

A. CROSBY **KENNETT** MIDDLE SCHOOL

2023-2024
HANDBOOK



CELEBRATING
100
YEARS

176 Main Street Conway, NH 03818

**A. CROSBY KENNETT MIDDLE SCHOOL
HANDBOOK FOR 2023-2024**

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Greetings from the Principal

As we begin the 2023/2024 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 will help to build a better future for you, for your classmates, and for other members of our community. It is important to note that this September marks the 100th anniversary of the opening of this building, educating students in the Mount Washington Valley!

All members of our community need to develop working relationships with each other. Your safety and the efficient use of time and materials depend upon your understanding the policies and procedures that we use in the school each day. With this in mind, we are 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 in the handbook. Please read it carefully and discuss it with your parents or guardians. Please ask questions if you are unclear about any of this information.

Let's make the 2023/2024 school year a great one at A. Crosby Kennett Middle School. Together, we build an excellent learning community. Please let me know how I can help you in this regard.

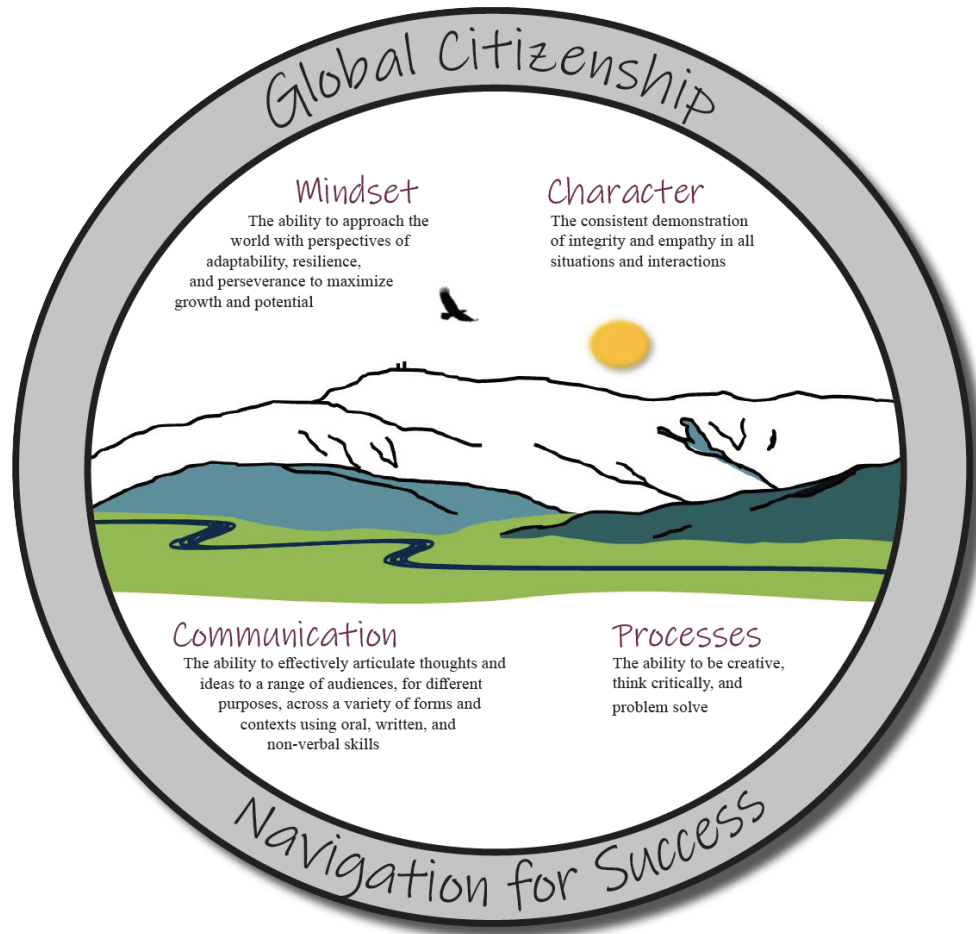
Mission Statement

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.

Vision Statement

The vision of all schools in SAU 9 is to reach the potential of each and every student.

Portrait of a Learner



All members of our community should always strive to develop what we call the tenets of the Portrait of a Learner. The Portrait of a Learner is our community's vision of what all students need in order to reach their full potential. If you develop Character, Mindsets, Process and Communication skills you will be well on your way to success!

Student Rights

Student rights are for the protection of you and the entire student body to ensure everyone's right to an education.

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.

Daily Expectations

Schedule

School starts promptly at 7:40. Students who take the bus are dismissed at 2:10 while walkers, pickups and sports are dismissed right after the buses depart.

A daily bell schedule will be posted that allows all students to access their classes throughout the day. Classes are typically scheduled for about 55 minutes. In addition we schedule a Flex time that allows students to access teachers for further assistance with work as well as Band and Chorus.

Attendance Procedure

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 and Conway School District Policy. The Kennett Middle School community recognizes 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 or the next day. If we do not hear from the parent or guardian after two attempts, the absence will be considered unexcused.
2. Guidelines for truancy determination and habitual truancy are outlined later in this handbook as Conway School District Policy JH, Attendance, Absenteeism and Truancy. It is your responsibility to understand this policy.
3. The Board considers the following to be excused absences:
 1. Illness
 2. Recovery from an accident
 3. Required court attendance
 4. Medical and dental appointments
 5. Death in the immediate family
 6. Observation or celebration of a bona fide religious holiday
 7. Such other good cause as may be acceptable to the Principal or permitted by law

Planned Absence from School

We encourage all family vacations to be planned during school vacation times. Many classroom experiences cannot be replicated. 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. Some work may be provided in advance, but most will have to be completed soon after returning and time for make-up work will be provided.

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.

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. These procedures are meant to help prepare you for both high school, as well as your life beyond school, and therefore, are designed as an intermediate step between your experience at elementary school and the practices used at Kennett High School.

You are on time for school if you are in your homeroom by the start of school at 7:40 am. If you are tardy to school, you will wait in the reception area until you are issued 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 two (2) tardies of the trimester will be considered excused, no matter what the reason. Starting with the third tardy, all tardies will be considered unexcused unless you come with appropriate documentation. A tardy will be excused for health/medical related circumstances and other official appointments (i.e. court appearances) when the attendance office is provided with a note from a medical provider or court documentation upon the student's return to school. All other requests to excuse a tardy will require approval from the principal. After the third (3rd) unexcused tardy during a single trimester you will receive a lunch detention. For every two (2) unexcused tardies afterward during a single trimester, you will receive an after school detention. When the trimester changes, the record resets back to zero (0) and you start over.

In order to be considered present for the full day you must be in your homeroom by 7:40 am and remain at school until 2:10 pm.

Tardies and Athletic Participation

Please note that as a student athlete you must be present in school for a full day on the day of any practice, game, or event, in order to participate. You will be considered here for the full day if you meet any of the following:

1. You are actually present for the full day based on the definition above.
2. You are marked Tardy Excused based on the tardy procedure above.
3. You are dismissed and return to school with appropriate documentation.
4. You are dismissed and return for the event with appropriate documentation.

In all other circumstances you will not be considered present for the full day and therefore not allowed to attend the scheduled athletic event that day per Conway School Board Policy IGDK. If you are a student athlete and are marked tardy unexcused, every effort will be made to ensure you are able to contact home by 12:30 that day to inform your family of your situation.

Truancy

Truancy is defined as any absence from school that is not authorized or sanctioned by a parent/guardian or the school administration. Please refer to the Conway School Board Policy JH, Attendance, Absenteeism and Truancy.

- 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.

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.

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, paper, pencils, erasers, pen, and assignments due for each of your classes. Some of your teachers may require additional materials.

Staying After School

Only students who are in detention, have an appointment with a classroom teacher, are participating in the sports program, or are involved in a supervised activity may remain at Kennett after 2:15 P.M. Students must be under direct supervision by an adult after school. Students wishing to be a spectator at any KMS athletic event must be directly supervised by a staff member or parent. 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](#))

Academic Expectations

Program of Studies

The following courses are required for 7th and 8th grade students:

Literacy	Art
Mathematics	FACS/Health
Science	Spanish
Social Studies	Music
	Physical Education
	Technology

Elective courses for both 7th and 8th graders: Band Chorus

Eighth graders are typically enrolled in 8th grade math, a rigorous math course that sets a solid foundation for all future courses. Eighth grade students who demonstrate appropriate readiness may select to take 8th Grade Algebra. Readiness is determined based on a rubric that considers performance on two separate standardized tests and on classroom achievement. Eighth graders who demonstrate Algebra I competencies through a combination of classroom assessment and the Kennett High School Algebra I summative assessment may be able to earn high school credit.

Homeroom/Advisory

Advisory meets from one to multiple days each week depending on the time of year. This will be an opportunity to develop connections with other students, review and reflect on your academic progress and set goals for your learning.

Flex Time

This block of time is for individualized instruction or enrichment. Students are placed or can choose sections based on their prioritized needs. These needs are determined based on assessment and performance data. Any student who is not in need of additional time or supports is expected to be reading silently during this time

Homework Policy

The completion of reading, study, and written assignments is important for success in each course. In many programs course related homework will be assigned. Teachers are expected to connect homework assignments to in-class experiences and to provide students with timely instructional feedback on the assignments that they complete.

You should also plan to spend time studying and reviewing material for mastery of the subject content and allow for adequate preparation for assessments. 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.

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

Grading

Online Grade Access

Your grades can be accessed at any time 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 parents can check grades and new assignments. Postings are updated by teachers bi-weekly.

Honor Roll Criteria

The honor roll requirements are based on both academic performance and Habits of Learning in regular and related unified arts classes. Honor roll is determined at the end of the year for both 7th and 8th grade by looking at data based on 8 class blocks. In order to earn Honor Roll students must:

1. All final academic and Habits of Learning grades must be 2 or above.
AND
2. Average 3.0 or greater on academic standards for each class block for the year.
AND
3. Average 3.0 or greater on Habits of Learning for each class block for the year.

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 planning make up work after approved absences:

1. One day of make-up 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.

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 team, members of the administration, and teaching support team.
2. Student does not demonstrate progress beyond a 2 on the majority of the standards in two or more courses.

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 in accordance with Conway School District Policy IKEB, ***A. Crosby Kennett Middle School Pupil Progression Plan***. 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.

Summer School

Students who do not successfully complete grade 7 or 8 may be offered the option of completing that grade during summer school. Summer school is offered to students once during their middle school years. It meets three mornings a week for five weeks.

Grading and Report Cards

Our grading system is founded on both rigorous expectations for each and every student, and current research on learning, intelligence and motivation. At the core of our system is an understanding of the knowledge, abilities, and skills required for task performance and mastery. The system is designed for individuals to demonstrate mastery of required tasks through application of both knowledge and reasoning. Each course has a set of established standards that describe what students are expected to know and be able to do as a result of completing the course. Rubrics are provided to students that describe and list specific objectives students must master in order to achieve each level of proficiency on our grading scale.

Each course reports grades for each standard assessed during a marking period using a four-point grading scale. Behaviors are separated from academic standards grades and reported as Habits of Learning. Grades are provided at the end of three marking periods as a means of communicating progress. Final standards grades are issued at the end of the year and are based on the best and most recent evidence of level of mastery. Grades from prior marking periods are not averaged.

Academic Content Number Descriptors

- | | |
|-----|---|
| 4 | Thorough understanding and application of the standard
I can apply and extend my understanding to new situations |
| 3 | General understanding and application of the standard
I can demonstrate my understanding with minimal guidance |
| 2 | Partial understanding and application of the standard
I have an emerging understanding but need support and practice |
| 1 | Minimal understanding and application of the standard
I have a limited understanding of the skills and content |
| ENE | Exposure no evidence |
| NYA | Not Yet Assessed |

Habits of Work and Learning

Responsibility
Self-Advocacy
Perseverance and Effort
Respect
Citizenship
Organization

Habits of Learning Number Descriptors

- | | |
|----------|---|
| 4 | Consistently meets expectations independently |
| 3 | Consistently meets expectations with minimal guidance |
| 2 | Inconsistently meets expectations |
| 1 | Does not meet expectations |

Cheating and Plagiarism

A. Crosby Kennett Middle School attempts to create and maintain an educational community that 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 material produced by others (human or AI) as your own work or permitting others to present your work as theirs.

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 turns in work produced by Artificial Intelligence and 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.
- When a student steals or obtains another student's work.
- 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. The assignment cannot be used as evidence of learning towards a standard..
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.

Forgery

Students who represent themselves as someone else in writing or electronically will be considered as a forgery. They will face disciplinary action.

Internet Use

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

It is the policy of the Conway School District to ensure that all Internet/online 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. Use of non-academic apps or programs, games, or other non-approved material could result in additional disciplinary action.

School Property

Property borrowed by you or issued to you by A. Crosby Kennett Middle School is YOUR responsibility. If your school property is damaged or lost you must pay for repairs or a replacement. Computer repairs outside of normal wear and tear will be made and charged before being returned to the student. These types of repair include but are not limited to screen breakage or damage, key breakage, case breakage, drops, and hinge breakage. Please take good care of everything issued to you, as it will be needed for other students in future years.

Dances

When school dances are scheduled only KMS seventh and eighth graders are invited to school dances. Dances run from 6:00 to 8:00 P.M., and are held in the gym. 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. Late arrivals must be accompanied to the door by a parent/guardian. You will not be allowed into the dance after 6:30 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. Water bottles should be left at home. No containers of liquids can be brought to the dance. 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 in the previous month may not be permitted to attend.

Emergency Procedures

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.

Reunification – There may be a situation where we must evacuate the premises to another school or building. If this occurs, parents will be notified by our school-wide messaging system and further instructions will be given. Parents should not contact the school.

Field Trips

You must submit a signed parental consent form prior to participating in any field trip experience. There may also be grade level or all-school field trips throughout the year. 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 in a field trip if these requirements have not been fulfilled. This also applies to other extra-curricular activities such as sports and performances. Recent discipline may also affect a student's privilege in participating in field trips or sporting events.

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.

Food Services

Breakfast and hot lunch are available. Everyone has an assigned lunch period. 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.

All students are eligible to participate in the breakfast and lunch program. Free and reduced breakfast and lunch are available to students whose family meets the Federal Income Guidelines. Free and Reduced

Lunch Applications are sent home with all students at the beginning of the school year and are available at any time during the year.

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 must complete an application. 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.

Meal Charge Policy

Policy DFI

The Conway School District (“District”) encourages all parents and guardians (“parents”) to provide a healthy breakfast and lunch for their student(s). Parents are welcome to send students to school with a “brown bag/lunch box” meal. The District provides the opportunity to purchase breakfast and lunch, as well as a la carte items, from the school cafeteria. Each meal meets or exceeds federal nutrition standards. Payment is expected no later than when the meal is served. Payment may be in cash, check or as a debit against funds deposited into an established school lunch account.

Student Meal Accounts

The District uses a point-of-sale computerized meal payment system that has an account for all students. Parents of students who will be purchasing meals using this system are required to establish and maintain a positive balance in the student’s meal account. Funds may be deposited into a student lunch account by cash, check or on-line payment. Checks should be made out to Conway Food Service Program. The Conway School District utilizes EZSchoolpay.com for electronic payments. To access this option, you will need your student’s ID number, which is available from his or her school office. There is a fee of \$2.50 per deposit for adding funds using a debit or credit card. There will be no processing fee for deposits made to a student meal account made by cash or check.

A fee of \$25.00 will be charged to the parents for each check returned for insufficient funds. In accordance with RSA 358-C:5, notice of the fee charged for a check that is returned for insufficient funds shall be included in any letter sent to a parent seeking payment because the student meal account has a negative balance.

Parental Restrictions on the Use of Student Meal Accounts

Parents are responsible for establishing with their student any restrictions the parent chooses to place on the account. Unless restricted by the parent, a student may purchase a la carte items in addition to the regular meal choices. Students may purchase more than one meal at one sitting, as well as snacks. Parents must monitor the student’s use of the meal account to ensure that a sufficient balance is available at all

times for the student to purchase meals. (Parents may access information about their student's lunch account by logging on to EZSchoolpay.com.)

The District's policy is to ensure that all students have access to healthy meals and that no student will be subject to different treatment from the standard school meal or school cafeteria procedures. Therefore, the District allows students to purchase a meal, even if the student's meal account has insufficient funds. This policy's provisions pertain to regular school breakfast and lunch meals only. Students may not borrow money to pay, nor will schools permit use of the meal fund, for a la carte lunch items. Federal policy prohibits the withholding of meals from a child as a form of discipline. The Superintendent shall develop regulations and procedures to support this policy.

Balance Statements

The District will work proactively with parents to maintain a positive balance in their student's meal account. The Superintendent or designee shall establish a procedure at each school requiring that a notice be sent to parents whenever the balance in a student's meal account falls into a negative balance.

The notice will be sent by email when practical, otherwise by a note in a sealed envelope with the student. Only those District staff who have received training on the confidentiality requirements of the federal and state law, including the U.S. Department of Agriculture's ("USDA") guidance for school meal programs, and who have a need to access a child's account balance and eligibility information may communicate with parents regarding unpaid meal charges.

The District recognizes that unexpected financial hardships occur and will work with parents in this circumstance to limit the amount of accumulated debt.

Free and Reduced Lunch Program

The District participates in the federally supported program to provide free or reduced priced meals to student from families whose economic circumstances make paying for meals difficult. Income guidelines for eligibility are based on family size and are updated each year by the USDA. The District will ensure parents are informed of the eligibility requirements and the application procedures for free or reduced cost meals as well as the requirements of this policy.

Parents shall be provided with a copy of this policy and an application for free or reduced cost meals annually at the start of the school year, upon enrollment or transfer during the year. Information regarding free and/or reduced lunch applications as well as this policy will be a component of all notices sent to parents seeking payment to correct a negative balance in the student meal account. The policy and links to application materials for the free or reduced price meal program will be posted on the school website and made available to parents at each school.

As required by the Civil Rights Act of 1964 and USDA guidelines, parents with Limited English Proficiency ("LEP") will be provided with information on this policy and the free and reduced price meal program in a language the parents can understand.

Students Without Cash in Hand or a Positive Account Balance

Regardless of whether a student has money to pay for a meal or a negative balance in the student meal account, a student requesting a meal shall be provided with a meal from among the choices available to all students. The only exception will be where the student's parents have provided the District with specific written direction that the student not be provided with a school lunch program meal, the student has a meal from home or otherwise has access to an appropriate meal. It is the parents' responsibility to provide their student with a meal from home or to pay for school prepared meals.

If a student with a negative balance in his or her meal account seeks to purchase a meal with cash or check, the student will be allowed to do so. There is no requirement that the funds be applied first to the debt.

Initial efforts to contact parents will be by e-mail or phone, however if those efforts are unsuccessful, letters to parents may be sent home in sealed envelopes with the student. Should the student's meal account balance fall below zero, a balance statement requesting immediate payment shall be sent to parents no less than once each week.

If the student's meal account balance debt grows to \$25.00 or more, a letter requesting immediate payment shall be sent by US mail to the parent, or the parent shall be contacted by the Food Service Director or Principal/designee by phone or in person. Where warranted, the Principal may arrange a payment schedule to address current meal consumption and arrearages while the school continues to provide the student with meals.

If the student's meal account debt grows to \$50.00 or more parents will be requested to meet with the school Principal or designee. When appropriate, the Principal or designee should explore with the parents whether an application for free or reduced cost meals is warranted. Where extenuating circumstances of financial hardship exist and the family is not eligible for free or reduced cost meals, the District will work with the parents to identify and engage governmental and charitable resources that are available to assist the family.

If the Principal determines that the best available information is that the parents are able to pay for the expenses of the student's meals and the parents decline to cooperate with resolving the debt in a timely manner, the Principal shall send a letter to the parents directing them to have their student bring meals from home and cease using the school meal program. The student may resume using the school meal program when a positive account balance is restored. If the student continues to use the school meal program without a positive balance, a second letter shall be sent to the parents using certified mail.

If the parent refuses to provide payment to address the negative balance in a student's lunch account, the Superintendent or designee may pursue payment through civil legal action, including filing a claim in small claims court pursuant to RSA Chapter 503. The Superintendent is delegated authority to assess the likelihood that claim action will lead to payment, the resources required to pursue collection, and to pursue such action only when doing so is in the best interest of the District. If a student who has been determined to be ineligible for free or reduced cost meals or whose parents have refused to complete an application for free or reduced cost meals is consistently not provided with meals either through a meal sent from home or the payment for a meal through the school meal program, the Principal will assess whether a report of child neglect is warranted to the New Hampshire Department of Health and Human Services, Division for Children, Youth, & Families, as required by RSA 169-C:29-31

If at the end of the fiscal year uncollected debt in student meal accounts must, as a last resort to fulfill federal requirements, be paid to the school meal program from other District funds, the parents' debt for unpaid meal charged shall be owed to the District. Any payments collected on debt that has been offset with District funds shall be credited to the District. All debt collection efforts shall comply with RSA Chapter 358-C, New Hampshire's Unfair, Deceptive or Unreasonable Collection Practices Act.

Staff Enforcement of Policy/Training A copy of this policy and refresher training shall be provided annually to all food service and school staff responsible for serving student meals or enforcing this policy. New staff with those responsibilities shall be provided with a written copy of the policy and training on the policy during their initial training/orientation. In accordance with federal requirements, all trainings shall be documented.

Students with Special Dietary Needs Nothing in this policy prohibits providing an appropriate meal to a student with special dietary needs such as, but not limited to, diabetes, provided those needs have been documented in a health plan, Sec 504, or IEP. If the meal is medically required, and the student has a negative student meal balance, or does not have cash to purchase the meal, the necessary dietary needs will be met.

Nondiscrimination It is the District's policy that in the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age, or disability. 7C.F.R. 245.5(a)(1)(viii).

Adopted by the Conway School Board – December 12, 2011 Revision Adopted – November 9, 2015
Revision Adopted – July 10, 2017

Overdue Lunch Account Procedures

1. The food service department will send out weekly reminders to parents regarding students who have a negative balance on their lunch accounts via email, phone call or note home with the student in a sealed envelope.
2. The food service director will communicate with building principals on a monthly basis. If a student's account reaches a negative balance of \$25.00, the Food Service Director or Principal will call the parent, documenting the dates and times of the call, or send a letter using U.S. Mail. The principal may work with the parent to establish a payment plan if appropriate.
3. If the account exceeds a \$50.00 balance, the principal or designee will request a meeting with the parent. When appropriate, the Principal or designee should explore with the parents whether an application for free or reduced cost meals is warranted. Where extenuating circumstances of financial hardship exist and the family is not eligible for free or reduced cost meals, the District will work with the parents to identify and engage governmental and charitable resources that are available to assist the family.
4. If the Principal determines that the best available information is that the parents are able to pay for the expenses of the student's meals and the parents decline to cooperate with resolving the debt in a timely manner, the Principal shall mail a letter to the parents directing them to have their student bring meals from home and cease using the school meal program. The student may resume using the school meal program when a positive account balance is

restored. If the student continues to use the school meal program without a positive balance, a second letter shall be sent to the parents using certified mail.

5. If the parent refuses to provide payment to address the negative balance in a student's lunch account, the Superintendent or designee may pursue payment through civil legal action, including filing a claim in small claims court pursuant to RSA Chapter 503. If a student who has been determined to be ineligible for free or reduced cost meals or whose parents have refused to complete an application for free or reduced cost meals is consistently not provided with meals either through a meal sent from home or the payment for a meal through the school meal program, the Principal will assess whether a report of child neglect is warranted to the New Hampshire Department of Health and Human Services, Division for Children, Youth, & Families.

USDA Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Resources for Students

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. **You should not call home for dismissal** without first visiting the nurse or the main office so that (s)/he may make a determination regarding your needs.

If you require medication during the school day, your parent must deliver the medication to the nurse in the original container. Students may not carry medications in or to school and must be delivered by the parent/guardian. Epipens and inhalers should be carried by the student at all times; a Permission for Prescription Medication Form must be completed by both the parent/guardian and the prescribing medical professional. The medication procedures adopted by the Conway School Board shall be followed. If needed, contact the nurse for more information.

There may be times when a student should meet with the school nurse before returning to class, such as following an injury or illness that may require special considerations. If a student is hospitalized for any reason, the parent shall contact the nurse to discuss any modifications or treatments as it relates to school.

Blood Borne Pathogen Safety Policy

Blood borne 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 blood borne 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.

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.

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.

Library

The Kennett Middle School 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, videos, 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.

Lockers

You will be assigned a locker at the opening of school. You may be issued a school lock that 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. Students are not permitted to share a locker. Any and all items in a locker are assumed to be the responsibility of the person assigned to that locker.

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.

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.

School-Wide Messaging

Occasionally our school-wide messaging system will be used to get information to parents, guardians, or students. The system will be used in the event of cancellations, delayed openings, and early release situations. In order to receive these messages parents/guardians must maintain up to date electronic contact information in PowerSchool. It is also recommended that you listen to local radio and television stations as well. We will use the home telephone number provided at the beginning of the school year unless otherwise indicated. Be sure to notify us of any change of telephone numbers.

Telephone Use and Messages

Telephones are available for student use in multiple locations in the school.. Students needing to use the telephone during or at the end of the school day should seek permission from a team teacher. 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 dismissal.

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 the reception office upon arrival for their conference.

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.

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.

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

Website

Our school website is 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

Extra-Curricular Activities

Eligibility Requirements for Participation

You must maintain a majority of grades at or above a "2". Students with a majority of grades below a "2" in two or more classes will be ineligible for participation in interscholastic competition during the next progress report term. See the KMS Athletic Code for specific details on eligibility.

Interscholastic Sports

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

Fall

Cross Country
Field Hockey
Football
Soccer

Winter

Boys' Basketball
Girls' Basketball
Skiing - Nordic and Alpine

Spring

Baseball
Softball
Track

Mountain Biking Club

The Mountain Biking club offers students an opportunity to get out and ride on the trails adjacent to the middle school during the fall. This after school club is open to everyone. If you are in need of a bike or helmet let the office know so that they can try to find one for you to use on club days.

Ski and Snowboard Club

The Ski and Snowboard club offers students an opportunity to get out on the slopes one afternoon per week during the winter. This after school club is open to everyone and is a collaboration between the school and the Eastern Slope Ski Club. The ESSC can provide seasonal rentals for any participating student.

Student Council

Student Council is the primary means through which students influence their school community. Elected student representatives, in consultation with faculty advisors, coordinate school activities and events. Meetings are held weekly.

Behavioral Expectations

KMS School Wide Behavioral Expectations

A. Crosby Kennett Middle School believes that clear and consistent behavioral expectations are necessary for supporting students in their learning and therefore we use these school wide expectations for all students.

I help to create a productive working environment.

- I come to class promptly and ready to learn
- I listen without distracting or disrupting when others are speaking.
- I stay on task and use resources appropriately.
- I clean up after myself.

I help to create a physically and emotionally safe environment.

- I keep my hands and feet to myself.
- I support and encourage others.
- I include, not exclude, others.
- I practice common courtesy and manners.
- I follow reasonable requests.

I am honest about my actions.

- I take responsibility for my behavior by admitting my mistakes.

In the event that a student is not meeting expectations in the classroom, the following action plan outlines some of the steps taken by staff to help the student get back to readiness to learn.

KMS Action Plan

1. Reminder
2. Warning
3. Take a Break
4. Support Center
5. Office of the Principal

Graduated Interventions and Sanctions

Kennett Middle School utilizes a Multi-Tiered Systems of Supports designed to prevent misconduct and promote individual student success in the classroom setting. As such, student behaviors are addressed at various levels depending on the frequency and severity of the infraction. The school utilizes common expectations and action plans, teacher interventions, intervention plans, behavior teams, school board policies and various other strategies to address these behaviors.

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. If there is a second offense of cutting class, consequences will range from detention to suspension.

Backpacks and Large Bags

Backpacks and bags that do not fit in your desks are to be kept in your locker for the day. If your classes do not have storage area in the desks, the items are to be kept in your locker.

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.

Bus Procedure

Since the 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.

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 as it is different than the regular 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 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.

Cell Phone and Electronics Use

Students are not allowed to use or have on them cell phones or other electronic communication devices such as Smart Watches during the school day. Students bringing cell phones or electronic communication devices to school should keep them turned off and in their locker. Failure to keep these items in a locker will result in the item being confiscated and held until the end of the day. In the case of repeat offenses further disciplinary action may be taken and/or the parent/guardian may be required to come to school to pick up the phone. The school has phones available for student use during the day and the office can relay messages to students as well.

Students are not to have any other electronic devices not provided to them by the school. All students will have access to a Chromebook to be used at school only. Any damage will be the responsibility of the student, and restitution must be made. Any inappropriate internet use, such as games or searches, could result in the restriction of access or the loss of the computer privilege. There will be no photography or video recording in school.

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 receive an 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.

Food and Drink

The only thing which students may drink during class is water. No food is allowed in classrooms, the library, or the gym unless it is being used as an education tool or otherwise approved. Do not bring coffee, soda or energy drinks to school.

Profanity

Use of profanity/swearing will result in disciplinary consequences based on the language used. It may range from a detention to suspension.

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 electronic games (online, computer based, or portable), music playing devices, cell phones, laser lights, and other electronic and non-academic materials inside the school or in any class is prohibited. These devices are to be kept in locked lockers during the school day. Students using such devices in school for non-academic purposes, or displaying them, may have the items confiscated and returned at the end of the school day. Further consequences may result on the 2nd and subsequent offenses and parents will be notified. Cell phones may be used after dismissal.

Tobacco Products Ban

Use of tobacco products is strictly prohibited in all school facilities and on school 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 or nicotine, and tobacco or nicotine 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. Consequences will range from social restriction to suspension. In addition to disciplinary actions taken by the school, criminal penalties and/or 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.

Conway School Board Policies

Conway School Board Policies are reviewed and updated by the board. Policies contained within this handbooks were up to date as of September 1, 2022. To access all up to date policies of the Conway School Board please visit http://sau9.org/school_boards/conway/policies.

NONDISCRIMINATION/EQUAL OPPORTUNITY

Discrimination against and harassment of school employees because of age, sex, gender identity, sexual orientation, race, creed, color, ancestry or national origin, marital status, familial status, physical or mental disability, religion, or genetic information are prohibited.

Discrimination against and harassment of students because of age, sex, gender identity, sexual orientation, race, creed, color, ancestry or national origin, marital status, familial status, physical or mental disability, religion or economic status are prohibited.

The Board directs the school administration to develop and implement a coordinated plan designed to prevent, assess the presence of, intervene in, and respond to incidents of discrimination against all applicants, employees, students, and other individuals having access rights to school premises and activities.

The District will designate a Nondiscrimination Officer who will be responsible for ensuring compliance with all federal and state requirements relating to nondiscrimination. The Nondiscrimination Officer will be a person with direct access to the Superintendent.

The Board directs the administration to implement internal complaint procedures for resolving complaints of discrimination under this policy and to provide adequate notice of the availability of such complaint procedures.

The Board directs the administration to provide notice of compliance with federal and state civil rights laws to all applicants for employment, employees, students, parents, and other interested persons, as appropriate.

Student Discipline and Due Process

Category: Priority – Required by Law

It is essential for schools to maintain a safe and orderly environment which supports student learning and achievement. All students are expected to conduct themselves with respect for others and in accordance with School Board policies, school rules, and applicable state and federal laws. Disciplinary action may be taken against students who violate policies, rules, or laws, and/or whose conduct directly interferes with the operations, discipline, or general welfare of the school.

Disciplinary consequences will range from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses. The Conway School District will follow the procedures set forth by state and federal law, specifically RSA 193:13 and Ed 317, in the discipline of students. The Conway School Board does not review appeals of student disciplinary decisions unless a right to appeal is explicitly conferred by policy or by law.

Behavior that also violates the law may be referred to law enforcement authorities.

Temporary Removal from Classroom (Optional)

Students may be temporarily removed from the classroom at the discretion of the classroom teacher. A student may be temporarily removed if the student refuses to follow the teacher's directions, fails to follow school policies or rules, disrupts the classroom environment, or otherwise engages in conduct that violates the Student Code of Conduct. During such removals, students will be sent to the building principal's office or designated area.

Teacher Detention (Optional)

Students may be assigned a detention at the discretion of the classroom teacher. A student may receive a detention if the student refuses to follow the teacher's directions, fails to follow school policies or rules, disrupts the classroom environment, or otherwise engages in conduct which violates the Student Code of Conduct.

During such detentions, students will be required to remain at school during non-school hours. Parents will be notified at least twenty-four (24) hours prior to the detention. The length of the detention is left to the discretion of the classroom teacher and will generally not to exceed one (1) hour.

Administrative After-School Detention (Optional)

Students may be assigned a detention at the discretion of the building Principal or designee. A student may receive a detention if the student refuses to follow the administrator's directions, fails to follow school policies or rules, disrupts the school environment, or otherwise engages in conduct which violates the Student Code of Conduct.

During such detentions, students will be required to remain at school during non-school hours. Parents will be notified at least twenty-four (24) hours prior to the detention. The length of the detention is left to

the discretion of the administration and will generally not to exceed one (1) hour.

Administrative Saturday Morning Detention (Optional)

High school students may be assigned a Saturday morning detention at the discretion of the building Principal or designee. A student may receive a Saturday morning detention if the student engages in conduct set forth in the Student Code of Conduct.

During such detentions, students will be required to remain at Kennett High School on Saturday mornings. Parents will be notified hours prior to the detention. The length of the detention left to the discretion of building administration, and can be up to three (3) hours.

In-School Suspension (Optional)

Students may be assigned in-school suspension at the discretion of the building Principal or designee. During such in-school suspensions, the student will attend school but will be removed from one or more classes and placed in a restricted and supervised classroom within the building. The student will be expected to follow school rules and work quietly on school work while serving the in-school suspension. Parents will be notified hours prior to the in-school suspension.

Short-Term Out-of-School Suspension

The building Principal or representative designated in writing by the Superintendent is authorized to suspend a student for a specific period of time, not to exceed ten (10) consecutive school days. A suspension may be imposed for:

- Behavior that is detrimental to the health, safety, or welfare of pupils or school personnel; or
- Repeated and willful disregard of the reasonable rules of the school that is not remediated through imposition of the district's graduated sanctions.

During such suspensions, unless otherwise stipulated in writing, a suspended student is not permitted to attend school classes or activities, school sponsored events, or be on school property for the duration of the suspension.

A student who is subject to a short-term suspension (ten school days or fewer) is entitled to the following due process:

1. The student will meet with the building principal or assistant principal to discuss the charges and the evidence against the student. The principal or assistant principal will inform the student of the possibility of a short-term suspension.
2. The student will be given an opportunity to present his or her side of the story at this meeting.
3. The student and at least one of the student's parents/guardians will receive a written statement explaining any disciplinary action taken against the student.

Depending on the severity of the student's conduct, the building Principal or designee may also refer or recommend the student to the Superintendent or to the School Board for further disciplinary consequences.

Long-Term Out-of-School Suspension

The School Board, or the Superintendent, as the School Board's designee, may extend a student's

suspension for up to an additional ten (10) consecutive school days. A long-term out- of-school suspension may be imposed for:

- An act of theft, destruction, or violence as defined in RSA 193-D;
- Bullying pursuant to school district policy, ACAAA-JBAA when the student has not responded to targeted interventions and poses an ongoing threat to the safety or welfare of another student; or
- Possession of a firearm, BB gun, or paintball gun.

During such suspensions, unless otherwise stipulated in writing, a suspended student is not permitted to attend school classes or activities, school sponsored events, or be on school property for the duration of the suspension.

A student who is subject to a long-term suspension is entitled to the following due process:

1. Upon recommendation of a long-term suspension and prior to any hearing, there shall be a written communication to the student and at least one of the student's parents or guardians, delivered in person or by mail to the student's last known address, which states the charges and an explanation of the evidence against the student.
2. A hearing that meets the requirements of Ed 317.04(f)(3)(g).
 - a. The school officials shall present evidence in support of the charges and the student (or the student's parent/guardian) shall have an opportunity to present any defense or reply.
 - b. During the hearing, the student, parent/guardian shall have the right to examine any witnesses presented by school officials.
 - c. The hearing shall be either public or private and the choice shall be that of the student or the parent/guardian. Provided, nevertheless, that if the nature of the evidence will violate the privacy of other students or if the Superintendent or School Board determines that substantial harm to the pupil could result from an ill-conceived decision to hold the hearing in public, then the Board reserves the right and obligation to insist upon a private hearing.
 - d. The student may, together with a parent/guardian, waive the right to a hearing and admit to the charges.
3. The student is entitled to a written decision which includes the legal and factual basis for the conclusion that the student should be suspended.
4. The written decision shall include notice to the student that the decision may be appealed. For a long term suspension issued by Superintendent, the decision must be appealed in writing to the Conway School Board within ten days after the issuance of the decision. The School Board will hold a hearing on the appeal but has the discretion to hear evidence or to rely upon the hearing conducted by the Superintendent.
5. For a long term suspension issued by the School Board, the decision must be appealed to the New Hampshire State Board of Education within 20 days after receipt of the decision.
6. The long-term suspension shall remain in effect while an appeal is pending unless the School Board stays the suspension.

Depending on the severity of the student's conduct, the Superintendent may also refer or recommend the student to the School Board for further disciplinary consequences.

Expulsion

The School Board may expel a student, which permanently denies a student's attendance at school. An expulsion may be imposed for an act that poses an ongoing threat to the safety of students or school personnel and that constitutes:

- A repeated act that would permit a long term suspension;
- Any act of physical or sexual assault that would be a felony if committed by an adult;
- Any act of violence that constitutes a "violent crime" pursuant to RSA 651:5, XIII; or
- Criminal threatening that constitutes a class B felony pursuant to RSA 631:4, II(a).

During an expulsion, unless otherwise stipulated in writing, a student is not permitted to attend school classes or activities, school sponsored events, or on school property.

A student who is subject to expulsion is entitled to the following due process:

1. Upon recommendation of an expulsion and prior to any hearing, there shall be a written notice to the student and at least one of the student's parents or guardians, delivered in person or by mail to the student's last known address, which states the date, time, and place for a hearing before the School Board. The notice shall be delivered to the student and at least one of the student's parents/guardians at least five calendar days prior to the hearing.
2. The School Board shall conduct the hearing in accordance with New Hampshire Administrative Rule Ed 317.04(f)(3)(g).
 - a. The school officials shall present evidence in support of the charges and the student (or the student's parent/guardian) shall have an opportunity to present any defense or reply.
 - b. During the hearing, the student, or the parent/guardian shall have the right to examine any witnesses presented by school officials.
 - c. The hearing shall be either public or private and the choice shall be that of the student or the parent/guardian. Provided, nevertheless, that if the nature of the evidence will violate the privacy of other students or if the Board determines that substantial harm to the pupil could result from an ill-conceived decision to hold the hearing in public, then the Board reserves the right and obligation to insist upon a private hearing.
 - d. The student may, together with a parent/guardian, waive the right to a hearing and admit to the charges.
3. Before expelling a pupil under this section the Conway School Board shall consider each of the following factors:
 - a. The student's age;
 - b. The student's disciplinary history;
 - c. Whether the student has a disability;
 - d. The seriousness of the violation or behavior committed by the student;
 - e. Whether the school district has implemented positive behavioral interventions;
 - f. Whether a lesser intervention would properly address the violation or behavior committed by the student.
4. The School Board shall issue a written decision stating whether the student is expelled and, if so, the length of the expulsion. If the decision is to expel, the decision must include the legal and factual basis for the decision including the specific statutory reference prohibiting the act for which the student is expelled.
5. The expulsion shall run until the School Board reviews it and restores the student's permission

to attend school. The written decision shall state any action that the student may take to be restored by the School Board. The decision shall also state that the student has the right to appeal the decision to the New Hampshire State Board of Education at any time while the expulsion remains in effect.

Any expulsion shall be subject to review by the School Board, if requested, prior to the start of each school year. A student seeking restoration of permission to attend school shall file a written request with the Superintendent prior to the start of each school year which details the basis for the request.

Possession of a Firearm

Pursuant to RSA 193:13, IV, any student who brings or possesses a firearm (as defined in 18 U.S.C. § 921) in a safe school zone, as defined in RSA 193-D:1 without written authorization from the Superintendent or designee shall be expelled from school by the Board for a period of not less than 12 months.

Pursuant to RSA 193:13, VI, a student who is expelled from school in another state under the provisions of the Gun Free School Zones Act of 1994 shall not be eligible to enroll in the Conway School District during such expulsion. If the out of state expulsion is for an indefinite period of time, the student may petition the School Board for enrollment upon establishing residency.

As provided in RSA 193:13, VII, both of the above expulsions may be modified by the Superintendent upon review of the specific case in accordance with other applicable law. The expelled student must submit a written application to the Superintendent requesting modification of the expulsion, and the student will be required to submit sufficient evidence in the form of letters, work history, or other documents that it is in the school's best interest and the student's best interest to allow a modification.

Superintendent Authority (Optional)

The School Board authorizes the Superintendent to reinstate a suspended or expelled pupil on a case by case basis.

Educational Assignments

The student's school will make all educational assignments available to the suspended student during the student's suspension.

The school district will provide alternative educational services to a student whenever the student is suspended in excess of twenty (20) cumulative days within any school year. Such alternative educational services will be determined by the school Principal, Assistant Principal or Designee, and shall be designed to enable the student to advance from grade to grade.

No student shall be penalized academically solely by virtue of missing class due to suspension.

The School Board, in its discretion, may authorize educational services to be provided to an expelled student in an alternative setting on a case by case basis.

Behavior Intervention Plans

The student's school will develop an intervention plan for any student who has been suspended more than ten (10) cumulative school days in any school year. The intervention plan will be designed to proactively address the student's problematic behaviors.

Students with Disabilities

Discipline of students with identified or suspected disabilities will be in accordance with the Individuals with Disabilities Education Act of 2004, New Hampshire State Law on Special Education (RSA 186-C), New Hampshire Standards for the Education of Children with Disabilities (Ed 1100), and Section 504 of the Rehabilitation Act of 1973.

Code of Conduct

The School Board authorizes the Superintendent to establish a Code of Conduct, which will contain a system of supports and consequences designed to correct student misconduct and promote behavior within acceptable norms. The Code of Conduct will include a graduated set of age appropriate responses to misconduct and will set forth standards for short term suspensions up to five (5) school days, short term suspensions up to ten (10) school days, long term suspensions up to 20 school days, and expulsion. Such standards will make reference to the nature and degree of disruption caused to the school environment, the threat to the health and safety of pupils and school personnel, and the isolated or repeated nature of incidents forming the basis of disciplinary action.

Notice

This policy and school rules which inform the student body of the content of RSA 193:13 shall be included in the student handbook and made available on the District's website to students, parents, and guardians. The Principal or designated building administrator shall also inform the student body concerning this policy and school rules which address the content of RSA 193:13 through appropriate means, which may include posting and/or announcements.

The principal of each school shall make certain that the pupil has received notice of the requirements of RSA 193:13 and RSA 193-D:1 through announced, posted, or printed school rules at the beginning of each school year. The statutory text shall be printed in the school handbook to be distributed to each student at the beginning of the school year; and shall be announced, posted, and printed at other appropriate locations and times in the middle school and high school. Nothing herein shall prevent a school principal from printing, posting and/or announcing other rules applicable to the school.

Cross References:

Student Rights and Responsibilities, (Policy JI)
Code of Conduct/Student Behavior Standards, (Policy JLDBA)
Weapons School Property, (Policy JICI)
Pupil Safety and Violence Prevention – Bullying__ (Policy JICK)

Legal References:

18 U.S.C. § 921, Definition of Firearm RSA
189:15, Regulations
RSA 193:13, Suspension & Expulsion of Pupils
RSA 651:5, XIII, Annulment of Criminal Records - Violent Crimes RSA
631:4, II(a), Criminal Threatening
RSA Chapter 193-D, Safe School Zones
RSA Chapter 193-F, Pupil Safety and Violence Prevention
NH Code of Administrative Rules, Section Ed 306.04(a), Policy Development NH Code

of Administrative Rules, Section Ed 306.04(f), Student Discipline
NH Code of Administrative Rules, Section Ed 317, Standards and Procedures for Suspension and
Expulsion of Pupils Including Procedures Assuring Due Process

Adopted by the Conway School Board – March 9, 2009

Revision Adopted – May 9, 2016

Revision Adopted – February 13, 2017

Revision Adopted – March 9, 2020

Revision Adopted – June 14, 2021

JICI

Dangerous Instruments and Weapons in School

Category: Priority/Required By Law

Guns and Firearms:

Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D:1 without written authorization from the superintendent or designee shall be expelled from school by the local school board for a period of not less than 12 months. This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law.

Pursuant to the provisions of 20 U.S.C. § 7151, Gun-Free Schools Act, the Board requires the Superintendent to contact local law enforcement authorities and/or the Division of Children and Youth Services and notify them of any person who brings a firearm or weapon on school property.

Weapons under control of law enforcement personnel are permitted.

All students will receive written notice of this policy at least once each year.

Other weapons:

For the purposes of this policy, "weapon" includes but is not limited to: sling shot, metallic knuckles, billies, knives, electric defense weapons (as defined in RSA 159:20), aerosol self-defense spray weapons (as defined in RSA 159:20), and martial arts weapons (as defined in RSA 159:24).

"Weapon" is further defined as any device, instrument, material or substance, which is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.

Weapons are not permitted in school buildings, on school property, in school vehicles or at school-sponsored activities. This policy applies to students and members of the public alike.

Violations of this policy will result in both school disciplinary action and notification of local law enforcement authorities.

Members of the public who violate this policy may be reported to local law enforcement authorities, if

possession of the weapon is used in a threatening, harassing or intimidating manner.

The superintendent or other building administrator may exercise his/her best judgment in determining the scope of this policy as it relates to inadvertent or unintentional violations of this policy by adults, provided such inadvertent or unintentional violation of this policy does not affect the safety of students, school staff or the public.

Legal References:

18 U.S.C. § 921, Et seq., Firearms

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

RSA 193:11, Disturbance

RSA 193-D, Safe School Zones

RSA 193:13, Suspension and Expulsion of Students

*NH Code of Administrative Rules, Section Ed. 317, Standards and Procedures for
Suspension and Expulsion of Pupils Including Procedures Assuring Due Process*

Adopted by the Conway School Board – November 3, 1994

Revision Adopted – March 23, 1995 and August 9, 1999

Reviewed with no change – October 1999

Revision Adopted – January 12, 2004 and June 25, 2014

Revision Adopted – August 10, 2020 (previously JFCJ)

JFCA

Personal Appearance

Mission statement: Schools are responsible for ensuring that student attire; hairstyle, jewelry, and personal items do not interfere with the education, health or safety of any student and do not contribute to a hostile or intimidating environment for any student.

Beliefs:

- Students should be able to dress and style their hair for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming.
- Students should be treated equally and the dress code will not reinforce or increase the marginalization of any group or be more strictly enforced against individuals because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size/type, or body maturity.
- Students should not face unnecessary barriers to school attendance because of the dress code. • Students should be able to dress comfortably within their school environment.
- All students are expected to be neat and clean

All students should be dressed in attire appropriate to the classroom (i.e. Career Tech Center).

Students must wear:

- Top (shirt, blouse, sweater, sweatshirt, tank, etc.) A top is an item of clothing beyond an undergarment. All tops must be held up by some type of supportive strap or sleeve and must cover the stomach and back.
- Bottom (pants, shorts, skirt, dress, etc.) All bottoms must fully cover the buttocks.
- Footwear (must have a sole).

Hats and/or hoods may be worn in hallways, cafeteria, and libraries as long as they do not cause disruption or obscure the face (except in religious observance). They may also be worn as a part of a specific program/curriculum/occasion. They are not to be worn during an event, in a classroom, or auditorium.

Students May Not Wear Clothing, Jewelry or Personal Items That:

- Include pornographic images, contain threats, swears, or that promote illegal or violent conduct such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia
- Demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups
- Intentionally show private parts (nipples, genitals, buttocks)
- Does not cover private parts in opaque (not able to be seen-through) material so that undergarments are not visible; Visible straps and waistbands are accepted.
- Covers the student's face to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose)
- Could pose a safety hazard including, but not limited to chains, spiked clothing and accessories

****NOTE:** This is a non-exhaustive list.

Additionally:

- Sunglasses cannot be worn in any building unless it is attire required as part of a specific program or curriculum or they are medically necessary.
- 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.

Athletic Section:

- All sports uniforms are approved by the administration
- All practice clothing must follow the written dress code

Adopted by the Conway School Board - February 24, 1997
 Reviewed with no change - October 1999, February 26, 2003
 Revision Adopted – 6/21/05, 5/14/07
 Reviewed with no change – March 11, 2009
 Revision Adopted – August 23, 2010
 Reviewed with no change – 11/26/12, 1/7/13, 6/13/13
 Revision Adopted – 2/8/16, 6/27/16
 Revision Adopted – July 11, 2022

JICF

Gang Activity/Hazing

Category R

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 which 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, present a clear and present danger to the school environment and educational objectives of the community 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.

The Superintendent 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.

Adopted by the Conway School Board – July 11, 2005

Revision Adopted – December 12, 2016

Revision Adopted – March 14, 2022

CA

Authority for School Searches

The School Board attempts to provide a safe, 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 or its property 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. A cell phone may be searched with permission of the student if there is reasonable suspicion that it contains information relating to student safety or that a school policy or law has been violated. If a student refuses to comply with the cell phone search, a parent/guardian will be called and asked to meet with the administrator and the student. The phone will be secured and stored in a secure location by the administrator until the parent/guardian and law enforcement arrives. When a cell phone search is undertaken, two school administrators will be in attendance and only those phone applications relating to the questionable activity may be opened and viewed. If it is determined by school and law enforcement officials that the cell phone must be searched and the student and parent/guardian have refused to allow access to the phone, the phone will be secured and stored in a school administrator's office and will only be released to law enforcement officials when the appropriate warrant is provided by the courts and law enforcement officials. If no warrant is obtained within 72 hours, the phone will be released to the parent/guardian. 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. This policy will be published annually in the student handbooks.

Adopted by Conway School Board – October 28, 1996

Reviewed with no change – April 1999

Revision Adopted – November 25, 2002

Reviewed with no change – November 20, 2003

Reviewed by Policy Committee with change to procedures – May 12, 2006

Reviewed with no change – October 27, 2014

Revision Adopted – January 11, 2016

Procedure

The Principal/designee will establish reasonable grounds by:

1. Identifying (a) the student's suspicious conduct, behavior, or activity; (b) the source of the information; and (c) the reliability of the source of information.
2. Determining if such conduct would be a violation of the law or school rules.
3. Determining if the student is likely to possess or have concealed any item, material, or substance which is itself prohibited or which would be evidence of a violation of the law or school rules.

If the Principal/designee determines that reasonable grounds exists (at least 2 staff members will be present throughout this process):

1. Person in question will be accompanied to the Vice Principal's office or other designated area with his/her belongings.
2. Person in question will be informed of intended search based on reasonable suspicion.
3. In the case of a student, an attempt will be made to notify the parent or legal guardian at the conclusion of the search.
4. The principal or designee will proceed to search by asking the student to remove all items from pocket(s), purse(s), handbags, backpacks, gym bags, etc.
5. If the person in question refuses to be searched or to have his/her belongings searched, they will be detained until the proper law enforcement authorities are summoned. If it is determined by school and law enforcement officials that the cell phone must be searched and the student and parent/guardian have refused to allow access to the phone, the phone will be secured and stored in a school administrator's office and will only be released to law enforcement officials when the appropriate warrant is provided by the courts and law enforcement officials and the officials will continue with the search. If no warrant is obtained within 72 hours, the phone will be released to the parent/guardian.
6. 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.

JICK

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)

1. Bullying. Bullying is hereby defined as a single significant incident or a pattern of incidents involving a

written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

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

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

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

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

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

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/Parent 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 parent who believes his/her child has been the victim of bullying should report the alleged acts immediately to the Principal. If the parent is more comfortable reporting the alleged act to a person other than the Principal, the parent may tell any school district employee or volunteer about the alleged bullying.

3. 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.

4. 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 volunteer 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.

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))

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.

Legal References:

RSA 193-F:3, Pupil Safety and Violence Prevention Act

RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed NH Code of Administrative Rules, Section Ed 306.04(a)(8), Student Harassment

Adopted by the Conway School Board – October 25, 2010

Revision Adopted – January 12, 2015

Reviewed with no change – May 14, 2018

ACAA-JBAA

Harassment and Sexual Harassment of Students

Harassment of students because of age, sex, gender identity, sexual orientation, race, creed, color, ancestry or national origin, marital status, familial status, physical or mental disability, religion or economic status is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.

School employees, fellow students, volunteers, visitors to the schools, and other persons with whom students may interact in order to pursue or engage in education programs and activities, are required to refrain from such conduct.

Harassment and sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment and sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. The Superintendent will determine appropriate sanctions for harassment of students by persons other than school employees and students.

A. Harassment

Harassment includes but is not limited to verbal abuse and other offensive conduct based on age, sex, gender identity, sexual orientation, race, creed, color, ancestry or national origin, marital status, familial status, physical or mental disability, religion, or economic status. Harassment that rises to the level of physical assault, battery and/or abuse and bullying behavior are also addressed in Board Policies JICI– Weapons, Violence and School Safety and JICK – Bullying

B. Sexual Harassment

Sexual harassment is addressed under federal and state laws/regulations. The scope and definitions of sexual harassment under these laws differ, as described below.

1. Title IX Sexual Harassment

Under the federal Title IX regulations, sexual harassment includes the following conduct on the basis of sex which takes place within the context of the school district's education programs and activities:

- a. "Quid pro quo" sexual harassment by a school employee: Conditioning a school aid, benefit or service (such as a better grade or a college recommendation) on an individual's participation in unwelcome sexual conduct;
- b. "Hostile environment" sexual harassment: Unwelcome conduct based on sex that a reasonable person would determine is so severe, pervasive *and* objectively offensive that it effectively denies an individual's equal access to the school unit's education programs and activities; or
- c. Sexual assault, dating violence, domestic violence and stalking as these terms are defined in federal laws.

2. Other Forms of Sexual Harassment

Some forms of sexual harassment may not meet the definition under Title IX (see paragraph 1, above) but is still prohibited under New Hampshire law.

The District defines non-Title IX "sexual harassment" as unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's educational benefits;
- b. Submission to or rejection of such conduct by a student is used as the basis for decisions affecting a student's educational benefits; or
- c. Such conduct has the purpose and effect of substantially interfering with a student's academic performance or creates an intimidating, hostile or offensive educational environment.

Reports and Complaints of Harassment or Sexual Harassment

All school employees are required to report possible incidents of harassment or sexual harassment involving students to the Title IX Coordinator. Failure to report such incidents may result in disciplinary action.

Students, parents/legal guardians and other individuals are strongly encouraged to report possible incidents of harassment or sexual harassment involving students to the Title IX Coordinator. The Title IX Coordinator is also available to answer questions and provide assistance to any individual who is unsure whether harassment or sexual harassment has occurred.

All reports and complaints of harassment or sexual harassment against students shall be addressed through the Student Unlawful Discrimination/Harassment and Title IX Sexual Harassment Procedures (ACAA-R).

Legal Reference: *Americans with Disabilities Act (42 U.S.C. §12101 et seq., as amended; 28 C.F.R. § 35.107) Section 504 of the Rehabilitation Act of 1973 (Section 504) (29 U.S.C. § 794 et seq., as amended; 34 C.F.R. § 104.7)*

*Title IX of the Education Amendments of 1972 (20 USC § 1681, et seq.); 34 C.F.R. Part 106
Clery Act (20 U.S.C. §1092(f)(6)(A)(v) - definition of sexual assault)
Violence Against Women Act (34 U.S.C. § 1092(f)(6)(A)(v) – definition of sexual assault; 34
U.S.C. § 12291(a)(10) – dating violence; 34 U.S.C. §12291(a)(3) – definition of
stalking; 34 U.S.C. §12291(a)(8) – definition of domestic violence)
Title VI of the Civil Rights Act of 1964 (42 USC § 2000d)
NH RSA 186:11; 193:38; 193:39; 354-A
NH Code Admin. R. Ed. 303.01(i) and (j)*

*Cross Reference: ACAA-R/JBAA-R – Student Discrimination and Harassment Complaint Procedure
AC – Nondiscrimination/Equal Opportunity
JICI – Dangerous Instruments and Weapons in School
JICK - Pupil Safety and Violence Prevention (Bullying)
JICFA – Hazing
GBCB – Staff Conduct*

Adopted by the Conway School Board – April 13, 2020
Revision Adopted- December 14, 2020

JFCH

Conway School District

STUDENT SUBSTANCE ABUSE POLICY

The Conway School District is committed to a school environment that is free from use, possession and/or distribution of 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.

Note: *Tobacco restrictions see policy ADC*

Reviewed with no change - July 1999
Revised – March 8, 2004
Revised – March 9, 2009
Reviewed with no change – January 9, 2012
Revised – November 13, 2018

Rules and Procedures

SUBSTANCE ABUSE 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. See Policy ADC. 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, tobacco and other drugs;
- (2) encourages prevention, treatment, and educational programs that deal with the underlying causes of substance use and abuse;
- (3) promotes an understanding of the physical, psychological, social, and legal dangers associated with alcohol, tobacco and other drugs.

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 parents/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) Instructional 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.

(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 trained personnel in each school to deal with all substance abuse related referrals. The personnel may consist of administration, faculty, special education, school counselors, and the school nurse. Separate student and parent/guardian teams may be formed to support and/or advise the core teams.

It is the trained personnel's responsibility to review input and make appropriate referrals. 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. In addition to ongoing support, a self-referral may include a disciplinary action if a violation of school rules and/or policy has occurred.

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, or if a violation of school rules and/or policy has occurred.

Students who are affected by another person's (friend or family member) substance use and/or abuse are 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 in possession or involved with distribution of alcohol or other drugs *will immediately* refer that student to the administration. In addition to any school and legal disciplinary consequences, students involved in alcohol or other drug policy violations will be referred to trained personnel for further evaluation.

The trained personnel 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 the 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. A transition plan must be in place prior to re-entry into school to ensure the safety and well being of all students.

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. A trained 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 may 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 as soon as it is appropriate.

(2) Administration shall notify the parents/guardians, inform them of the school's procedures for both first and subsequent offenses and may require a conference as soon as possible.

(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.

(5a) Alcohol/nicotine products/paraphernalia: The student will be required to serve an in-school

suspension in which they must complete an educational component relative to the specific product/paraphernalia the student was found to be in possession of.

(5b) Illegal drugs/paraphernalia: The student will be externally suspended for ~~five~~ two days during which time s/he will not be eligible to participate in or attend school functions. Following the suspension, the student will participate in an in-school suspension/ guided support session to make up missed work and to complete an educational component relative to the specific infraction the student was suspended for (i.e. tobacco, marijuana etc.).

(6) The student will not be allowed to participate in co-curricular as outlined in policy [IGDJ](#).

(7) An immediate referral will be made to the trained personnel in the building 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 as soon as it is appropriate.

(2) Administration shall notify the parents/guardians, inform them of the school's procedures for both first and subsequent offenses, and require a conference as soon as possible.

(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.

(5a) Alcohol/nicotine products/paraphernalia: The student will be suspended for two days during which time s/he will not be eligible to participate in or attend school functions. Following the suspension, the student will participate in an in-school suspension/ guided support session to make up missed work and to complete an educational component relative to the specific infraction the student was suspended for (i.e. tobacco, marijuana etc.).

(5b) Illegal drugs/paraphernalia: The student will be externally suspended for ~~ten~~ four days during which time s/he will not be eligible to participate in or attend school functions. Following the suspension, the student will participate in an in-school suspension/ guided support session to make up missed work and to complete an educational component relative to the specific infraction the student was suspended for (i.e. tobacco, marijuana etc.).

(6) The student will not be allowed to participate in co-curricular activities as outlined in policy [IGDJ](#).

(7) An immediate referral will be made to the trained personnel in the building for recommendations. The team's recommendations will be communicated to the student and parents/guardians within ten working days.

(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 as soon as it is appropriate.
- (2) Administration shall notify parents/guardians and request a conference as soon as possible.
- (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.
- (5a) Alcohol/nicotine products/paraphernalia: The student will be suspended for four days during which time s/he will not be eligible to participate in or attend school functions. Following the suspension, the student will participate in an in-school suspension/ guided support session to make up missed work and to complete an educational component relative to the specific infraction the student was suspended for (i.e. tobacco, marijuana etc.).
- (5b) Illegal drugs/paraphernalia: The student will be externally suspended for ten days and will require a meeting with the superintendent prior to returning to school. Should the decision be made for the student to return to school, the student and his/her parent/guardian will meet with the building administration to discuss the requirements for re-entry.

(D) Sales and or Distribution

A student will be considered in violation of this policy if s/he is involved 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 on school grounds or at any school function.

The Conway School District recognizes that the sale or distribution 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 may 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 made available to all students, parents/guardians, at the beginning of every school year and is always available online.