrate PRIDE.

	Cafeteria	Bathrooms	Recess	Assemblies
P —Problem Solve	<ul style="list-style-type: none"> Look/listen for signals 	<ul style="list-style-type: none"> Visit: <ul style="list-style-type: none"> Before school Recesses 	<ul style="list-style-type: none"> Stop/talk/listen Find a caring adult 	<ul style="list-style-type: none"> Look/listen for signals
R —Respect All	<ul style="list-style-type: none"> Use soft voices Say: <ul style="list-style-type: none"> Please Thank You Excuse Me 	<ul style="list-style-type: none"> Use soft voices Give privacy 	<ul style="list-style-type: none"> Include everyone 	<ul style="list-style-type: none"> Eyes/ears on speaker
I —I Make Responsible Decisions	<ul style="list-style-type: none"> Eat your own lunch 	<ul style="list-style-type: none"> Walk-in, walk-out 	<ul style="list-style-type: none"> Hands/feet to yourself Recess Bell: <ul style="list-style-type: none"> Freeze Listen Walk 	<ul style="list-style-type: none"> Hands/feet to yourself
D —Do Your Best	<ul style="list-style-type: none"> Wait to be excused 	<ul style="list-style-type: none"> Use: <ul style="list-style-type: none"> Go Flush Wash 	<ul style="list-style-type: none"> Follow game rules Put equipment away 	<ul style="list-style-type: none"> Sit flat
E —Everyone Cares	<ul style="list-style-type: none"> Clean up/recycle 	<ul style="list-style-type: none"> Keep it clean 	<ul style="list-style-type: none"> Use kind words and actions 	<ul style="list-style-type: none"> Applaud appropriately



Colebrook Academy & Elementary School 4-12 Behavior Matrix

THE COLEBROOK IS COMMITTED TO SUPPORTING THE LEARNING AND BEHAVIOR NEEDS FOR ALL STUDENTS THROUGH
POSITIVITY, RESPECT, INTEGRITY, DEDICATION, AND EXCELLENCE!

	POSITIVITY	RESPECT	INTEGRITY	DEDICATION	EXCELLENCE
CLASSROOMS	<ul style="list-style-type: none"> Value others' opinions Have positive class participation Be helpful to others 	<ul style="list-style-type: none"> Listen actively Follow class procedures Use appropriate language 	<ul style="list-style-type: none"> Be honest Always be on your best behavior Respect substitutes Do the right thing 	<ul style="list-style-type: none"> Bring materials to class Turn in assignments on time Stay on task 	<ul style="list-style-type: none"> Always try your best Participate actively Produce quality work
COMMON AREAS (Hallways, Stairways, Cafeteria)	<ul style="list-style-type: none"> Use appropriate language Walk with traffic Be patient in lines Set good example 	<ul style="list-style-type: none"> Be polite and courteous Share the space Keep voices low; keep hands to self 	<ul style="list-style-type: none"> Avoid confrontation Respect others' property Report suspicious behavior 	<ul style="list-style-type: none"> Follow rules Have appropriate pass Get to destination quickly 	<ul style="list-style-type: none"> Encourage others to keep areas clean Be a leader Help guide new students
BATHROOMS/ LOCKEROOMS	<ul style="list-style-type: none"> Wait patiently Bathroom business only 	<ul style="list-style-type: none"> Clean up after yourself Use supplies appropriately 	<ul style="list-style-type: none"> Respect peoples' privacy Report suspicious behavior 	<ul style="list-style-type: none"> Preserve clean environment Practice good hygiene 	<ul style="list-style-type: none"> Report missing bathroom supplies, when necessary
PE/ ATHLETICS	<ul style="list-style-type: none"> Do your best Practice makes perfect Have proper footwear & ready to be involved Finish what you start Leave areas clean Exhibit good sportsmanship 	<ul style="list-style-type: none"> Use positive language Take care of equipment Listen to teachers and coaches Respect personal property and space 	<ul style="list-style-type: none"> Take responsibility for your actions Be honest Be helpful to other Play hard, but fair 	<ul style="list-style-type: none"> Be on time Follow coaches' instructions Be supportive of all team members Follow through on your commitments Keep up with studies 	<ul style="list-style-type: none"> Help others Do your best to improve your skills Model positive behavior at all times Exceed the expectations
LIBRARY/ COMPUTER USE	<ul style="list-style-type: none"> Use computers and resources appropriately 	<ul style="list-style-type: none"> Value school property Clean work area before leaving Limit unnecessary conversation 	<ul style="list-style-type: none"> Let others work without interruptions Respect others' property Follow posted rules 	<ul style="list-style-type: none"> Stay focused on the task you are to complete 	<ul style="list-style-type: none"> Help take care of resources Help others who may need assistance
ASSEMBLIES	<ul style="list-style-type: none"> Arrive at appropriate times Support school activities 	<ul style="list-style-type: none"> Be patient Use good manners Wait quietly Follow directions 	<ul style="list-style-type: none"> Respect visitors' property Be honest Turn in lost items 	<ul style="list-style-type: none"> Keep area clean Lend a helping hand 	<ul style="list-style-type: none"> Show appreciation Help motivate others
RECESS / BUS	<ul style="list-style-type: none"> Use positive or encouraging language Include others 	<ul style="list-style-type: none"> Follow bus drivers' rules Keep hands and objects in appropriate places Remain in your seat 	<ul style="list-style-type: none"> Respect others' property Report vandalism Wait your turn when entering or exiting a facility 	<ul style="list-style-type: none"> Know where your stops are Be on time Monitor your behavior 	<ul style="list-style-type: none"> Be helpful to others Represent yourself and your school in a positive manner

Major vs. Minor Behaviors

All staff members are expected to help in the maintenance of school discipline. Minor behaviors are to be dealt with in the classroom, while major behaviors should be dealt with by the Assistant Principal and/or Principal. Conduct Referral Forms will be completed for both types of behaviors. See the chart page 18 for descriptions of what behaviors are major and which are minor and possible graduated consequences.

Minor Infractions

(to be handled by the teacher or adult)

Possible consequences (including but not limited to): Warning, apology, loss of privileges, change in seating, time out, parent contact, restitution, after-school detention. **Note: Students in kindergarten through grade five may NOT lose recess time unless the incident is related to recess.**

Major Infractions

(to be handled by the assistant principal/principal)

Per our school MOU with the Colebrook Police Department, any threatening language, threatening behavior, or any violation of any State Law will be turned over to the police; however, the Board expects the Principal to use some discretion in choosing when to refer or not refer an incident to police.

Safe School Zone Referenced Policies

The Safe School Policy pursuant to RSA 193:13 **requires that the school officials report to the Colebrook Police Department** incidents of theft, vandalism, drugs/ alcohol, firearms/ other weapons, sexual acts, arson, criminal mischief, and assaults/ threats. If your son/daughter has been involved in one or more of these behaviors, the school administration will share this information with the police who may take additional action.

Restorative Practices

In the event that students misbehave and do not abide by the Student Code of Conduct, we may use the “restorative practices” approach to discipline. Restorative practices are grounded in “restorative justice,” a way of looking at wrongdoing that focuses on repairing the harm done to people and restoring the relationship rather than on disciplining offenders. Restorative practices are based on the belief that students are more likely to make positive changes in their behavior when they can work through the why of the behavior. The most critical function of restorative practices is restoring and building relationships. Students, teachers, and staff members must meet with those they have wronged, explore what happened, and make necessary amends. The restorative practices process can happen in groups as small as two and as large as a whole class.

Restorative Practices Principles

1. Restorative Practices focuses on harms rather than rules or persons and the consequent needs of victims, offenders, and communities.
2. Restorative Practices addresses obligations of the offender resulting from those harms, as well as the community’s obligations to both victims and offenders.
3. Restorative Practices uses inclusive, collaborative processes.
4. Restorative Practices involves all individuals (victims, offenders, parents, students, staff, and faculty) who have a legitimate stake in a given situation.
5. Restorative Practices seeks to put right the wrongs that have been done, so that victims feel safe and valued, and offenders feel restored to the school community.¹

Restorative Practices Process

1. Acknowledges that relationships are central to the building of the school community.
2. Must establish policies and procedures that harm and misbehavior in a way that strengthens relationships.
3. Focuses on harms done rather than rules broken.
4. Gives voice to the person who has been harmed.
5. Engages in collaborative problem solving.
6. Empowers change and growth for all involved.
7. Enhances responsibility for actions and attitudes for all involved.²

The goals of these restorative practices are that...

1. CAES will be a safe, friendly and enjoyable learning environment.
2. CAES will foster an environment where everyone feels valued, respected, and included.
3. CAES will be a school where students are motivated to learn and faculty and staff enjoy meaningful and fulfilling work.

¹ Amstutz and Mullet (2005). Restorative Discipline for Schools, pp. 25-26

² Amstutz and Mullet, pp. 26-29

Traditional Discipline for Students who do not respond to Restorative Practices Include:

Detention

Classroom Detention: Each teacher is responsible for his/her own detention. If, for disciplinary reasons a teacher assigns detention to a student, he/she is to supervise that student for the 45 minute period in his/her classroom. Students are to be given a one (1) day notice to arrange transportation before they serve detentions or the teacher may obtain parent permission to make the detention timely. **Office Detention:** Students assigned to an office detention by the administration will report to the designated location and will be expected to bring school work.

Detention of Any Kind Has Priority Over Any Other Student Commitments.

Detention will be served with a twenty-four hour notice to the student. Office or teacher detention assigned to students for disciplinary reasons take precedence over all athletic practices, games or other activities.

In School Suspension

The administration reserves the right to place a student in In School Suspension (ISS) if their behavior does not conform to school rules and restorative practices are not an option for the behavior. They may complete coursework during this time and are allowed bathroom and lunch privileges. Students will be required to hand in their powered off cell phone to the office staff for the duration of the ISS. They may not participate in or attend school activities either on or off campus the day they are in ISS.

Out of School Suspension

A student may be given an Out of School Suspension (OSS) if their behavior dictates. Students placed in Out of School Suspension may not participate in school activities either on or off campus. Students who are given an Out-of-School suspension will be provided all work missed during the suspension in accordance with RSA 193.13. They are encouraged to make up the class work they missed and their absences will not be counted towards the attendance policy. For each day of suspension, the student will have an equal time to complete assignments. Assignments will be given to a student upon their return to school unless requested sooner. Snow days do **NOT** count towards suspension days.

Examples of Disciplinary Infractions, Consequences, Progression depending on Severity

Infraction	Graduated Consequence
Inappropriate language/gestures	Verbal warning, detention, ISS / OSS suspension
Failure to treat other students with respect	Verbal warning, detention, ISS / OSS suspension
Disrespect, willful disobedience, lying, open defiance of a teacher's/principals' authority	Verbal warning, detention, suspension
Dress code violation	Verbal warning and must change into appropriate Clothing. Repeated offenses may result in alternative education
Inappropriate displays of affection (PDA)	Verbal warning, detention, parent contact
Cutting class	Detention, suspension
Student Parking/Driving Violation	Verbal warning, detention/parent contact, suspension of parking/driving privileges
Wearing hat/hoodie in school	Verbal warning, detention
Leaving school grounds once at school or any time during the school day	ISS, OSS, suspension
Throwing objects, snowballs etc.	Verbal warning, detention, suspension
Failure to attend detention	Detention time will be doubled, repeated skipping will result in ISS, then OSS
Vandalism/theft/destruction of property	Pay restitution, community service, suspension, referral to police
Cheating/Plagiarism	Zero on assignment/test detention, research academic honesty
Bus misconduct	Warning, parents notified, suspension from bus
Physical fighting or acts of violence	Up to five day suspension, mediation, parent conference, referral to police, possible expulsion
Bullying/Harassment- including cyber bullying and sexual harassment	Student/parent conference, detention, suspension, expulsion, restitution, mediation, other
Any act OR threat that causes alarm or panic to an individual or group of individuals	Long-term suspension with recommendation for expulsion, referral to police
Misuse of laptop/internet privileges	Warning, no chromebook use for one week, no chromebook use for two weeks, etc.
Disruption of school i.e. classroom/school functions	Warning, detention, suspension
Dangerous weapons	Suspension (TBD by Administration based on intent) referral to superintendent/police
Drugs/Alcohol	1st offense: 5-10 day suspension; referral to superintendent/police 2nd offense: Minimum 10-day suspension; referral to superintendent/school board for expulsion
Tobacco/Nicotine	1st offense: 2-day suspension 2nd offense: 5-day suspension 3rd offense: 10-day suspension
Cell phone/electronic devices As a privilege, students in grades 9-12 may use a cell phone at lunch time only.	1st offense: documented warning 2 nd offense: Electronic device is taken to the office and can be picked up at the end of the day after speaking with principal. 3 rd offense: Electronic device is taken to the office, parent/guardian must pick up, student will have a detention 4 th offense: Electronic device is taken to the office, a parent/guardian must pick up, the student will no longer have lunch cell phone use privilege at lunch. Further offenses will result in a day of ISS for each offense.

Bus Discipline

The School Board and staff members are very concerned about safety as we transport pupils. Cooperation from both parents and students is requested as we attempt to keep the buses safe for all concerned.

I. General rules and information:

- A. Students using bus transportation should understand that the school bus is an extension of the school all school rules and regulations that pertain to student conduct in the schools are applicable to student conduct on a school bus.
- B. Students are under the jurisdiction of the school from the time they board the bus in the morning until they are returned to the stop nearest their home.
- C. Bus students will be admitted to and discharged from the bus at their homes and the school in which they are enrolled. Exceptions will be made only with notes to the principal. The principal will sign such notes and return them to the student who will give them to the bus driver. Notes must be given to the principal before 1:30 PM. **For the safety of the students, parents or designee must be home before the bus driver will leave students in kindergarten through grade five. Every effort will be made by the bus drivers to determine that an adult is home.**
- D. No student shall be put off the bus while traveling to and from school. Parents shall be notified and that day's trips completed before the student can be removed from transportation service.
- E. Parents are responsible for the transportation of large objects, such as glass aquariums, large school projects, sleds and skis. This is a safety matter, since large objects can not only obstruct the driver's view of what is happening in the bus, but in the event of a sudden stop could cause injury to students.
- F. If a bus driver suspects that a student's bag or knapsack contains contraband such as a weapon, alcohol or tobacco, he/she will keep the bag at the front of the bus and turn it over to an administrator via the bus coordinator. The administrator may search the bag if he/she believes there is reasonable suspicion for the search.

Student Assistant Program

Mrs. Val Rella, who works closely with our guidance department, is available to talk with your child regarding any issues he/she might have. For more information, please call Mrs. Rella at 237-4801.

Website

Colebrook School maintains a website with general information about our school, including a calendar of events and the food service menus. The web page has links to the FOCUS student and parent portals to check grades, school board minutes, the Abbey Group for lunch information, and various classrooms around the building.

Wellness Committee

New federal legislation has been enacted to help communities deal with issues of student health habits. The Colebrook School District has a "wellness policy" which addresses good nutrition and adequate exercise during the school day and school activities. The school has made recent changes in school meals as well as the type of foods and drinks offered or sold at school functions. If you are interested in learning more about the district's wellness policy, please ask at the school office.

Athletic Eligibility

The purpose of this policy is to instill in our students the importance of good sportsmanship and a healthy lifestyle as well as set standards for disciplinary actions when necessary. It is the responsibility of the coaches/advisors and captains to discuss this policy with the team prior to beginning practice. All participants and his/her parent/guardian must sign the Athletic Code of Conduct and commit to its enforcement during the entire school year in which he/she participates. Students will not be allowed to participate unless this document is on file with the Athletic Director.

Field Trips

Field trips and class trips are taken to enrich the learning experience. As such, they are considered a part of a regular school day and attendance is required. Students going on field trips must supply, prior to the scheduled trip date, a permission slip form signed by their parents. A medical release form is now required for all trips. Students must follow school rules and regulations while on a field trip. Students, likewise, are required to bring a written excuse from their parents if, for good reason, they wish to be excused from attending a field trip. Students who do not attend a field trip are expected to come to school that day and will be assigned additional work to make up for the missed field trip.

1. Standards of conduct are the same for any school-related activity.
2. No student shall participate in an off-campus, school-related activity or field/class trip while under school suspension.
3. Any student, who violates the discipline policy during a field trip or off-campus, school related activity will not be allowed to participate in the next field trip or off-campus, school-related activity.
4. At the discretion of the Principal/Assistant Principal a student may be denied participation in school activities or field trips due to prior violations of the school district discipline policy.

Special Education Referral Process,

Any person who has concerns about a student's education can refer her or him to the special education team. The person can be the classroom teacher, parent, principal, or the student herself/himself. This is a confidential process, which is in the best interest of the student. The form is on the school website under the Special Services department page. Anyone unable to complete the digital version may contact the special educators for a hard copy.

NOTICE OF RIGHTS PURSUANT TO RSA 186-C:16-B, THE STATUTE OF LIMITATIONS FOR SPECIAL EDUCATION CASES

The state and federal education laws (New Hampshire Revised Statutes Annotated Chapter 186-C and Title 20, United States Code, Sections 1400-1415) require that the school district offer a "free appropriate public education" to all educationally disabled children.

These statutes define educationally disabled children as children who meet criteria of certain enumerated disabilities who are between the ages of three and twenty-one and who have not yet obtained a high school diploma.

A "free and appropriate education" consists of specifically designed instruction and educationally related services in accordance with an "individualized education program" developed by the school district in consultation with the student's parents.

If you suspect that your child is educationally disabled and qualifies for such special services, you may make a written referral requesting that the school district determine if your child is eligible. Such referrals should be addressed to the Special Education Coordinator.

EDUCATION LAW

Neglect and Abuse Reporting (JLF)

New Hampshire RSA 169-C is the law written to mandate reporting of suspected child abuse and neglect. Reports are submitted to the New Hampshire Division for Children and Youth Services (1-800-458-5542). Specifically, RSA 169-C29 requires school officials, or any individual with reason to believe a child has been abused or neglected, shall make a report to the division.

Chapter 193 Pupils...School Attendance-section193:11

Disturbance-Any person not a pupil who shall willfully interrupt or disturb any school shall be guilty of a misdemeanor.

DRESS CODE - JICA

The Board recognizes that student individual dress is primarily a parental responsibility that should reflect concern for health and safety of students, staff and others. When the dress of an individual student constitutes a health problem, is unsuitable for school wear, is a danger to any person, or causes a substantial and material disruption or substantial disturbance, the principal shall take appropriate action to correct the situation.

The following apparel is not to be worn during the school day: caps, hats, hoods, and other head gear*; clothing with offensive, vulgar, or racist language or pictures; tops that do not completely cover the mid-section; clothing that glorifies, encourages or promotes the use of alcohol or drugs (Ex. No shirts with brand names of beer, liquor, etc.). Sunglasses should not be worn unless the student has a prescription from an optometrist.

Tank tops, including dresses with tank-top-style tops, may be worn by students in grades K-4 only. Tops must be appropriate in length and size, and **“spaghetti strap” tops will not be permitted**. Skirts, shorts, and dresses must be no shorter than mid-thigh.

No footwear that is destructive to school property is to be worn. Appropriate footwear should be worn for the season and/or activity (i.e., sneakers on gym day). **Flip flops may be worn at your own risk** and with teacher approval. Sturdy sandals with a back “should be” worn in warm weather instead of flip flops.

Students who violate this policy will be given an opportunity to correct the situation by either changing the clothing, wearing a mask, removing the clothing (if appropriate), wearing it inside-out, or other means as determined by the principal so the student is in compliance with this policy. Students who repeatedly violate this policy may face more severe punishment, including detention, in-school suspension, or out-of-school suspension. Students who intentionally refuse to wear their mask will be sent home

*Exceptions may occur due to special event like spirit week.

APPENDIX

SAU #7

Policy: JIC

STUDENT CONDUCT

Category: P

See Also: Policies JICD, JICDD, JICI, JICK

Appendix: JICD-R

A. General Policy.

The School Board is committed to promoting a safe, healthy, orderly and supportive school and learning environment. To achieve that for all, it is important for students to conduct themselves in a manner fitting to their age level and maturity, and with respect and consideration other students, District personnel and other members of the community. Students are expected and required to maintain appropriate behavior that allows teachers and staff to perform their professional duties effectively and without disruption while on School District property or on property within the jurisdiction of the School District (including vehicles); and/or while attending or engaged in school activities.

Expectations for student conduct and standards of behavior shall be communicated through written Board policies, as well as District and/or school rules. Those policies and rules should be included in a Code of Conduct for each school.

Student conduct that causes material or substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, or visitors, and/or violates the Code of Conduct, or classroom rules is prohibited. Response to violations of the Code of Conduct, however, should be designed to maximize student academic, emotional and social success, while at the same time assuring safety of all students, staff and school visitors. With this objective, the Board endorses adoption of a Multi-Tiered System of Support for Behavioral Health and Wellness (“MTSSB”) as the framework for the Code of Conduct. District personnel who interact with students are expected to utilize progressive disciplinary measures, and to place emphasis on educating students so they may grow in self-discipline. Suspensions and expulsions shall be administered consistent with the applicable Code of Conduct and Board policy JICD.

B. Student Code of Conduct

The School Board delegates to the Superintendent, in consultation with the appropriate building Principal and counselors, the responsibility of adopting and implementing a [Student Code of Conduct] with such age-appropriate rules and regulations for each school as he/she deems necessary to implement the objectives of this policy, and reflects the threetiered support prevention of framework of MTSS-B: school-wide approaches; targeted supports for at-risk students; and individualized services for highest-needs students.

The Code of Conduct for each school shall be submitted to the School Board for review each year, either separately or with the applicable student handbook. Consistent with the Board's statutory authority, and other Board policies regarding review of administrative rules, regulations and procedures, the School Board retains the authority to modify, supersede, or suspend any provision of the Code of Conduct.

The Code of Conduct shall include:

1. A graduated and age-appropriate system of supports and intervention strategies, such as:

- parent conferences,
- counseling,
- peer mediation,
- instruction in conflict resolution and anger management,
- parent counseling and training,
- community service, and
- rearranging class schedules.

2. Graduated and age-appropriate disciplinary consequences such as:
 - restriction from extra-curricular activities,
 - temporary (same day) removal from class or activity,
 - detention,
 - temporary reassignment/in-school suspension, • out-of-school suspension, and
 - expulsion.
3. Provisions describing how and when short term suspensions of up to 5 days, short term suspensions up to 10 days, long term suspensions up to 20 days, and/or expulsion should be imposed. These standards shall make reference to and reflect:
 - the nature and degree of disruption caused to the school environment;
 - the threat to the health and safety of pupils and school personnel, volunteers or visitors;
 - whether the conduct or behavior is isolated or repeated.

All temporary (same day) removal from classrooms or activities, restriction from activities, detentions, suspensions and expulsions shall comport with applicable laws, regulations and Board policy JICD.
4. Information regarding RSA 193:13, 193-D, this policy, Board policy JICD, and other Board policies or District/school rules regulating student conduct on and off-campus. Except where the complete text of a statute, regulation or policy is required, the Code of Conduct should include age appropriate language. E.g., summaries for elementary grade levels.

C. Implementation and Notice

The Superintendent shall assure that the Code of Conduct, complete with the information set out in section B.4, above, shall be printed in full in each student handbook, made available to parents at the beginning of the school year, publicly available on the school, District and/or SAU district website [or in some other manner to assure parental notification if neither the school district nor SAU maintain a website].

Additionally, building Principal(s) shall assure student awareness of the Code of Conduct and other District policies and building rules through print, postings and periodic announcements.

The Superintendent should also designate personnel to explore the availability of and pursue any State or Federal grants, technical assistance and professional development opportunities available to facilitate implementation of MTSS-B per RSA 135-F:5, I(c) and (d). **D. Parental Notification of Simple Assaults.**

Pursuant to RSA 193-D:4, I (b), the Superintendent is directed to adopt and implement procedures requiring parents/guardians of each student involved in a simple assault (victim and perpetrator) occurring during the school day, when such assault causes: any form of bodily injury, including bruising or discoloration, or would otherwise constitute a disciplinable offense under the Code of Conduct. For purposes of this policy, "simple assault" shall have the same meaning as that provided in RSA 631:2-a (a simple assault occurs when one purposefully or knowingly causes bodily injury or unprivileged physical contact to another; or recklessly causes bodily injury to another or negligently causes bodily injury to another by means of a deadly weapon).

E. Disciplinary Removal of 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. Accordingly, any class or activity removal, suspension or expulsion of a child with a disability as defined in Ed 1102.01(t) shall be in accordance with Ed 1124.01.

Legal References:

RSA 135-F:5, System of Care for Children/Duties of Commissioner of Dept. of Education RSA 193:13, Suspension and Expulsion of Pupils

RSA 193-D:4, Written Report Required RSA 631:2-a, Simple Assault

NH Code of Administrative Rules, Section Ed. 306.04(f)(4), Student Discipline

NH Code of Administrative Rules, Section Ed. 306.04(g), Suspension & Expulsion

NH Code of Administrative Rules, Section Ed. 306.06, Culture and Climate

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

SAU #7 Policy Committee: Recommended for Adoption – August 5, 2021

SAU #7 School Board: Adopted – August 12, 2021

STUDENT DISCIPLINE AND DUE PROCESS

Category: P

See Also: Policies JI, JIC, JICI & JICK

Appendix: JICD-R

A. Policy Statement.

This policy establishes the substantive parameters, procedures and due process that shall apply before a student may be subject to temporary (same day) removal from classrooms or activities, restriction from activities, detentions, suspensions and/or expulsion. Pursuant to Board policy JIC, response to misconduct, including disciplinary measures and consequences should be designed to maximize student academic, emotional and social success, while at the same time assuring safety of all students, staff and school visitors. Administration of any of the consequences described in this policy shall be consistent with the system of supports and graduated sanctions established pursuant to Policy JIC and the applicable Code of Conduct. **B. Standards and Procedures Relative to Disciplinary Consequences.**

1. "**Removal from the classroom**" means a student is sent to the building Principal's office or other designated area during the same school day. It is within the discretion of the person in charge of the classroom or activity to remove the student.

Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school or District rules, or the Code of Conduct, or otherwise impedes the educational purpose of the class. Before ordering the removal, the staff member ordering the removal shall warn the student of the infraction and allow the student to respond. Detentions are not appealable.

2. "**Restriction from school activities**" means a student will attend school, classes, but will not participate in other school extra-curricular activities, including such things as competitions, field trips, and performances. A student who has been restricted from school activities may participate in practices at the discretion of the person imposing the restriction.

Before ordering the restriction, the supervising employee (e.g., teacher, coach, director, Principal, etc.) ordering the restriction shall warn the student of the infraction and allow the student to respond. If the restriction is immediate and outside of school hours, provision must be made to assure the student is not left unsupervised. The terms of the restriction shall be communicated to the Principal and the student's parent/guardian.

Restrictions under this policy are not appealable.

3. "**Detention**" means the student's presence is required for disciplinary purposes before or after the hours when the student is assigned to be in class, and may occur on one or more Saturdays.

Students may be assigned classroom detention at the classroom teacher's discretion, and building detention at the Principal's discretion, if the student refuses to obey the teacher/employee's directives, becomes disruptive, fails to abide by printed classroom, school or District rules, or the Code of Conduct, or otherwise impedes the educational purpose of the class. Before ordering the detention, the staff member ordering the detention shall warn the student of the infraction and allow the student to respond. Parents/guardians shall be notified at least 24 hours prior to a student serving detention.

Detentions before or after school shall not exceed one hour, and Saturday detentions shall not exceed three hours. The building Principal is authorized to establish, announce and post additional guidelines and rules regarding detention, supervision, building access, etc. The length and timing of the detention is within the discretion of the licensed employee disciplining the student or the building Principal, pursuant to the posted rules of the school. Detentions are not appealable.

4. "**Temporary Reassignment**" or "in-school suspension" means the student will attend school but will be temporarily isolated from one or more classes while under supervision. A temporary reassignment should not exceed five consecutive school days. Parents/guardians shall be notified at least 24 hours prior to the administration of a temporary reassignment. The building Principal is authorized to issue reassignment, restrictions from activities, or place a student on probation for repeated failure to conform to the Code of Conduct, classroom rules, or for any conduct that causes material or substantial disruption to the school/class environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, is otherwise inappropriate, or is prohibited by law.
5. "**Probation**" means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in reinstatement of the penalty. Notwithstanding the assignment of probation, no imposition of the suspended consequence may be administered unless and until all of the provisions of this policy applicable to the suspended consequence (i.e., long-term suspension, expulsion, etc.) are satisfied.
6. "**Out-of-school suspension**" means the temporary denial of a student's attendance at school for a specific period of time. It includes short-term and long-term out of school suspensions.

- a. Short-term suspension. A "short-term suspension" means an out-of-school suspension of ten (10) consecutive school days or less. RSA 193:13, I (a).

The Superintendent or his/her written designee is authorized to suspend a student for ten (10) school days or less.

A short term suspension may be imposed only for:

- i. Behavior that is detrimental to the health, safety, or welfare of pupils or school personnel (including, but not limited to, an act of theft, destruction or violence, as defined in RSA 193-D:1); or
- ii. Repeated and willful disregard of the reasonable rules of the school that is not remediated through imposition of the district's graduated sanctions described in JIC and the Code of Conduct.

Pursuant to RSA 193:13, XI(b) and Board policy JIC, a short-suspension over 5 days must conform to the standards included in the Code of Conduct.

Before any short-term suspension may be imposed, a student is entitled to the minimum due process (notice before meeting of the charge and explanation of evidence, notice of the possibility of suspension, opportunity for the student to respond, and a written decision explaining the disciplinary taken). See New Hampshire Department of Education Rule Ed 317.04(f)(1).

- b. Long-term suspension. A "long-term suspension" is the extension or continuation of a short-term suspension for a period **not to exceed an additional 10 days** beyond the duration of the short-term suspension.

The Superintendent is authorized to continue the suspension and issue a long-term suspension of a pupil for a period in excess of ten (10) school days, provided only that if the Superintendent issued the original short-term suspension, then the School Board may designate another person to continue the short-term suspension and issue the long-term suspension.

A long-term suspension may only be imposed for:

- i. an act that constitutes an act of theft, destruction or violence, as defined in RSA 193-D;

- ii. bullying pursuant to Board policy JICK when the pupil has not responded to targeted interventions **and** poses an ongoing threat to the safety or welfare of another student; or
- iii. possession of a firearm, BB gun, or paintball gun.

Prior to a long-term suspension, the student will be afforded a hearing on the matter. The informal hearing need not rise to the level and protocol of a formal hearing, but **the process must comply with the requirements of Ed 317.04 (f)(2), and (f)(3)(g)**, including, without limitation, the requirements for advance notice and a written decision.

- c. Appeal of long-term suspension. Any long-term suspension issued other than by the School Board under this policy, is appealable to the School Board, provided the Superintendent or School Board chair receives the appeal in writing within ten (10) days after the issuance of the Superintendent's hearing and written decision required under N.H. Dept. of Education Rule Ed. 317.04 (f)(2)c, and sub-paragraph B.6.b, above. The Board shall hold a hearing on the appeal, but will rely upon the record of the decision being appealed from.
Any suspension in excess of ten (10) school days shall remain in effect while this appeal is pending unless the School Board stays the suspension while the appeal is pending. Any request to stay a long-term suspension should be included in the original appeal.
- d. Educational Assignments. As required by RSA 193:13, V, educational assignments shall be made available to students during both short and long term suspensions.
- e. Alternative Educational Services. The school shall provide alternative educational services to a suspended pupil whenever the pupil is suspended **in excess of 20 cumulative days** within any school year. The alternative educational services shall be designed to enable the pupil to advance from grade to grade.
- f. Re-entry Meetings and Intervention Plans. Prior to returning to regular classes, a suspended student, and parent/guardian (when available) shall meet with the building Principal or his/her designee to assist the student in smoothly returning to the school setting.

Any time a pupil is suspended **more than 10 school days in any school year**, upon the pupil's return to school the school district shall develop an intervention plan designed to proactively address the pupil's problematic behaviors by reviewing the problem behavior, re-teaching expectations, and identifying any necessary supports.

- g. Attendance Safe Harbor. A student may not be penalized academically solely by virtue of missing class due to a suspension.
7. **“Expulsion”** means the complete denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II and IV. An expulsion may be for either a stated duration or permanent.
- a. Grounds for Expulsion. Any pupil may only be expelled by the School Board, and only for the following grounds:
 - i. A repetition of an act that warranted long term suspension under section B.6.b, above;
 - ii. Any act of physical or sexual assault that would be a felony if committed by an adult;
 - iii. Any act of violence pursuant to RSA 651:5, XIII; iv. Criminal threatening pursuant to RSA 631:4, II(a); or
 - v. For bringing or possessing a firearm as defined in Section 921 U.S.C. Title 18 within a safe school zone as prohibited under RSA 193-D:1, or under the Gun Free School Zones Act, unless such pupil has written authorization from the Superintendent.

Before expelling a pupil, the Board shall consider each of the following factors:

- (1) The pupil's age.
- (2) The pupil's disciplinary history.
- (3) Whether the pupil is a student with a disability.
- (4) The seriousness of the violation or behavior committed by the pupil.
- (5) Whether the school district or chartered public school has implemented positive behavioral interventions under paragraph V.
- (6) Whether a lesser intervention would properly address the violation or behavior committed by the pupil.

- b. Due Process to Be Afforded Prior to Expulsion. Prior to any expulsion, the District will ensure that the **due process standards set forth in Ed 317.04(f)(3) through 317.04 (m)** are followed.
- c. Duration of Expulsion. An expulsion will run for the duration stated in the written decision or until the School Board or Superintendent restores the student's permission to attend school as provided in this policy. An expulsion relating to a firearm in a safe school zone per B.7.a.v, shall be for a period of not less than 12 months.
- d. Educational Services. The Superintendent is authorized, but not required, to arrange for educational services to be provided to any student residing in the District who has been expelled by the District or by any other school.

C. Modification or Reinstatement After Suspension or Expulsion.

Expelled or suspended students may request a modification of, or reinstatement from, an expulsion or suspension as provided below. Except for students establishing residency from out-of-state, requests for modification or reinstatement from expulsion/suspension shall be submitted in writing to the Superintendent no later than August 15. The request should set forth the reasons for the request, and include additional information to establish that it is in the best interest of the student and school community to reinstate the student. Such additional information may include such things as work history, letters of reference, medical information, etc. All reinstatements shall include an Intervention Plan as described in paragraph B.6.f, above, including such conditions as the reinstating authority (Superintendent or Board) deem appropriate.

1. Modification by Superintendent. Subject to all other applicable laws, regulations and Board policies, and paragraph C.3, below (relating to firearms), the Superintendent is authorized to reinstate any student who has been suspended or expelled from a school in this District, and or enroll a student suspended or expelled from another school or district, on a case-by-case basis.
2. Review and reinstatement by Board. A student may request the School Board (of the district of attendance) to review an expulsion decision prior to the start of each school year by filing a written request with the Superintendent detailing the basis of the request. The Board will determine whether and in what manner it will consider any such request after consultation with the Superintendent.
3. Modification of Expulsion for Firearms. A student who has been expelled from this District or any other public or private school for bringing or possessing a firearm in a safe school zone as prohibited under RSA 193-D1, or under the Gun Free Schools Act, may only be reinstated or enrolled if the Superintendent first determines: possession of the firearm was inadvertent and unknowing; the firearm was for sporting purposes and the student did not intend to display the firearm to any other person while within the safe schools zone; the student is/was in the fifth or lower grade when the incident occurred; or the Superintendent determines that the firearm was not loaded; and that no ammunition was reasonably available; and that the pupil had no intention to display the firearm to other students.

Additionally, the School Board may enroll a student expelled from a school outside of New Hampshire for a violation of the Gun Free Schools Act upon the student establishing residency.

- D. Appeals to State Board of Education.** Any decision by the Board (i) to expel a student, (ii) not to reinstate a student upon request, or (iii) enroll a student from another state who had been expelled for a violation of the Gun Free Schools Act, may be appealed to the State Board of Education at any time that the expulsion remains in effect, subject to the rules of the State Board of Education.
- E. Sub-committee of Board.** For purposes of sections B.6 and B.7 of this policy, "Board" or "School Board" may either be a quorum of the full Board, or a subcommittee of the Board duly authorized by the School Board.
- F. Superintendent and Principal Designees.**

Except where otherwise stated in this policy, the Superintendent may delegate any authority s/he has under this policy, and a principal may delegate any authority s/he has under this policy, to other appropriate personnel.

- G. Disciplinary Removal of 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. Accordingly, any suspension or expulsion of a child with a disability as defined in Ed 1102.01(t) shall be in accordance with Ed 1124.01.

- H. Notice and Dissemination.**

This policy shall be made available to families, students and staff as provided in Board policy JIC.

- I. Conflict in Law or State Regulation.**

If any provision of this policy shall conflict with State or Federal law, or regulation of the New Hampshire Department of Education, then such law or regulation shall apply, and the remainder of the policy shall be read and interpreted to be consistent with the law or regulation. School administrators and families are strongly encouraged to review the links for pertinent statutes and laws as referenced in this policy.

Legal References:

18 U.S.C. § 921, Et seq., Firearms

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

RSA 189:15, Regulations

RSA 193:13, Suspension & Expulsion of Pupils RSA Chapter

193-D, Safe Schools Zones

RSA 631:4, Criminal Threatening

RSA 651:5, XIII "Act of Violence"

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

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

NH Code of Administrative Rules, Section Ed. 306.04(g), Suspension & Expulsion

NH Code of Administrative Rules, Section Ed 317.04, Suspension and Expulsion of Pupils Assuring Due Process Disciplinary Procedures

In re Keelin B., 162 N.H. 38, 27 A.3d 689 (2011)

SAU #7 Policy Committee: Recommended for Adoption – August 5, 2021

SAU #7 School Board: Adopted – August 12, 2021