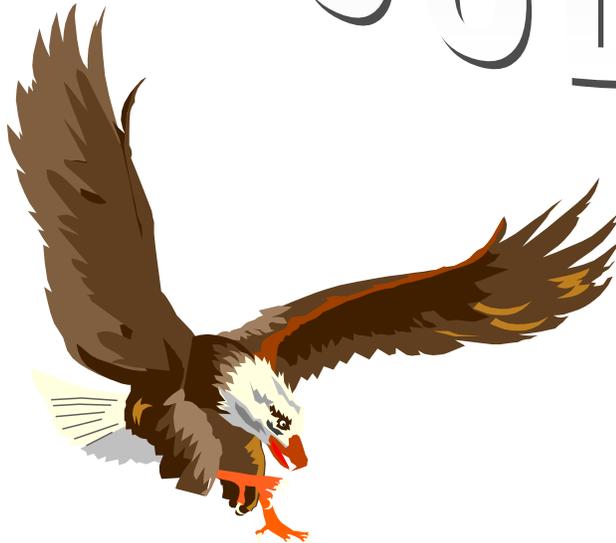


DUNBARTON ELEMENTARY SCHOOL



**Student/Parent/Guardian Handbook
2017-2018**

STUDENT/PARENT/GUARDIAN HANDBOOK

All families entering Dunbarton Elementary School will receive access to the STUDENT/PARENT/GUARDIAN HANDBOOK, which includes necessary information for the safety of your child and the smooth operation of the school. Copies are available online. **The *Student Information and Emergency Contact sheet* (sent in August) must be signed and returned stating that you and your child(ren) have read all of the standards of conduct, rules and regulations for Dunbarton Elementary School, and will comply with the contents of this handbook.**

Table of Contents

After School Program	10
Attendance.....	8
Bullying Policy	13
Cell Phones	17
Communication Chain (process for voicing concerns).....	10
Community Center.....	12
Directory	21
Discipline Plan/School Rules.....	12
Dress	17
Drop-off/Pick up Procedures/Bike Riding.....	9-10
Family School Compact.....	6
Goals	4
Health, Hygiene and Safety	15
Homework/ Make-up assignments/Extended Vacations	11
Lunch Program.....	11
Network Internet Acceptable Use Policy.....	18
No School Announcements.....	18
Safety Procedures.....	18
School Hours – Daily Schedule	7
“Specials”.....	11
Volunteer-PTO.....	12
Transportation/Student Bus Rules	14
Visitations	10
Welcome, Motto, Mission, and Philosophy.....	4

Appendices

AC	Nondiscrimination
EEAG.....	Use of Private Vehicles to Transport Students
FERPA	Family Educational Rights and Privacy Act
GBM	Title IX Grievance Procedure
IIBH	Network and Internet Acceptable Use Policy
JICG	Use of Tobacco Products Strictly Prohibited In/On All
	School Facilities and/or Grounds
JLCF	District Wellness

DUNBARTON ELEMENTARY SCHOOL

Welcome to the Dunbarton Elementary School (DES). It is the intent of the entire DES staff to make this school year a most successful year for your child. We welcome your collaborative and constructive input. Communication between parents/guardians and the school is important.

If at any time you have a question or concern regarding your child, please contact your child's teacher via e-mail or voice mail. A list of teacher voice mail numbers is attached to this handbook.

NOTE: Voice mail may be accessed when school is not in session. You can also contact your child's teacher through e-mail addresses found on the school web site, <http://www.dunbarton.k12.nh.us>.

A monthly lunch menu and other notices will be sent home with students. The school's monthly calendar is available on the web site. Please check student backpacks for on-going communications. Many of them will also be posted on the school website, <http://www.dunbarton.k12.nh.us>.

MOTTO: "Striving to be the best elementary school in New Hampshire."

MISSION: It is the mission of our administrators, faculty and staff members to engage students actively in the learning process, to develop their skills in acquiring knowledge and to have them demonstrate and exhibit the ability to use knowledge in purposeful and measurable ways.

PHILOSOPHY: The essence of our philosophy is focused on students as actively engaged learners responsible for their education and their lives. At the core of our belief system is the conviction that we must strive to be a community of learners where intellectual development and adaptability to change become driving forces for students and staff alike. We wish to promote a scholastic community where the climate is humane and caring, promoting not only self-esteem but also a respect for diversity.

STRATEGIC GOALS TO SUPPORT THE SCHOOL'S MISSION

Dunbarton Elementary School prides itself on its accomplishments and continues to build on the successful experiences observed in schools that integrate the Arts into the core content for learning. The administration, teachers, school staff members and community are working together to advance the learning of students within the school. We continuously audit our school programs by examining areas that are the basis for participatory self-assessment and planning related to a common understanding of the criteria that foster school success.

The goals of our administrators, teachers and staff are three fold:

1. To engage students actively in the learning process:

The Dunbarton Elementary School has embraced the Higher Order Thinking Skills Model and integrates the Arts into day-to-day instruction. This curriculum-driven integration model positively affects overall student achievement, broadens the student's knowledge of the arts and contributes to the development of higher order thinking skills for all of our students.

Our approach to instruction also includes a continuum of activities that expands upon learning opportunities for students exceeding grade-level expectations. The teaching-learning process continuously supports student achievement through differentiated instruction that focuses on the individual learning profile of each student. The Dunbarton Elementary School educators seek to have all students reading, writing and mathematically on grade level by the end of grade three. We recognize the whole learner with a variety of methods including the incorporation of technology into the core curriculum, which also enhances learning experiences. This recognition allows students to research

topics, explore concepts, nurture their individual abilities and talents, and foster a democratic school community.

Demonstrating learning in a variety of ways provides a broad foundation for each individual child to become a caring, involved, and productive citizen. By implementing a professional development process that aligns individual goals with re-certification requirements and standards for excellence in teaching, we continue to foster individual leadership skills in all members of our school.

Community and parent involvement is supported by continuous communication between the school, parents and community using our regular weekly procedures that highlight learning activities related to the curriculum, so that parents can participate in their child's learning. The ongoing availability of teachers for conferences, access to the DES web site and an organized volunteer program support classroom interactions that encourage residents to participate in local school events and establish partnerships in order to advance student learning.

2. To develop student skills in acquiring knowledge:

Our adopted format of curriculum and instruction assures that the curriculum effectively meets the Common Core State Standards and aligns that curriculum with effective instruction. By continuously identifying, evaluating and measuring student progress, which then assesses the effectiveness of both the curriculum and instructional practices, student learning is maximized.

The implementation of instruction that is supported by specific techniques and strategies establishes the backbone of instruction; i.e. Scholastic Reading Series, Guided Reading, Lucy Calkins Writing, PEG Writing, enVisionmath 2.0, Foundations, etc. Our monitoring of student achievement employs classroom-based assessments and standardized evaluations. This provides immediate feedback to the teacher and student, and justifies the adoption of specific programs and/or the celebration of growth over time. The development of a comprehensive student-assessment package that monitors achievement informs instruction and guides our students to reach higher levels of performance.

By implementing a systematic approach with integrated lesson plans that capitalize on the individual's unique learning style, we teach the elements that lead to academic proficiency. Cooperative learning experiences and positive interactions are used to strengthen the opportunities that apply critical thinking and problem solving skills, enhance character development and support the self-discipline of every child. Assured learning experiences such as a proactive approach to early literacy and language development becomes an integral part of classroom instructional practices.

3. To have students demonstrate and exhibit the ability to use knowledge in purposeful and measurable ways:

The approach for leadership and decision making is a team-based collaborative leadership model that supports the shared goal of advancing student learning. We set goals, take action and evaluate progress to achieve targeted accomplishments evidenced by the demonstration of student learning. Assessing daily school operations and developing access to state and local standards through technology and effective instruction supports the ongoing decisions concerning instructional materials, curriculum expectations, daily lessons and anticipated student growth.

The opportunities to become skilled in problem solving and decision making by participating in the educational data collection and research necessary for effective education establishes close partnerships

with parents and children. By welcoming community input related to the educational practices adopted at DES, our student community becomes self-directed and in charge of their own learning. The school climate is established by working as a team; professional staff provides students with a physically safe, clean environment where children can focus on their learning.

FAMILY-SCHOOL COMPACT
“ADVANCING STUDENT LEARNING”

Advancing student learning is a shared responsibility. It is our belief that student performance will improve as a result of our cooperative efforts.

In partnership with family and community, our goals for STUDENT LEARNING are:

- All students will develop reading ability in order to comprehend content materials at-or-beyond what is required at each level.
- All students will develop their writing skills in order to communicate effectively in each content area.
- All students will acquire mathematical skills and applications at-or-beyond the level needed to succeed in each content area.
- All students are encouraged to participate in educational experiences beyond the co-curriculum and the boundaries of the traditional classroom (such as community service, athletics, student council, band, drama, etc.).

Each member of a partnership plays a significant role. A compact is an agreement that defines the responsibility and tasks that administrators, teachers, and parents have agreed upon to help children learn. Schools need the support of the families and community members to fulfill the mission of Advancing Student Learning for All Children.

As an educator, it is my responsibility to:

- Hold high expectations for all students;
- Provide positive discipline reinforcement;
- Be enthusiastic and positive about school;
- Communicate to parents throughout the school year about what their children are expected to know and do;
- Encourage parents as partners in the educational process;
- Respect and value the uniqueness of each child and his or her family;
- Create and maintain a safe, supportive, healthy, and effective learning environment;
- Plan instructional activities that will actively engage students in learning;
- Discern the ability and learning levels of each student in my classroom so as to be better prepared to assist them;
- Address all of my students' learning styles;
- Provide select materials and resources for parents related to current curriculum as a guide to use at home to support their child's learning;
- Communicate student progress to students and parents frequently.

As a parent or guardian, it is my responsibility to:

- Be a role model as a life-long learner;
- Be enthusiastic/positive about school;
- Make sure my child reads or is read to everyday;
- Know my child's strengths/weaknesses- providing supplemental help;

- Be knowledgeable and supportive of expectations of the school for my child;
- Provide proper environment for homework, making sure it is done;
- Provide resources, sleep, nutrition;
- Fuel interest, exposing my child to opportunities;
- Communicate with classroom teacher;
- Provide routines;
- Provide positive discipline- responsibility and accountability;
- Set goals and rewards;
- Provide positive reinforcement;
- Make sure my child is on the bus or at school on time;
- Attend meetings/ read notices and agenda books;
- Volunteer in schools as able;
- Support discipline policies.

As a student, it is my responsibility to:

- Make an effort to do my best at all times in all classes;
- Be responsive to teachers in a positive way;
- Never be mean or hateful to my fellow classmates;
- Ask the teacher any question about schoolwork or the homework if I do not Understand;
- Respect my classmates, my principal, my teacher(s), and myself;
- Attend school every day and notify my teacher when I know I will be out of school;
- Talk to my parents or teacher(s) if something is bothering me;
- Complete my assignments and homework on time;
- Complete long term assignments a little each night, not leaving it all for the night before it is due;
- Comply with school rules;
- Work hard to do the best I can in school, at home, and in the community.

Ongoing communication between home and school should focus on student progress related to:

- the skills and knowledge students acquire during the school year
- how a student is evaluated and what those assessments mean
- the complementary relationship between home and school, and how homework is connected to the classroom instruction
- individual learning goals, designed with their teacher, to accommodate areas of strength or weakness
- the demonstration of knowledge learned over time and the student's individual effort to meet class expectations.

SCHOOL HOURS - Daily Schedule

7:55 AM School begins

2:30 PM Dismissal

Students should arrive at school beginning at **7:35 and not later than 7:55 AM** so as not to be marked tardy for the day.

There will be a snack time for grades K-6 at approximately 9:30 AM each morning. A variety of healthy snacks is offered for sale through our school food service. If you send in snacks with your child, please consider healthy ones.

ATTENDANCE:

STUDENT ABSENCES AND EXCUSES

Regular and punctual patterns of attendance will be required of each student enrolled in the district. It is recognized that absences from school may be necessary under certain conditions. However, every effort should be made by students, parents, teachers and administrators to keep absences and tardiness to a minimum.

Student attendance at school is basically the responsibility of the parents and students. In order for the parents to fulfill their responsibility, the school must keep them informed of student absences. An adequate and comprehensive system of attendance records will be maintained for each student. Each teacher is responsible for accurate recording of daily attendance in his/her classroom. The Principal is responsible for submitting attendance information to the Superintendent's office.

Excessive excused absences from class will be dealt with by individual teachers, following regulations set for the whole school and may result in lowering of the student's grade or failure in the class.

Absences can be reported by the parent or guardian through the Pickup Patrol® Web site, or by calling the school Absence Line (ext. 312) and leaving a message.

Any student returning to school after an unreported absence must bring, on his first day back, a note signed by his/her parent/guardian explaining the cause of the student's absence.

Excused absences will be granted in accordance with State Law RSA 193:1, however, if the Principal feels that any student is absent an inordinate number of times, the Principal shall inform the parent that absences may be detrimental to the child's performance in school. Also, parents may be warned that legal proceedings may be instituted against both parent and child under the provisions of Chapter 173 of the New Hampshire Statutes.

It is the policy of the school board that the parents/guardians of each elementary school child absent from school shall be contacted and informed of the child's absence on the day of the absence. The purpose of this policy is to ensure the safety of children not in school.

Reference: Policy JH – Student Absences and Excuses

DUNBARTON SCHOOL DISTRICT

JH

STUDENT ABSENCES AND EXCUSES

Regular and punctual attendance will be required of each student enrolled in the district. The building Principals are responsible for developing student handbooks which will include rules regarding student absences, excuses and truancy. These rules will apply to all students.

The Board recognizes two kinds of absences: excused absence and truancy. Excused absences are absences due to illness, absence for participation in school activities, medical appointments, family emergencies, and necessary absences with the approval of the student's parent. All other absences are considered truancy.

A student will be considered as "truant" after they have reached a total of ten (10) ½ days of unexcused absences.

Any staff member aware of a Student leaving a class or the school grounds without permission shall report the departure immediately to the Principal or designee.

Students identified as being truant will be contacted by either a school official (truancy officer), juvenile officer, police officer, or police volunteer and brought to school by juvenile officer or police officer.

When a student has been truant for a total of seven (7)½ days, the principal or designee from the school where the student is enrolled will contact the parent or guardian and a meeting will be held to discuss the truancy. The principal or designee will work with the parents or guardian to develop a plan to eliminate any truancy in the future. If the truancy persists and reaches the legal ten (10) ½ days, the principal or designee will send by registered mail, a letter to the parents or guardian of the truant student, indicating the nature and seriousness of the problem and enclose a copy of RSA 193:1 the school attendance law. If necessary, a follow up truancy petition, Child in Need of Services (CHINS), will be filed in conjunction with local law enforcement with the local district court.

A truancy petition will not be filed by a school official alleging that the child is in need of services until all steps in the school district's intervention process have been followed.

Reference: JH-R

Legal References:

RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil

RSA 193:7, Penalty

RSA 193:8 Notice Requirements

RSA 193:16 Bylaws as to nonattendance

RSA 169D Children in Need of Services

NH Code of Administrative Rules Sec. Ed. 306.04(a)(1) Attendance and Absenteeism

NH Code of Administrative Rules, Sec. Ed. 306.04(c), Policy Relative to Attendance and Absenteeism

AM DROP-OFF PROCEDURES:

Students who walk or are driven to school are not allowed entrance into the building before 7:35 AM, as there is no supervision prior to that time. Please drop your children off at the lower (Community Center) entrance. Please do not drop them off at in front of the Fire Station. Students enter the building via the Community Center door where a staff person is on duty, and report upstairs to the Common Area (outside the library), where the students will be supervised until 7:45, at which time they are dismissed to their respective classrooms. Students who arrive after 7:55 AM are tardy.

PM PICK-UP PROCEDURES: Students who are to be picked up from the school are dismissed at 2:27 PM; students will be supervised in the Community Center. The staff person on duty will not allow any student to leave unless he/she clearly identifies the person picking them up. **For the safety of the children, the pickup person must present themselves to the staff member in order to receive their children.**

AFTER SCHOOL PLAN CHANGES: Changes to the normal after-school routine must be reported to the school office through the Pickup Patrol® web site, or, in case of being unable to do so, the office may be called by 2:00 pm to report the change in the student's after-school plan. Pickup Patrol® is our online system for parents to communicate dismissal plan changes to the school. Parents will receive an email with PickUp Patrol® login instructions. Changes can be entered from a computer or smart phone days, weeks, or months in advance and at any time up until **2:00 pm** on the day of the change.

After **2:00 pm** changes will not be accepted except in the case of an unexpected emergency. Such changes can be made via phone directly to the main office. As the end of the school day is a busy time, please plan accordingly and limit these exceptions to emergencies **ONLY** to assure the safety of all students.

STUDENTS RIDING BICYCLES TO SCHOOL: All students who ride bicycles to the Dunbarton Elementary School should be wearing helmets for their safety. Bicycles are to be walked while on school grounds and are dismissed after PM buses.

STUDENTS LEAVING SCHOOL GROUNDS: For their safety, no student will be allowed to leave the school grounds during school hours without the written permission of a parent or guardian and the direct approval of the Administration.

AFTER SCHOOL CHILDCARE PROGRAM: After-school childcare is offered at the school. It is run under the auspices of the New Morning School, not the Dunbarton Elementary School. The program starts on the first day of school and follows the school calendar until the day before the last day of school. It begins each day as soon as school is dismissed and runs until 6:00 P.M. Changes in dismissal plans for students enrolled in the After School Program (ASP) must be reported to **both** the ASP administrator and the school office.

CLASSROOM VISITATIONS: We welcome your attendance at the Dunbarton Elementary School. Parent/Guardian visitations of up to ½ day are welcome. We do ask that a parent or guardian first meet with the teacher to discuss the purpose of the visit and schedule a post-conference to review the visitation. Unplanned visits to the classroom are not helpful to our mission and are usually disruptive to the learning process. You must sign in at the office and wear a visitor sticker while in the building.

COMMUNICATION CHAIN (PROCESS FOR VOICING CONCERNS): Parents/Guardians who have school concerns are asked to start at the level from which the concern stems. If satisfaction is not reached at that level, an appeal may be made to the next level. The levels are as follows: Teacher, Principal, Superintendent, and School Board. If a parent has a concern with a teacher, she/he should first call or arrange a meeting with the teacher to see if the concern can be resolved. It is not useful or productive for parents/ guardians to start this process with anyone other than the teacher. If satisfaction is not reached, the parent may appeal to the Principal and so on up through the hierarchy. Meetings with Administration will often include the classroom teacher to facilitate resolution of particular issues.

Similarly, if the concern relates to a matter relevant to the administration of the building, the parent/guardian should start at that level.

REPORTING ACADEMIC PROGRESS: Student Progress Sheets will be sent home to all students approximately midway through all trimesters. Paper report cards will be sent home each trimester for Grades K-3. Parents and Guardians of students in Grades 4-6 can access the Parent Portal in Infinite Campus to view their child's report card and to keep tabs on their progress. We encourage informal and frequent parent/teacher communication concerning your child's progress in school. Please call and leave a message on your child's teacher email or voice mail. Teachers are assessing student progress on a daily basis, and through standardized tests such as the Smarter Balanced Assessment and STAR.

HOMEWORK: The Dunbarton Elementary School supports homework and encourages parent/guardians to participate. We believe that homework is a learning activity that should increase in complexity with the maturity of the student. A general rule is 12 minutes of homework for each year in school. That means someone in their first year can expect 12 minutes while someone in their fifth year can expect 60 minutes average each night. If your child is taking considerably longer than this amount of time please inform your child's teacher. Nightly reading is considered homework.

MAKE-UP ASSIGNMENTS: When students are absent, it is their responsibility to obtain the makeup work. Makeup work will also be available for parents to pick up when a student is absent two or more days. A phone request to the school office should be received prior to 12:00 noon and books and assignments may be picked up between 2:40 P.M. and 3:00 P.M. that day. Non-school scheduled vacation make-up packets must be requested at least one week prior to the vacation (including extended vacations).

EXTENDED VACATIONS: The school does not presume to prohibit or permit the parental decision to keep children out of school for extended vacations. Teachers try to cooperate in giving work that can be distributed if requested at least one week prior to the vacation. Occasionally, when the vacation has an educational value, special assignments such as the keeping of a journal are used to help substitute for class work missed which cannot be made up (e.g., discussions, certain science experiments, films, field trips, activities, etc.). It is important to remember that teachers are in their classrooms teaching during those extended vacations and students will miss this active learning. Please weigh the educational value of your trip with what your child will miss in active participation with the teacher and the other students in the classroom.

SPECIALS: We offer classes in Art, Physical Education, Music, Health, Technology and Library/Media Studies throughout the week. We also offer strings lessons and band lessons on designated days, for which instruments will need to be secured by parents/guardians.

LUNCH PROGRAM: The school provides a healthy and tasty "home cooked" hot lunch program for all children wishing to participate. Meals are planned and prepared here each school day. It is possible for your child to purchase a complete meal/alternative lunch with milk or alternative lunches and/or just milk. We have a variety of milk choices, juice, and healthy snacks available for the mid-morning break. Lunches are paid for by either sending a check made out to "Dunbarton Hot Lunch Program" to the school, or through a web site called "My Mealtime," the access for which is sent to each child's family during the month of September. This online program allows for prepayment of meals with a credit card

or debit card. Lunch can be ordered on a daily basis. If a student does not have enough money in their lunch account or does not bring in a lunch on a given day, a cheese sandwich and milk will be offered.

A menu is posted on the school website under the “Parents” tab listing the hot lunches for the upcoming month. Students will have the option to order lunch, snack items and juice or milk daily. It is advisable to make sure your child has enough money on his or her account before he or she orders for the day.

While it is not possible to guarantee a nut or peanut-free environment, DES does maintain a peanut and tree nut safe table which is monitored by lunch staff for obvious sources of allergens.

VOLUNTEER PROGRAM/PTO:

We have an excellent volunteer program at our school and hope that you will consider being part of it. The DES Program has been a NH State recognized “Blue Ribbon” program for 20+ years. Please visit www.dunbartonpto.com to find out how you can join this State Partners in Education Blue Ribbon Volunteer Team.

Dunbarton PTO meetings are held on the second Wednesday of each month (except December and June—no meetings) in the media center of the school at 7 pm. Free childcare is provided.

COMMUNITY CENTER:

Our cafeteria/gym also serves as the Dunbarton Community Center for the town and is in use most every evening with various activities and events for students as well as adults. NOTE: We do reserve blocks of time for our school programs.

SCHOOL-WIDE DISCIPLINE PLAN

The purpose of the school-wide discipline plan is to establish a positive school climate in which the student is ultimately responsible for his/her behavior. The school-wide plan provides consequences for both positive and negative behavior. It is in effect both inside and outside the building as well as on field trips, and includes all school activities. (Also see Family School Compact)

School-wide discipline focuses on the following major themes for behavior that we expect Dunbarton Elementary School students to exhibit.

- Respect, caring, and courtesy for others;
- Pride in caring for school property, and respect for the property of others;
- Cooperation with all school staff and fellow students;
- Personal maintenance of a safe, orderly, and clean learning environment;
- Following school procedures that make the school run smoothly so that our time and energy can be devoted to Advancing Student Learning.

We do not want to make a rule for every possible misbehavior. We expect students to take responsibility for their actions.

SCHOOL RULES

1) Walk and move safely.

2) Follow directions: Cooperate with all school staff and fellow students. Follow school procedures that make the school run smoothly so that time and energy can be devoted to advancing student learning.

- 3) Show respect: Demonstrate respect, caring, and courtesy for others.
- 4) Keep our school neat and clean: Have pride in caring for school property, and respect for the property of others.

Since we do not establish a rule for every possible misbehavior, we expect, as is developmentally appropriate, students to take responsibility for their actions based on the positive behavior expectations demonstrated through the following programs:

Responsive Classroom: *The Responsive Classroom approach is a widely used, research-backed approach to elementary education that increases academic achievement, decreases problem behaviors, improves social skills, and leads to more high-quality instruction. (www.responsiveclassroom.org)*

Possible Consequences if Students Choose to Not Follow the Rules:

- o Reminder/Redirection
- o Logical Consequences relating to the infraction
- o Processing Form (4-6 grade): Students are removed from the situation where they are given a processing form to complete within a 15-minute period. The Processing Form will be sent home to be signed by a parent/guardian along with classroom work missed during the processing time.
- o Lunch Detention (4-6 grade): Students who receive two consecutive processing forms within the same trimester will be required to attend lunch detention during the lunch period following their second offense.
- o Continuous violations will result in a phone call to parents
- o Severe/Harmful behavior, either physical or verbal, property damage, harassment, and/or inappropriate language shall result in an immediate lunch detention, extended loss of recess, community service, suspension, repairs, and/or a parental conference as determined by the school principal.
- o **CLASSROOM RULES:** Classroom rules are created by teachers and their students and will be sent home during the first weeks of school. DES utilizes the *Responsive Classroom* model and enforces the bullying law.

PUPIL SAFETY AND VIOLENCE PREVENTION - BULLYING - POLICY JICK

Pupil Safety and Violence Prevention – Bullying (See Policy JICK)

I. Definitions (RSA 193-F:3)

1. **Bullying.** Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:
 - (1) Physically harms a pupil or damages the pupil’s property;
 - (2) Causes emotional distress to a pupil;
 - (3) Interferes with a pupil’s educational opportunities;
 - (4) Creates a hostile educational environment; or

(5) Substantially disrupts the orderly operation of the school.

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

2. Cyberbullying. Cyberbullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.
3. Electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.
4. School property. School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.
5. Perpetrator. Perpetrator is defined as a pupil who engages in bullying or cyberbullying.
6. Victim. Victim is defined as a pupil against whom bullying or cyberbullying has been perpetrated.

(see addendum in the back of the handbook to read policy JICK in its entirety)

TRANSPORTATION

School bus transportation is provided for all pupils who live beyond one mile from the school. Pupils are expected to go home on their regular buses. This provides the home and school with a secure knowledge of each child's whereabouts and safety. The only exception will be if a change is submitted to the office either through the Pickup Patrol system or by calling and speaking to one of the administrative staff. This policy is very important for the safety of all children and your cooperation is appreciated. Bus routes and stops are authorized by the School Board upon the recommendation of the Superintendent/Principal.

DUNBARTON SCHOOL BUS POLICY-EEACC

TRANSPORTATION

The Dunbarton School Principal will establish a set of rules, with Board approval, to be enforced by the Dunbarton School District.

Each bus driver is responsible for maintaining discipline on the bus. Parents are responsible for the safety of their children to and from school except when the child is actually riding a bus.

Bus drivers will give warning directly to the student involved and report each case to the transportation contractor and the principal of the school the student attends (Dunbarton Elementary School, Bow Memorial School, Bow High School, or Goffstown High School).

REGULATIONS FOR STUDENTS

1. Students will be picked up only at authorized bus stops. Such stops will be designated by the School Board. All students will be delivered to their designated bus stop on the way home except by written permission from their parents.
2. Ordinary conversation between students is permitted, but loud, vulgar and improper language is not.
3. Smoking is not permitted on the school buses or on school grounds.
4. Waste paper or other articles shall not be thrown on the floor or out the window.
5. The rear emergency door shall be used only in case of emergency.
6. All students shall be seated while the bus is in motion.
7. Students shall not write on or damage the bus. Students damaging a bus shall pay for the damage.
8. Students who have a physical disability, either temporarily or permanently, may use school bus transportation if they can board or disembark from the vehicle without assistance. If special help is need, parents should contact the Principal of Dunbarton Elementary School in order to have their special situation considered.
9. Fighting on school buses is not allowed.
10. There will be no eating on the bus.
11. Personal music devices may be used with the permission of school administration or designee.

SUSPENSION FROM RIDING THE BUS

Warnings or suspensions from riding the school bus may be given for violation of any of the above rules.

From the first offense the student will receive a written warning. The second offense will result in up to a five (5) day suspension from the bus. Third offense will result in up to a ten (10) day suspension and fourth offense up to an indefinite bus suspension. The bus driver will give the warning.

Revised: 07/15/87

Adopted: 07/15/87

Revised 09/17/96

Revised: 03/07/12

Adopted 06/11/12

AUDIO AND VISUAL SURVEILLANCE ON SCHOOL BUSES- POLICY ECAF

Video cameras may be used in 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.

INSPECTING INSTRUCTIONAL MATERIAL: A parent/guardian of a student has the right to inspect any instructional material used as part of the educational curriculum for the student. Reasonable procedures will be in place for granting a request by a parent/guardian for access to instructional material, within a reasonable amount of time.

HEALTH, HYGIENE and SAFETY

SCHOOL NURSE: The school nurse is the direct health and safety contact for the school. She provides direct health care to students and conducts health education in the classroom setting on a regular basis.

The school nurse also provides leadership for the provision of health services; promotes a healthy school environment; promotes health; serves in a leadership role for health policies and programs; and serves as a liaison between school personnel, family, community, and health care providers.

The school nurse is also responsible for the oversight of other school services such as maintaining accurate health and medication administration records, ensuring compliance with state immunization laws, and coordinating health screenings such as vision and hearing screenings.

STUDENT SAFETY: We want your child to be safe at school. Therefore, it is critical that parents/guardians notify the nurse of their child's health issues or concerns throughout the school year. In addition, please report any changes in contact information throughout the school year. It is very important that the school is able to contact a parent/guardian during the school day as needed.

It is also important that you make sure your child understands that all injuries or illnesses occurring during the school day should be reported to his/her teacher. Preliminary care will be administered by the school nurse or a qualified person at the school with further treatment left to the parent/guardian. If your child comes home with an injury and has not told the teacher, it would be appreciated if you would notify the school nurse.

HEALTH RECORDS: Each student must have a complete physical examination within one year preceding first entry to school. Record of physical examination is kept in the student's confidential health file. In addition, all students must provide proof of meeting immunization requirements. It is helpful if parents provide up-to-date changes to their child's physical condition or immunization status so that school health records can be kept up to date.

MEDICATION ADMINISTRATION: All medications, both prescription and over the counter (OTC) medications, are administered by the school nurse, principal or designee. **Any medication must be delivered to the health office by an adult.** No more than a 30-day supply will be kept and maintained by the school. Medications must be in the pharmacy or manufacturer labeled container. All medication must include written instructions detailing the method of taking the medication, dosage, and the time schedule of the medication. A parent or guardian signature is required for all medication. Prescription medication must have written permission from the physician as well as the parent. Feel free to contact the school nurse for forms and additional information.

Parent/guardians are strongly encouraged to teach their children about the dangers of sharing medication. Students who share prescription or over-the counter medication with other students will be subject to discipline consistent with applicable DES Board policies.

ILLNESS/COMMUNICABLE DISEASE: A concern in all schools is the danger of spreading communicable diseases. We therefore urge parents/guardians to keep children home when they are ill with symptoms such as **fever, chills, vomiting, pain, rash, excessive coughing, etc.** **The student should not return to school until he/she has been free of symptoms for 24 hours.**

In addition, any illness or condition that prevents the student from participating comfortably in the school setting or would result in a greater need for care than the school staff can provide without compromising the health and safety of others would indicate the need to stay home from school.

Communicable diseases such as strep throat, impetigo, head lice, flu, conjunctivitis, etc. should be reported directly to the school nurse as they occur throughout the year. There are specific treatment and/or *exclusion* requirements that must be fulfilled before a student with a communicable disease can return to school. These vary depending on the illness. Please contact the school nurse for the specific recommendations for your child's situation. For example, if head lice are found on your child, he/she may remain in school until the end of the school day and return **after the first treatment**.

The school nurse is responsible for determining if a child exhibits symptoms of a communicable disease and will determine if the child should be excluded from school. Students who are vomiting or have a fever of 100 degrees or higher will be sent home.

The school nurse welcomes any questions or concerns you may have about your child. Please feel free to contact the school nurse by phone at 774-3181 ext. 205 or stop in to the health office during school hours. There is also health and wellness information including forms, health class topics and fact sheets on the "Health Office" section of the DES website.

SUITABLE CLOTHING: We believe that fresh air and exercise is important for all children. All students, therefore, will be expected to participate in outdoor recess and activities unless excused for medical reasons and a letter from a physician is received. It is often windy and colder here on the hill than at your home. Please make sure that your child comes to school appropriately dressed for the prevailing weather conditions including boots, mittens, hats, etc. When school children are dressed in comfortable clothes, they are more ready for active work and play.

Clothing which is labeled with the child's name is less likely to be lost or exchanged with another student. A loop sewn on coats and sweaters saves clothing from the wear and tear of dropping off hooks. Boots should also be labeled with child's name for proper identification. We discourage open shoes where toes may be injured and black-soled boots, which mark up the hardwood or tile floors. If your child is missing an article of clothing, please see that he/she checks the school lost and found box located in the gym. A parent is welcome at any time to check the lost and found for items their child may have lost. If still not found, please call the nurse. Each year, at the December break and at the close of the school, we collect all unclaimed items and donate them to charity.

STANDARD FOR STUDENT DRESS: Students should dress so as not to distract from the academic atmosphere we wish to encourage at our school. Clothing should allow students to fully participate in all aspects of the school program. The school nurse will administer this program.

- Shorts and skirts must be at least the length of where the fingertips fall when hands are at the side.
- Tight clothing, spaghetti strap tops, or crop tops are not allowed.
- Tank tops, muscle shirts, T-shirts with inappropriate messages or those which promote sex, drugs, alcohol, smoking or violence are not allowed.
- Hats, pajama bottoms, extra large or dangling belts or chains shall not be worn in school (except for the purposes of Halloween or Spirit Days). Flip flops (shower sandals) or sneakers with wheels (Heelies) are not allowed.

CELL PHONES: Students are required to keep their cell phones off and put away in their backpacks/cubbies during school hours. At no time will any student use a cellular phone or other electronic device to video another person in a locker room, bathroom, or other location where such operation may violate the privacy rights of another person.

NO-SCHOOL ANNOUNCEMENTS: In the event that school is cancelled, a “no school” announcement will appear on the radio stations listed below and WMUR-TV Channel 9 between the hours of 5:30 A.M. and 8:00 A.M. The decision to close school is made by the Superintendent of Schools, in consultation with the road agent and bus contractor. The following radio/TV stations carry the announcements along with the SAU/School websites, if available:

101 FM-WGIR	105.5 FM-WJYY	97.5 FM-WOKQ
95.7 FM-WZID	1370 AM-WFEA	61 AM-WGIR
WMUR-TV Ch. 9	WCVB-TV Ch. 5	

A text message from SAU 67 will also be sent to your cell phone, if you furnish the school with that phone number. Email is also utilized for emergency notices.

SAFETY PROCEDURES

DES regularly practices the following safety drills which are supported by New Hampshire’s Emergency Management department: Evacuation drills, Lockdown, Shelter in Place. Review and evaluation of emergency response plans is on-going.

DUNBARTON SCHOOL DISTRICT NETWORK AND INTERNET ACCEPTABLE USE/ETHICS POLICY*

Technology users’ responsibilities go beyond network use. The Dunbarton School District also addresses copyright and security as well as networking in this policy. Unless otherwise specified, the following regulation shall apply equally to students, employees, volunteers and contractors employed by the District: Employees, volunteers and contractors may have additional obligations owing to the nature of their positions and/or access privileges.

The Dunbarton School District’s Network system is a local and wide area technology network linking schools together, providing access to public Networks. The use of the Dunbarton School District’s Network is solely for the purpose of facilitating the exchange of information to further communication, education and research and is consistent with the mission of SAU # 67 and the Dunbarton School District. The Dunbarton School District Network and the messages transmitted and documents created on them are the property of the District. The District has the right to supervise the use of such property. An authorization form must be completed by each person requesting access to this Network. Any use without authorization is prohibited.

NETWORK: The use of the Dunbarton School District Network is to promote the exchange of information to further education and research and is consistent with the mission of the Dunbarton School District.

- This Network or the Internet connection is not for private or commercial business use, political or religious purpose.
- Any use of the Network or Internet for illegal activity is prohibited.
- Use of this Network or Internet to access obscene or pornographic material is prohibited.

- School standards regarding communications apply to the Network and Internet.
- Using programs that harass Network or Internet users or infiltrate a computing system and/or damage the software components is prohibited
- Users will make the most efficient use of Network resources to minimize interference with others.
- Any use of this Network or Internet that accesses outside resources must conform to those network policies.
- Subscriptions to Listservs, bulletin boards, and on-line services must be pre-approved by the district.
- Users will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data or information of others.
- Users will not share accounts with anyone or leave an account open or unattended.
- Users will keep all accounts and passwords confidential and not accessible to others.
- Users are responsible for making back-up copies of the critical documents
- Users will not willfully introduce a virus on to the District's equipment or networks.
- The illegal installation of copyrighted software or files for use on the District's computers is prohibited.
- No software may be installed without the written approval of the Computer Coordinator.
- E-mail is provided for the purpose of exchanging information consistent with the mission of SAU #67 and the Dunbarton School District. E-Mail cannot be used for private or commercial offerings of products or services for sale or to solicit products or services. E-MAIL POLICY: We do not allow students to e-mail other people or groups, without parental permission, during the school day or after school hours.
- E-mail messages are subject to the District review at any time.
- School standards regarding communications apply to Networks and Internet as well as E-mail
- Mail should be deleted regularly from our E-mail directory to conserve the file space.

Interpretation, application and modification of this Acceptable Use Policy is within the sole discretion of Dunbarton School District. Any questions or issues regarding this policy should be directed to the SAU #67 Administration. Violation of any conditions of use described here and in the District's Technology Regulation may be cause for disciplinary action.

COPYRIGHTED SOFTWARE: Users of software shall abide by the software licensing agreement provided by the software publisher. Without notice, any equipment on the District's property may be audited for compliance. Software piracy, the illegal use or possession of copyrighted software, is strictly prohibited.

SITE-LICENSED SOFTWARE: Site license software is that which can be used on any equipment at the site for which the software was purchased. This software can be copied legally by anyone to any equipment at the site belonging to the license. Unless permitted by the license, it shall not be copied to equipment not owned by the license. Before equipment is moved from one site to another, any site license software shall be removed.

NETWORK USE OF SOFTWARE: Network use software is purchased for use by a limited number of concurrent users. This software is launched from a server, and concurrent use is regulated by server software. Unless permitted by the license, this software shall not be copied off of the server to individual hard drives or storage devices.

CONCURRENT USE OF SOFTWARE: It's the same as Network use software except that it can be copied to workstations, if regulated by metering program.

SINGLE LICENSE SOFTWARE: Single license software can be owned by a school, a department, or sub organization within the District. Such software shall not be copied to multiple machines or media in violation of the license agreement.

Such software owned by individuals in the District may be brought into the District under the following conditions:

- The user can prove ownership
- The user adheres to the licensing agreement for that software
- The user has registered software with the Software Company
- The user has registered the software with the building's Information Specialist and received permission to use the software.

PROPERTY RIGHTS: The District has the right to specify who uses its equipment and the information contained therein, under what circumstances, and to what purpose. Equipment purchased by the District belongs only to the District and neither employees, volunteers, nor students in the District have ownership rights to any equipment loaned to them by the District. Extensive use of District equipment and software for private or personal business is strictly prohibited and will subject the violator to disciplinary action.

No person shall have exclusive use of District equipment unless authorized by the Superintendent/designee.

DATA SECURITY: The District assumes no responsibility or liability if documents stored on District equipment are lost or damaged, nor will the District be responsible for security violations beyond the proper punishment of those persons involved in such violations.

FALSE ENTRY/ALTERATION: No student, volunteer, or District employee shall make any false entry or alteration of any document, either paper or electronic, used or intended to be used in connection with the operation of any school within the District nor shall any students open or alter official school documents or private documents, either paper or electronic.

*** This policy is under revision.**

ENFORCEMENT: The District shall rigorously uphold laws pertaining to the use of technological equipment and the information contained in them and/or generated by its use. Anyone found to be violating such laws shall be subject to suit for civil damages as well as prosecution by the District to the full extent of the law.

Proposed 12/6/95

Adopted 1/4/96

SCHOOL-WIDE TELEPHONE DIRECTORY

Dunbarton Elementary School Office/Principal:774-3181
 Fax Number:774-3186

Extensions:

Secretary – Mrs. Westenberg	201	Grade 5 – Dr. Harrison	226
Secretary – Mrs. Johnson	202	Grade 5 – Mrs. Virta	228
Principal – Owen Harrington	222	Grade 6 – Mrs. McCormack	225
Kindergarten – Mrs. Belanger	210	Grade 6 – Ms. Walleston	227
Grade 1 – Mrs. Gagne	212	Reading – Mrs. Normandin	224
Grade 1 – Mrs. Turcotte	214	Nurse – Mrs. Hast	205
Grade 2 – Mrs. Campbell	215	Special Ed. – Mrs. Landry	204
Grade 2 – Mrs. Carter	216	Special Ed. – Ms. Stannard	232
Grade 3 – Mrs. Wicklow	211	Special Ed. – Mrs. Woods	232
Grade 3 – Mrs. Morissette	218	Guidance – Mrs. Routhier	231
Grade 4 – Mrs. Spill	220	Library – Mrs. Spencer	213
Grade 4 – Mrs. Parzick	221	Food Service – Mrs. Poland	207
		Speech – Mrs. Bailey	223

Superintendent’s Office224-4728

Dr. Dean Cascadden – Superintendent

Mr. Duane Ford – Assistant Superintendent/Business Administrator

Gayle Theos – SAU 67 Office Administrator

Bow High School228-2210

Bow Memorial School225-3212

Bow Elementary School225-3049

Goffstown Truck Center (Dunbarton School Buses)497-3111

Dunbarton School Board Members:

Mr. Clem Madden	774-5028
Mr. Jarrett Duncan	774-3783
Mrs. Heather Lalla	774-7788
Mrs. Deborah Trottier	774-7648
Mr. Jeff Trexler	774-6060

Appendices/Annual Notices

AC.....	Nondiscrimination
EEAG.....	Use of Private Vehicles to Transport Students
FERPA.....	Family Educational Rights and Privacy Act
GBM.....	Title IX Grievance Procedure
IIBH.....	Network and Internet Acceptable Use Policy

IHBAA.....	Identification of a Specific Learning Disability
JFABD.....	Homelessness
JFCG.....	Gun Free Schools Zone
JICFA.....	Hazing
JICG.....	Use of Tobacco Products Strictly Prohibited In/On All School Facilities And/Or Grounds
JICK.....	Pupil Safety and Violence Prevention - Bullying
JLCF.....	District Wellness
JOA.....	FERPA

DUNBARTON SCHOOL DISTRICT

AC

NONDISCRIMINATION

The Board is committed to a policy of nondiscrimination in relation to race, color, religion, age, national origin, physical or mental disabilities, marital status, gender, or sexual orientation.

This School District strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational opportunities and services offered students, in their assignment to schools and classes and in their discipline, in location and use of facilities; in educational offerings and materials.

Inquiries, complaints, and other communications relative to this policy and to the applicable laws and regulations concerned with non-discrimination shall be received by the Superintendent or his/her designee.

This policy of non-discrimination is applicable to all persons employed or served by the district. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the grievance procedure. This policy implements PL 94-142, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act, Title VI or VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination.

Legal References:

- RSA 354-A6, Opportunity for Employment without Discrimination of Civil Rights
- RSA 354-A:7, Unlawful Discriminatory Practices
- The Age Discrimination in Employment Act of 1967
- Title I of the Americans with Disabilities Act of 1990
- Title VII of the Civil Rights Act of 1964 (15 or more employees)
- Reference Section 504 Grievance Procedure: AC-R1

Proposed: 08/16/89
Adopted: 09/19/89
Revised: 05/03/95
Revised: 01/06/10
Adopted: 02/03/10

DUNBARTON SCHOOL DISTRICT

EEAG

USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS

1. Any use of private vehicles for transportation of students to or from school on field trips, athletic events, or other school authorized functions, must have prior authorization by the Superintendent or his or her designee. Those providing unauthorized student transportation do so at their own expense and liability.
2. Any employee or private citizen using their own or a rented vehicle to provide school authorized student transportation must have auto liability insurance of not less than \$300,000 Combined Single Limit. The District will maintain liability insurance, which will be in excess of the owner's primary insurance for authorized student transportation.
3. A person under contract to transport one or more children to or from school, on field trips, to athletic events, or other school functions must have a valid School Bus Driver Certificate from the Department of Safety. This person's vehicle must be approved by the N.H. Department of Safety as meeting all applicable school bus safety standards. (Parents transporting their own children are exempt from this requirement, even if reimbursed by the School District.)
4. Those providing transportation on an incidental basis, i.e., not specifically as part of a contract to transport, must have a valid driver's license, and a vehicle which has a current N.H. inspection sticker. A commercial license is required for any vehicle that has a capacity of 16 or more.
5. The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Superintendent or his or her designee. All employees who regularly transport students for school purposes must have a School Bus Driver Certificate.
6. Reimbursement for use of private vehicles may be made, but only if the employee or other person has prior approval of the designated administrator.

Proposed: 03/07/12

Adopted: 06/11/12

DUNBARTON SCHOOL DISTRICT

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to

request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

DUNBARTON SCHOOL DISTRICT

GBM

TITLE IX - GRIEVANCE PROCEDURES

The Dunbarton School District, in compliance with the rules and regulations pertaining to nondiscrimination on the basis of sex under federally assisted education programs and activities, has established the following procedures to resolve complaint(s) related to interpretations, or application of Title IX Rules and Regulations.

All students and employees of Dunbarton School District are eligible to participate in this grievance procedure.

The resolution of real or alleged violations shall be motivated toward seeking a solution that is satisfactory to the student or employee, the administration, and the School Board.

DEFINITIONS

Grievance: an issue that reaches Level One Procedure. This issue involves the violation, interpretation, or application of any article of Part 86, Rules and Regulations, Title IX, Federal Educational Amendments of 1972.

Student: any person enrolled as a student in any school and/or educational program authorized by the Dunbarton School District.

Employee: any full or part time employee receiving compensation for services rendered to the Dunbarton School District.

Compliance Coordinator: The Assistant Superintendent of Schools

Superintendent: The current Superintendent of Schools

LEVEL ONE PROCEDURE

1. The student or employee who has a complaint, and is unable to solve the issue, should address the complaint in writing to the Compliance Coordinator. In the case of a Harassment Complaint, refer to Policy GBAA Sexual Harassment and Sexual Violence Policy.
2. The Coordinator will:
 - a. Investigate within three (3) school days, with the building principal, the circumstances of the complaint;
 - b. Render a decision, within five (5) school days, after receipt of a complaint, and notify the complainant in writing;
 - c. Provide the complainant five (5) school days to react to the decision.

The Complainant's Responsibilities

- a. Accept the decision, in writing, addressed to the Compliance Coordinator, or
- b. Disagree with the decision, in writing, addressed to the Compliance Coordinator within two weeks, (10 school days).

LEVEL TWO PROCEDURE

1. The Compliance Coordinator requests the Superintendent to review the complaint.
2. The Superintendent will schedule a meeting within one week (5 school days) of the receipt of the request for review. The participants are the complainant, the Coordinator, and the Superintendent.
3. The Superintendent will make a decision within one week (5 school days), which shall be the final decision. The complainant will also receive a written copy of the Superintendent's decision at that time.

Proposed: 06/07/95

Adopted: 10/04/95

DUNBARTON SCHOOL DISTRICT

IHBAA

**DETERMINATION OF ELIGIBILITY OF SPECIFIC LEARNING
DISABILITY**

It shall be the policy of the Dunbarton School District to evaluate students suspected of

having a specific learning disability in a manner consistent with the procedures and standards included in the form entitled, "SAU 19 Specific Learning Disability Eligibility Process". "SAU 19 Specific Learning Disability Eligibility Process" will be utilized to determine the existence of a specific learning disability using multiple sources of data to identify a child's pattern of strengths and weaknesses in performance, achievement, or both, relative to age, intellectual development, and state approved grade-level standards. A specific learning disability is determined through professional judgment using multiple supporting evidences. The manner in which a student responds to instruction and interventions will also be considered in the determination of eligibility as a child with a specific learning disability.

Legal References: 20 U.S.C. §1414(b)(6) (2004) 34 C.F.R. §§300.8(c)(10), 300.307-300.311 (2006) RSA 186-C:16 (2009) NH Code of Administrative Rules, Section Ed. 1106.01(b), (d)-(e), 1107.01(a), 1107.02, 1107.04(a)-(b), Table 1100.1 (2008)

Proposed: 03/04/09
Adopted: 04/01/09

DUNBARTON SCHOOL DISTRICT

IIBH

NETWORK AND INTERNET ACCEPTABLE USE POLICY ETHICS POLICY

Technology users' responsibilities go beyond network use. The Dunbarton School District also addresses copyright, security and other issues as well as networking in this policy.

Unless otherwise specified, the following regulation shall apply equally to students, employees, volunteers and contractors employed by the District employees, volunteers, and contractors may have additional obligations owing to the nature of their positions and/or access privileges.

The Dunbarton School District's Network system is a local and wide area technology network linking schools together which also provides access to Networks.

The use of the Dunbarton School District's Network is solely for the purpose of facilitating the exchange of information to further communication, education and research and is consistent with the mission of SAU # 19 and the Dunbarton School District. The Dunbarton School District network and the messages transmitted and documents created on them are the property of the District. The District has the right to supervise the use of such property. An authorization form must be completed by each person requesting access to this network. Any use without authorization is prohibited.

NETWORK

1. The use of the Dunbarton School District network is to promote the exchange of information to further education and research and is consistent with the mission of Dunbarton School District.
2. This network or the internet connection is not for private or commercial business use, political or religious purposes.
3. Any use of network or internet for illegal activity is prohibited.
4. Use of this network or internet to access obscene or pornographic material is prohibited.
5. School standards regarding communications apply to networks and internet.
6. Using programs that harass network or internet users or infiltrate a computing system and/or damage the software components is prohibited.
7. Users will make the most efficient use of network resources to minimize interference with others.
8. Any use of this network or internet that accesses outside resources must conform to those network policies.
9. Subscriptions to listservs, bulletin boards and other on-line services must be pre-approved by the District.

SECURITY

10. Users will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data, or information of others.
11. Users will not share accounts with anyone or leave an account open or unattended.
12. Users will keep all accounts and passwords confidential and not accessible to others.
13. Users are responsible for making back-up copies of the critical documents.

SOFTWARE

14. Users will not willfully introduce a virus onto the District's equipment or networks.
15. The illegal installation of copyrighted software or files for use on district computers is prohibited.
16. No software may be installed without the written approval of the computer coordinator.

E-MAIL

17. E-Mail is provided for the purpose of exchanging information consistent with the mission of SAU #67 and the Dunbarton School District.
 - a. E-mail cannot be used for private or commercial offerings of products or services for sale or to solicit products or services.
 - b. E-mail messages are subject to District review at any time.
 - c. School standards regarding communications apply to networks and internet as well as e-mail.

18. Mail should be deleted regularly from our e-mail directory to conserve the file space.

Interpretation, application and modification of this Acceptable Use Policy are within the sole discretion of Dunbarton School District. Any questions or issues regarding this policy should be directed to the SAU # 67 Administration. Violation of any conditions of use described here and in the District's technology regulation may be cause for disciplinary action.

Copyrighted Software: Users of software shall abide by the software licensing agreement provided by the software publisher. Without notice, any equipment on the District's property may be audited for compliance. Software piracy, the illegal use or possession of copyrighted software, is strictly prohibited.

Site Licensed Software: Site licensed software is that which can be used on any equipment at the site for which the software was purchased. This software can be copied legally by anyone to any equipment at the site belonging to the licensee. Unless permitted by the license, it shall not be copied to equipment not owned by the licensee. Before equipment is moved from one site to another, any site-licensed software shall be removed.

Network Use Software: Network use software is purchased for use by a limited number of concurrent users. This software is launched from a server, and concurrent use is regulated by server software. Unless permitted by the license, this software shall not be copied off of the server to individual hard drives or storage devices.

Concurrent Use Software: It's the same as Network use software except that it can be copied to workstations, if regulated by metering program.

Single License Software: Single license software can be owned by a school, a department, or sub organization within the District. Such software shall not be copied to multiple machines or media in violation of the license agreement.

Such software owned by individuals in the District may be brought into the District under the following conditions:

- a. The user can prove ownership.
- b. The user adheres to the licensing agreement for that software.
- c. The user has registered software with the software company.
- d. The user has registered the software with the building's information specialist and received permission to use the software.

Property Rights: The District has the right to specify who uses its equipment and the information contained therein, under what circumstances, and to what purpose. Equipment purchased by the District belongs only to the District and neither employees, volunteers, nor students in the District have ownership rights to any

equipment loaned to them by the District. Extensive use of District equipment and software for private or personal business is strictly prohibited and will subject the violator to disciplinary action.

No person shall have exclusive use of District equipment unless authorized by the superintendent/designee.

Data Security: The District assumes no responsibility or liability if documents stored on District equipment are lost or damaged, nor will the District be responsible for security violations beyond the proper punishment of those persons involved in such violations.

False Entry/Alteration: No student, volunteer or District employee shall make any false entry or alteration of any document, either paper or electronic, used or intended to be used in connection with the operation of any school within the District nor shall any student open or alter official school documents or private documents, either paper or electronic.

Enforcement: The District shall rigorously uphold laws pertaining to the use of technological equipment and the information contained in them and/or generated by its use. Anyone found to be violating such laws shall be subject to suit for civil damages as well as prosecution by the District to the full extent of the law.

Reference Regulations: IIBH-R

Legal Reference:

RSA 194:3d, School District Computer Networks
47 U.S.C. Section 254, Children’s Internet Protection Act, Effective April 20, 2001

Proposed: 12/06/95

Adopted: 01/04/96

DUNBARTON SCHOOL DISTRICT

JFABD

ADMISSION OF HOMELESS STUDENTS

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, vocational and technical educations programs, and school nutrition programs.

Homeless students are defined as (per NCLB definitions) lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
3. Living in emergency or transitional shelter;
4. Abandoned in hospitals;
5. Awaiting foster care placement;
6. Living in public or private places not designed for or ordinarily used as a regular sleeping accommodations for human beings;
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
8. Migratory children living in conditions described in previous examples.

The Superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families. To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in which attendance area the student is actually living, or other schools. If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. Unaccompanied youth will also be enrolled pending resolution of the dispute. Disputes are appealed to the NH Commissioner of Education.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student does not have immediate access to the immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist this process.

Records from the student's previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies. Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will make reasonable efforts to coordinate the transportation services necessary for the student. The district's liaison for homeless students and their families shall coordinate with local social services agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. The district's liaison will also review and recommend to the district policies that may act as barriers to the enrollment of homeless students.

Statutory References: No Child Left Behind Act, 2002
RSA 193:12

Proposed: 05/07/08

Adopted: 09/17/08

DUNBARTON SCHOOL DISTRICT

JFCG

GUN-FREE SCHOOLS POLICY

It is the policy of the Dunbarton School District to establish a Gun-Free School Zone in accordance with the Federal Gun-Free Schools Act of 1994. This policy shall establish a gunfree zone meaning in, or on the grounds of all schools in the District and within a distance of 1,000 feet in all directions from these grounds. This policy is also in effect for all motor vehicles within this zone. Any student who causes to bring or who has brought a weapon into this zone is considered in violation of this policy and is subject to expulsion from school for a period of not less than one year (365 days) and referral to the criminal justice or juvenile delinquency system. This policy may allow the chief administering officer of the LEA to modify the expulsion requirement on a case by case basis.

Adopted: 05/03/95

DUNBARTON SCHOOL DISTRICT

JICFA

HAZING

No student organization or any person associated with any organization sanctioned by the Board of Education shall engage or participate in hazing. For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.

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

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

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

This policy is not intended to deprive School District authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees. A copy of this policy will be furnished to each student and teacher in the school district.

Legal Reference: RSA 631:7, Student Hazing New Hampshire Code of Administrative Rules, Section Ed 306.04(a)(7), Student Hazing

Proposed: 06/04/2014

Adopted: 10/01/2014

DUNBARTON SCHOOL DISTRICT

JICG

USE OF TOBACCO PRODUCTS STRICTLY PROHIBITED IN/ON ALL SCHOOL FACILITIES AND/OR GROUNDS

No person shall use any tobacco product in any facility maintained by the School District, nor on any grounds of the District.

Tobacco products means cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, products containing tobacco, and tobacco in any other form.

“Facility” is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, storage areas and field trips, school programs, school functions, fields and parking lots.

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

It is the responsibility of the building principal(s), or designee, to initially enforce this policy by requesting that any person who is violating this policy to immediately cease the use of tobacco products. After this request is made, if any person refuses to refrain from using tobacco products in violation of this policy, the principal or designee may call the local police who shall then be responsible for all enforcement proceedings and applicable fines and penalties.

Students

No student shall purchase, attempt to purchase, possess, distribute, or use any tobacco products in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Enforcement of this prohibition shall initially rest with building principals, or their designees,

who may report any violation to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

The principal will develop regulations which cover disciplinary action to be taken for violations of this policy. These regulations will be communicated to students by means deemed appropriate by the principal. In addition to disciplinary actions taken by the school, criminal penalties or fines may result from violations of this policy.

Employees

No employee shall use any tobacco product in any facility in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. The principal may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

The principal will develop and implement the appropriate means of notifying employees of the possible disciplinary consequences of violating this policy. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. In addition, fines or other penalties may result from enforcement of these prohibitions by other law enforcement officials.

All other persons

No visitor shall at any time use tobacco products in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

Responsibility for enforcement of this prohibition shall rest with all school District employees who may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties. Annual notification and appropriate signage is the responsibility of the school principal.

Legal References:
RSA 155:64–76, Purpose

RSA 126–K:6, Possession and Use of Tobacco Products by Minors
RSA 126- K:7, Use of Tobacco Products on Public Educational Facility Grounds
Prohibited.

Proposed: 05/07/08

Adopted: 09/17/08

DUNBARTON SCHOOL DISTRICT

JICK

PUPIL SAFETY AND VIOLENCE PREVENTION - BULLYING

I. Definitions (RSA 193-F:3) 1. Bullying. Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- (1) Physically harms a pupil or damages the pupil’s property;
- (2) Could be reasonably calculated to cause emotional distress to a pupil;
- (3) Interferes with a pupil’s educational opportunities;
- (4) Creates a hostile educational environment; or
- (5) Substantially disrupts the orderly operation of the school.

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

2. Cyberbullying. Cyberbullying is defined as any conduct defined as “bullying” in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.

3. Electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.

4. School property. School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

5. Perpetrator. Perpetrator means a pupil who engages in bullying or cyberbullying.

6. Victim. Victim means a pupil against whom bullying or cyberbullying has been perpetrated. Any reference in this policy to “parent” shall include parents or legal guardians II.

Statement Prohibiting Bullying or Cyberbullying of a Pupil (RSA 193-F:4, II(a)) The Board is committed to providing all pupils a safe and secure school environment. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyberbullying will not be tolerated and is hereby prohibited. Further, in accordance with RSA 193-F:4, the District reserves the right to address bullying and, if necessary, impose discipline for bullying that:

- (1) Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or Category P 2 DUNBARTON SCHOOL DISTRICT
JICK PUPIL SAFETY AND VIOLENCE PREVENTION - BULLYING

(2) Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event. The Superintendent of Schools is responsible for ensuring that this policy is implemented.

III. Statement prohibiting retaliation or false accusations (RSA 193-F:4, II(b)) False Reporting A student found to have wrongfully and intentionally accused another of bullying may face discipline or other consequences, ranging from positive behavioral interventions up to and including suspension or expulsion. A school employee found to have wrongfully and intentionally accused a student of bullying shall face discipline or other consequences, ranging from verbal warning up to and including dismissal. Any consequences will be in accordance with applicable law, District policies, procedures and collective bargaining agreements.

Reprisal or Retaliation The District will discipline and take appropriate action against any student, teacher, school administrator, school volunteer, or other school employee who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. The consequences and appropriate remedial action for a student, teacher, school administrator, school volunteer, or other school employee who engages in reprisal or retaliation shall be determined by the Principal or designee after consideration of the nature, severity and circumstances of the act, in accordance with law, Board policies and any applicable collective bargaining agreements. Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any teacher, school administrator, or other school employee found to have engaged in reprisal or retaliation in violation of this policy shall be subject to discipline up to, and including, termination of employment. Any school volunteer found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Category P 3 DUNBARTON SCHOOL DISTRICT JICK PUPIL SAFETY AND VIOLENCE PREVENTION - BULLYING Process To Protect Pupils From Retaliation If the alleged victim or any witness expresses to the Principal or other staff member that he/she believes he/she may be retaliated against, the Principal or designee shall develop a process or plan to protect that student from possible retaliation. Each process or plan may be developed on a case-by-case basis. Suggestions include, but are not limited to, re-arranging student class schedules to minimize their contact, stern warnings to alleged perpetrators, temporary removal of privileges, or other means necessary to protect against possible retaliation.

IV. Protection of all Pupils (RSA 193-F:4, II(c)) This policy shall apply to all pupils and school-aged persons on school district grounds and who are participating in school district functions, regardless of whether or not such pupil or schoolaged person is a student within the District.

V. Disciplinary Consequences For Violations of This Policy (RSA 193-F:4, II(d)) The district reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying. In addition to imposing discipline under such circumstances, the Board encourages the administration and school district staff to seek alternatives to traditional

discipline, including but not limited to early intervention measures, alternative dispute resolution, conflict resolution and other similar measures.

VI. Distribution and Notice of This Policy (RSA 193-F:4, II(e)) Staff and Volunteers All staff will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (employee handbook, hard copy, etc.)

Students All students will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (student handbook, mailing, hard copy, etc.) Students may participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the District's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students may also be informed of the consequences of bullying conduct toward their peers.

Category P 4 DUNBARTON SCHOOL DISTRICT JICK PUPIL SAFETY AND VIOLENCE PREVENTION - BULLYING The Superintendent, in consultation with staff, may incorporate student anti-bullying training and education into the district's curriculum, but shall not be required to do so. Parents All parents will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (parent handbook, mailing, etc.). VII. Procedure for Reporting Bullying (RSA 193-F:4, II(f)) At each school, the Principal or designee shall be responsible for receiving complaints of alleged violations of this policy.

Student Reporting

1. Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the Principal. If the student is more comfortable reporting the alleged act to a person other than the Principal, the student may tell any school district employee or volunteer about the alleged bullying.
2. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of the school day.
3. Upon receipt of a report of bullying, the Principal or designee shall commence an investigation consistent with the provisions of Section XI of this policy.

Staff Reporting

1. An important duty of the staff is to report acts or behavior that they witness that appears to constitute bullying.
2. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal or designee as soon as possible, but no later than the end of the school day.
3. Upon receipt of a report of bullying, the Principal or designee shall commence an investigation consistent with the provisions of Section XI of this policy.

VIII. Procedure for Internal Reporting Requirements (RSA 193-F:4, II(g)) In order to satisfy the reporting requirements of RSA 193-F:6, the Principal or designee shall be responsible for completing all New Hampshire Department of Education forms and reporting documents of substantiated incidents of bullying. IX. Notifying Parents of Alleged Bullying (RSA 193-F:4, II(h)) The Principal or designee shall report to the parents of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Such notification may be made by telephone, or personal

conference. If neither is possible, providing a written report will be acceptable.

Category P 5 DUNBARTON SCHOOL DISTRICT JICK PUPIL SAFETY AND VIOLENCE PREVENTION – BULLYING

All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). X. Waiver of Notification Requirement (RSA 193-F:4, II(i)) The Superintendent or designee may, within a 48 hour time period, grant the Principal or designee a waiver from the requirement that the parents of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Superintendent or designee deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing. XI. Investigative Procedures (RSA 193-F:4, II(j))

1. Upon receipt of a report of bullying, the Principal or designee shall, within 5 school days, initiate an investigation into the alleged act.
2. The Principal or designee shall complete the investigation within 10 school days of receiving the initial report. If the Principal or designee needs more than 10 school days to complete the investigation, the Superintendent or designee may grant an extension of up to 7 school days. In the event such extension is granted, the Principal or designee shall notify in writing all parties involved of the granting of the extension.
- 3 Students who are found to have violated this policy may face discipline in accordance with other applicable board policies, up to and including suspension. Students facing discipline will be afforded all due process required by law.

XII. Response to Remediate Substantiated Instances of Bullying (RSA 193-F:4, II(k)) Consequences and appropriate remedial actions for a student who commits one or more acts of bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion. 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 (RSA 193-F:4, II(l)) The Principal or designee shall forward all substantiated reports of bullying to the Superintendent or designee upon completion of the Principal’s or designee’s investigation.

Category P 6 DUNBARTON SCHOOL DISTRICT JICK PUPIL SAFETY AND VIOLENCE PREVENTION - BULLYING XIV. Communication With Parents Upon Completion of Investigation (RSA 193-F:4, II(m))

1. Within ten school days of completing an investigation, the Principal or designee will notify the parents of the students involved of his/her findings and the result of the investigation.
2. 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. XV. School Officials (RSA 193-F:4, II(n)) The Superintendent of schools is responsible for ensuring that this policy is implemented. In order to facilitate the implementation of this policy, the

Superintendent may establish further administrative rules or regulations. Legal References: RSA 193-F:3, Pupil Safety and Violence Prevention Act RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed NH Code of Administrative Rules, Section Ed 306.04(a)(8), Student Harassment

Proposed: 10/06/10

Adopted: 11/03/10

DUNBARTON SCHOOL DISTRICT

JLCF

DISTRICT WELLNESS

The Dunbarton School District is committed to providing for a school environment that enhances learning and development of lifelong wellness practices.

To accomplish these goals:

1. Child Nutrition Programs will comply with federal, state, and local requirements.
Child Nutrition Programs are accessible to all children. Students in grades K-12 receive nutrition education that will teach the skills they will need to develop healthy eating behaviors.
2. Sequential and interdisciplinary nutrition education is provided and promoted.
Nutrition education is offered in the school dining room as well as in the classroom with coordination between foodservice staff and teachers.
3. Patterns of meaningful physical activity outside of school are encouraged. Health education curriculum standards and guidelines include both nutrition and physical education. Staff that provide nutrition education have appropriate training.
4. All school based activities are in concert with local wellness policy goals. Nutrition is integrated with health education and core curricula, e.g., math science, language arts. Schools link nutrition education activities with the coordinated school health program.
5. All food and beverages made available on campus including vending, concessions, a la carte, student stores, parties and fundraising during the school day are consistent with the current Dietary Guidelines for Americans.
6. All foods made available on campus adhere to food safety and security guidelines.
7. The school environment is safe, comfortable, pleasing and allows ample time and space for eating meals. Food and/or physical activity is not used as a reward or punishment.

Legal References:

RSA 189:11-a, Food and Nutrition Programs

Section 204 of Public Law 108-265, Child Nutrition and WIC Reauthorization Act of 2004

NH Code of Administrative Rules, Section Ed. 303.01(g), Substantive Duties of School Boards

NH Code of Administrative Rules, Section Ed. 306.11, Food & Nutrition Services

NH Code of Administrative Rules, Section Ed. 306.40, Health Education Program

NH Code of Administrative Rules, Section Ed. 306.41, Physical Education Program

Proposed: 06/07/06

Adopted: 06/07/06

DUNBARTON SCHOOL DISTRICT

JOA

STUDENT RECORDS ACCESSIBILITY POLICIES AND PROCEDURES

DEFINITIONS: For the purposes of this policy, the Dunbarton School District has the following definitions of terms:

STUDENT – Any person who attends, or has attended a school, or is tutored by the Dunbarton School District to another educational setting.

ELIGIBLE STUDENT - A student or former student who has reached age 18 or is attending a postsecondary school.

PARENT - Either natural parent of a student, a legal guardian, or an individual who is legally empowered to act as a parent or guardian in the absence of the student's parent or guardian.

EDUCATION RECORDS - Any record (in handwriting, print, tapes, film, or other medium) maintained by the Dunbarton School District or an agent of the District which is directly related to a student. **EXCEPT:** 1. A personal record kept by a school staff member if it is kept in the personal possession of the individual who made the record and information contained in the record has never been revealed or made available to any other person except that staff member's temporary substitute. 2. An employment record which is used only in relation to a student's employment by the Dunbarton School District. 3. Alumni records which contain information about a student after he or she is no longer in attendance at the District and the records do not relate to the person as a student.

ANNUAL NOTIFICATION: A school district is required by Section 99.7 of the FERPA (Family Education Rights and Privacy Act) regulations to provide parents annual notification of their FERPA rights. If the parents have a primary or home language other than English, the District must effectively notify them. Its policy must include the method it will use to inform the parents. Parents of Dunbarton students will be notified of their FERPA rights annually by publication in the student handbook and/or by school newsletter.

PROCEDURE TO INSPECT EDUCATION RECORDS Parents of students, or eligible students, may inspect and review the student's education records upon request. Parents or eligible students should submit to the student's school Principal, a written request which identifies as precisely as possible, the record or records he or she wishes to inspect. The Principal (or other appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. Access must be

given in 45 days or less from the receipt of the request.

REFUSAL TO PROVIDE FREE COPIES OF EDUCATION RECORDS With an understanding that it cannot deny parents access to their children's records, a school district is required to describe the circumstances in which it may deny parents a FREE copy of the student's education record. For the Dunbarton School District, the following is an example: The District will not provide a FREE copy of the student's education record to a parent or eligible student unless failure to do so would effectively prevent the parent or eligible student the right to inspect and review the records.

ACCESS TO STANDARDIZED TEST If any portion of the student record involves answers to a standardized test, the District will not provide a parent with a copy of standardized test questions.

FEES FOR COPIES OF RECORDS The fee for copies will be \$.20 per page. Postage is not included in the fee.

TYPES, LOCATION, AND CUSTODIANS OF EDUCATION RECORDS The following is a list of the types of records that the District maintains, their locations, and their custodians:

TYPE	LOCATION	CUSTODIAN
Cumulative School Records	School Administrator's Office	School Administrator
Cumulative School Records-	School Administrator's Office	School Administrator
Former students Health Records	Nurse's Office	School Nurse
Special Education SAU#67	Special Education Assistant to the Confidential Records Central Office	Superintendent for Home School Administrator's Office
Special Needs School Transportation	School Bus Garage	Transportation Records Coordinator

DISCLOSURE OF EDUCATION RECORDS The Dunbarton School District will disclose information from a student's education records only with the written consent of the parent or eligible student.

EXCEPT:

1. To school officials who have a legitimate education interest in the records. A "school official" is: a person elected to the School Board; a person employed by the District as an administrator, supervisor, instructor, or support member; a person employed by or under contract to the District to perform a special task, such as an attorney, auditor, medical consultant or therapist. A school official has a legitimate education interest if the official is: performing a task related to a student's education; performing a task that is specified in his or her position description or by a contract agreement; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, or job placement.
2. To officials of another school in which a student seeks or intends to enroll upon request of such official.
3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount of conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. If required by a state law requiring disclosure that was adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the District.

7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who claim the student as a dependent for income tax purposes.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.

RECORD OF REQUESTS FOR DISCLOSURE

The Dunbarton School District will maintain a record of all requests for and/or disclosure of information from a student's education records, excluding requests of school officials and requests for directory information. The record will indicate the name of the party making the request, any additional parties to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student.

DIRCTORY INFORMATION

Disclosure of Directory Information is optional. If the option is exercised, a school district is required to list the items it has designated as Directory Information. The Dunbarton School District designates the following items as Directory Information: student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. The District may disclose any of those items without prior written consent, unless notified in writing by (Date).

CORRECTION OF EDUCATION RECORDS

Parents of eligible students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for requesting correction of records:

1. Parents or the eligible student must request the Dunbarton School District to amend the record. They should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy or other rights.
2. The Dunbarton School District may comply with the request or it may decide not to comply. If it decides not to comply, the District will notify the parents or eligible student, reasonably in advance of the date, place, and time of the hearing.
3. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the District. The parents or eligible student will be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The parents or student may be assisted by one or more individuals, including an attorney.
4. The Dunbarton School District will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reason for the decision.
5. If the Dunbarton School District decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the parents or eligible student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
6. This statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the Dunbarton School District discloses the

contested portion of the record, it will also disclose the statement.

7. If the Dunbarton School District decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the parents or eligible student, in writing, that the record has been amended.

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

Proposed: 03/03/91

Adopted: 05/01/91