

**A. CROSBY KENNETT MIDDLE SCHOOL  
HANDBOOK FOR 2011-2012**

Greeting from Mr. Richard, Principal	2
Mission Statement	2
Core Values	2
Student Rights	2
Faculty Roster	3
Calendar	3
Academic Requirements	4
Accidents	5
Appointments with Teachers	5
Attendance Policy	5
Bicycles and Skateboards	7
Book Care	7
Bus Policy	7
Cafeteria	8
Cheating Policy	9
Class Preparation	9
Corridor Passing	10
Cutting Class	10
Dances	10
Discipline	10
Dress Code	11
Extra-Curricular Activities	13
Field Trips	13
Fighting Policy	14
Fire Drills and Lock-Downs	14
Food and Drink Policy	14
Free and Reduced Lunch Program	14
Gang Activity	15
Health Office	15
Insurance	16
Internet Use	16
Library	16
Lockers	16
Lost and Found	17
No School/Delayed Opening	17
Non-Discrimination	17
Profanity	17
Program of Studies	17
Prohibited Items	18
Pupil Safety and Violence Prevention (Bullying)	18
Residency	22
Schedule	22
School Services	23
Searches	24
Sexual Harassment	24
Staying After School	27
Substance Abuse Policy	27
Telephone Use and Messages	32
Tobacco Products Ban	33
Vandalism Policy	33
Visitors	33
Weapons	33
Website	34
Withdrawal Procedure	34

### **Greetings from Kevin Richard, Principal**

As we begin the 2011-12 school year, I would like to welcome you and enlist your support in making this a great year. Your experiences at A. Crosby Kennett Middle School should help to build a better future for you, for your classmates, and for other members of our community.

It is tantamount to our success that we develop working relationships among all members of our community. In addition, your safety and the efficient use of resources depend on an understanding of policies and procedures related to school operations. With this in mind, the Kennett staff is providing you with a Student Handbook. The handbook contains information on scheduling and services as well as information on students' rights and responsibilities. You are responsible for the information contained in the handbook, so please read this information carefully and discuss it with parents/guardians. Please ask questions if there are areas that you do not fully understand.

Let's make the 2011-12 school year the best ever at A. Crosby Kennett Middle School. Together, we are building a better future. Please let me know how I can help you in this regard.

### **Mission Statement**

Our mission is to develop a community in which students and staff are respectful and responsible and in which all members are valued and provided with opportunities for meaningful learning.

### **Core Values**

What we believe .....

- Students will be active participants in academic, artistic, and athletic pursuits within a healthy community.
- Students will work productively with a variety of people and respect their differences.
- Students will make good choices regarding their learning and personal wellness.
- Students will take responsibility for contributing to a safe and caring environment.

### **Student Rights**

All students at A. Crosby Kennett Middle School have the following rights:

1. The right to have ideas and feelings respected.
2. The right to have a quiet and orderly place in which to learn.
3. The right to personal safety.
4. The right to have individual and personal belongings protected.
5. The right to have questions answered in a timely fashion.

Student rights are for the protection of you and the entire student body to ensure everyone's right to an education. School rules must be obeyed at all times when you are under the supervision of the school. This includes behavior on buses, field trips, at dances, athletic events, and all other school-related activities.

## Faculty Roster

Mr. Richard, Principal

Mr. Allan, LBM Aide  
 Mrs. Allan, Essential Skills  
 Mr. Biche, Science  
 Mr. Brecker, Cook  
 Mrs. Broomhall, Paraprofessional  
 Mrs. Burns, Receptionist  
 Mrs. Caputo, Special Education  
 Mrs. Campbell, F.A.C.S.  
 Mrs. Chandler, Paraprofessional  
 Ms. Cohl, Paraprofessional  
 Ms. Collard, Health  
 Mrs. Crane, Mathematics  
 Mr. Cullen, Technology Aide  
 Ms. Derse, LBM  
 Mrs. Eastman, Art  
 Mrs. Gertz, Student Support Center Aide  
 Mrs. Gould, Special Education  
 Mrs. Gustafson, Librarian  
 Mr. Hawkins, Social Studies  
 Ms. Irish, Cashier/Cafeteria Helper  
 Mrs. Jeffrey, School Nurse  
 Mrs. Jones, Paraprofessional  
 Mr. Littlefield, Science  
 Mrs. Littlefield, Band  
 Mrs. Livingston, Mathematics  
 Mr. McKay, Technology Education

Ms. Metts, Teams Literacy  
 Mr. Moore, Language Arts  
 Mrs. Ouellette, Music and Chorus  
 Mrs. Panno, Paraprofessional  
 Ms. Powers, Physical Education  
 Ms. Pratt, Guidance Counselor  
 Ms. Richardson, Language Arts  
 Ms. Robinson, Reading  
 Ms. Shannon, Reading  
 Mrs. Shaw, Athletic Director  
 Ms. Sherman, Social Studies  
 Mrs. Rice, Science  
 Ms. Uhl, World Languages  
 Mr. Van Rossum, Language Arts  
 Ms. Webb, Mathematics  
 Ms. Wiley, Language Arts  
 Mrs. Williams, Administrative Assistant  
 Ms. Woodsum, World Languages

TBA, Mathematics  
 TBA, Science  
 TBA, Social Studies  
 TBA, Social Studies  
 TBA, Student Services Coordinator

## Calendar

August 31	First Day of School	January 16	Martin Luther King, Jr./ Civil Rights Day
September 5	Labor Day		
October 7	Early Release	February 20 – 24	February Vacation
October 10	Columbus Day	April 3	Early Release
November 10	Teacher Workshop Day	April 16 – 20	Spring Vacation
November 11	Veterans' Day	May 16	Teacher Workshop Day
November 23-25	Thanksgiving Recess	May 28	Memorial Day
December 23 - January 1	Holiday Recess	June 13	Last Day of School if No Make-up

## **Academic Requirements**

### *Homework Policy*

Homework serves an important function in the learning process and generally you should expect to receive homework assignments each day. Some assignments require reading and others require writing. You should also plan to spend time studying and reviewing material for mastery of the subject content and allow for adequate preparation for quizzes and tests. Plan ahead. Long term reports or projects should not be left to the last minute. Budgeting or organizing your time is one skill you should develop during your middle school years.

Homework is an important part of your evaluation. Your assignments will be evaluated and returned by each teacher in a timely manner. Homework assignments that are turned in late will lose credit.

All assignments are posted in classrooms and online each week. It is your responsibility to maintain an accurate record in your assignment book.

### *R.E.D. Time*

Read Every Day (R.E.D.) time is after homeroom each day. This 20 minute block is for students and staff to be reading a book of his/her choosing. It is expected that all are actively engaged in reading. This is not the time to do homework or make-up work. It is recommended that students read the equivalent of 25 200-page books per year.

### *RtI Time*

This block of time in the morning is for individualized instruction, enrichment, or Band and Chorus.

### *Online Grade Access*

Your grades can be accessed at anytime through the middle school website (<http://welcomekms.com>). Activation codes are assigned to both students and parents at the beginning of the year. Once you have activated your account, you and your parent can check grades, receive email alerts when new grades are posted and check for new assignments. Postings are updated by teachers weekly.

### *Honor Roll Criteria*

The honor roll requirements are based on academic performance in regular and related unified arts classes.

High Honors—"A" in all classes (90% or above)

Honor Roll—"A" or "B" in all classes

### *Make-up Policy*

You are responsible to check with your teacher after you have been absent to see what work you owe. Tests, projects, and other school assignments missed as a result of absences from school may be made up. The following time frame should be adhered to in making up work after approved absences:

1. One day of make-up will be provided for each day of absence.
2. For absences of four (4) consecutive days or more, special arrangements should be made between the individual teacher and you regarding the date by which work must be completed.

3. In both of the above cases, when the absence occurs near the end of the marking period, every effort should be made to complete all work by the end of the reporting period. If this is not possible, a maximum of two weeks will be given to make-up incomplete grades.

*Promotion/Retention Policy*

You may be considered for retention if you fail to meet the following requirements:

1. Maintain a pattern of reasonable attendance, behavioral performance, and participation in the middle school program as determined by your grade level team, members of the administration, and teaching support team.
2. Fail two or more courses for the year as defined by the Kennett grading system.

If you do not successfully complete grade 7 or 8, your records will be reviewed by teams and administrative staff for the purpose of making accurate assessments of your situation. A. Crosby Kennett Middle School maintains a philosophy that retention is not appropriate for all students, often lowering self-esteem and contributing to dropouts. Each of you will be reviewed individually as academic, social, and emotional needs are assessed. Eighth graders who do not meet the requirements for promotion will not be allowed to participate in the Promotion activities.

*Report Cards*

Report cards will be issued at the end of each quarter, with progress reports at the mid-point. Conferences with teams of teachers may be arranged, as needed, by contacting the Team Leader. Our grading system is as follows:

A+ 97-100	B+ 87-89	C+ 77-79	D+ 67-69
A 93-96	B 83-86	C 73-76	D 65-66
A- 90-92	B- 80-82	C- 70-72	F 64 or below

**Accidents**

You should report any accident or injury occurring during school or at a school-sponsored activity to the activity advisor or teacher in charge, and to the school nurse.

**Appointments with Teachers**

Only your parent/guardian may visit a teacher during the workday. Appointments with a team of teachers should be scheduled through the Team Leader during team time. Appointments with individual teachers can be arranged by contacting the teacher directly. Visitors should report to reception upon arrival for their conference.

**Attendance Policy**

A note or a telephone call from home is required for all absences. A parent/guardian may call the office at 447-6364, extension 11, to leave a message, or write a note indicating your name, date of absence, reason, and parent signature. Excused absences include those caused by personal illness, family crisis or exceptional circumstances approved by the principal or his designee. Examples of unexcused absences are truancy, babysitting, shopping, haircuts, running errands, etc.

### *Planned Absence from School*

If you are going to be absent for one or more days for a vacation or family outing, you must pick up an Excused Absence Form from the office. The form must be signed by each teacher and returned to the office with a note from a parent at least five school days prior to the absence. Arrangements for make-up work will be your responsibility. You should make these arrangements with your teachers prior to leaving.

### *Early Dismissal*

You must bring a signed note from your parent/guardian to the office before school if you need to be dismissed early. A dismissal slip will be given to you.

### *Absence Procedure*

The purpose of the absence procedure is to ensure that you maintain a good attendance record and comply with New Hampshire State Law. The State and the Kennett Middle School community recognize the positive relationship between good attendance and success in our schools. We also understand that some absences are unavoidable and beyond your control. Therefore, these procedures have been developed to ensure you are attending school on a consistent and regular basis.

1. Your parent or guardian should call the office on the morning of each day's absence, whenever possible. Every effort will be made to contact your home on the day of the absence. If not possible, you should bring an absence note to the office upon your return to school.
2. After 10 consecutive or 20 total days absence, a conference will be held with you, the Guidance Counselor and the Nurse the first day of your return. A status report and action plan will be developed and forwarded to the office. Your parent or guardian will be contacted and informed of the conference and any decisions made.

### *Leaving School Without Permission*

Once on school grounds or on a school bus, you are considered to be "in school" and therefore subject to all school regulations. If you leave school grounds after you have arrived in the morning, you will be considered as leaving school without administrative approval. This would include after school as well as sports if you plan to return or take a late bus home. No one may leave school grounds during the day without administrative approval.

Violation of this policy will result in parental contact and consequences will range from detention, social restriction, superintendent or school board referral, and/or notification of outside legal or social agencies. There is no progression of consequences for this behavior and even initial violations can result in the most serious repercussions.

### *Tardy Procedure*

The purpose of our tardy procedure is to develop the importance of responsibility and punctuality. We feel this is an important lesson for you to learn. However, we acknowledge that sometimes circumstances are beyond your control. If you are tardy to school, you must report directly to the office to obtain a tardy slip. If you are tardy, you must have either a note from a parent or we must receive a telephone call explaining the reason for each late arrival. The first four tardies of the marking term will be considered excused, no matter what the reason. Starting with the fifth tardy, all

tardies will be considered unexcused unless you come with a note from a dentist, doctor, or legal documentation. Each unexcused tardy will result in an office detention.

### *Truancy*

Truancy is defined as any absence from school that is not authorized or sanctioned by a parent/guardian or the school administration. Class work may not be made up for credit.

First Offense: Two administrative detentions and a conference with your parent or guardian, Guidance Counselor, and Principal

Second Offense: One day Social Restriction for each day of truancy, two administrative detentions and a conference with your parent or guardian, Guidance Counselor and Principal

Beyond this level a parent conference will be held with the administrator and appropriate staff.

Consequences such as additional Social Restriction, superintendent or school board referral and involvement of outside legal and/or social agencies will be considered.

### **Bicycles and Skateboards**

We are concerned about your safety and the safety of your property while you are here at school. We ask that you be responsible for your bike, place it in the bike rack and secure it. The school is not responsible for loss of, or damage to, bicycles. Bicycles are not to be ridden on school property during school hours (7 A.M. to 5 P.M.).

You may ride a skateboard to school but **MAY NOT** ride it on school grounds or in the building. Skateboards are to be locked in your locker during the day.

### **Book Care**

Books issued to you by A. Crosby Kennett Middle School are **YOUR** responsibility. All books must be covered. If your book is damaged or lost you must pay for a replacement. Please take good care of all books issued to you, as they will be needed for other students in future years.

### **Bus Policy**

Since this bus is considered an extension of the school, you are subject to all school rules once you board the bus. Additionally, you are responsible for following school bus rules as designated by each school district and the State of New Hampshire. These may include but are not limited to the following:

1. You must keep the aisle clear at all times.
2. You must remain seated while the bus is moving and until the bus stops.
3. You must keep your head, hands and arms inside the bus.
4. You must not eat on the bus.
5. You must be courteous and talk quietly with no foul language.
6. You must treat the driver and other students with respect.
7. You must not throw any objects.

8. You must treat the bus and equipment appropriately.
9. You must cross in front of the bus at the driver's signal.

While on the bus you are under the supervision of the bus driver. The bus driver will report incidents of inappropriate behavior to the school immediately by completing a written incident report. Upon a referral, the building principal or administrator may impose any of the following consequences for the first or subsequent offense, depending upon the severity of that offense and the necessity to protect the safety of other students who ride the bus. If at any time you are uncomfortable on the bus you should report this to the bus driver and/or the Principal.

#### *First Incident*

The Principal or his/her designee will meet with you. You will be assigned consequences depending upon the nature and severity of the incident. Consequences can range from a warning, detention, bus privilege suspension, or more. The bus driver or Transportation Coordinator will be informed of the status of the incident within 24 hours and each day thereafter until consequences are determined.

#### *Second Incident*

The principal will hold a meeting with you and your parent or guardian. Bus privileges will be suspended for up to 20 days.

#### *Third Incident*

The Principal will refer you to the superintendent and the school board with the recommendation of removal of transportation/bus privilege suspension.

#### *Late Buses*

When a 4:45 P.M. late bus is provided and you stay after school to meet with a teacher or participate in an extra-curricular activity or athletic practice/event you must obtain a late bus pass from your teacher, club advisor or coach in order to ride the late bus. Check with the driver for the exact route.

#### *Transferring Buses*

When you need to ride a different bus or get off at a different stop, you must bring a note (phone calls are not permitted) from your parent or guardian. Notes must be turned in by lunch time. The receptionist will issue a transfer bus pass to you to present to the bus driver.

#### *Appeals*

Appeals of administrative decisions must be made within 24 hours; however, the original decision will remain in effect pending an appeal.

### **Cafeteria**

Breakfast and hot lunch are available at Kennett. Everyone has an assigned lunch period. Free and reduced lunches are made available to you if your parent/guardian completes the available forms. We recognize that nutrition is an important part of making healthy choices. We encourage you to make good food choices at breakfast and lunch.

You are expected to behave in an orderly and polite manner in the cafeteria. Lunchtime rules will be explained at the beginning of the school year. You are asked to practice rules of good table manners such as respect your fellow classmates and school property, leave the table and surrounding area clean and orderly, deposit trash in the proper containers, and not leave the dining area while still eating. You should leave the cafeteria in the morning at 7:20 to go to class.

### **Cheating Policy**

A. Crosby Kennett Middle School attempts to create and maintain an educational community which is conducive to learning. Although grades are one evaluative tool to assess your growth and achievement, they should not be the primary reason you attend class.

#### *Referencing Work*

You may incorporate someone else's work into your projects provided that you give credit to the original source. If other's work is not referenced, it will be considered plagiarism.

Cheating is any form of intellectual dishonesty or misrepresentation. Cheating is presenting, as your own work, material produced by others, or permitting others to present your work as their own.

Cheating has occurred:

- When a student turns in the work of another student or represents it as his or her own work.
- When a student knowingly permits another student to turn in his or her own work.
- When several students collaborate on an assignment (without the teacher's knowledge) and each student represents the work of the group as their own.
- When a student steals or obtains a test (or any assessment material), answer key, or other testing information from the teacher's files, computer directories, or computer disk.
- When a student steals or obtains another student's work from a computer directory or computer disk.
- When written material is used in a test situation without the teacher's permission.
- When a student copies the work of another person without giving appropriate credit.

If cheating occurs, the following steps will be taken not solely as a punitive measure, but to educate you in the appropriate procedures. The steps would be as follows:

1. You will be given no credit for the assignment and lose the privilege of making up the work.
2. Depending upon the extent of the cheating, a conference may be held with the Team Leader and Principal.
3. Your parent/guardian will be notified.
4. If you continue to cheat, further consequences will occur.

### **Class Preparation**

You are expected to be prepared for class. Successful students are those who come to class prepared with the necessary tools. You will need a 3-ring binder, assignment book, paper, pencils, erasers, pen, textbook and assignments due for each of your classes. Some of your teachers may require additional materials.

### **Corridor Passing**

You should proceed from class to class in an orderly manner, respecting other students, faculty and school guests. Running, pushing and fooling around will not be permitted. Please do not litter the hallways. When moving through the corridors, do so quietly as other students may be in class. You must have a pass to be in the halls unless it is between class periods. A few basic rules are necessary in the hallways and on stairways: keep to the right, walk, refrain from activities that disrupt the flow of traffic or delay the passage between classes, and watch out for students using their lockers. Students should only use designated stairways or corridors.

### **Cutting Class**

If you are not in the class that you are assigned to, and you have not been dismissed, you will be considered to be cutting class. Cutting class will result in an office detention. Students will lose credit for classroom work. If there is a second offense of cutting class, consequences will range from detention to suspension.

### **Dances**

Only KMS seventh and eighth graders are invited to school dances. Dances run from 6:30 to 9:00 P.M., and are held in the school cafeteria. If you are absent from school the day of a dance, you may not attend the dance unless you have prior permission from the Principal. Exceptions will not be made unless the circumstances of the absence are approved by the administration prior to the dance. You will not be allowed into the dance after 7:30 P.M. unless prior arrangements have been approved by the administration. Appropriate and polite behavior is expected at all school functions, including dances. You are expected to adhere to the school dress code at dances. Any coats or bags brought to the dance will be secured in the teachers' room. Anyone who presents a discipline problem or fails to follow dance rules will be asked to leave the dance immediately. Anyone who leaves prior to the end of the dance must be picked up by a parent or guardian, unless other arrangements have been made with the administration. No one who has left the dance early may re-enter. Students who exhibit irresponsible school behavior or have been suspended since the previous dance will not be permitted to attend.

### **Discipline**

The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the corresponding responsibilities including respect for and compliance with school rules. In order to ensure a high quality school climate, the Conway School District will not tolerate any disruption of the learning environment. Discipline will be just and uniform. Students who are disruptive will be removed so others can learn.

### *Student Support Center*

The purpose of the Student Support Center is to help students take responsibility for contributing to a safe and caring environment. The SSC is a location where trained staff works with any students in spontaneous, behavior-related situations. These might include crisis situations, problem solving and conflict resolution situations, walking the student through specific skills to teach them ways to better deal with such situations, or even helping a student successfully return to his/her classroom after a

behavioral difficulty. The SSC fosters empowerment, accountability, and realistic consequences, as well as reflective processing. Classroom disruptions are minimized and learning can continue with these supports in place for students.

#### *Administrative Detentions*

Administrative detentions are held after school on Tuesdays and Thursdays. Detention will be served on the next detention day. Administrative detentions will be kept on file in your discipline folder and reviewed periodically. Failure to serve an assigned detention will result in further disciplinary consequences.

Detentions assigned by classroom teachers and teams will be scheduled by the classroom teacher and served with that teacher in a timely manner. Twenty-four hours notice will be provided so that you may notify parents/guardians of your detention obligation. You may stay the same day for detention if your parent/guardian has been notified. Failure to serve teacher detention will result in an Administrative Detention.

#### *Social Restriction (In-School Suspension)*

A student may be placed in Social Restriction for a number of reasons. The room is an intermediary step between detention and external suspension. Students who are assigned Social Restriction will remain in the room at all times throughout the day. Students are not allowed to converse and will be working at all times.

#### *Suspension*

A student may be suspended externally for periods of one to five days for inappropriate behavior. Longer periods of suspensions may be imposed in special circumstances in consultation with the superintendent. Due process rights, as described in the New Hampshire RSA's will be afforded all students.

Causes for immediate suspension would be those of the following nature: Any physical force or threat by a student to a member of the staff or other student; any student who initiates a fight, or, when faced with an alternative to fighting, becomes involved in a fight; possession or use of fireworks, firearms, or weapons; violation of the Substance Abuse Policy; any obscene, insubordinate or defiant action toward any member of the staff. No make up work is allowed during an external suspension.

#### *Appeals Process*

Any student or parent/guardian of a student who has been suspended has the right to appeal that suspension to the principal and/or superintendent. A student who has exhausted all administrative appeals may then appeal to the Conway School Board. During the appeal process the student will retain the right to attend school unless his/her presence would cause a danger to staff, students or the orderly operations of the school. If the suspension is not overturned, it shall begin the day after the student has been officially notified. All appeals must be made in writing within 24 hours of notification of suspension.

## **Dress Code**

Concern for personal appearance is an indication of self-respect and of courtesy toward others. The following list details what can be worn during the school day. Failure to comply with the dress code will be treated as insubordination. If a student is not sure if something may or may not be worn, he/she should check with a faculty member or administrator before wearing it to school.

### Shirts, Blouses, Tops

#### *Acceptable*

Shirts; full button-down or polo style shirt, buttoned, sweaters, sweatshirts, turtlenecks, jersey dress shirts, or T-shirts

- Appropriate fit
- Covers midriff – must be “tuck-able” in length
- Covers shoulders
- Free from writing or graphics deemed offensive or in violation of school policy

#### *Unacceptable*

- Sheer (see-through) material
- Low neck lines (cleavage)
- Visible undergarments
- Holes, rips, tattered, unsanitary clothes
- Spaghetti straps, tube tops, muscle shirts

### Pants/Skirts/Shorts:

#### *Acceptable*

- Dress/khaki pants, jeans, cargo pants, corduroy, shorts and skirts must be no more than 4 inches above the knee
- Appropriate fit
- Free from offensive writing or graphics of any kind

#### *Unacceptable*

- Visible undergarments
- Pants/skirts/shorts worn lower than the hips
- Holes, rips, tattered, unsanitary clothes
- Sweat pajamas

### Shoes:

- Foot apparel must be worn at all times for safety purposes. For safety reasons, school administrators will use their discretion in prohibiting anything that interferes with safety.

### Accessories:

- Hoods, hats, and sunglasses cannot be worn in any building unless it is attire required as part of a specific program or curriculum.
- No materials that could pose a safety hazard including, but not limited to chains, spiked clothing and accessories.

Other Issues:

- Gang-related apparel, including insignias, bandanas, colors, mottos, or symbols, is considered inappropriate for school attire and is prohibited. School administrators have the authority to prohibit any other messages that they determine to be disruptive to the school’s learning environment.
- At school-sponsored events, students must dress appropriately.

**Extra-Curricular Activities**

*Eligibility Requirements for Participation*

1. You must pass a minimum of four classes that meet daily during the marking term preceding the activity.
2. If you receive an “I” (Incomplete) you are ineligible, but may have your status reviewed when the incomplete is changed.
3. Scholastic eligibility of all students begins on the date the report cards are issued.
4. Each of you will be reviewed individually as academic, social, and emotional needs are assessed.

*Interscholastic Sports*

Interscholastic sports will be offered to all eligible students. Check with the Athletic Director for more information.

<i>Fall</i>	<i>Winter</i>	<i>Spring</i>
Cross Country	Boys’ Basketball	Baseball
Field Hockey	Girls’ Basketball	Softball
Football	Skiing	Track
Soccer		

*Outing Club*

The Outing Club hosts seasonal adventure events. You can sign up for as many events in which you want to participate. Some traditional activities include overnight camping, whitewater rafting, and climbing.

*Builders Club*

The Builders Club is a service organization that is affiliated with Kiwanis Club. The club meets regularly to complete community service projects.

*Drama Club*

Drama Club is open to any 7<sup>th</sup> or 8<sup>th</sup> grade student, and no prior acting experience is required. Two shows are performed during the year: one in the fall and one in the spring. Performances include short skits and one-act plays. Rehearsals are held after school from 2:30-4:30 so students may take the late bus home.

**Field Trips**

You must submit a signed parental consent form prior to participating in any field trip experience. When appropriate, teacher’s permission and signature must also be obtained to ensure you have met all

responsibilities in the classroom. You may be denied the privilege of participating on a field trip if these requirements have not been fulfilled. This also applies to other extra-curricular activities such as sports, outing club trips and performances.

Throughout the year teams may plan team field trips. All students are expected to participate in the planned activities. Special concerns should be communicated to the Team Leader or office. All school rules and policies will be enforced while on the field trip.

Student behavior resulting in administrative action will result in the loss of privilege to attend a field trip. Educational alternatives will be provided for students restricted from a field trip.

### **Fighting Policy**

A person shall not act or behave in such a manner that could cause or threaten to cause physical injury to another person. This includes verbal or written threats to another person's personal property or relatives. Any student who initiates a fight, or, when faced with an alternative to fighting, becomes involved in a fight, will be cause for immediate suspension. Behavior, such as fighting, that may endanger the safety of others may result in being immediately removed from school until the Administration is assured that the behavior will not continue.

### **Fire Drills and Lock-Downs**

We hope there will not be a fire in our school, but precautions must be taken to guarantee your safety. You will be notified by your classroom teacher at the beginning of the school year of the proper exit path in the event the fire alarm sounds. You are to exit the building with your teacher in a quiet and orderly manner. No one is to re-enter the building until notified to do so by a school administrator. During an emergency requiring a lock-down, you are retained in the classroom.

During an emergency all students must follow drill protocols. All school rules apply (no cell phone use, etc.) during the emergency. Once the emergency is concluded students will return to regular school rules, protocols, and privileges.

The building may be locked down for medical emergencies. Students and staff should listen for announcements for further instructions.

### **Food and Drink Policy**

The only thing which students or staff may drink during class is water. No food is allowed in classrooms, library, gym, and computer labs unless it is being used as an education tool. Students should not bring soda or energy drinks to school.

### **Free and Reduced Lunch Program**

In accordance with federal regulations, the school district shall make available to all children of low economic means and children of moderate income families experiencing financial difficulties free or reduced priced lunches through the School Lunch Program in the local school. Parents/guardians who

believe their children are eligible may contact the Principal and a determination will be made relative to their eligibility. Parents/guardians may appeal a negative determination to the Superintendent of Schools. The only means of determining the children who are receiving free or reduced price lunches would be through the school office. This information will be confidential and the children will remain anonymous. We encourage all students who are eligible to apply.

### **Gang Activity**

It is the policy of the District that membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations, is prohibited.

Gangs that initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger to the school environment and educational objectives of the community and are forbidden.

Incidents involving initiations, hazing, intimidation, and/or activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action, including suspension and expulsion.

Principals may provide in-service training in gang behavior and characteristics to facilitate staff identification of students at-risk and promote membership in authorized school groups and activities as an alternative.

### **Health Office**

A nurse is available to you from 7:30 to 2:45. The nurse's primary responsibility is to administer emergency first aid and to counsel you in the areas of personal health and hygiene. If you become ill during the school day, you should request a pass from the classroom teacher to go to the nurse. The nurse will make a determination if the illness necessitates you being dismissed from school and will contact your parent or guardian. If the nurse is not available, you are to report to the office.

If you bring medication to school, you must give such medication to the nurse at the beginning of the school day. This includes any type of medication, such as aspirin, inhalers, and any over the counter medication, unless the student has a signed permission form on file with the nurse or is prescribed otherwise by a physician. The medication procedures adopted by the Conway School Board shall be followed. If needed, contact the nurse for more information.

There may be times that a student must meet with the school nurse before returning to class from an absence. For example, if a student was sent home for head lice, the nurse will check to be sure all larva are gone. Also, if a student is hospitalized for any reason, the parent must contact the nurse to discuss any modifications or treatments as it relates to school.

#### *Bloodborne Pathogen Safety Policy*

Bloodborne pathogens are disease-causing microorganisms that may be present in human blood. They may be transmitted with any exposure to blood or other potentially infectious materials. To minimize exposure to bloodborne pathogens there are two strategies of prevention. These strategies are used in combination to offer you maximum protection.

1. Do not come into contact with blood or other body fluids.
2. If you come in contact with blood or other body fluids, you must exercise the universal precautions. This is a standardized approach. Wash hands with soap and warm water as soon as possible following contact.

### **Insurance**

The Conway School District provides limited accident insurance for all students. This policy covers all activities within the school day and school sponsored extra-curricular activities and events. Additional coverage can be purchased at the beginning of the school year at modest rates to the parent/guardian. NOTE: This is not a comprehensive accident insurance policy. This basic insurance is designed to supplement existing family policies.

### **Internet Use**

All students, along with their parent/guardian, will be required to sign an agreement before using the Internet. Students will set their own password which should never be shared or given out. Passwords can be reset if needed.

It is the policy of the Conway School District to ensure that all Internet/on-line searches conducted by staff or you are accomplished with the same ethical and responsible behavior required of other media searches. Policies already established regarding responsible use of equipment, materials and learning resources apply. Inappropriate use of the Internet will result in loss of privilege. Downloading programs, games, or other non-approved material could result in additional disciplinary action.

### **Library**

The Kennett Library is the center for resources in our school. Students are encouraged to consult with our librarian for assistance in regards to finding interesting leisure reading materials, completing research assignments, using computer technology and other research needs. The library contains books, periodicals, reference materials, newspapers, video, DVD and audiotapes as well as Internet access. Students may use the library individually or in small groups with permission and a pass from their teacher or in a classroom setting. The library functions as a place for quiet reading, book check-out, studying and research. The library is open Monday – Friday, 7:00 to 2:45.

### **Lockers**

You will be assigned a locker at the opening of school. Eighth graders will also be issued a school lock, which must be used at all times. Replacement of a lost lock is \$5.00. A locker should be locked at all times. The school is NOT responsible for personal or school property missing from your locker. The school reserves the right to open and inspect lockers at any time. Non-school issued locks will be removed.

### **Lost and Found**

Items found on school grounds or in the school building should be turned in to reception. If you are missing something, please check with reception. Unclaimed items will be donated to a local charity after 30 days.

### **No School/Delayed Opening Announcements**

School may be canceled or the opening of school may be delayed due to inclement weather or other reasons. You should listen on the local radio stations (WMWV 93.5 FM), or television channels (6, 8, 9, or 13). Please do not call the school seeking such information.

### **Non-Discrimination**

The Conway School Board is committed to a policy of non-discrimination in relation to race, religion, sex, age, national origin, and handicap. In keeping with the requirements of federal and state law, 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. The Board encourages its staff to improve human relations within the schools, and to establish channels through which citizens can communicate their human relations concerns to the administration and the Board.

### **Profanity**

Use of profanity/swearing will result in a one-day Internal Suspension. Use of profanity/swearing at a staff member will result in one day External Suspension. Any subsequent offense directed at a staff member will result in a three day External Suspension.

### **Program of Studies**

The following courses are required for 7<sup>th</sup> grade students:

Language Arts	Art
Mathematics	FACS
Science	Health
Social Studies	Music
Reading	Physical Education
	Technology
	World Languages

The following courses are required for 8<sup>th</sup> grade students:

Language Arts	Art
Mathematics	FACS
Science	Health
Social Studies	Music
German I or Spanish I or Literacy	Physical Education
	Technology

Elective courses for both 7<sup>th</sup> and 8<sup>th</sup> graders:      Band      Chorus

Eighth graders who complete a high school class, such as Algebra I, may qualify for high school credit if the student passes the Kennett local summative assessment. The student or parent/guardian must contact the Principal. The high school guidance department will arrange a time for the assessment to be given at Kennett. Once graded, the parent is notified of the results. Assessments must be taken prior to September 30 of the student's freshman year.

### **Prohibited Items**

The following items are prohibited from school and should be left at home:

1. All items consistent with the Substance Abuse Policy
2. Electronic games, playing cards, collectible cards or any other materials that are not school related

Student use of CD players, walkmen, Ipod-type devices, headphones, cell phones, radios, Gameboy-type machines, pagers, laser lights, and other electronic and non-academic materials inside the school or in any class is prohibited. These devices should not be visible during the school day. Students using such devices in school, or displaying them, will have the items confiscated. Cell phones may be used after the 2:30 dismissal with permission.

### **Pupil Safety and Violence Prevention Policy (Bullying)**

#### *I. Statement Prohibiting Bullying or Cyberbullying of a Pupil*

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

## *II. Definitions (RSA 193-F:3)*

**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.

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

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

**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.

Any reference in this policy to "parent" shall include parents or legal guardians.

## *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 to be determined 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, administrator, volunteer, or other 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.

1. The consequences and appropriate remedial action for a student, teacher, school administrator or school volunteer who engages in reprisal or retaliation shall be determined by the Principal after consideration of the nature, severity and circumstances of the act, in accordance with law, Board policies and any applicable collective bargaining agreements.
2. 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.
3. Any teacher or school administrator 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.
4. 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.

#### 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 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 participating in school district functions, regardless of whether or not such pupil or school-aged 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.

#### *VI. Distribution and Notice of This Policy (RSA 193-F:4, II(e))*

##### Staff and Volunteers

All staff, students, and parents 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.).

#### *VII. Procedure for Reporting Bullying (RSA 193-F:4, II(f))*

At each school, the Principal 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 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, received a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later that the end of the school day.
3. Upon receipt of a report of bullying, the Principal 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 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. 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 may, within a 48 hour time period, grant the Principal 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 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 shall, within 5 school days, initiate an investigation into the alleged act. If the Principal needs more than 10 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the Principal shall notify in writing all parties involved of the granting of the extension.

#### *XII. Response to Remediate Substantiated Instances of Bullying (RSA 193-F:4, II(k))*

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion of students and dismissal from employment for staff members.

Consequences for a student who commits an act of bullying or retaliation shall be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's history

of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

*XIII. Reporting of All Incidents to the Superintendent (RSA 193-F:4, II(l))*

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

*XIV. Communication With Parents Upon Completion of Investigation (RSA 193-F:4, II(m))*

Within two school days of completing an investigation, the Principal will notify the students involved, and their parent, in person of his/her findings and the result of the investigation

*XV. School Officials (RSA 193-F:4, II(n))*

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

*XVI. Use of Video or Audio Recordings in Student Discipline Matters*

The District reserves the right to use audio and/or video recording devices on District property (including school buses) to ensure the health, safety and welfare of all staff, students and visitors. Placement and location of such devices will be established in accordance with the provisions of Policies EEAA and EEAE.

In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's education record, the provisions of Policy JRA shall apply.

### **Residency**

For purposes of tuition, you will be considered a resident of the town in which your parent/guardian resides with the following exceptions:

1. Parent/guardian(s) live apart but are not divorced—residence of the parent with whom child lives
2. Divorce decree granting joint legal custody—residence of the parent with whom child resides
3. One parent awarded sole or primary physical custody—residence of parent with sole or primary physical custody
4. In custody of legal guardian—residence of guardian
5. DCYF is legal guardian—residence where placed by department or court
6. Child placed in a home for children or health care facility by another state which charges New Hampshire—student is not a resident and cannot attend school unless the other state pays

Any changes to your residency or address should be reported promptly to the office. Failure to do so could result in tuition charges to your parent or guardian.

### **Schedule**

School starts promptly at 7:30. Although school ends at 2:30, the buses leave KMS at 2:45. Students have the opportunity to meet with a teacher for extra help.

*Seventh Grade*

7:30 – 8:00

8:00 – 8:05

RtI Time

Homeroom

*Eighth Grade*

7:30 – 8:00

8:00 – 8:05

8:05 – 8:25	R.E.D. Time	8:05 – 8:25
8:27 – 9:21	Block 4	8:27 – 9:21
9:23 – 10:17	Block 5	9:23 – 10:17
10:19 – 10:44	7 <sup>th</sup> Grade Lunch/Block 6	10:19 – 11:13
10:47 – 11:41	8 <sup>th</sup> Grade Lunch/Block 7	11:16 – 11:41
11:44 – 12:38	Block 8	11:44 – 12:38
12:40 – 1:34	Block 9	12:40 – 1:34
1:40 – 2:30	Block 10	1:40 – 2:30

The order of classes will rotate on a weekly basis.

### **School Services**

#### *Guidance Services*

The guidance program offers a counselor who is here to help you with such services as ongoing personal and group counseling, crisis counseling, scheduling, referral process for special needs, and coordination of appropriate programming for incoming seventh graders and new students. Parents/guardians can feel free to make appointments with the Guidance Counselor by calling the school during school hours.

If you have a disability or medical condition that impacts your ability to learn, you may be eligible for a 504 plan. A 504 plan outlines accommodations that can be made within a classroom, but does not require specialized instruction that is provided through special education services. Questions regarding this process should be addressed through the guidance department.

#### *Special Education Services*

The Special Education Program at Kennett is designed to provide individualized educational placements for students who are educationally handicapped. A range of educational programming is available, from full-time special education placement to supportive assistance for regular classes.

Your eligibility for this program is determined by the Pupil Evaluation and Placement Team, consisting of you, your parent or guardian, regular and special education teachers, guidance counselor, and school administrator. Each student involved in the Special Education Program will have an Individual Education Plan detailing his/her educational needs and specifics of the program in which he/she is involved.

If you are experiencing difficulties learning in school, you should discuss your concerns with your parent/guardian, your team of teachers, and/or guidance counselor. They will be able to assist you in determining whether you should be referred for individual evaluation and possible special education placement. Your parent/guardian may also make a referral directly by contacting the Special Education Department. Further information is available from the Special Education Department.

#### *English as a Second Language Services*

English as a Second Language support services are provided for limited English speaking students. The instruction includes in-class and out-of-class help with oral skills, reading and writing. The ESL teacher uses interpreters and translators, if they are necessary, to help students and their parents understand enrollment forms, permission slips and student report cards. Interpreters may also be used at parent/teacher conferences.

## **Searches**

The School Board attempts to provide a safe and healthy educational environment for all students. Therefore, the Board has authorized student conduct codes to limit anti-social behavior on the part of students. The administrators are charged with implementing effective, appropriate preventive and disciplinary measures to assure a good learning environment.

The lockers, desks, and all furniture and equipment in the school are considered property of the school district; therefore, the Principal or designated administrator has the right to inspect and search any part of the school at any time.

Persons on school property or participating in school activities are subject to search and may have their backpacks, book bags, handbags, or other similar items, including but not limited to vehicles driven or parked on school property, searched by the school Principal or designee when there is reasonable suspicion that the search will turn up evidence that the individual has violated, or is violating, either the law or school rules. The administration will develop guidelines for implementation of this policy including procedures for those who refuse search until proper law enforcement authorities can be summoned.

The use of “sniffer” dogs trained for the identification of illegal substances will be permitted in the school to inspect the premises upon request by the building administrator or superintendent, and with approval of the superintendent. Such inspection shall be conducted by a qualified law enforcement agency and the Principal or designated building administrator shall accompany the law enforcement officer.

Students who refuse to be searched and/or leave the premises to avoid a search will receive the same consequences they would have received had they been found to be in possession of the intended search items.

## **Sexual Harassment**

### *I. Purpose*

Every student in SAU #9 should feel safe at all times when at school and everyone should understand that harassment will not be tolerated in any form. The purpose of this policy is to maintain a learning environment that is free from sexual harassment and violence, or other improper or inappropriate behavior that may constitute harassment as defined below.

Any form of sexual harassment or violence is strictly prohibited. It is a violation of this policy for any student to harass another student through conduct or communication of a sexual nature as defined by this policy. It is a violation of this policy for any student to be sexually violent toward another student.

The District will investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and will discipline any student who sexually harasses or is sexually violent toward another student.

### *II. Sexual Harassment/Sexual Violence Defined*

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

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

Sexual harassment may include, but is not limited to:

1. Verbal harassment and/or abuse of a sexual nature;
2. Subtle pressure for sexual activity;
3. Inappropriate patting, pinching or other touching;
4. Intentional brushing against a student's body;
5. Demanding sexual favors accompanied by implied or overt threats;
6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment;
7. Any sexually motivated unwelcome touching; or
8. Sexual violence that is a physical act of aggression that includes a sexual act or sexual purpose.

### *III. Reporting Procedures*

Any student who believes he or she has been the victim of sexual harassment or sexual violence should report the alleged act(s) immediately to a school district employee. That employee shall then report the allegation immediately to an appropriate District official, as designated by this policy. The District encourages the reporting student to use the report form available from the Principal of each building or available from the Superintendent's office.

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

B, District-Wide. The Board designates the Superintendent as the District Human Rights Officer to receive any report or complaint of sexual harassment and sexual violence. If the complaint involves the Superintendent, the complaint shall be filed directly with the School Board. The District shall post the name of the Human Rights Officer in conspicuous places throughout school buildings, including a telephone number and mailing address.

C. Submission of a complaint or report of sexual harassment or sexual violence will not affect the student's standing in school, grades, assignments, or right to attend school and receive an education.

D. The use of formal reporting forms provided by the District is voluntary. The District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as

much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of sexual harassment and sexual violence and take disciplinary action when the conduct has occurred.

#### *IV. Investigation and Recommendation*

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

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

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

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

#### *V. School District Action*

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

B. The complainant may appeal the investigation recommendations to the Superintendent (or if the Superintendent is under investigation, appeal is made to the Board).

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

#### *VI. Reprisal*

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

#### *VII. Right to Alternative Complaint Procedures*

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

*VIII. Sexual Harassment or Sexual Violence as Sexual Abuse*

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

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

*IX. Discipline*

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

*X. By-Pass of Policy*

Any individual with a sexual harassment complaint may choose to bypass this Policy and accompanying regulation and proceed directly to: N.H. Commission on Human Rights, at 2 Chenelle Drive, Concord, NH 03301, phone 603-271-2767 or U.S. Department of Health & Human Services, Office for Civil Rights, Region 1, JFK Building, Room 1875, Boston, MA 02203, phone 617-565-1340.

**Staying After School**

Only students who are in detention, have an appointment with a classroom teacher, are participating in the sports program or involved in a supervised activity may remain at Kennett after 2:45 P.M.

Students must be under direct supervision by an adult after school. You may not leave the school grounds in the afternoon and then return to take a late bus. (See section on Leaving School Without Permission)

**Substance Abuse Policy**

The Conway School District is committed to a school environment that is free from use, possession and/or distribution of tobacco, alcohol, and other drugs. For the purpose of this policy, the term drug means any addictive mood and/or body altering substance including, but not limited to, alcohol and substances purported or represented as mood and/or body altering. The Superintendent and administrative staff shall develop procedures to implement this policy.

*I. Philosophy*

The Conway School District acknowledges that use and abuse of alcohol and other drugs by minors is illegal and can drastically interfere with and impede learning, health, and the fullest possible development of students.

Furthermore, the New Hampshire Law, RSA 78:12-b, states that no person under 18 years of age shall purchase, use, or possess tobacco products; and New Hampshire Law RSA 169-B:32 permits a juvenile age 12 or older, who is in possession of tobacco products, to be treated as an adult and given a District Court summons. In addition, this policy will include any new state or federal laws as they are enacted. All Conway School District properties are declared to be tobacco, alcohol and drug free areas as designated by the Drug Free Zones Act.

It is in violation of this policy to use, distribute, and/or sell any substances covered by this policy on school grounds or at school functions.

To ensure the safety and well being of the school population, the Conway School District is committed to a comprehensive policy that:

- (1) promotes a school environment free from use, possession, and/or distribution of alcohol and other drugs;
- (2) encourages prevention, treatment, and educational programs that deal with the underlying causes of substance use and abuse;
- (3) offers an understanding of the physical, psychological, social, and legal dangers associated with drug use.

In addition, the Conway School District recognizes the negative impact to the home, school, and community resulting from substance use/abuse; and that the use of drugs can often lead to abuse and dependency. Alcohol and/or other drug dependencies are treatable health problems that are the primary responsibility of the home and community. The school system shares this responsibility; however, the primary obligation to seek assistance and resolve the substance abuse problems rests with the student and his/her parent/guardians.

The purpose of the procedures contained in this policy is to direct the school community with regard to prevention, intervention, discipline, after-care support, and interagency cooperation. It incorporates use by employees as well as students and includes rules for use during the school day, on school property, at extracurricular activities and school functions.

## *II. Prevention and Education*

The purpose of the Conway School District Prevention Program is to provide students and employees with information and activities that promote positive health behaviors and discourage the use of alcohol and other drugs. The District's prevention program shall focus on classroom instruction, guidance, counseling, and school climate. Involvement of parents/guardians and other community members is essential for the success of district prevention activities.

### **A. Instruction Program**

1. All schools, elementary and secondary, will have instructional programs that assist students in making responsible decisions regarding the use of alcohol and other drugs. Current and accurate information on drugs and their effect upon the body is one component of an instructional prevention program. Other components include instruction and skill development related to self-esteem, goal-setting, decision making, understanding feelings, conflict management, problem solving, refusal skills, and the development of communication skills.
2. Staff development will be offered regarding effective intervention and prevention strategies. Up to date substance abuse information will be available to employees.
3. All employees will receive training in how to deal with the effects of drug and alcohol use/abuse including poor school achievement, truancy, delinquency, poor relationships with family, peers and school personnel, and other behavior problems.

### **B. Guidance and Counseling**

School counseling personnel are available to assist teachers with the implementation of classroom drug and alcohol prevention activities. Counselors will work with students individually and in small groups

to supplement tobacco, drug and alcohol prevention instruction and skill development. Counselors will also work with staff and parents to maximize the prevention efforts of the school. The school counselors may also be used as a community referral source.

### C. School Climate

School climate is an important element in the prevention of drug and alcohol use/abuse. Therefore, the District will encourage programs that foster positive school climate and student advocacy of substance abuse prevention. Building level prevention activities will be initiated under the leadership of the building administrator and supported by staff, students, and parents/guardians. Community organizations will be invited and encouraged to offer their support.

### *III. Student Intervention*

The Conway School District will maintain a student assistance referral team (START) in each school to deal with all substance abuse related referrals. The team(s) shall consist of administration, faculty, special education, guidance, and the school nurse. Separate student and parent/guardian teams may be formed to support and/or advise the core teams.

It is the START team's responsibility to review input and make appropriate referrals. The teams will meet on a regular basis and will be offered in-depth in-service training. All school personnel will receive training concerning specific guidelines for referrals, how and when to refer, and how to properly document a referral.

#### A. Self Referral

Students who are concerned about their involvement with alcohol and/or other drugs are encouraged to ask their school counselor for assistance. The counselor will first discuss the confidential nature of the counselor/student relationship.

Students may disclose their involvement with alcohol and/or other drugs to another staff person. If they do choose to disclose their involvement to another staff person, that staff person may be obligated to refer the student to a counselor. The staff person will inform the student of that responsibility.

All self referrals will be treated confidentially unless the student's actions present danger to self or others.

Students who are affected by another person's (friend or family member) substance use and/or abuse are also encouraged to make a confidential self referral.

#### B. Other Referrals

School personnel who suspect that a student is using alcohol or other drugs, or observe changes in academic, social, and/or personal behavior that may be related to the use of alcohol or other drugs, shall refer the student to the student's school counselor.

School personnel who suspect that a student is under the influence of alcohol or other drugs will immediately refer that student to the administration. Students who are found to be under the influence of alcohol or other drugs will be referred to the START team.

The START team shall review the referral and, if appropriate, make recommendations to assist the student in addressing the existing concerns. Recommendations will be communicated to the parents/guardians.

#### *IV. Aftercare/Follow-up*

It is important that students returning to school from a treatment program be given aftercare support. Primary aftercare responsibility rests with the student, parent/guardian and treatment program personnel.

School staff will work cooperatively with the student and parents/guardians to facilitate the aftercare plan. Parents/guardians must contact their school counselor before re-entry to school from a residential program. Parents/guardians will provide the student's school counselor and/or school nurse with a copy of after care recommendations of the treatment program.

#### *V. Violations and Procedures*

The use, possession, sale, or distribution of alcohol, other drugs, drug paraphernalia or any object utilized as drug paraphernalia in school, on school grounds, busses, or on grounds of any school-sponsored function is a violation of this policy. Unauthorized use or abuse of any over the counter product or prescribed medication, including substances used as inhalants or used to cause mind or body altering effects, is a violation of this policy.

Over the counter and/or prescribed medicine must be registered with the school nurse who will establish a protocol for dispensing.

Students who suspect violations to this policy should contact any school employee. It is then the obligation of the school employee to immediately refer the information to the school administration.

When the administration has sufficient information to suspect that a probable violation has occurred, the student will be expected to cooperate fully. An administrative designee may be called upon to evaluate the behavior and condition, if necessary. Failure to submit to an independent evaluation will be considered an admission of guilt. The administration reserves the right to inspect a student's belongings, lockers, and vehicles on school property. If a student is to be sent home, a police officer will be requested to be present as the student leaves the building.

##### *A. First Offense*

The first offense violation will apply only once in the student's career at each educational level (K-6, 7-8, 9-12). Offenses at the elementary level are dealt with individually by the principal and the Superintendent.

1. Administration will have a hearing with the student involved.
2. Administration shall notify the parents/guardians, inform them of the school's procedures for both first and subsequent offenses and may require an immediate conference.
3. The police will be notified and contraband will be turned over to them. Their response will be guided by state and federal laws.
4. Administration will notify the Conway School Board via the Superintendent or his/her designee.

5. The student will be externally suspended for five days during which time s/he will not be eligible to participate in or attend school functions. Prior to his/her return to school, the student and his/her parent/guardian will meet with the administration to discuss the requirements of reentry.
6. The student will not be allowed to participate in co-curricular activities for 20 school/activity days or until such time as s/he has met with a professional who works with substance use/abuse clients for assessment and demonstrated that s/he has followed recommendations of that professional.
7. An immediate referral will be made to the Student/Teacher Assistance Referral Team (START) for recommendations. The team's recommendations will be communicated to the student and parents/guardians within ten working days of the referral.

#### B. Second Offense

The second offense violation will apply only once in the student's career at each educational level (K-6, 7-8, 9-12). Offenses at the elementary level are dealt with individually by the principal and the Superintendent.

1. Administration will have a hearing with the student involved.
2. Administration shall notify the parents/guardians, inform them of the school's procedures for both first and subsequent offenses, and require an immediate conference.
3. The police will be notified and the contraband will be turned over to them. Their response will be guided by state and federal laws.
4. Administration will notify the Conway School Board via the Superintendent or his/her designee.
5. The student will be externally suspended for ten days during which time s/he will not be eligible to participate in or attend school functions. Prior to his/her return to school, the student and his/her parent/guardian will meet with the administration to discuss the requirements of re-entry.
6. The student will not be allowed to participate in co-curricular activities for a total of 60 school/activity days or until s/he has met with a professional who works with substance use/abuse clients for assessment and demonstrated that s/he has followed recommendations of that professional for a minimum of thirty days.
7. An immediate referral will be made to the START team for recommendations. The team's recommendations will be communicated to the student and parents/guardians within ten working days of the referral.

#### C. Third Offense and Subsequent Offenses

The third offense violation will apply only once in the student's career at each educational level (K-6, 7-8, 9-12). Offenses at the elementary level are dealt with individually by the principal and the Superintendent.

1. Administration will have a hearing with the student involved.
2. Administration shall notify parents/guardians and request an immediate conference.
3. The police will be notified and the contraband will be turned over to them. Their response will be guided by state and federal laws.
4. Administration will notify the Conway School Board via the Superintendent or his/her designee.
5. The student will be externally suspended until there is an expulsion hearing at the School Board level.

#### D. Sales and/or Distribution

A student will be considered in violation of this policy if s/he is found in the act of or intent of:

1. selling or distributing alcohol, over the counter product or prescribed medication, including substances used as inhalants or used to cause mind or body altering effects, or drug paraphernalia;

2. selling or distributing a substance purported to be a drug or an object used as drug paraphernalia.

The Conway School District recognizes that the sale of a controlled substance is a serious crime and, therefore, will treat such offenses in the following manner:

1. Administration is notified.
2. Administration will immediately investigate the situation and then call the Superintendent and police department within the same day.
3. Every effort will be made to notify the parents/guardian.
4. The student will be removed from school property.
5. Administration will notify the Conway School Board via the Superintendent or his/her designee.
6. The student will be externally suspended until there is an expulsion hearing.

#### E. Co-Curricular Codes

Students may be subject to additional codes or consequences regarding participation in co-curricular activities.

### *VI. Due Process/Appeals*

The Conway School District is committed to administering and carrying out the full intent of this policy. In so doing, the district will protect the rights of the individual and ensure that all rights of due process will be observed.

#### A. Due Process

1. The individual will be given a hearing that will involve:
  - a. statement of the charges,
  - b. opportunity to respond,
  - c. statement of consequences.
2. The individual will be given a verbal and written notice of action to be taken.

#### B. Student Appeal Procedures

Any student who has been suspended from school for five (5) days or more under this policy or their parent/guardian has the right to appeal that suspension to the principal. If the student and/or his/her parent/guardian is dissatisfied with the outcome of the appeal to the principal, they may make an appeal to the Superintendent of schools. A student and/or parent/guardian who has exhausted all administrative appeals may appeal to the Conway School Board. The student will retain the right to attend school during the appeal process, unless his or her presence endangers the welfare of students, staff, or the orderly operations of the school. If the suspension is not overturned, it shall begin the day after the student has been officially notified.

All appeals of suspension must be made in writing within 24 hours of notification of suspension.

### *VII. Policy Review and Distribution*

This policy will be distributed to all students, parents/guardians, at the beginning of every school year. It will be reviewed on an annual basis by the Conway School Board Policy Committee.

### **Telephone Use and Messages**

Telephones are available for student use in designated team rooms. Students needing to use the telephone during or at the end of the school day should seek permission from a team teacher. In case of an emergency you may use the reception telephone. Occasionally it is necessary for a parent to get a very important or emergency message to their child. The office is extremely busy during the school day and can only get messages to students on serious matters. Messages will be taken from a parent/guardian only. Cell phone use is not allowed during school hours. Students may use cell phones after 2:30 with permission.

### **Tobacco Products Ban**

Use of tobacco products is 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 of the grounds of the District. "Tobacco products" means cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, products containing tobacco, and tobacco in any other form.

No student shall purchase, attempt to purchase, possess or use any tobacco product in any facility, in any school vehicle, or anywhere on school grounds maintained by the District. The principal will develop regulations which cover disciplinary action to be taken for violations of this policy. In addition to disciplinary actions taken by the school, criminal penalties for fines may result from violations of this policy. The police department shall be responsible for all proceedings and applicable fines and penalties.

### **Vandalism Policy**

Vandalism is the intentional damaging or destruction of school property or the property of another. Students who vandalize or damage school property or items belonging to someone else will be required to pay for such damages. Acts of vandalism and/or theft of property that occur on school property will have a school consequence as well as be referred to the Conway Police Department. School consequences range from after school detention to suspension, depending on the crime.

### **Visitors**

Citizens are encouraged to visit the schools and to observe the school program. Persons wishing to meet with a teacher for the purpose of discussing a particular problem shall do so only at a time when it does not interrupt the normal school program. Persons wishing to make such arrangements may do so by securing an appointment with the teacher through the office of the principal or by direct contact with the teacher. No person shall visit a school without first reporting to reception as to the purpose and place of the visit.

### **Weapons**

1. The Conway School Board, cognizant of its responsibilities to provide for a safe and healthy environment wherein students can learn, sets forth and establishes a policy prohibiting dangerous instruments and weapons in school.
2. No student, staff member, or visitor shall possess upon school premises any dangerous instrument, firearm, dangerous chemical, explosive device, or weapon.

3. Any student, staff member, or visitor possessing any dangerous instrument, firearm, dangerous chemical, explosive device, or weapon will be reported to the local law enforcement officials and to the District Superintendent by the building administrator.
4. For the purpose of this policy, a firearm is any weapon, including a starter gun, which will, or is designed to, or may readily be converted to expel a projectile by the action of any explosive, the frame or receiver of such weapon; any firearm muffler or silencer; or any destructive device.
5. A weapon is defined as any instrument capable of inflicting bodily harm. Included within the definition of weapon, but not intended as a limitation of the definition, are switchblade knives, gravity knives, pilum ballistic knives, cane swords, electronic dart guns, chukka sticks and Kung-Fu stars. The aforesaid enumeration of weapons is not intended to be exhaustive but merely illustrative. Dangerous instruments are defined as items or implements which under the circumstances in which such instruments are used, attempted to be used, or threatened to be used are readily capable of inflicting bodily harm or threat of same.
6. School premises shall mean school grounds, buildings and/or facilities, whether owned by the School District or leased to the School District and shall also include school buses and vehicles parked on the school grounds.
7. An exception to the prohibition set forth in this policy may be made with prior approval and arrangements made with the principal, in an instance where a weapon is part of a dramatic or music performance, or is used as an artifact in an instructional unit.
8. New Hampshire State law enforcement officers are the only individuals permitted upon school premises to have a weapon, dangerous instrument or firearm in their possession.
9. After a hearing pursuant to New Hampshire RSA 193:13, any student having been found guilty of bringing a firearm or dangerous instruments and weapons upon school premises shall, as a penalty, be suspended for a period of one year, provided that the Superintendent, after considering the totality of the circumstances surrounding the offense, and the student's previous record, shall have the authority to modify the one year penalty on a case by case basis. Further, nothing in this policy shall be construed to limit any rights possessed by students classified as disabled.

### **Website**

Our school website is [www.welcomekms.com](http://www.welcomekms.com). Welcomekms.com is your portal to our online environment. Through Welcomekms.com you can:

- Obtain current school news and events
- Connect to our online grade reporting system
- Connect to team and class websites
- Find descriptions of programs
- Download needed forms
- Contact staff
- View exemplary student work
- Find fresh, new and interesting educational information
- Keep tabs on the eighth grade trip

### **Withdrawal Procedure**

If you are considering withdrawing from A. Crosby Kennett Middle School your parent/guardian should contact the Principal's office. The office will provide all necessary forms to you and your parent. The date the completed withdrawal forms are returned to the office is considered your last day

of school. The Guidance Counselor will provide the necessary information and act as a liaison for the transition to a new school. Records and information will be released when all of your obligations to A. Crosby Kennett Middle School have been met.