



WEARE MIDDLE SCHOOL

STUDENT HANDBOOK Grades 6-8

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WMS MISSION STATEMENT

Mission:

Weare Middle School is dedicated to creating a professional learning community that will foster literate, problem-solving individuals who will become productive citizens in an ever-changing world. We will provide high quality instruction within a challenging curriculum in a safe and secure learning environment that values relationships, self-awareness, respect, and responsibility.

DEFINED LITERACY:

The ability to read, write, speak, listen and view in order to communicate with others effectively.

The ability to think and respond critically in a wide variety of complex settings.

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**WEARE SCHOOL DISTRICT
WEARE MIDDLE SCHOOL
(Grades 6-8)**

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SAU Contact Information:

Superintendent of Schools:	Dr. Lorraine Tacconi-Moore	603-428-3269 (Ext. 240)
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The following guidelines are presented to help parents/guardians and students understand what is expected at Weare Middle School. Please take time to review this handbook now and refer to it when you have a question or concern in the future. If at any time you feel that you need a clarification or the subject is not covered, please feel free to call us at 529-7555.

WMS offers free academic assistance Monday through Friday after school. Students who are not meeting standards for promotion will receive a letter with information about academic assistance. It is the parents' responsibility to provide transportation and to check with the school about attendance. All WMS students are welcome to participate.

ACCEPTABLE USE POLICY (Policy IJNDB)

This Policy is available as part of the online InfoSnap beginning of the year registration process. Anyone who does not have access to a computer or would prefer a hard copy of this policy, please contact the main office (529-7555). All incoming and new students will receive a copy of the Weare School District Internet and Computer Acceptable Use Policy to review with their parents. A signed permission slip is required to be on file with the school for students to access the Internet.

AFTER-SCHOOL PROGRAM

Weare Middle School will continue to offer an after-school program for students. This year the afterschool program will be managed by the Boys & Girls Club of Central NH. For additional information, please go to their website at www.Centralnhclubs.org.

ATHLETICS AND CO-CURRICULAR

Students in grades 6, 7 and 8 may try out for the following school teams: girls' soccer, boys' soccer, girls' basketball, boys' basketball, Spirit Team, softball, baseball, cross-country, and academic teams. Members on all WMS athletic and/or co-curricular teams must meet academic requirements. At progress and report card time, any student who is failing one or more classes will be put on probation. Probation means a student may practice with their team for the next two weeks (10 school days) or may not participate in co-curricular events for 10 days; however, the player cannot participate in any games. If, in two weeks, that student's grades do not return to passing, the student is removed from the team or co-curricular for the season. There will be an appeal process. A committee made up of a parent, teacher and administrator will hear any appeal within a week (5 school days).

ATTENDANCE

Arrival: Staff supervision begins at 7:10 A.M. We request that students not arrive until that time. Once students have arrived on school grounds, they are not permitted to leave unless a parent or guardian signs them out from the office. See [Major/Minor Chart](#) for rules and consequences regarding leaving school grounds.

Absence: If your child will not be attending school for any reason, please notify the school by 7:30 A.M. at 529-7555, or at our website www.wearemiddle school.net. If no call has been received, our staff will make every effort to contact parents/guardians to confirm the child's absence. *It is the student's responsibility to meet with the teachers to make up missed work.*

Tardy: All students are expected to arrive by 7:30 A.M. Students arriving after 7:30 A.M. must report to the office before going to class. Any student arriving after 7:30 A.M. and before 9:30 A.M. will be marked tardy. Three tardies are equivalent to one absence. Any student arriving after 9:30 A.M. will be marked ½ day absent.

Dismissal: Students must turn in a note to their homeroom teacher if they are aware that they need to be dismissed early. A parent/guardian or designated person must come to the main office to sign the child out. We will only release students to the custodial parent/guardian or someone designated in writing by the custodial parent and who provides appropriate identification. The student will be released to persons listed on the emergency card in the case of an emergency. *It is the responsibility of the parent/guardian to keep the emergency information current.* If a student is sent home due to illness, he/she is not allowed back at school until the next day. Any student leaving before 12:05 P.M. will be marked a ½ day absent.

Vacations: Families are encouraged to take vacations during school vacations. Interaction between students and teachers is an integral part of the learning process. After-school help and/or assignments sent home couldn't duplicate this interaction. Please communicate with administration and your child's teacher(s) prior to your vacation regarding work that will need to be completed.

BICYCLES/ SKATEBOARDS

Students must use the rack provided, and they should lock their bikes. Students should not loiter near the bike rack. Skateboards are not permitted on school buses nor can they be used during the school day. To ensure the safety of all students, *skateboards and bicycles are not to be ridden on school property.*

BOOKS AND EQUIPMENT

All books and equipment loaned to students during the school year are the property of the Weare School District. It is expected that all student textbooks will be covered. Any student who defaces school property will pay for damages. The following will be assessed for lost or damaged textbooks: \$50 for a damaged textbook, and \$75 for the loss of a brand new textbook; for lost or damaged CD's: \$10; for lost or damaged math templates: \$5.

CANCELLATION, DELAY, CLOSING

Cancellation: On occasion, bad weather, hazardous driving conditions, or an emergency may require school to be cancelled. A cancellation or delay notice will be sent out using the Connect 5 (formerly Alert Now) system. A broadcast cancellation notice will also be on the following stations: WKXL-107.7 FM and 1450 AM, WGIR-610 AM, WJYY-105.5 FM, WNNH-99.1 FM, WZID-95.7 FM, WOKQ-97.5 FM, WMUR TV-9. **You may also call the School Cancellation Hotline at 529-8000.**

Delay: When the forecast is for clearing, a delayed entry will be announced. You are encouraged to remain listening to your radio or TV as the delay may end up being a cancellation.

Closing: On rare occasions, an emergency may require school to be closed and students to be dismissed early. Should this occur, we will contact parents/guardians via the Alert Now system, the radio/TV stations previously listed and post the information on our website, conditions permitting.

CHAPERONES

Volunteer chaperones are expected to follow all school rules, as well as hold students accountable for school rules. Chaperones are expected to refrain from discussing the performance or actions of a student except with the student's teacher, counselor or Principal. Chaperones or volunteers who serve on an on-going basis, who have regular contact with students, or who have duties involving one-to-one contact with students, shall be screened through the Weare School District's regular background checking process and the Criminal History Records Check Law procedure. Volunteer packets are available in the front office. ***No CRC is required of chaperones or volunteers who participate in an occasional school day field trip.***

COURSE PLACEMENT

WMS reserves the right to place students where their needs will best be met. Parents who have a valid educational reason to request a particular teaching style for their returning child must make the request to the Principal in writing by May 10th of each year. The request may not include specific teacher names. The Principal makes the final decision on placement.

DANCES SPONSORED BY WMS

During the course of the school year, dances will be sponsored by the school. School sponsored dances will be placed on the school calendar which is posted on the website. Our facilities are also used for community sponsored student dances. Dances not indicated on the WMS calendar are NOT sponsored by WMS. Only students eligible to attend Weare Middle School in grades 6, 7 & 8 are permitted to attend WMS dances. Dances will begin at 6:30 P.M. and end at 9:00 P.M., with the exception of the 8th Grade Invitational Dance, which will begin at 7:00 P.M. and end at 10:00 P.M. WMS Dance Guidelines also include: all students must follow the WMS dress code and behavior expectations; **students must be in school for at least ½ day on the day of the dance per attendance policy to attend (for special circumstances parents/guardians need to see Administration);** *students may not leave school for illness and attend the dance;* and, students are not

allowed to leave the dance early unless a parent comes in to pick them up. Any student required to leave the dance for violation of dance or school rules will not be permitted to attend a minimum of one dance following the violation/infraction. Students who are suspended the day of the dance **may not attend**, or if student is placed in the Student Support Center (SSC) on the following Monday they **may not attend**. Dances are technology-free evenings. If your child is using their cell phone, Administration will place the cell phone in the main office for the remainder of the event. Students or parents may collect the cell phone at the end of the event.

8th Grade Invitational Dance – This dance is an opportunity for WMS to celebrate the 8th grade class. While students are discouraged from over-dressing, students are expected to dress neatly. The dress code is relaxed, and girls may wear sleeveless or strapless dresses. Parents are encouraged to work with their child to select outfits appropriate for middle school. This dance is for WMS eighth graders and their guests only. Eighth grade students will be allowed to invite a guest from grades 7, 8, or 9. Guest choices are subject to approval by the office. The dance will take place on a Friday evening, and students are required to attend school on that day.

WMS dances are considered a privilege, not a right; subsequently, the administration may designate a student ineligible for attending a WMS dance due to disciplinary concerns.

DIGITAL DEVICES

Currently used digital devices, including, but not limited to, personal cell phones, smart phones, iPods, and Kindles or Nooks are not permitted. Under special circumstances, and only with the written permission of an administrator, would a student be allowed to use such devices. Personal communication items distract from the learning process and should not be brought to school. These items will be taken and brought to the main office where the parent can meet with the assistant principal to reclaim the item(s). We do not allow free usage. We say that they are to be turned off when they get on school grounds and that only with a teacher's permission can they use their devices for educational purposes. If a child goes to a teacher for permission to call/text their parent about something during the day, the teacher can give permission for them to do it in front of that teacher. If a child is caught using the device without permission, then it comes to the office to be held for the day. The child then needs to come retrieve it at the end of the day. We don't chase them down to return them. If a child has this happen more than once, we ask an adult to pick up the phone. If there is a third time, an administrator will call home and ask the parent to either keep the device at home, or we let them know that their child will be expected to deliver the device to the office each morning for us to hold it and then to pick it up before leaving each day.

DISCIPLINARY ACTION (Policy JICD)

The disciplinary actions implemented by the teachers and administration may include any of the following: restitution for any damage, lunch detention, parent contact, after school detention (with twenty-four-hour notification), Behavior Intervention Program (BIP) to isolate the student from other students for the entire day or a portion of a day, out-of-school suspension for up to ten days. Students in the Student Support Center (SSC) are expected to complete all assignments and turn them in for credit. *It is the student's responsibility to obtain all work.* Failure to abide by SSC rules could result in an out-of-school suspension. Students serving an out-of-school suspension are encouraged to make up assignments to remain up to date with classes. Students may **not** receive full credit for missed class work, homework, or tests given during the suspension. Students are encouraged to talk with their teachers about other work that might be done to supplement their grades.

DRESS (Policy JICA)

Students are expected to be well groomed and appropriately dressed. Any form of dress that distracts

or is disruptive to the educational process will not be tolerated. Any student dressed in a manner deemed inappropriate by the administration or staff will be asked to change, turn the inappropriate clothing inside-out or telephone the parent to ask for a change of clothes, or borrow clothing from the school nurse's office. Examples of inappropriate dress include: any advertisement that promotes alcohol, drugs or tobacco, articles with obscenities or expressions of an offensive nature, articles which promote obscene or offensive products or programs, excessive or large chains, or other items which have the potential to be used as weapons. Other examples are: excessively short skirts or shorts (with or without leggings), spaghetti straps, tank tops, shirts or dresses that expose the midriff or cleavage, excessively long pants, or any clothing that leaves the student's underwear exposed. Skirts, shorts (with or without leggings), and clothing with holes need to reach the end of the student's fingertips. Shirts must have a reasonable neckline, and fit appropriately for school. Shirts that have no sleeves will be permitted providing the top is not a tank top or have small, thin spaghetti straps. The armholes of these sleeveless shirts will be equal in size to what they would be if a sleeve were attached. Appropriate footwear must be worn at all times. Rubber/Foam flip flops, hats, bandanas, headwear, and/or sunglasses are not to be worn in the school buildings. "Heelie" shoes are not allowed in the school building. Sleeping attire is not to be worn in the school building.

EIGHTH GRADE PROMOTION

All eighth graders and their families are invited to participate in an end of the year celebration. The event date will be announced later in the year. Seating may be limited. Promotion is considered a privilege, not a right; subsequently, the administration may designate a student ineligible for participation in the end of the year celebration due to disciplinary concerns.

EMERGENCY INFORMATION

Emergency information is collected online through the InfoSnap program. InfoSnap is a provider of online admission and registration solutions designed specifically for Pre K - 12 schools. InfoSnap provides secure customized online forms based on the school system's existing registration processes. InfoSnap online registration enables families to enter and update student biographical data anytime using secure customized online registration forms, then delivers this data to the school's student information system PowerSchool. InfoSnap makes the registration process simpler and more efficient for parents/guardians by reducing repetitive information entered on paper forms. It's more "green" than using paper forms. Using InfoSnap saves the school staff many hours of manual data entry. Online registration enables cost savings on paper and postage. It also allows the school to collect and process more quickly the annual registration of students.

For a parent/guardian to complete or update their child's InfoSnap forms, they need an access code known as a "snap code". Once a parent/guardian has the snap code they logon to the InfoSnap website and access the InfoSnap forms. The InfoSnap forms are pre-populated with data from the school's student information system PowerSchool. Parents/guardians only need to make changes or corrections to the forms.

Throughout the year, **parents are responsible to update or report any changes of information.**

EXTRA-CURRICULAR ACTIVITIES

Students are encouraged to participate in activities that are offered by the school. These activities are privileges, and students are expected to put forth their best effort. Participation in any extra-curricular activities is for Weare Middle School students only. While participating in these activities, students must be aware that all school rules will be strictly enforced and consequences for inappropriate behavior are the same as in school. Refer to the Major/Minor Chart for students. See the website for current offerings and details. Below is a list of athletics and co-curricular offerings. **Students who do not attend school or are suspended may not participate in activities that day.**

All athletics and co-curricular activities are subject to grade expectations.

ATHLETICS

- * Boys' Soccer
- * Girls' Soccer
- * Boys' Basketball
- * Girls' Basketball
- * Spirit
- * Softball
- * Baseball
- * Cross-county

CO-CURRICULAR

- * Drama
- * Yearbook
- * Science Club
- * Jump Rope Team
- * Babysitting Course
- * Student Council
- * Lego/STEM

FIELD TRIPS (Policy IJOA; Policy IJOC, Policy EEAG)

At various times during the school year, different classes will be going on educational field trips. A school bus is the normal means of transportation. Students must ride to and from school field trips on school-provided transportation. Exceptions to this rule must be pre-approved by the Principal or Assistant Principal on a written request from the parent/guardian stating the reasons. Students are not to return from field trips with parent without written compliance with Administrator prior to doing so. Students may be expected to pay admission fees and transportation costs. Students will provide their own lunch unless notified otherwise in advance. Parents/guardians will be required to sign a permission slip in advance of all trips. Inappropriate behavior on field trips will be subject to the same consequences as in school. Refer to the Major/Minor Chart for students.

The Weare School District recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteer, a Weare School District staff shall clearly explain the volunteer's responsibility.

Volunteers and chaperones should only function under the direct supervision of a school employee. Volunteers need to read and sign the volunteer assurance form, the bullying packet, and the confidentiality agreement. Volunteers and chaperones must also refrain from discussing the performance or actions of a student except with the student's teacher, counselor or Principal.

Non-academic field trips are considered a privilege, not a right; subsequently, the administration may designate a student ineligible for a non-academic field trip due to disciplinary concerns.

GAMBLING

Gambling is not permitted.

GENERAL INFORMATION/ANNOUNCEMENTS

Information about upcoming events, deadlines, and other important items will be included on the school website and through regular Constant Contact messages.

GRADES AND REPORTING

See, "Competency Based Learning Handbook".

Parent Portal: Parents/guardians are encouraged to review the Parent Portal at <https://powerschool.sau24.org/public/>

If you need help connecting to this site, or with username and password, please contact the school.

GUIDANCE (Policy JLD)

The Weare School Board is committed to ensuring a high quality school guidance program that is

comprehensive, developmentally appropriate, fosters academic achievement and personal growth, and is provided to all Weare School District students in an equitable manner.

It is the policy of the Weare School Board that at all grade levels, school counselors collaborate with parents, students, staff, and community resources, as needed, to promote student achievement by providing opportunities and supports which empower students to embrace their full potential and achieve their academic and personal aspirations. The school counselor is responsible for developing a program or plan that identifies student success in academic performance, social awareness, and career planning.

There are two guidance counselors serving students at WMS and the Upper Elementary School. The main function of the guidance counselor is to advocate for the students. Students can be assisted directly or in conjunction with parents and staff. The counselor is available for meetings with students, staff and parents. Students can be seen individually, in small groups, or as an entire class. Students are referred to the counselor in a variety of ways. The guidance counselor also serves as a resource for students, parents and the community by making referrals to outside agencies that may be more appropriate for an individual's needs.

The Weare School District also utilizes an Adjustment Counselor. The Adjustment Counselor promotes and enhances the overall academic mission by providing services that strengthen home/school/community partnerships and alleviate barriers to student learning. Integrates student assistance services with other school-based programs designed to increase resilience and improve academic performance.

The responsibilities of the Adjustment Counselor are in collaboration with the building level Special Education Coordinators and Principals, the Adjustment Counselor will provide services as follows:

- To students:
 - Provide crisis intervention
 - Develop intervention strategies to increase academic success
 - Assist with conflict resolution and anger management
 - Help the student develop appropriate social interaction skills
 - Assist the student in understanding and accepting self and others
- To parents/families:
 - Interview the family to assess problems affecting the student's educational progress and/or adjustment
 - Work with parents to facilitate their support in their child's learning
 - Alleviate family stress to enable the child to function more effectively in school and community
 - Assist parents to access programs available to students with disabilities
 - Assist parents in accessing and utilizing school and community resources
- To school personnel:
 - Provide essential information to better understand factors affecting a student's performance and behavior
 - Develop staff in-service training programs
 - Collaborate with other behavior specialists to assist teachers with behavior management
 - Collaborate effectively with colleagues with a common goal of reaching a consensus regarding children's needs
- As a school-community liaison:
 - Build bridges between schools, parents and community resources through referral and shared case management

- Obtain and coordinate community resources to meet students' needs

GUM

Gum is not allowed at school at any time, without specific accommodations. See Major/Minor Chart

HOMELESS STUDENTS (Policy JFABD)

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

HOMEWORK

Homework is an important part of your child's overall education. It is used primarily to lead the student toward a mastery of the skills being taught in each class. It is used to reinforce concepts and/or to explore new concepts. In each case, it is vital for your child to complete the homework so that when the teacher is giving feedback to the students, they will be actively engaged and be an active learner.

It also serves as a good indicator of mastery in the skill being taught. Students that show a mastery of the skill through completed homework or other assessments will be able to move on to higher order skills. Incomplete homework often makes that assessment a tougher task for the teacher to correctly assess the student's work and progress toward mastery.

Some homework will receive a formative grade and discussed; other homework will be discussed in class without receiving a formative grade (see, Competency-Based Learning Handbook for more information). In either case, it is important to complete the work. Homework can be given on a daily basis or as part of a longer project that requires the student to do continuous work over a period of time. For our 7th and 8th grade students, homework may be given on Fridays.

Late Homework:

Late homework or assignments will be reported on the Habits of Learning report.

Homework Not Completed:

Homework or assignments that are not turned in will be marked "NE" or No Evidence. If a student is marked with NE for three or more assignments, the teacher will contact the parent/guardian through email or telephone. Please discuss this policy with your child. Homework is an integral part of getting your child to a mastery level of understanding for each skill taught and provides the teacher with another type of assessment.

HOT LUNCH

A nutritious, Class "A" lunch consisting of a varying menu is served on a daily basis. Any student may purchase lunch on a daily basis or may pay weekly. Payments may also be made online through Myschoolbucks (<http://www.myschoolbucks.com>). Milk is available daily. Free and reduced lunch forms will be sent home at the beginning of the school year and are available at any time during the school year. Forms are available both in the main office and on the school website throughout the year. Families who fall within the financial guidelines on the forms should complete the form and

return it to the school. The application will be reviewed and approved or denied by administration. All attempts are made to keep this information confidential. The cafeteria also offers an A LA CARTE menu with varying prices. The menu and price list are on the website. ***The Free and Reduced Lunch forms must be completed and returned each school year. Families are encouraged to submit an application any time your financial situation changes. Enrollment is open all year.***

IMMUNIZATIONS

Immunizations that are required during the middle school years are as follows:

- All students entering 6th grade must have had a **second Varicella** (Chicken Pox) vaccine or provide a parent statement that the student has had the disease.
- All students that are 11 years of age or older will be in need of a Tdap booster (Tetanus, diphtheria, pertussis) if it has been five years since their last one.

Students lacking documentation of these required immunizations will be notified by letter. ***If documentation is not provided in a timely manner, it will be necessary to exclude the student from school.*** (Policy JLCB)

INSURANCE

In the fall of each year, the school sends a student accident insurance form home with each student. Parents may elect to purchase coverage. School day or 24-hour coverage is available. WMS strongly encourages parents with students who participate in extra-curricular activities to purchase this coverage.

LOCKERS

Lockers with combination locks will be provided to every student in their homeroom. This combination needs to be kept confidential. Maintenance will have a master key and combination if the student misplaces their combination. The lockers are the property of the Weare School District, and the school reserves the right to inspect student lockers if there is sufficient cause to suspect a locker is being used for the storage of unauthorized materials. Every effort will be made to ensure confidentiality when his/her locker is being inspected.

LOST AND FOUND

We urge parents to label students' clothing, book bags, books, etc. During the school year, many items are left behind and/or lost. Students are advised to check promptly and often if they have lost an item. Periodically, throughout the year, unclaimed items are donated to charitable organizations. Lost and Found will be located in the entryway between front doors. Lost textbooks are located in each classroom. ***The school is not responsible for lost items.***

MAIN OFFICE

The office is open from 7:00 A.M. - 4:00 P.M. Parents/visitors are to report to the office before going to any other areas in the building.

MEDICATIONS (Policy JLCD)

All medications must be dispensed from the Health Office. If a child is to be on medication during school time, parents must provide the nurse with a completed form signed by the parent and physician. These forms are available in the Health Office or can be downloaded from our website. All medications must be in the original pharmacy or store container. Most pharmacies are happy to provide an additional "school bottle" upon request. Parents are to drop off their child's medication. Medications will not be released to students under any circumstances. Students with asthma are allowed to keep their inhalers and/or Epi-pens with them as long as a physician's permission form is on file in the Health Office. Otherwise, under no circumstances are students allowed to possess any

medication at school, prescription or non-prescription.

Non-prescription medications (Tylenol, ibuprofen, cough medicine, etc.) may be distributed by our school nurse if the parent/guardian has filled out and signed the Student Medical Form which is part of the registration process on InfoSnap. Unless **written permission is provided** for this service, no medication will be given.

NURSE

Students who need to see the nurse must get a pass from the staff member on duty before going to the Health Office, except in the case of an emergency. If the student is not well enough to remain at school, the parent/guardian will be notified. It is the parent's responsibility to arrange transportation as soon as possible. If the parent can't be reached, the nurse will contact a person listed on the emergency form. ***Please be sure the emergency information is updated and complete. Students are not allowed to use their cell phones to contact a parent if they feel sick. All dismissals due to illness must go through the school nurse.***

The role of our school nurse may include classroom instruction at various times throughout the school year. This instruction includes information on personal hygiene, growth and development, human sexuality, relationships and dating, sexually transmitted diseases, universal precautions and first aid issues, and drug and alcohol education. If there are any questions regarding content or participation, please feel free to call and talk to the nurse. All students will receive some instruction each year on the above topics.

PARENT CONFERENCES

The connection between parents and teachers is key to student success. We encourage parents to contact the school and schedule an appointment whenever they see a need to discuss their child's educational, social and/or intellectual development. Every parent will receive an invitation to meet his or her child's teacher.

PHYSICAL EDUCATION REQUIREMENTS

All students enrolled in Physical Education classes will be required to have a pair of **sneakers** that are used **only on the gym surface**. There will be no street shoes allowed on the playing surface. Street shoes are defined as any shoe worn outside of the gym, at home, or outdoors. The Physical Education Department recommends sneakers to be of the running or cross-training style. We strongly suggest students do not wear skateboarding style sneakers due to their lack of ankle support for physical activity. Some students will not have to purchase a separate pair of sneakers if they already have sneakers that meet the requirements, such as basketball, indoor soccer shoes or cheerleading sneakers.

All students in grades 6-8 will be required to change into **shorts, sweatpants or nylon pants** and a **tee shirt**, long or short sleeve (that adhere to WMS dress code outlined on page 10), in the locker rooms prior to the start of class. At the conclusion of class, students will return to the locker room to change back into their school clothes. Showers are available to those students who choose to use them.

All students will be required to remove all jewelry before the start of class for the safety of themselves and their peers. Absolutely **no food or drink**, other than bottled water, will be allowed in the gym before, during or after school for any school or community activity. Weare Middle School

recommends that students do not bring items of value into the locker rooms.

PHYSICAL ROUGHNESS/HORSEPLAY

Although we are aware students are often physical in their play, due to safety concerns, physical roughness and/or horseplay will not be allowed. See Major/ Minor Chart.

PLAGIARISM/ACADEMIC HONESTY

Plagiarism is using someone else's words and/or ideas as your own without giving credit to the source. Plagiarism is not allowed and will be dealt with by individual teachers. Academic Honesty is expected of all students and cheating will be dealt with by individual teachers or administration. See Major/ Minor Chart.

PROMOTION PROCEDURE

Students failing more than one core class at the end of the school year will be required to attend and pass summer school. Parents will be required to pay the \$125 cost of the program. Students who do not successfully complete the summer school program will not be promoted to the next grade.

Students who have attended WMS for less than 5 weeks and were failing in their prior school may be required to attend summer school to be promoted. Failing new students who have been at WMS for more than 5 weeks will be assessed based on the work they do at WMS.

PDA – Public Display of Affection

Public displays of affection are not appropriate at school. Touching of a sexual nature is not allowed. Final determination will be made by administration. See Major/ Minor Chart.

REGISTRATION/TRANSFER

New students registering at Weare Middle School will need to be registered by a parent or legal guardian. State statute requires that children attend school in the town of residence of their custodial parent. "...the legal residence of a minor child is the residence of the parent with whom the child resides.... If the minor is in the custody of a legal guardian appointed by a New Hampshire court ...or a court of competent jurisdiction in another state...legal residence is where the guardian resides." NH RSA 193:12. If residency changes during the school year, the student must be registered in the town their parent or legal guardian currently resides.

Registrations are done in person at the school. Documents needed for registration include Birth Certificate, Proof of Residence (electric bill, driver's license, rent receipt with parent/guardian's name and address), Immunization Record (this can be obtained by calling your doctor's office, or current school nurse). Other documentation that may be required includes divorce stipulations, custody arrangements, and legal guardianship papers.

Students transferring out of Weare Middle School need to register at their new school. The new school will send a request for records to WMS. Records will be mailed to the new school, not released to parents for hand delivery.

SAFETY DRILLS

Fire drills and other safety drills will be conducted during the school year. For this reason, all students are expected to wear footwear at all times while in school. Staff and students are expected to take all drills, whether "real" or for "practice," seriously.

SAFE SCHOOL ZONE

Under NH RSA 193-D, "Safe School Zone" means an area inclusive of any school property or school buses, whether public or private. Staff is required to report to an administrator, in writing, any act of theft, destruction, or violence witnessed by an employee in a Safe School Zone. An administrator receiving such a report shall file it with the local law enforcement authority. The report must be filed with law enforcement within 48 hours.

SCHOOL BOARD

The Weare School Board holds regularly scheduled meetings on the third Tuesday of each month. These meetings are open to the public, and all citizens are welcome to attend. Anyone wishing to place a topic on the agenda should contact the Office of the Superintendent, SAU 24, 258 Western Avenue, Henniker, NH 03242, in writing, no later than the Tuesday of the week preceding the meeting. Meetings are held at Weare Middle School and each session begins at 6:00 P.M. with time for public comments.

SCHOOL BUS TRANSPORTATION

Riding on the school bus is a privilege. Students riding on the school bus are responsible for following the instructions of the bus driver, as well as basic bus rules. (Refer to the Pupil Transportation Information and Guidelines beginning on page 19 if you have specific questions.) Students are expected to follow the **Ridership Contract**, which is included in the registration materials on InfoSnap.

SECURITY CAMERAS (Policy EEAA)

Security cameras may be used on Weare School District property and students will be held responsible for any violations of school rules captured by security cameras.

SMOKING (Policy JICG)

Smoking or the use of tobacco products or VAPE by anyone (students, staff or visitors) is prohibited on the Weare Middle School property. See Major/Minor Chart.

SUMMER SCHOOL

Students who do not satisfactorily complete the academic requirements of their assigned grade will have the opportunity to attend summer school. Grade placement for the ensuing year will be contingent upon successful completion of summer school. Summer school promotion includes regular attendance and successful demonstration of content area competencies. Two tardies equal one absence; on the third absence, the student must leave the program. There will be a cost to families of \$125. No transportation will be provided.

TEACHER REQUESTS (Policy JCAA)

Parents may submit a request in writing to administration for a placement for the following year. The principal must receive all requests by April 30. Requests should reflect your child's learning style and not individual teacher names. WMS reserves the right to place students where their needs will best be met. We cannot guarantee a request.

TELEPHONE

Students cannot use a school telephone without staff permission. Permission will only be granted if the reason is considered an emergency. ***All after-school plans should be made before arrival at school.***

TITLE I MATH

Eligible students have the opportunity to receive supplemental math assistance from the Title I teacher. Most instruction is provided during the regularly scheduled math period and in the classroom. Small pullout groups are an option whenever space is available. Parents who would like more information are encouraged to contact the school office to request a return call from the Title I teacher.

TRADING

Trading, selling and/or buying trading cards, candy or other items is not allowed. Items will be held by administration and released to a parent.

TRAFFIC PATTERNS

Bus: Drop off and pick-up will occur on the Route 114 side of the building only. This area is reserved for buses and no cars will be admitted to this area.

Parents: Drop off and pick-up area is off the East Road entrance at the front of the building only.

Athletic Events: Buses will drop students off on the East Road side of the building.

VISITORS

All visitors must check in at the main office. If a student from another school will be visiting, administrative approval must be obtained 24 hours before the date of the visit. Students must supply the office with parents' and attending school phone numbers. Visitors are always welcome at WMS. We are proud to share our great school.

WEBSITE – www.wearemiddle school.net **PARENT PORTAL** – <https://powerschool.sau24.org/public>.

Please visit us at our website. Homework page is updated on a weekly basis. Grades are updated on a biweekly basis. If you need help connecting to this site, or with username and password, please contact the school.

Behavior	Minor	Major
Inappropriate Language	Student engages in low-intensity instance of inappropriate language	Swears, racial slurs, offensive gestures and/or language, or sexually-oriented comments directed at a person
Inappropriate Physical contact	Physical incident where a student inappropriately touches another person, but the person does not feel harassed	Actions involving intentional direct or indirect physical contact or reckless behavior that may or may not result in injury or harassment
Non-Compliance and Disrespect	Student engages in brief or low-intensity failure to respond to adult requests	Refusal to follow directions, defiant, disrespectful, insubordinate, talking back or socially rude
Disruption	Any low intensity activity that interrupts the educational process	Any activity of such intensity that it interrupts the educational process, is persistent, and purposefully intended to draw attention, and requires administrative attention
Misuse/Destruction of Property	Not using materials/ items for their intended use or causing harm to materials/items	Misuse or destruction of material/ item of high personal or monetary value that could result in impairment or injury or any act that can create a hazardous condition
Cheating	To obtain information from another by an intentional, active distortion of the truth (first offense)	To obtain information from another by an intentional, active distortion of the truth (second or more)
Teasing/Taunting/ Name Calling	Negative or unkind comments, written messages, or actions directed at another person that hurts feelings, but the student does not feel harassed	See Harassment
Harassment/ Bullying/ Threatening	No Minor- (see Teasing)	When someone, or a group, does things or says things that make a person feel: afraid, upset, angry, unsafe, embarrassed, or uncomfortable.
Stealing/ Theft	The deliberate or purposeful taking of another's property without permission (for example, a student takes a pen out of another student's hand)	The deliberate or purposeful taking of another's property, of high monetary or personal value, without permission or repeated acts of minor theft
Unauthorized Area	Being anywhere inside the building other than your scheduled place	Being anywhere inside or outside the building other than your scheduled place, and/or leaving school grounds or leaving the classroom without permission
Forgery/ Theft of Identity	No minor	Assuming or inducing another party to assume another person's identity through a written signature, note, or phone message, etc. (for example, signing a parent's name)
Illegal/Banned or Disruptive items	Bringing any item that causes a disruption to the educational process, gum, candy, cell phones, IPODs, etc.	Possession of illegal substances, combustibles, or materials that may be used to harm self or others (for example, drugs, alcohol, lighters, and tobacco)
Tardy	Student arrives at class after the scheduled start time but does include tardy arrival to school	Student repeatedly significantly (more than 5 minutes) late to class without a pass
Dress Code	Student wears clothing that is near, but not within the dress code guidelines defined in the student handbook	Student repeatedly wears clothing not within, the dress code guidelines defined in the student handbook where students and/or staff deem inappropriate
Public Display of Affection	Student/ students engaged in any activity that is physical in nature to show another student affection such as hugging, holding hands, etc.	Student/ students engaged in any activity that is physical in nature to show another affection such as consensual kissing or groping. (See harassment for non-consensual)
Repeated minor offenses can or should result in a major upon team recommendation		

STUDENT RIGHTS

Our Positive Behavior Intervention System and Support at Weare Middle School is based on the philosophy that we are dedicated to providing a safe environment for the education of all students in grades 6 through 8. In order to achieve this, the following is presented to eliminate any confusion as to the expectations for the middle school students.

I. ATTENDANCE

Each student has the right to receive an education that is meaningful and useful and which provides equal opportunity regardless of the student's race, religion, national origin, language, gender, or ability.

II. FREE PUBLIC EDUCATION

- A. Students have the right to attend public school in the district in which they live.
- B. Students have the right to obtain anything deemed necessary for the course.
- C. Students have the right to participate in decisions affecting their lives in school within the limits of Weare School Board policies.

III. FREEDOM OF EXPRESSION

- A. Students have the right to express their opinions, either verbally or symbolically, as long as such expression does not infringe upon the rights of others or coerce others to join in their mode of expression.
- B. Students have the right to freedom of speech, even if such expression is considered unpopular or controversial. When speaking or writing, students are responsible for:
 - 1.) not being obscene or defamatory;
 - 2.) not ridiculing or causing a person to be ridiculed;
 - 3.) not causing or encouraging unlawful behavior or a serious disruption to the orderly operation of the school.
- C. Students have the right to seek truth by examining opposing ideas and to express such ideas in an orderly manner.

IV. PRIVACY AND STUDENT PROPERTY

Students have the right to be secure in their person, papers, and effects against unreasonable searches and seizure.

V. DRESS AND GROOMING

Students have the right to expect school authorities to state their policies on dress and grooming, in writing, and make such policies widely available to parents and students. Such policies shall be clear and reasonable.

VI. DISCIPLINE

- A. Each student has the right to fair, consistent, and appropriate discipline.
- B. Each student has the right to be informed of school rules and sanctions.
- C. Students have the right to due process in disciplinary matters, including the right of grievance, a fair hearing and the right of appeal. Due process requires that an individual be given notice of the violation(s) with which that person is charged and be given the opportunity to answer the charges.
- D. Appeal process: Students have the right to appeal to the Principal, then to the Superintendent of Schools, and beyond that to the Weare School Board.

STUDENT TRANSPORTATION INFORMATION / GUIDELINES

The following information is provided to answer any questions you may have regarding the safe transportation of your child to and from school. If you have any further questions or concerns, please contact an administrator at 529-7555.

Student Conduct on School Buses

Bus drivers have the responsibility to maintain orderly behavior of students on school buses and will report, in writing, misconduct to the student's principal. Parents of children whose conduct on school buses endangers the health, safety and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline code. The school principal or designee will have the authority to suspend the riding privileges of students failing to conform to bus rules and regulations. The Weare School Board must approve suspensions of riding privileges that continue beyond twenty (20) days.

ASSIGNMENTS

On a day-to-day basis, students are expected to ride their assigned bus to and from school. If parents wish to request a change for any given day, they must communicate this in writing. The note should explain the reason, the bus number, and bus stop that the child will use. The note must be dated and signed by the parent. The office needs this note first thing in the morning so that the request may be approved and the secretary may issue a bus pass for the child to pick up on the way to the buses that afternoon.

COORDINATOR

The WMS administration and the bus company will be working as a team to coordinate transportation. They will devote all necessary time in the following areas:

1. They will be responsible for the overall behavior of all students while on the buses.
2. They will view appropriate videotapes on an as-needed basis.
3. They will follow through on discipline slips from drivers on a daily basis and respond in a reasonable amount of time.

BUS DISCIPLINE

Bus discipline is an important safety-related issue. All school rules apply while riding the bus.

State law allows school districts to suspend the right of pupils to ride on a school bus when said students fail to conform to the reasonable rules and regulations. Refer to Rules for Safe Transportation (page 22).

When appropriate, the bus driver may issue a "Bus Transportation Discipline Report" to be given to the bus manager, who will then give it to the school administrator as soon as possible. The administrator will take appropriate action. Students who receive a discipline report will be given a disciplinary action. Disciplinary action may include suspension from the bus, as well as from school.

As provided by state law, any bus suspensions to continue beyond 20 school days must be approved by the Weare School Board (NH RSA 189:9-a).

If a student is denied the right to ride the bus for disciplinary reasons, a parent/guardian of that student has the right of appeal within 10 days of the suspension to the authority that suspended the student's right (NH RSA 189:9-a, 1).

If a student has been suspended from riding the bus, it is the parent/guardian's responsibility to transport the student to and from school during the days the suspension is in effect.

BUS STOP CROSSOVERS, LOCATIONS, PROTOCOL

Crossovers: It is accepted by the State of New Hampshire and nationwide that students may be expected to "cross the road" at an established bus stop when the bus is stopped with red lights flashing. In questions of safety, the school administration will ask the bus contractor to review the bus stop, and may also ask the Department of Safety and/or the Department of Education for additional review of the bus stop.

Locations: The Weare School District establishes bus stops in accordance with NH RSA 189:6. All bus stops are established by the school administration, in consultation with the bus contractor and approved by the Weare School Board.

Protocol: Parents/guardians, together with the child, should develop a route to and from the bus stop which minimizes the exposure of the child to possible dangers. The child should be at the established bus stop 5 minutes prior to the scheduled pick-up. Parents/guardians are responsible for the safety and behavior of their child to and from the bus stop, as well as while the child is at the bus stop. The school is responsible for the safety and behavior of the student when he/she is riding the bus. If you are requesting a bus change or modification, please use the Bus Modification Request form located on our website.

QUALIFICATIONS TO RIDE

The Weare School District is required by law to provide transportation to all students below the ninth grade who live more than 2 miles from the school to which they are assigned (NH RSA 189:6). Additionally, state law requires that students of the Weare School District walk no more than 1 mile to an established school bus route. The Weare School District may provide less stringent requirements if it finds this desirable. Students residing in areas which are inaccessible by a local district's established mode of transportation may be required to walk a distance not to exceed 1½ miles to a school bus stop, provided that the vehicle, route and schedule have been approved by the commissioner of education.

RULES FOR SAFE TRANSPORTATION

Students transported by school bus shall be under the authority of the bus driver, who is delegated by the Weare School Board. Disorderly conduct, including abusive language, or refusal to submit to the authority of the driver, shall be sufficient reason for a student to be denied transportation.

1. Follow all of the bus driver's directions.
2. All school rules apply on the bus.
3. Students must follow set procedures for getting on and off the bus.
4. Sit properly in your seat.
 - a. Feet not in aisle.
 - b. Facing forward.
 - c. No standing up while the bus is moving.
 - d. Nothing out the window.
5. No eating or drinking on the bus.
6. Leave other students and driver alone. (Harassment/bullying is against the law.)
7. Keep hands to yourself.
8. Bus drivers have the right to assign seats.
9. Behavior that makes the bus ride unsafe or unpleasant for students or the driver is not allowed.

PARENTAL RIGHT TO INFORMATION ABOUT TEACHERS

No Child Left Behind legislation allows parents in Title I schools that offer either school wide or targeted assistance services to request certain information about their child's teachers. The information that you have a right to request on your child's teacher is: • Whether the teacher has met New Hampshire qualifications and licensing criteria for the grade levels and subjects the teacher is teaching; • Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing has been waived; • The baccalaureate degree major or certification or degree held by the teacher, and the field of discipline of the certification or degree; • Whether the child is provided services by a paraprofessionals, and if so, their qualifications.

NOTICE OF NON-DISCRIMINATION POLICY (Policy JA)

The Weare School District does not discriminate on the basis of race, color, national origin, age, sex or handicap in its educational programs and activities, including employment of personnel.

NOTICE OF RECEIPT OF FUNDS UNDER IDEA

Weare Middle School has been allocated funds under IDEA (Individuals with Disabilities Act). Weare Middle School is handicapped accessible. All students are afforded equal access to all activities.

NOTICE OF SEXUAL HARASSMENT POLICY (Policy JBAA)

It is the responsibility of the Weare School District to promote and maintain a learning environment that is free from sexual harassment. All forms of sexual harassment are prohibited and are a violation of this policy. This policy is to be interpreted and administered in relation to the other policies of the Weare School District and in the event that there is a conflict within the policies, the policy or procedure requiring the higher standard of conduct shall apply. A copy of this policy is available at the office of the Superintendent of Schools of SAU 24.

NOTICE OF STUDENT SAFETY (Policy JGF) AND VIOLENCE PREVENTION POLICY ADDRESSING STUDENT HARASSMENT OR "BULLYING" (Policy JICK)

It is the policy of the Weare School District to promote and maintain a learning and working environment that is free from harassment. Anyone found to be in violation of this policy would be subject to appropriate sanctions. This policy is intended to comply with NH RSA 193-F.

SCHOOL POLICY: REPORTING SUSPECTED CHILD ABUSE (Policy JLF)

It is the policy of SAU 24 and the Weare School District to comply with the requirements of NH RSA 169-C in reporting suspected child abuse and neglect. Further, it is our policy to cooperate with the NH Division for Children, Youth and Families child protection social workers and law enforcement agencies in the course of investigations into alleged child abuse or neglect as outlined in NH RSA 169-C.

FERPA COMPLIANCE

It is the policy of SAU 24 and the Weare School District to comply with the provisions of FERPA (Family Educational Rights and Privacy Act of 1974).

Annual Notification of Rights under FERPA for SAU 24 School Districts: Rights under Family Educational Rights and Privacy Act: STUDENT RECORDS (Policy JRA)

This policy is adopted pursuant to the federal "Family Educational Rights and Privacy Act of 1974,"

(FERPA) notice requirement, and other applicable statutes governing student records so as to insure a uniform policy of access to student records.

Annual Notification of Rights under FERPA for SAU 24 School Districts: The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. **The right to inspect and review the student's education records** within 45 days of the day the Weare School District receives a request for access. Parents or eligible students should submit to the building principal or their designee a written request that identifies the record(s) they wish to inspect. The building principal or their designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Parent's access to records is limited to information about their own child. If parents want copies of portions or the file, they may be charged a fee for obtaining copies of the record. This fee is explained under the SAU 24 request for information procedure.
2. **The right to request the amendment of the student's education records** that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Weare School District to amend a record that they believe is inaccurate or misleading. They should write the building principal or their designee, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Weare School District decides not to amend the record as requested by the parent or eligible student, the Weare School District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. If disagreement with the record continues after the hearing, the parent may insert an explanation of the objection in the record.
3. **The right to consent to disclosures of personally identifiable information** contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with "legitimate educational interests". A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A school official is a person employed or under contract by the Weare School District or SAU in an administrative, counseling, supervisory, academic, student support services or research position, or a support person to these positions (including health or medical staff and law enforcement personnel). Other people having a legitimate educational interest include a person serving on the Weare School Board with an authorized reason to review a record; a person or company with whom the Weare School Board has contracted to perform special task (such as an attorney, auditor, medical consultant, expert, or therapist, etc.); a parent or student serving on an official committee with an authorized reason to review a record, such as a disciplinary or grievance committee; the Weare School District's insurance carrier; and student teachers. Upon request, SAU 24 School Districts disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. Schools can also disclose information without parental consent in response to subpoenas or court orders. In emergencies, school officials can provide information from educational records to protect the health and safety of the students or others. SAU 24 School Districts may disclose, without consent, directory information, which is information not generally considered harmful or an invasion of privacy if disclosed. Directory information includes personal information about a student that can be made public without parental consent.

Under the National Defense Authorization Act for Fiscal Year 2002, military recruiters are entitled to receive the name, address, and telephone listing of juniors and seniors in high school. Schools, upon request, are required to provide them with the information unless parents have advised the school that they do not want their student's information disclosed without their prior written consent.

Parents and students over 18 years of age may, within (15) days after notification of these rights, request in writing the removal of all or part of the information on their child they do not wish to be available to the public. This request is made to the School Principal.

SAU 24 Directory Information includes:

- ◆ Name of the student.
- ◆ Town of residence.
- ◆ Weight and height of athletes.
- ◆ Participation in officially recognized activities or sports.
- ◆ Date of attendance, degrees and awards.
- ◆ The most recent previous school attended.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by SAU 24 Schools Districts to comply with the requirements of FERPA. The office that administers FERPA is:

Family Policy Compliance Office. U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605

Weare Middle School

Parent Handbook Acknowledgement Signature Page (Grades 6-8)

Student's name _____ Homeroom _____ Grade _____

I, _____ (parent's name), have read and reviewed the 2017-2018 Weare Middle School Handbook with my child. I acknowledge and agree to the policies and procedures contained therein, and will require my child to comply with the policies and procedures.

Parent Signature

Date

Student Signature

Date

Weare Middle School

Student/Parent Handbook (Grades 6-8)

Appendix:

Policy JH - **ATTENDANCE, ABSENTEEISM AND TRUANCY**

Policy JICDD - **CYBER-BULLYING THREATS: STUDENT DISCIPLINE, OUT-OF-SCHOOL ACTIONS**

Policy JICK - **PUPIL SAFETY AND VIOLENCE PREVENTION – BULLYING**

Policy EEAA – **SECURITY CAMERAS**

**WEARE SCHOOL DISTRICT
PUPIL SAFETY AND VIOLENCE PREVENTION – BULLYING
(Policy JICK)**

See also JBAA, JIC, JICD, IHBA

I. Definitions (RSA 193-F:3)

1. **Bullying.** Bullying means a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:
 - a. Physically harms a pupil or damages the pupil's property;
 - b. Causes emotional distress to a pupil;
 - c. Interferes with a pupil's educational opportunities;
 - d. Creates a hostile educational environment; or
 - e. Substantially disrupts the orderly operation of the school.
2. 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.
3. **Cyberbullying.** Cyberbullying means 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.
4. **Electronic Devices.** Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.
5. **Electronic Communication.** Electronic Communication includes, but is not limited to, electronic mail messages; instant messages; text messages; electronically transmitted image or audio files; internet postings made to websites, including social media sites and blogs; and postings made to intranet sites or blogs.
6. **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.
7. **Perpetrator.** Perpetrator means a pupil who engages in bullying or cyberbullying.
8. **Victim.** Victim means a pupil against whom bullying or cyberbullying has been perpetrated.
9. **Parent.** Parent means parent or legal guardian.
10. **Designated Volunteer.** Designated Volunteer means any volunteer who comes in direct contact with pupils on a regularly scheduled basis, or meets with pupils one-on-one, or any other volunteer so designated by the Weare School Board or Principal (or his/her designee).

II. Statement Prohibiting Bullying of a Pupil (RSA 193-F:4, II(a))

The Weare School 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 will not be tolerated and is hereby prohibited. Further, in accordance with RSA 193-F:4, the Weare School 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 of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

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

III. Statement prohibiting retaliation or false accusations (RSA 193-F:4, II(b))

False Reporting

A pupil 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.

Reprisal or Retaliation

The Weare School District will discipline and take appropriate action against any pupil 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 pupil 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, Weare School Board policies and any applicable collective bargaining agreements.
2. Any pupil 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.

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 pupil 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 pupil 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 Weare School District grounds and participating in Weare School District functions, regardless of whether such pupil or school-aged person is a pupil within the Weare School District.

V. Disciplinary Consequences for Violations of This Policy (RSA 193-F:4, II(d))

The Weare School District shall impose disciplinary measures against any pupil who commits an act of bullying, falsely accuses another pupil of bullying, or who retaliates against any pupil or witness who provides information about an act of bullying. In addition to imposing discipline under such circumstances, the Weare School Board directs the administration and Weare School District staff to develop and implement alternatives to traditional discipline, including, but not limited to, early intervention measures, alternative dispute resolution, conflict resolution and other similar measures.

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

Staff and Volunteers

All staff will be provided with a copy of this policy. The Superintendent of Schools may determine the method of providing the policy (employee handbook, hard copy, website posting, etc.) The Superintendent of Schools will ensure that all school employees and volunteers receive annual training on bullying and related Weare School District's policies.

Pupils

All pupils will be provided with a copy of this policy annually. The Superintendent of Schools may determine the method of providing the policy (pupil handbook, mailing, hard copy, website posting,

etc.) Pupils will participate in an annual education program which sets out expectations for pupil behavior and emphasizes an understanding of harassment, intimidation, and bullying of pupils, the Weare School District's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Pupils shall also be informed of the consequences of bullying conduct toward their peers. The Superintendent of Schools, in consultation with staff, may incorporate pupil anti-bullying training and education into the Weare School District's curriculum.

Parents

All parents will be provided with a copy of this policy annually. The Superintendent of Schools may determine the method of providing the policy (parent handbook, mailing, website posting, etc.). Parents will be informed of the program and the means for pupils to report bullying acts toward them or other pupils. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other pupils;
4. Cooperate fully with school personnel in identifying and resolving incidents.

Additional Notice and Weare School District Programs

The Weare School Board may, from time to time, host or schedule public forums in which it will address the anti-bullying policy, discuss bullying in the schools, and consult with a variety of individuals including teachers, administrators, guidance counselors, school psychologists and other interested persons.

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

At each school, the Principal or designee shall be responsible for receiving complaints of alleged violations of this policy.

Pupil Reporting

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

Staff Reporting

1. An important duty of the staff is to report acts or behaviors they witness that appear 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 or designee as soon as possible, but no later than the end of that school day.
3. Upon receipt of a report of bullying, the Principal or designee shall commence an investigation consistent with the provisions of Section XI of this policy.

VIII. Procedure for Reporting Requirements (RSA 193-F:4, II(g))

A) External Reports

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.

B) Internal Reporting

The Principal or designee shall report any substantiated bullying incident to the Superintendent of Schools in writing. The Principal or designee shall retain a copy of the report. The Superintendent of Schools shall maintain such reports in a safe and secure location.

IX. Notifying Parents of Alleged Bullying (RSA 193-F:4, II(h))

The Principal shall report to the parents of a pupil who has been reported as a victim of bullying and to the parents of a pupil who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Such notification may be made by telephone, writing or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the report. All notifications shall be consistent with the pupil 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 of Schools 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 of Schools deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

XI. Investigative Procedures (RSA 193-F:4, II(j))

1. Upon receipt of a report of bullying, the Principal shall, within 5 school days, initiate an investigation into the alleged act.
2. The Principal shall complete the investigation within 10 school days of receiving the initial report. If the Principal needs more than 10 school days to complete the investigation, the Superintendent of Schools 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))

The principal or designee shall develop a response to remediate any substantiated incident of bullying, including imposing discipline, if appropriate, to reduce the risk of future incidents and, where deemed appropriate, to offer assistance to the victim or perpetrator. When indicated the principal or designee shall recommend a strategy for protecting all pupils from retaliation of any kind. Consequences and appropriate remedial actions for a pupil who commits one or more acts of bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion

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

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

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

1. Within two school days of completing an investigation, the Principal will notify the pupils involved in person of his/her findings and the result of the investigation.
2. Within two school days of completing an investigation, the Principal will notify the parents of the alleged victim and alleged perpetrator via telephone or email of the results of the investigation. The Principal will also send a follow-up letter to the parents within 24 hours of notifying them of the results of the investigation.
3. In accordance with the Family Educational Rights and Privacy Act and other law concerning pupil privacy, the Weare School District will not disclose educational records of pupils including the discipline and remedial action assigned to those pupils and the parents of other pupils involved in a bullying incident.

XV. Appeal

For non-disciplinary remedial actions where no other review procedures govern, the parents of the pupils involved in the bullying shall have the right to appeal the Principal's decision to the Superintendent of Schools in writing within five (5) school days. The Superintendent of Schools shall review the Principal's decision and issue a written decision within ten (10) school days. If the aggrieved party is still not satisfied with the outcome, the aggrieved party may file a written request for review by the Weare School Board within ten (10) school days of the Superintendent of Schools' decision. The Weare School Board will adhere to all applicable New Hampshire Department of Education administrative rules.

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

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

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), Pupil Harassment

RSA 193:13, Ed. 317

ATTENDANCE, ABSENTEEISM AND TRUANCY (Policy IH)

Category: Priority/Required by Law

Absences

The Weare School Board requires that school-aged children enrolled in the Weare School District attend school in accordance with all applicable state laws and Weare School Board policies. The educational program offered by the Weare School District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in the Weare School District during the days and hours that school is in session, except that the Principal may excuse a student for temporary absences when receiving satisfactory evidence of conditions or reasons that may reasonably cause the student's absence.

The Weare School 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 bonafide religious holiday
7. Such other good cause as may be acceptable to the Principal or permitted by law

Any absence that has not been excused for any of these reasons will be considered an unexcused absence.

In the event of an illness or a bonafide religious holiday, parents must call the school and inform the Weare School District of the student's illness and absence. For other absences, parents must provide written notice or a written excuse that states one of these reasons for non-attendance. The Principal may require parents to provide additional documentation, including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance.

If parents wish for their child to be absent for a reason not listed above, the parent must provide a written explanation of the reason for such absence, including why the student will be absent and for how long the student will be absent. The Principal will make a determination as to whether the stated reason for the student's absence constitutes good cause and will notify the parents via telephone and in writing of his/her decision. If the Principal determines that good cause does not exist, the parents may request a conference with the Principal to again explain the reasons for non-attendance. The Principal may then reconsider his initial determination. However, at this juncture, the Principal's decision shall be final.

Family Vacations/Educational Opportunities

Generally, absences other than for illness during the school year are discouraged. The school principal or his/her designee may, however, grant special approval of absence for family vacations, provided written approval is given in advance. Parents are asked to write a note to their child's teacher at least two weeks before the trip. When work is provided, parents should work closely with their child to ensure completion.

Truancy

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence.

Ten half-days of unexcused absence during a school year constitutes habitual truancy.

A half-day absence is defined as a student missing more than two hours of instructional time and less than three and one-half hours of instructional time.

Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence.

The Principal or Truant Officer is hereby designated as the Weare School District employee responsible for overseeing truancy issues.

Intervention Process to Address Truancy

The Principal shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process that identifies students who are habitually truant, as defined above.

When the Principal identifies a student who is habitually truant or who is in danger of becoming habitually truant, he/she shall commence an intervention with the student, the student's parents, and other staff members as may be deemed necessary. The intervention shall include processes including, but not limited to:

1. Investigates the cause(s) of the student's truant behavior;
2. Consideration, when appropriate, of modification of the students' educational program to meet particular needs that may be causing the truancy;
3. Involvement of the parents in the development of a plan designed to reduce the truancy;
4. Identification of alternative disciplinary measures, which still retains the right to impose discipline in accordance with the Weare School District's policies and administrative guidelines on student discipline;
5. Discretion of Principal or his/her designee to involve truant officer/police.

Parental Involvement in Truancy Intervention

When a student reaches habitual truancy status or is in danger of reaching habitual truancy status, the Principal will send the student's parent a letter which includes:

1. A statement that the student has become or is in danger of becoming habitually truant;
2. A statement of the parent's responsibility to ensure that the student attends school; and
3. A request for a meeting between the parents and the Principal to discuss the student's truancy and to develop a plan for reducing the student's truancy.

Parental Notification of Truancy Policy

The Superintendent of Schools shall also ensure that this policy is included in or referenced in the student handbook and is mailed to parents annually at the beginning of each school year.

Legal References:

RSA 189:34, Appointment

RSA 189:35-a, Truancy Defined

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

RSA 193:7 Penalty

RSA 193:8, Notice Requirements

RSA 193:16 Bylaws as to Nonattendance

NH Code of Administrative Rules, Section Ed 306.04 (a)(1), Attendance and Absenteeism

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

CYBER-BULLYING THREATS
STUDENT DISCIPLINE: OUT-OF-SCHOOL ACTIONS (Policy JICDD)

See also JIA, JIC

PURPOSE:

The Weare School Board recognizes that there are growing occurrences of "cyber-bullying" and threatening language being used by individuals on the internet, both in school and while off-campus. Any form of cyber-bullying by staff or students upon any other students or staff, or any such conduct that materially or substantially interferes or disrupts the school's mission or any activities is prohibited and will not be tolerated.

DEFINITION:

Cyber-bullying includes, but is not limited to, the following actions: harassing, teasing, defaming, intimidating, threatening, stalking or terrorizing another person by sending or posting through the internet or other electronic devices inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including "blogs" or other use of technology.

The Weare School District recognizes that this definition may not be all-inclusive. Therefore, the Weare School District reserves the right to impose discipline for actions that may fall outside this definition but are still within the general purposes of this policy.

Students who believe they have been victims of cyber-bullying should report their concerns to a teacher or the building principal. Any staff member who believes they have been a victim or learns of an occurrence of cyber-bullying and/or internet threats shall report the same to the building principal. Students or staff who believe they have been victims of cyber-bullying are encouraged to print the relevant material and provide copies to the building principal. The administration will promptly investigate reports of cyber-bullying and take the necessary action, including reporting to local law enforcement if necessary.

The School Weare School District may impose disciplinary measures against a person who is found to have engaged in such behavior, provided the cyber-bullying and/or internet threat:

- a. Violate any Weare School District rules or regulations or laws;
- b. Contains threats of violence against staff members or students;
- c. Threatens vandalism to school property;
- d. Suggests or advocates physical harm to staff members or students;
- e. Threatens to create or creates a disruption to the school's educational mission, purpose and objectives; or
- f. Interrupts or severely impedes (or threatens to interrupt or impede) the day-to-day operations of the school.

A student whose behavior is found to be in violation of this policy will be subject to discipline, up to and including suspension. Any staff member whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal.

Any discipline imposed by virtue of this policy will be in accordance and consistent with the applicable Weare School District policy regarding discipline, and any applicable collective bargaining agreement.

Revised and Re-Adopted: 4/20/2010

Adopted: 9/15/2009

2nd Reading: 9/15/2009

1st Reading: 5/19/2009

WSB

PUPIL SAFETY AND VIOLENCE PREVENTION (Policy JICK)

See also JBAA, JIC, JICD, IHBA

I. Definitions (RSA 193-F:3)

1. Bullying. Bullying means 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 means 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. Electronic Communication. Electronic Communication includes, but is not limited to, electronic mail messages; instant messages; text messages; electronically transmitted image or audio files; internet postings made to websites, including social media sites and blogs; and postings made to intranet sites or blogs.

5. 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.

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

7. Victim. Victim means a pupil against whom bullying or cyberbullying has been perpetrated.

8. Parent. Parent means parent or legal guardian.

9. Designated Volunteer. Designated Volunteer means any volunteer who comes in direct contact with pupils on a regularly scheduled basis, or meets with pupils one-on-one, or any other volunteer so designated by the Weare School Board or Principal (or his/her designee).

II. Statement Prohibiting Bullying of a Pupil (RSA 193-F:4, II(a))

The Weare School 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 will not be tolerated and is hereby prohibited.

Further, in accordance with RSA 193-F:4, the Weare School 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 of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

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

III. Statement prohibiting retaliation or false accusations (RSA 193-F:4, II(b))

False Reporting

A pupil 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.

Reprisal or Retaliation

The Weare School District will discipline and take appropriate action against any pupil 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 pupil 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, Weare School Board policies and any applicable collective bargaining agreements.

2. Any pupil 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.

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 pupil 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 pupil 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 Weare School District grounds and participating in Weare School District functions, regardless of whether such pupil or school-aged person is a pupil within the Weare School District.

V. Disciplinary Consequences for Violations of This Policy (RSA 193-F:4, II(d))

The Weare School District shall impose disciplinary measures against any pupil who commits an act of bullying, falsely accuses another pupil of bullying, or who retaliates against any pupil or witness who provides information about an act of bullying.

In addition to imposing discipline under such circumstances, the Weare School Board directs the administration and Weare School District staff to develop and implement alternatives to traditional discipline, including, but not limited to, early intervention measures, alternative dispute resolution, conflict resolution and other similar measures.

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

Staff and Volunteers

All staff will be provided with a copy of this policy. The Superintendent of Schools may determine the method of providing the policy (employee handbook, hard copy, website posting, etc.)

The Superintendent of Schools will ensure that all school employees and volunteers receive annual training on bullying and related Weare School District's policies.

Pupils

All pupils will be provided with a copy of this policy annually. The Superintendent of Schools may determine the method of providing the policy (pupil handbook, mailing, hard copy, website posting, etc.)

Pupils will participate in an annual education program which sets out expectations for pupil behavior and emphasizes an understanding of harassment, intimidation, and bullying of pupils, the Weare School District's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Pupils shall also be informed of the consequences of bullying conduct toward their peers.

The Superintendent of Schools, in consultation with staff, may incorporate pupil anti-bullying training and education into the Weare School District's curriculum.

Parents

All parents will be provided with a copy of this policy annually. The Superintendent of Schools may

determine the method of providing the policy (parent handbook, mailing, website posting, etc.). Parents will be informed of the program and the means for pupils to report bullying acts toward them or other pupils. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other pupils;
4. Cooperate fully with school personnel in identifying and resolving incidents.

Additional Notice and School Weare School District Programs

The Weare School Board may, from time to time, host or schedule public forums in which it will address the anti-bullying policy, discuss bullying in the schools, and consult with a variety of individuals including teachers, administrators, guidance counselors, school psychologists and other interested persons.

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

At each school, the Principal or designee shall be responsible for receiving complaints of alleged violations of this policy.

Pupil Reporting

1. Any pupil who believes he or she has been the victim of bullying should report the alleged acts immediately to the Principal or the designee. If the pupil is more comfortable reporting the alleged act to a person other than the Principal or the designee, the pupil may tell any Weare School District employee or volunteer about the alleged bullying.

2. Any school employee or designated volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal or designee as soon as possible, but no later than the end of that school day.

3. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

Staff Reporting

1. An important duty of the staff is to report acts or behaviors they witness that appear 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 or designee as soon as possible, but no later than the end of that school day.

3. Upon receipt of a report of bullying, the Principal or designee shall commence an investigation consistent with the provisions of Section XI of this policy.

VIII. Procedure for Reporting Requirements (RSA 193-F:4, II(g))

A) External Reports

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.

B) Internal Reporting

The Principal or designee shall report any substantiated bullying incident to the Superintendent of Schools in writing. The Principal or designee shall retain a copy of the report. The Superintendent of Schools shall maintain such reports in a safe and secure location.

IX. Notifying Parents of Alleged Bullying (RSA 193-F:4, II(h))

The Principal shall report to the parents of a pupil who has been reported as a victim of bullying and to the parents of a pupil who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Such notification may be made by telephone, writing or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the report. All notifications shall be consistent with the pupil 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 of Schools 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 of Schools deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

XI. Investigative Procedures (RSA 193-F:4, II(j))

1. Upon receipt of a report of bullying, the Principal shall, within 5 school days, initiate an investigation into the alleged act.

2. The Principal shall complete the investigation within 10 school days of receiving the initial report. If the Principal needs more than 10 school days to complete the investigation, the Superintendent of Schools 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))

The principal or designee shall develop a response to remediate any substantiated incident of bullying, including imposing discipline, if appropriate, to reduce the risk of future incidents and, where deemed appropriate, to offer assistance to the victim or perpetrator. When indicated the principal or designee shall recommend a strategy for protecting all pupils from retaliation of any kind.

Consequences and appropriate remedial actions for a pupil who commits one or more acts of

bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion.

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

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

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

1. Within two school days of completing an investigation, the Principal will notify the pupils involved in person of his/her findings and the result of the investigation.

2. Within two school days of completing an investigation, the Principal will notify the parents of the alleged victim and alleged perpetrator via telephone or email of the results of the investigation. The Principal will also send a follow-up letter to the parents within 24 hours of notifying them of the results of the investigation.

3. In accordance with the Family Educational Rights and Privacy Act and other law concerning pupil privacy, the Weare School District will not disclose educational records of pupils including the discipline and remedial action assigned to those pupils and the parents of other pupils involved in a bullying incident.

XV. Appeal

For non-disciplinary remedial actions where no other review procedures govern, the parents of the pupils involved in the bullying shall have the right to appeal the Principal's decision to the Superintendent of Schools in writing within five (5) school days. The Superintendent of Schools shall review the Principal's decision and issue a written decision within ten (10) school days. If the aggrieved party is still not satisfied with the outcome, the aggrieved party may file a written request for review by the Weare School Board within ten (10) school days of the Superintendent of Schools' decision. The Weare School Board will adhere to all applicable New Hampshire Department of Education administrative rules.

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

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

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), Pupil Harassment

RSA 193:13, Ed. 317

Adopted: 8/20/2013

1st Reading w/revisions: 8/20/2013

Adopted: 10/25/2010 SAU 24 Board

1st Reading: 10/25/2010

SECURITY CAMERAS (Policy EEAA)

The Weare School Board authorizes the installation and use of security cameras¹ on Weare School District property including contracted transportation to ensure the health, welfare, and safety of all students, staff, and visitors to Weare School District property, and to safeguard Weare School District buildings, grounds, and equipment.² Security cameras will only be placed in areas in which students, staff, and visitors have no reasonable expectation of privacy. The Superintendent of Schools will approve appropriate locations for the placement of security cameras. Security cameras may be installed in approved locations in an inconspicuous or hidden manner.

The Weare School District may retain recordings or images captured through the use of security cameras. The Weare School District shall comply with all applicable laws related to record maintenance and retention and record disclosure with respect to images captured through the use of security cameras. Recordings or images captured through the use of security cameras that contain evidence of a violation of student conduct rules or state or federal law will be retained at least until the misconduct at issue is no longer subject to review or appeal as determined by Weare School Board policy or applicable law.

Recordings or images captured through the use of security cameras may be reviewed by Weare School District personnel for student discipline and evaluation purposes. If disciplinary action is taken against a student in connection with recordings or images of conduct captured through the use of security cameras, upon request, the student's parent or guardian may view the recording or image with the Principal or Superintendent of Schools. Recordings or images captured through the use of security cameras may become a part of a student's disciplinary record.

Legal References:

RSA 189:6, Transportation of Pupils
20 U.S.C. §1232g, Family Educational Rights and Privacy Act (FERPA)
34 C.F.R. 99, Family Educational Rights and Privacy Act Regulations

¹ "Security cameras" means still photography cameras, video cameras, web cameras, and similar devices that are either incapable of audio monitoring or recording or that have such capabilities disabled.

² This policy does not authorize the monitoring or recording of oral communications. Signs will be posted on Weare School District buildings to notify students, staff, and visitors that security cameras may be in use. Additionally, the student handbook shall contain a notice advising parents and students that security cameras may be used on Weare School District property and that students will be held responsible for any violations of school rules captured by security cameras.

Re-adopted: 9/20/2016
1st Reading: 9/20/2016
Adopted: 11/17/2009