



MILFORD MIDDLE SCHOOL

PARENT HANDBOOK 2017-2018

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Milford Middle School Mission Statement

Milford Middle School provides a safe learning environment that nurtures the mind, body, and spirit of every student. Respect for self, others and property is promoted as students are guided toward their fullest potential in academics and in citizenship. This is best accomplished through the cooperative effort of students, teacher, families and the community

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WELCOME TO MILFORD MIDDLE SCHOOL

Welcome to Milford Middle School. You are about to enter a very rewarding and sometimes challenging time in your child's lives. Students that are between the ages of 11 to 14, sometimes called "Tweens", are young adolescents and begin to develop a sense of self and of others. They will begin the journey into puberty and young adulthood during these years. It is at this time of their lives that middle schoolers begin to change physically, emotionally and socially. Many will experience a growth spurt in middle school; girls will usually experience it before boys. Young adolescents may become moody and often unsure of themselves. It is during this age that their peers become the most important thing to them.

As parents how do we handle this time of transition? The advice we offer is to be supportive. Understand that they are going to be testing their limits while they look for independence. Students at this age want their independence, yet also look for and need to know there are limitations. Sound contradictory? Welcome to adolescence.

The transition to middle school may be difficult for some students. Students are no longer with only one teacher throughout the day but are with several teachers. In grade 6 we have 3-person teams designed specifically to assist in this transition. Some students may experience a difficulty in organizing themselves and following a middle school schedule, most will transition easily and actually enjoy the freedom that the schedule brings and the changing of classes throughout the day.

We are here to help your children be successful during their middle schools years and through the transition to young adulthood to the high school. Our teachers, counselors, administration and staff are here to assist them (and you) during this time.

Every child is different and yet every child experiences the same transition. It is important to be supportive of your child and allow them the room to grow and be independent with appropriate guidance from the adults around them.

Please feel free to call the school if you have any questions regarding this handbook or the policies within it. We look forward to working with you through your child's middle school years.

MIDDLE SCHOOL MAIN OFFICE HOURS

The main office is open from 7:00AM to 3:15PM Monday thru Friday while school is in session and from 8:00AM to 2:00PM during the summer and during vacations. School is in session from 7:35AM to 2:10PM. The main office phone number is 673-5221.

MILFORD MIDDLE SCHOOL WEBPAGE

The Milford Middle School webpage may be found at the following web address; <http://mms.milfordk12.org/> It is updated on a regular basis and provides information for parents, students and community members on the daily, weekly and monthly events taking place at the middle school.

MIDDLE SCHOOL'S EMAIL ADDRESS

The main office email is mms@milfordk12.org

MILFORD MIDDLE SCHOOL @TWITTER

The middle school's Twitter account is @MilfordMS Information about school events will be posted to this account.

MILFORD SCHOOL DISTRICT -STATEMENT OF PHILOSOPHY OF EDUCATION

Our schools exist for the students. We recognize students as individuals with unique needs, attitudes and abilities. We are committed to providing an environment, which makes each student aware of his potential, encourages self-discipline, a positive self-image and permits a wide selection of choices for continued development.

The Curriculum is designed to generate learning opportunities emphasizing academic achievement as well as the qualitative aspects of personal and social development appropriate to the needs and developmental levels of individuals. We recognize that to function effectively as an adult, there are essential skills that must be achieved by all students.

Teachers are the focal point in creating the environment conducive to guiding individuals to reach their potential and to achieve the district's educational goals. They are committed to the responsibility of utilizing resources and applying varied methodologies and programs found most to the individual students served. The professional staff views itself as an integral functioning component of the community. Although responsive to the needs and sentiments of the community, the professional staff provides the leadership and direction in meeting a commitment to the spirit of learning.

It is the ultimate concern of students, faculty, and administration that there be continuous, intelligent, and open communication at all levels of the community and school. It is imperative to maintain this rapport in order to establish appropriate curriculum and policies affecting students, staff, and community.

Education is designed to produce confident, responsible students who enjoy learning. Students are educated to become sensitive and sound human beings, whole people intellectually, emotionally, physically, culturally and socially, enabling them to function responsibly in a democratic society.

REGISTRATION FORMS / UPDATING CONTACT INFORMATION

Registration forms are sent home at the start of each school year for all new and returning students. Information is pre-filled on the registration forms. Parents should update the forms so that the main office and nurse have your current contact information. This information provides the school with emergency contact information in the event of an emergency.

Emails, phone numbers and custody information should be updated continually if they change during the school year. This helps to ensure that we have correct information in our files and are able to contact you when necessary.

It is important that the middle school is made aware if there are any custody issues or if your child should not be released to certain individuals. If there is a custody issue a copy of the custody paperwork from the court is important for us to have so that we may follow the intention of the court. Without the appropriate paperwork a child may be dismissed to a non-custodial parent.

Please return forms to the main office and/or your child's advisory teacher in a quick and timely manner.

WEEKLY "GREEN" NOTICES

Weekly notices are now sent home electronically through an email distribution list. Parents are asked to provide their current email addresses to the main office at the beginning of the school year. Our distribution list is not shared with any other group or organization.

The weekly notices are also posted weekly on the middle school's website for parents to download at their convenience. Parents that do not have access to a computer or email may have their child stop by the main office for a copy of the notices or may stop by the main office during normal business hours to pick up a copy.

WE RECYCLE

Milford Middle School has a very active Recycling Club. Throughout the year students will be asked to bring in their recyclable items for collection. We recycle most items during our school day, especially paper and plastic bottle of all kinds.

CANCELLATION OR SCHOOL-DELAYED OPENING

The Milford school district has issued the following procedure in the event of inclement weather. If conditions are bad at 6:00 a.m. a delayed school opening will be announced on the following television and radio stations:

WMUR - TV	Manchester, NH	Ch. 9
WCVB - TV	Boston, MA	Ch. 5
CBS - TV	Boston, MA	Ch. 4
WGIR	Manchester, NH	610 AM/101.1 FM
WZID	Manchester, NH	95.7 FM
WBZ	Boston, MA	1030 AM
WMUR – TV	Website:	www.wmur.com
Milford Schools	Website:	www.milfordk12.org

The Milford School District utilizes an automated telephone calling system to inform parents when school is cancelled or delayed. Please be sure that you update your phone numbers with the school so that the main office has the most current numbers.

1. On a delayed opening, schools will open two (2) hours after the regular starting time and bus pick-ups will also be delayed two (2) hours. On delayed opening days schools will be dismissed at the usual time.
2. If conditions remain bad the "No School" announcement will be made before 8:00 a.m.
3. Early dismissal from school due to inclement weather will be handled by the Office of the Superintendent of Schools and will be no later than 11:00.
4. The School District utilizes an automated telephone system to make global announcements to parents. If there is an early dismissal because of weather or some other circumstance parents will receive a phone call from the Superintendent's office.

VISITOR CHECK IN PROCEDURE

While we like to have an open and welcoming school we must also offer a safe learning environment to our students. To that end all visitors to the middle school are required to BUZZ into the building, identify themselves to the receptionist and sign in at the main office stating their reason for being at the school. All visitors must wear a visitor badge while in the building.

STUDENT ARRIVAL

Students should arrive on school grounds no earlier than 7:15AM at that time staff are on duty outside to supervise their arrival. Once a student arrives on school property, he/she is not permitted to leave without permission. Upon arrival, all students will remain outside during good weather. During inclement weather, students may be allowed inside the building but will remain outside the majority of the time if the weather permits. Grade 8 students will assemble on the sidewalk area on the north side of the building. Grade 7 will assemble on the sidewalk area in front of the building by the flagpole area. Grade 6 assembles on the basketball / playground area behind the building near the drop-off loop.

CAFETERIA / FOOD SERVICES

Students may either bring their lunch or purchase a school lunch. Milk and various snacks may be purchased separately. Students are allowed to bring in cans or plastic bottles only - no glass bottles are allowed. Students will be allowed to take breakfast purchased through the cafeteria up to their classrooms. Breakfast is available from 7:15am – 7:30am. Students may enter through the office doors to access the cafeteria. Breakfast will not be served on days when there is a delayed opening. Lunches must be consumed in the cafeteria.

The Milford School District accepts checks or cash to credit a student's accounts for meals. Alternatively, parents can set up an account through EZSchoolPay.com (information on setting up an account is on the website or available in the main office), which will allow parents to add money to a student's account and also to monitor what the student is purchasing through the meal program. Parents are asked to keep sufficient money in their student's account. Parents will be notified if an account balance gets low or goes below zero. While a student will not be denied a regular meal if the account balance is negative, those meal charges will continue to accumulate and it is the responsibility of parents to pay off accumulated balances.

Free & Reduced meal prices are available for families that are unable to afford the cost of school breakfast and/or lunch. Applications for the Free & Reduced lunch program are available in the main office and through the Cafeteria / Food Services located in the school. Each school distributes applications for this program at the beginning of the school year. Completed forms must be returned to the school's main office. If you have any questions regarding this program, please contact Student Services or the Food Service Manager at the middle school @ ext 1537.

SNACKS

Teaching Teams develop their own procedures for snacks during the day. Snacks should be healthy and provide an energy boost to assist the students to make it through the morning until lunchtime. We ask that students not bring in energy drinks or caffeinated drinks for snacks or for lunch.

HOMELESS YOUTH / HOMELESS COORDINATOR

The school will attempt to identify and ensure that each child of a homeless individual and each homeless youth will have equal access to educational services. The McKinney-Vento Homeless Assistance Act ensures educational rights and the protection of children experiencing homelessness.

I. Definition of Homeless Children

The term “homeless children and youth” means individuals who lack a fixed, regular and adequate nighttime residence and includes children and youth who experience the following situations:

- Share the housing of others due to loss of housing, economic hardship, or a similar reason
- Live in motels, hotels or camping grounds due to lack of alternative adequate accommodations
- Live in emergency or transitional shelters
- Await foster care placement
- Have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodations
- Live in cars, parks, public places, bus / train stations, abandoned buildings
- Doubled up with relatives or friends
- Children who have runaway and are living in inadequate accommodations, shelters, streets, abandoned buildings, etc (even if parents are willing to provide a home for them)
- Parents or guardians will not permit the children to live at home and therefore live on the streets, in shelters, or other inadequate housing

If a homeless youth has been identified in the school/district, a building liaison is available to provide assistance and additional resources in getting services. Please contact the school’s main office or student services for assistance.

LOST AND FOUND

Students who find lost articles are asked to bring them to the office where they may be claimed by the owner. Lost and found articles of clothing are placed in boxes in the cafeteria. Eyeglasses are brought to the nurses’ office. Check with the main office for any other items that may be lost. The middle school is not responsible for lost or stolen items but will make an effort to assist students in recovering them.

LOCKERS

Lockers are issued at the beginning of the school year. Students are reminded that they should not keep money or other valuables in their lockers. School approved locks are available to students through the main office. Only padlocks made available and approved by the school are allowed on lockers. Padlocks can be rented from the main office. Students are cautioned not to tell their combinations to others or they cannot expect their property to be safe. Padlocks are also available in the gym for Physical Education lockers.

At the end of the year, students must return their lock to the office to receive their deposit back. The lockers are the property of the middle school; as such they are subject to inspection by authorized school personnel if a situation warrants it.

FIRE DRILL/LOCK DOWN DRILL

Emergency fire and lock down drills will occur throughout the year. Teachers will review procedures with their students to assist in preparing them in the case of an actual emergency. New Hampshire law requires us to hold 10 fire drills per year. We work closely with the Milford Fire Department to schedule the drills throughout the school year and to take into account many different scenarios. Fire drills and lock down drills are unannounced.

STUDENT APPEARANCE

Students are expected to exercise reasonable care, neatness, and common sense in regard to dress and appearance. Any form of dress, which is considered contrary to good hygiene or is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school is not permitted. For example; shirts containing inappropriate/suggestive language and/or graphics are not allowed. Clothing must be modest in nature and must not provide any type of safety issues or concern.

In all cases, the age of the student will be taken into consideration when considering possible issues with student appearance and apparel. The administration will issue additional directives on inappropriate apparel as the need arises.

If a student's clothing is deemed inappropriate for school, the student will be asked to change. If the student doesn't have anything to change into or prefers not to check with the nurse for an appropriate alternative, parents will be called and should be prepared to bring in appropriate clothing. Parents are urged to assist the school in monitoring the clothing students wear to school. Students are reminded at the beginning of each year and through reminder announcements to dress appropriately for school.

Our goal is to provide an environment conducive to learning and healthy socialization. We must strive to maintain an appropriate educational environment. The enforcement of the above regulations is at the discretion / interpretation of the school administration.

Please refer to your child's Student Handbook for updates to the section on Pupil Appearance and Dress and a more complete description of what is considered to be appropriate clothing for the school environment. If a student continues to have issues with their attire, disciplinary measures may be taken.

It is important that parents remind their middle school children to dress appropriately not only on a daily basis but also in regards to the weather. Students should wear appropriate clothing as dictated by the weather. Winter coats, gloves and hats are a must on cold mornings. If parents need assistance please call the school. All inquiries are handled confidentially.

TEXTBOOKS

All texts are loaned to students for their use during the school year. Textbooks are to be kept covered and are to be handled carefully. Students are responsible for the keeping and care of the textbooks which have been assigned to them. Teachers assign and log a numbered book to each individual student at the start of the school year. Students that lose or damage textbooks will be held responsible for the cost of the book. The office will collect all funds from students as a result of lost or damaged books and/or materials.

STUDENT DISMISSAL

Students are dismissed from the middle school at 2:10PM. *When dismissed from school, all students shall leave the building, unless participating in an after school activity, including remaining for extra help or serving detention.* Students that take the afternoon bus usually have about 10 minutes to get to on the bus before the bus departs at 2:20PM.

Students that walk home should stay on sidewalks and obey all traffic rules. A crossing guard is located at the main entrance of the school to assist students walking home and to enforce traffic regulations.

Arrangements should be made in a timely manner to pick up students after they are dismissed. Students are not supervised once the main office closes and staff leaves for the day. It is imperative that parents make proper arrangements for the pick up and supervision of their child.

PICKING UP AND DROPPING OFF YOUR CHILD

When dropping off and picking up of students in the morning and in the afternoon, students should be dropped off in the “Loop” located by the red barn behind the school. We ask that parents not drop their children off in front of the main entrance to the school in the morning when buses are dropping students off between 7:15 – 7:30. In the mornings, the students wait in front of the building to be let in. The main driveway in front of the school is the path that the busses follow in the morning. If parents do happen to drop their children off in the main driveway, we ask that you drive down the entrance driveway, drop your child off, and then continue off the school grounds by circling around the school and exiting near the red barn.

In the afternoons students should be told to meet parents at the “Loop” near the red barn. The driveway in front of the school is closed off after 2:00 PM to make room for the buses. Cars are not allowed on the driveway in front of the building from 2:00 PM until the busses leave at 2:20 PM. Pick-ups should be made by the “Loop” only.

When picking up a student afterschool, parents should not wait in the FIRE LANE. We ask that you park in one of the many available parking spaces in the front of the building when waiting to pick up your child. Parents should also be aware of the anti-idling law. Cars should be off when parked in front or near the school.

DISMISSING YOUR CHILD FROM SCHOOL

Students who have permission by parents/guardians to be dismissed early must present a note from home, before Advisory period, to the office for a dismissal slip. Before leaving the student must present the dismissal to the teacher at the time of dismissal and then turn it in to the office prior to leaving. Parents must come into the main office and sign out their child upon picking them up.

Students will only be dismissed to those individuals listed in the registration papers updated at the beginning of each school year. Parents may also indicate who will be picking up their child at dismissal through the dismissal note. If a situation occurs in which the middle school has questions concerning the safety of your child and who will be picking up the child, the office will make every attempt to contact the parent or one of the emergency contacts before releasing the student to the person that has come to pick them up.

TELEPHONES & CELL PHONES

Although students are permitted to have cell phones in their possession, cell phones are to remain off while school is in session. The general rule is that cell phones should be turned off when the morning bell rings at 7:30AM when students enter the building, and may be turned on again once the dismissal bell rings at 2:10PM. Otherwise cell phones are to remain off. If a cell phone becomes

disruptive in class, then the phone will be held in the main office and a call will be placed to the parent / guardian.

Students are given three warnings/detentions and parents are contacted if the student continues to ignore school rules regarding the use of cell phones. If the situation continues and the student continues to disregard school policy the student will not be allowed to have their cell phone in the building. Continued disregard for the school policy regarding cell phones may result in a disciplinary action. The school is not responsible for lost or stolen cell phones.

CONTACTING YOUR CHILD DURING THE SCHOOL DAY

If you must contact your child during the school day, please call the main office (603) 673-5221 and we will take a message and provide it to your child during a free time. Please do not call your child's cell phone or text your child during the school day. This may cause a distraction to your child and to others during class time. Our secretaries will make sure that your child gets the message.

ATTENDANCE AT AFTERSCHOOL ACTIVITIES

Most club and activities end between 3:00PM and 3:30PM Monday through Friday. Students are expected to have made arrangements to be picked up promptly once their activity has ended. Students are reminded that all general school rules apply when they remain afterschool. Students may not attend after school activities if they were absent during the same day of the activity.

SCHOOL DANCES

All school sponsored dances are under adult and administrative supervision and held from 6:30 to 9:00 PM in the middle school cafeteria. School rules apply during school sponsored dances. Parents are expected to pick up their child no later than 9:15 p.m. If a student receives an office detention or suspension the week of a school dance, the student will not be permitted to attend.

Occasionally, dance notices from outside groups are sent home through school notices to assist in fund raising for a particular community based group. These dances are not school sponsored and do not have school administrators present.

ACCESSING YOUR CHILD'S GRADES ONLINE

The middle school uses *PowerSchool* as our student management system. *PowerSchool* allows parents access to their students grades and attendance throughout the school year. Students and parents are given separate logins and passwords to access information. In addition to accessing grades and attendance, the parent level of access provides parents with direct access to teacher emails.

Many students log into *PowerSchool* on a weekly basis to check their progress. It is important to allow your child the opportunity to do this, while providing them with the independence necessary that allows them to develop self-motivation and personal responsibility toward their grades.

Parents are able to set up parent access through the PowerSchool public portal that allows them to see information for all their children in the Milford School district with just one login. Setting up a one-login account is found on the public portal page located on either the school district or MMS website.

Teachers update PowerSchool grades on a regularly basis. Teachers will update assignment grades within a 1 week timeframe. Larger assignments, projects, reports and tests may take up to 2 weeks to enter student grades.

The input of current assignments takes priority over late assignments. Late assignments are input at the discretion of the teacher, but should be done in a timely manner. Communication between parents and teachers is essential in maintaining student success. If a parent has any questions or concerns about classroom behavior or academic work, the parent should contact the teacher directly.

PROGRESS REPORTS / REPORT CARDS

Progress reports are issued approximately six weeks into each trimester. The purpose of the progress report is to inform parents of the student's achievement mid-way through the marking period. Advisors will require they be returned with parent's signature.

Report cards are issued the first week after the marking period closes and are carried home by students. Report cards are mailed home after the last marking period. A copy of the report card must be signed and returned to the school.

Marking System: A = 100 – 90 B = 89 - 80 I = Incomplete
 C = 79 – 70 D = 69 – 60 M = Medical Excuse
 F = 59 – 0

Honor Roll / High Honors: The student must earn no grade lower than A- in each subject area including Unified Arts courses.

Honors: The student must earn no grade lower than B- in each subject area including Unified Arts courses.

REPORTING ABSENCES / REQUESTING MAKE-UP WORK

If your student is absent a parent must call the absent line (673-5221 option #4) to report the absence to the office. The school will make every attempt to contact you to confirm your child's absence otherwise. Students that are not called in absent by their parents or if we are unable to confirm a child's absence will be marked as an UNEXCUSED ABSENCE and could result in a truancy issue. Parents may also send a note into the school's main office following a child's absence so that the reason may be recorded and the absence marked as excused.

The State of NH defines Truancy as 10 half days of unexcused absence or 5 full days of unexcused absences. (Please refer to the School Board's Truancy Policy found in the Policy section of this handbook). If your child is going to be out of school for an extended period of time please provide the main office with a letter explaining the reason for the absence and the length of time that your child will be absent. Each situation is reviewed and a determination will be made as to whether the reason meets the School District's criteria for an excused absence.

Students are responsible for obtaining from each of their teachers the assignments, which were given during their absence. If a student is ill for more than 1 day, parents may request assignments during the time the student is ill. Parents are required to give the office and teachers 24 hours notice if requesting work for the long-term. Each grade level team posts their homework for the week on the MMS website. Students are given 1 make-up day for every day that they are absent to complete and hand in the work to their teachers in order for it to be given full credit.

MMS GENERAL GUIDELINES FOR HOMEWORK

The Milford Middle School asserts that homework relates directly to the purpose of schools and schooling and is therefore an important part of a child's educational experience.

Meaningful homework assignments are those that emphasize quality rather than quantity; that relate to and enrich the curriculum, thereby, extending academic learning time beyond the school day; that provide teachers with additional opportunities to monitor progress, diagnose instructional needs and deliver corrective feedback to students; that give students practice in developing independent learning skills; and that are reasonable in length, appropriate for the learner, and purposeful in nature.

The time necessary for homework completion differs from student to student. If your child is experiencing trouble with their homework assignments or are spending an unreasonable amount of time completing homework, you may want to contact your child's team to discuss this with them. All teams follow the general guidelines for homework and suggested homework time amounts. There may be times when assignments seem overwhelming, especially if returning from a prolonged absence, but in general homework should follow the guidelines / times.

The following times may be used as a general guideline for homework completion;

6th Grade: Half hour to 1 hour per night

(Total time from all teachers)

7th Grade: 1 hour to 1 ½ hours per night

(Total time from all teachers)

8th Grade: 1 to 2 hours per night

(Total time from all teachers)

Teacher Guidelines:

- Homework assignment expectations shall be clearly presented and teachers shall check for student understanding.
- All homework shall be in accordance with the Milford School District's policy on Homework
- Teams shall coordinate assignments to eliminate multiple assignments due at the same time as well as coordinating long term assignments / projects.
- Daily homework shall not require students to have to access materials not readily available in most homes, school or public libraries.
- Homework completion expectations shall be reasonable and teachers shall ensure reasonable make-up procedures for legitimate personal circumstances of students.
- Assign homework assignments that students can complete independently. Carefully constructed as to be completed within reasonable time allotment and with minimal adult help.
- Will encourage students to write down their assignments in their agenda books daily.

Student Guidelines:

- Write down their assignments utilizing and maintaining their Assignment Agenda books daily
- Check either the Homework Hotline or teacher homework sites daily
- Utilize the student portal of PowerSchool to monitor student assignments and grades
- Do all assignments on time and to the best of their ability
- Examine their daily schedules and with their parent's assistance to set aside time to do homework nightly.
- Ask for help when needed by seeking out and making arrangements to work with teachers
- Ask teachers for assignments missed when absent from class. Meet with teachers to establish a timeline for make-up work completion.
- Attend the afterschool Homework Help to receive assistance in homework if needed.
- Visit the school library afterschool to research or use the computers if needed.

Parent Guidelines:

- Provide a quiet study space for students to complete their homework free from distractions
- Work with their child to review schedules to allow a (consistent) homework time nightly
- Monitor the student's Assignment Agenda book to make sure that the student is utilizing it appropriately
- Review completed assignments with their child
- Utilize the parent portal of PowerSchool to monitor student assignments and grades
- Contact teachers directly and encourage their child to seek help when the student is having difficulty with an assignment or when extenuating circumstances prevent homework from being completed.
- Contact Student Services for Team or individual teacher meetings if necessary to assist in homework completion or assistance.

Administrator Guidelines:

- Assist students, parents, and teachers in following the Middle School Homework guidelines and Milford School District policy on homework.
- Provide Assignment Agenda books to every student to assist in organizing and completing daily homework assignments.
- Review and monitor all teachers' homework guidelines and make appropriate recommendations to teachers.

- Ensure that copies of all individual or team homework guidelines are given to students and parents, on the school's website and on file in the guidance office.

PROMOTION/RETENTION

Students' grades will be reviewed by their team of teachers and Student Services at the end of each marking period. Parents will be informed and given the opportunity to conference and develop a plan with the team of teachers prior to January 31st if your child is a candidate for retention or is in jeopardy of failing classes for the year.

Conferences with parents will be arranged for those students experiencing academic difficulty in an effort to create a plan of action to assist them in resolving the issues. Retention may be recommended for those students who have failed the majority of their academic classes for the year. Parents, Teachers, Guidance Counselors and Administrators will meet and discuss all possible options and make recommendations to assist the student in being successful.

The Superintendent of Schools has the final decision regarding the placement, promotion and retention of students. (School Board Policy 3520)

PARENT / TEACHER CONFERENCES

If you wish to set up a conference, please contact the teacher by telephone, email or note. Parents may also contact Student Services at extension #1560 to set up a conference with your child's team. Teachers have various times during the day when a conference may be held or may meet either before or after school.

Please be specific as to who you would like to have attend the conference. Parent-Teacher conferences are also offered to and scheduled for parents during one week in November and on the Monday of Thanksgiving Week break.

CONTACTING TEACHERS / ADMINISTRATORS

In addition to phone calls, teachers and administrators can be contacted through their district e-mail. An e-mail can be sent to a staff member by entering the following: The administrator / teacher name is entered by using the first initial of the first name and the last name. (EXAMPLE: MSmith@milfordk12.org)

A list of staff emails may be found on the school district's website.

STUDENT ATTENDANCE

By State Law, all persons between the ages of 6 and 16 are required to attend public school or an approved private school. A student may be excused for personal illness, death in the family, legal appearance, professional appointments, religious holidays and family emergencies. A parent/guardian must call in an absence on the absent line (673-5221 option #4).

Truancy: Truancy is an unexcused absence. A student is truant if he/she is absent without the school determining if the absence was excusable. Students who are truant will be referred to the Assistant Principal for disciplinary action and the truant officer will be contacted regarding the truancy.

Excessive Absenteeism: A student is excessively absent when he/she has accumulated more than 10 unexcused half day absences. Parents will receive a written notice / warning when their child's absence is becoming excessive. Every

effort will be made consider the individual circumstances of the student when reviewing student absences.

The truant officer will be informed if your child accumulates more than 6 unexcused half day absences. A meeting will be set up with the school administration, the truant officer and the parents to create an action plan to assist the student to be in school. If after this meeting the unexcused absences continue the school district will turn the situation over to the courts. Attendance is mandatory for all students 6 to 18 years of age in NH.

BEHAVIOR EXPECTATIONS

At Milford Middle School two major principles guide the making and enforcing of school rules; first, every student has the right to be safe and secure in his / her person and property. This means that no student may physically or verbally violate the safety and security of another.

Second, no student has the right to disrupt the educational process of others. Included are classroom disruptions and disturbances that hamper the efforts of other students to learn. All expectations for student behavior are written with these two guidelines in mind.

Expectations for behavior in the classroom are established by each teacher in accordance and consistent with the developmental levels of the children, as well as in conjunction with the policy of the Milford School District and the Middle School. Overall, behavioral expectations are the same, but some individual differences do occur. Students should expect and respect these variations.

DETENTIONS

Students being assigned a teacher or office detention are required to report to the assigned room or main office at the prescribed time.

Students and parents are given a 24 hour advance notice in order to make arrangements for transportation home. Students are responsible for providing their own transportation.

If a parent and teacher/office agree that a student can serve a detention the same day of the incident, then the detention can be served without the 24 hour notice. If a parent has questions regarding the detention or incident, the parent should contact the staff member who assigned the detention directly.

SUSPENSION OF STUDENTS

There are times that a student may be suspended due to their behaviors and the violation of school rules and regulations. Behaviors that may constitute a suspension are provided in greater detail in the Student Handbook and Agenda that all students are given at the beginning of the school year.

A student may be suspended or expelled for an act of theft, destruction or violence as defined in RSA 193D and 193B as well as for gross misconduct or neglect or refusal to conform to the reasonable rules of the school as stated in RSA 193:13. A student shall be expelled by the school board if the violation involves bringing or possessing a firearm as defined in Section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193:D:1 without written authorization from the superintendent.

The superintendent has the authority, pursuant to RSA 193:12 III, to grant written authorization to a student or others to possess a firearm or other weapon on

school property. Any such authorization shall be requested in writing and any such request by a student shall also be signed by a parent or guardian. The authorization shall be issued in advance of the possession. Any such authorization shall identify the student or others, the weapon or firearm, the purpose of the possession and time frame(s) of the authorization.

Parents will be contacted (phone, if possible and/or formal letter) if their child is being suspended by the school's administration. During the suspension period, work will be collected from the child's team for the student to complete during the period of suspension. Students that do not complete the work assigned during that time shall be required to complete the work in the office. Failure to complete the assigned work will result in non-passing grades.

The middle school utilizes In-School Suspension whenever possible. We recognize that working parents are unable to supervise their children if their children are suspended out of school. In-School Suspension differs from out of school suspension in that students are isolated from their peers during the school day in the main office. Student work is collected and students are expected to complete their work during the suspension period. Students that do not complete their work will be given their work to complete at home that night. If they do not complete their work they will be required to return to suspension the following day to do so.

From time to time an issue may arise that warrants an out of school suspension. This may happen for severe infractions or if it is determined that the students are unsafe to themselves or others. Occasionally, students that are in school suspension may have their suspension changed to out of school suspension if they refuse to follow the guidelines during the in school suspension. Parents will be contacted if this is the situation and asked to come to the school to pick up their child.

Students that were suspended during the school day may not attend afterschool activities on the day that they received their suspension.

SAFE SCHOOL ZONE LAW

RSA 193-D, Safe School Zones Under the Safe School Zones statute, a student may be suspended or expelled for acts of theft, destruction or violence occurring on school property, bus stops and routes regardless of the age of the student for,

- a. Homicide
- b. Assault (simple, first degree, second degree assault)
- c. Sexual Assault (felonious or aggravated felonious sexual assault)
- d. Criminal Mischief
- e. Unlawful Possession or Sale of a Firearm/Other Dangerous Weapon or Ammunition
- f. Arson
- g. Burglary
- h. Robbery
- i. Theft
- j. Illegal Sale or Possession of a Controlled Drug or Alcohol
- k. Criminal Threatening
- l. Any incendiary or explosive device

DRUG FREE SCHOOL ZONES – RSA 193-B

Chapter 193-B, Drug Free School Zones, makes it unlawful for any person to manufacture, sell, prescribe, administer, dispense, or possess with intent to sell,

dispense, or compound any controlled drug or its analog, within a drug-free school zone at any time of the year. Drug-free school zone means an area inclusive of any property used for school purposes, whether or not owned by the school, within 1,000 feet of school property, or within or immediately adjacent to school buses.

SCHOOL EQUIPMENT & FACILITIES

All students are expected to assume responsibility for the care of all school property. Students found writing on desks, lockers, walls, etc. will be required to clean or replace damaged property. Damage of a malicious nature and/or vandalism to any school property will be considered a very serious matter that will result in the student paying retribution to cover the expense of damages and may be turned over to the Milford Police department for further investigation.

It is the policy of the School Board that the Administration make every effort to identify the person or persons responsible for damage to school property and to require restitution for costs incurred by the District to repair/replace said property.

MEMORANDUM of UNDERSTANDING

The Memorandum of Understanding is a document that establishes a formalized working relationship between the Milford School District and Milford Police Department. We are committed to providing a safe and violence free educational setting.

Incidents that occur during the school day involving students may be reported to the Milford Police department if the situation or incident warrants that it is necessary to do so. Conversely, if a situation or incident occurs out in the community that may impact the normal operation of the school or cause a disturbance to the operation of the school or to students, the Milford Police department may inform the school of the incident or situation.

ATHLETIC ELIGIBILITY

Eligibility begins or ends with the distribution of the report card/progress report.

- A student, who is currently passing all classes on their previous trimester report card/progress report, is eligible to participate on any team until the distribution of the next progress report/report card. The student will remain eligible, as long as he/she is still passing all classes on the next report card/progress report .
- A student who is failing no more than one class on the previous trimester report card, may try-out and practice and is eligible to participate fully in all games/meets/matches as long as they are passing all classes on the Powerschool report from the day prior to their first game/meet/match through the first 3 weeks since start of the season. If after three weeks, a student is still failing any one class on their Powerschool report, they will be ineligible to participate in any manner until the distribution of the progress report.
- A student who is failing no more than one class on a school distributed report card which comes out during the sport season will be ineligible to participate in any game/meet/match for three weeks. If after three weeks, the student is passing all classes on their Powerschool report, they will be able to resume full participation as a member of that team. If after three weeks the student is still failing any class on their Powerschool report, they will be ineligible to participate in any manner until the distribution of the next progress report.
- A student who is failing any class on a school distributed progress report, will

not be allowed to participate in any game/meet/match, until all grades are brought up to passing, and documentation is provided to the administration. . If at the end of three weeks, the student is failing any class on their Powerschool report, they will be ineligible to participate in any manner until the distribution of the next report card.

- Participation on a fall sport is dependent on a student's prior 3rd Trimester grades with the exception of incoming 6th graders who are immediately academically eligible through distribution of the first progress report.
- Students who are academically ineligible to participate on the team for any part of the season, may receive a certificate of participation but not a letter or pin, as they did not complete the season.

Periodic reports will be issued to ensure students are maintaining passing grades. Coaches also review disciplinary issues involving student athletes. Additional information may be found in your child's Student Handbook.

Behavioral Guidelines for athletes: (Please review MMS Student Handbook for complete information regarding the behavioral expectations of our athletes)

The school's discipline code and academic regulations do supersede and are applicable in both athletic and non-athletic activities. Athletes are representatives of Milford Middle School and should act in an exemplary manner at all times.

1. An athlete who, in season, receives a Disciplinary Report, generated by the Administration for behavior, will serve a one game/meet suspension. Athletes who are suspended from school will not be allowed to participate in any manner for the duration of his/her suspension and will serve a one game/meet suspension for each day of the suspension. An athlete may be declared ineligible if they conduct themselves in a manner that, in the opinion of school authorities, would reflect unfavorably upon the school or other students.

SPORTS - PHYSICAL EXAMINATIONS

An athlete must have successfully passed a physical exam by a doctor at some point during his/her four years at Milford Middle School, and have this on file with the nurse's office before they are eligible to try out, practice, or participate on any team. Students who have had a physical from June 1st on during the summer preceding his/her entrance into middle school, are considered current throughout all their years at the middle school.

In case of significant illness or injury, school authorities may require more frequent examinations. Parental permission must be given prior to participation in each interscholastic sport.

STUDENT CLUBS AND ACTIVITIES

During the school year clubs and activities are available for students to join and participate. Listed below are some of these clubs and activities.

ACTIVITIES

Band/Chorus -courses
Student Advisory Council
Art Club
School Newspaper

CO-CURRICULAR SPORTS / CLUBS

Cheerleading
Basketball (boys & girls)
Baseball (boys)
Softball (girls)
Volleyball
Golf
Soccer (Boys)
Soccer (Girls)

Math Counts Team
Mock Trail
Destination Imagination
Drama Club
Jazz Band
Kaley Speaking/Kaley Writing
Pat's Peak Ski / Snowboarding
Recycling Club
Wellness / Fuel Up to Play 60 Club

Track & Field
Wrestling
Girl's Field Hockey
Boys Lacrosse Club

Basketball (Boys)
Basketball (Girls)
Girls Lacrosse Club
Cross Country

BUS INFORMATION

Bus routes for both Milford and Mason buses are listed on the Milford Middle School website. Students should be at their bus stop before the bus arrives. Bus drivers have set schedules to follow and cannot wait for late arrivals. Students are to stand a safe distance back from the road as the school bus approaches.

Rushing toward the bus before it comes to a complete stop is extremely dangerous. Any student who must cross the road to board or exit from the bus shall cross the street in front of the bus at the direction of the bus driver. Any misconduct at a bus stop will be reported to the proper authorities.

To insure the maximum level of safety for all bus students "SKIS" are not permitted to be taken onto the school bus. Small musical instruments are permitted. Some larger musical instruments are also permitted. If the instrument fits in the seat next to the student, it qualifies to be on the bus. Of critical importance to the bus company is that the instrument remain under the control of the student at all times. (Instruments on the bus will be at the discretion / decision of School Administration along with the bus company). Very large instruments which cannot fit on the seat will not be permitted.

REQUESTING BUS PASSES

The middle school office will issue bus passes if requested by a parent in writing, email or phoned into the main office (673-5221) prior to dismissal. Requests are for emergency situations only.

The Boys & Girls Club bus is Bus #9. The Boys & Girls Club gives out bus passes to students that attend that facility afterschool.

School bus transportation is intended to provide student transportation from home to school and from school to home. School bus transportation is not available to and from play dates, dentist appointments, piano lessons, etc. The District does not have the resources to provide this type of additional service.

Mason and Milford school districts are responsible for their individual buses and bus routes. Through an agreement between the two towns, students from each town are allowed to ride each other's buses.

BUS SAFETY RULES

The following is a list of rules which students should follow when riding the bus: observe classroom conduct, be courteous, use no profane language, do not eat or drink on the bus, co-operate with the driver, do not damage bus or equipment, remain seated, keep head, hands and feet inside bus, do not bring pets on the bus, do not bring flammable materials on the bus. The bus driver is authorized to assign seats.

Violation of the rules will result in the following:

First Offense: Warning to Student/Notice to Parent (possible suspension or assigning a seat on the bus)

Second or Subsequent Offense: Suspension of Student's Riding Privileges / Notice to Parents

Any suspension to continue beyond twenty (20) school days must be approved by the School Board. Any suspension shall not begin until the next school day following the day notification of suspension is sent to the pupil's parents or legal guardian. (RSA 189:9-a) The student is expected to attend school during a bus suspension. During the suspension, it is the parents' responsibility to make arrangements for transporting his/her child to school.

If a pupil has been denied the right to ride a school bus for disciplinary reasons, the parents, or guardians of that pupil have the right to appeal within ten (10) days of suspension to the authority that suspended this pupil's right (RSA 189:9-a).

STUDENT SERVICES

The School Counselors are available to assist students in a variety of ways. Students who experience difficulty at school, especially with conflicts or issues with peers should seek the assistance of the guidance counselors to work through those problems in a pro-active way. Resolving issues with peers in a positive manner should be the first step in addressing an issue and will assist students in learning conflict resolution.

School Counselors will also address challenges faced by today's youth, intervene in crisis situations and explore career education. Should any student have a concern with which a counselor could assist, the student may schedule an appointment with Student Services.

STUDENT ASSISTANCE TEAM

The SAT Team has been designated to function as a problem-solving unit within our school. The team usually meets weekly to discuss student academic/social difficulties. Diagnosis of the problem follows with possible problem-solving alternatives recommended. Follow-up is conducted to determine the success of the Team's recommended solution to the problem.

INSURANCE PLAN

A student insurance plan is made available at the beginning of the year to all students enrolled in the Milford School District. Although the school provides the opportunity for students to purchase the insurance, the plan is handled by an agency and all questions or problems are referred to the agent. In case of injury or accident, the parent and student are responsible for having the necessary papers signed by the doctor. The school will complete an accident form and an insurance form will be completed, signed and given to the student. The matter of hospital bills or doctor bills has no connection with the school. This is the responsibility of the student, his/her parents, and the insurance agency.

SCHOOL NURSE / HEALTH SERVICES

The Milford Middle School has a full-time nurse on duty. The nurse provides first aid and basic medical assistance as well as dispensing medicines for students

who may be injured or ill. Parents must inform the nurse of any special medical problems that may affect the child during school hours and should notify the office/nurse of any changes in telephone number and address.

Please see the Medication Policy found in this handbook for further information regarding medications during school hours.

LAST DAY OF SCHOOL / 8TH GRADE AWARDS & CELEBRATIONS

The last day of school for students is determined through the School District calendar which is approved by the Milford School Board. The last scheduled day of school for students is tentative and is dependent on snow days and/or emergency days added / subtracted throughout the school year by the Superintendent of Schools.

The 8th Grade Awards Ceremony and Celebrations are always held the day and night prior to the last scheduled student day. We take into account what is best for the entire student body and school community so the consistency of when these events are planned assists parents with the possible changing of the tentative last day of school due to outside circumstances. Parents can expect and plan that the 8th Grade Award Ceremony and Celebrations will always be held as described above to assist them in making appropriate arrangements.

The school will not make changes to the planned anticipated date of the 8th Grade Ceremony and Celebration as described above due to vacations, dance recitals, sport events, etc. School events, such as high school graduation and awards assemblies take precedent over outside activities and are scheduled with the entire school community in mind.

If a student cannot make the 8th Grade Award Ceremony and Celebrations please contact the main office and arrangements will be made to ensure that the student receives their completion certificate and any awards they may have earned.

STUDENT TRANSPORTATION TO/FROM SCHOOL SPONSORED EVENTS, FIELD TRIPS AND ATHLETIC ACTIVITIES.

Students attending school events, athletic events and/or field trips sponsored by the school which require students to be transported to and from the event/ field trip shall be required to take the same mode of transportation home from the event.

Parents may drive their own children home after a field trip, school sponsored event or athletic event, however if they wish to transport children other than their own, the Milford School District's policy #2315 regarding Student Transportation Management must be followed. A number of requirements must be met in order to receive prior written authorization from the Superintendent/designee. The requirements include but are not limited to; proof of valid insurance, valid vehicle inspection, valid operator's license, valid vehicle registration, a criminal record check, and written permission from the parent/guardian of each child being transported.

Requests for written prior authorization must be made to the Superintendent/designee at least a week prior to the day of the event, field trip, or athletic event to allow for processing of the required information. Requests made the day of an event cannot be honored unless in the case of an emergency. Parents that provide transportation for children other than their own without written prior authorization of the Superintendent/designee, do so at their own risk, expense and liability.

AIR QUALITY – ANTI-IDLING IN FRONT OF BUILDINGS

Cars and vehicles outside of the school must be off and not idling when parked or standing in the school zone as cited in RSA 200:48, Air Quality in Schools. This is to help ensure that quality of air inside the school.

MILFORD SCHOOL DISTRICT POLICIES

The policies listed below are important to students enrolled in the Milford School District and Milford Middle School and to their parents. Parents are asked to read through the policies and contact If you would like to see the complete Milford School District Policy Manual it is available on line at milfordk12.org and a copy is available at every school and the SAU Office located at the rear of Milford High School.

NON-DISCRIMINATION POLICY #2401

The Milford School District shall not discriminate in any of its educational programs, activities, or employment practices on the basis of age, race, creed, color, religion, national or ethnic origin, gender, marital status, sexual orientation, physical or mental disability, or economic status. Further, it shall affirm equal opportunity in all of its educational programs, activities, and employment practices.

The District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

This policy of non-discrimination is applicable to all persons employed or served by the District. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the grievance procedure.

This policy is in compliance with the provisions of Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Individuals with Disabilities Education Act (IDEA of 2008), The Civil Rights Restoration Act of 1991, and the Americans with Disabilities Act of 1991, and the laws of New Hampshire pertaining to non-discrimination.

Any person having inquiries concerning the Milford School District's compliance with the regulations which implement these laws may contact the District's Gender/Title IX Coordinator, the Special Education Director, English for Speakers of Other Languages (ESOL) Coordinator, or the Superintendent of Schools. Revised: 10/2014

ACCEPTABLE COMPUTER, NETWORK AND INTERNET USE POLICY #2295

The Milford School District provides students and staff access to various technologies and the internet to use for teaching, learning or other school district business. The opportunity to use the network goes "hand in hand" with the responsibility to use computers and the internet properly. Access is a privilege, not a right, and that access requires responsibility. Safe and responsible use of the internet and the devices that connect to it is a priority of the Milford School District.

For purposes of this policy, "user" means any person authorized to access personal or School District computer systems and wired or wireless networks including, but not limited to, the Internet. Users are expected to demonstrate ethical behavior that is of the highest order when using technologies and when accessing the internet for teaching, learning and other school district business. Users are also

expected to follow all guidelines stated in this policy as well as any additional guidance provided verbally or in writing by IT staff, teachers or administration.

Use of the Internet

Resources available on the internet vary in quality and appropriateness for school purposes; therefore, it is important that all users make sure that internet materials and information are school appropriate. Unlike other teaching and learning materials, the very nature of the internet may not allow for the same formal selection processes for internet resources as for textbooks and library resources, so the responsibility for appropriateness rests with users.

The use of the internet by students is for research and other educational purposes as assigned by a teacher or related to school curriculum and activities. Within the guidelines of the Children's Internet Protection Act (CIPA), freedom of speech and access to information will be honored.

Activities not permitted include, but are not limited to:

1. Sending or displaying offensive messages or pictures
2. Using obscene or offensive language
3. Harassing, insulting, or attacking others online or any other behavior that can be considered bullying
4. Damaging or disabling computers, computer systems or computer networks or bypassing or compromising the function of the internet content filtering systems
5. Violating copyright laws
6. Using others' passwords, name or accounts
7. Trespassing in others' folders, work or files
8. Engaging in illegal activities
9. Hacking of any kind
10. Soliciting or proselytizing for commercial ventures, political or religious causes, outside organizations or other non-School business related purposes
11. Loading or downloading non-approved software applications like screensavers, games, graphics/multimedia utilities, etc. onto school computers
12. Loading, downloading or accessing any content prohibited in an educational setting as determined by the Superintendent/designee.

Internet Safety

The Children's internet Protection Act (CIPA) and the Protecting Children in the 21st Century Act mandate specific strategies to foster safe and responsible use of technologies and to prevent adverse computer and internet use by school-age children. The District will allow students and staff to access instructional resources and information from the internet using District technologies and networks while protecting them from cybercrime and information inappropriate for minors. It will take the following steps to promote safe and appropriate online behavior:

1. **Internet Policy agreement:** This internet policy will be provided in staff and student/parent handbooks. Users will be required to agree to adhere to the policy with a signature on an annual acknowledgement form and each time they sign onto the network by accepting the electronic acceptable use reminder.
2. **Content filtering:** The District will use a content filtering package prescribed by and compliant with CIPA to block obscenity, pornography and other sites deemed harmful to minors. While the District will make every effort to choose and use appropriate filtering software, it recognizes that filtering is not 100% effective and cannot guarantee that all objectionable material will be blocked.

The District also recognizes that the filter may block legitimate material that the student may be able to access outside of school

3. Supervision and monitoring: Teachers and staff will monitor, within reason, the use of computers, other technologies and the internet. During school, teachers will guide students toward appropriate materials. Administrators, or their designees, may review files and communications (including electronic mail) without notice to ensure that users are using the system responsibly. Users should not have the expectation that District-managed files and information are private.

Search of Social Media Accounts

School personnel are permitted to investigate alleged misconduct based on activity associated with a student's social media account. During the investigation into a student's alleged misconduct, school officials may request that a student VOLUNTARILY share a printed copy of specific communication from the student's social media account that is relevant to the ongoing investigation.

School personnel shall not

- Require or request a student or a prospective student to disclose or to provide access to personal social media accounts through the student's user name, password or other means of authentication that provides access.
- Require or request a student or a prospective student to access a personal social media account in the presence of a school employee in a manner that allows the employee to observe the social media account
- Compel a student to add anyone to the list of contacts associated with his or her social media account
- Require, request, suggest, or cause a student to change the privacy settings associated with a personal social media account
- Take action or threaten to take action against a student for refusing to disclose information related to social media accounts.

Instruction

The District will develop and implement Information and Technology Literacy curriculum and instruction that promotes safe and appropriate online behavior, including interacting with others through social networking websites, chat rooms and other forms of messaging, and cyberbullying awareness and response.

Policy Violations

Any actions that might harm computer equipment, software, data, another user, or the internet, or that show disregard for the proper procedures set up for network access will not be tolerated. Violations of this policy may result in restrictions or suspension of the user's technology use or network privileges, disciplinary action, and/or legal action in accordance with the law, Board policy and administrative regulations. Further, any users of the School District's computer systems or networks who intentionally violate the District's policy and who intentionally damage the computer systems or network or misuse the internet shall assume legal and financial liability for such damage.

Approved: 9/1996 Revised: 5/2000, 1/2002, 5/2002, 6/2010, 2/2012, 1/2016, 5/2016

Reference: Child Internet Protection Act, 2000.

Protecting Children in the 21st Century Act., Milford School District Policy # 2296, Copyright Compliance Policy, Milford School District Policy # 5009, Pupil Safety and Violence Prevention – Bullying. RSA 189:70

PUPIL SAFETY AND VIOLENCE PREVENTION (BULLYING) POLICY 5009

I. Definitions of Bullying:

1. **Bullying.** Bullying is defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:
 - (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.

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

2. **Cyberbullying.** Cyberbullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying. Electronic devices include, but are not limited to telephones; cellular phones; computers; and pagers that are able to transmit instant messages, text messages, and websites.

II. Statement Prohibiting Bullying or Cyberbullying of a Pupil:

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

The District reserves the right to address bullying and, if necessary, impose discipline for bullying that:

1. Occurs on, or is delivered to, school property, school busses, 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.

III. Statement of False Accusations and/or Prohibiting Retaliation:

False Accusations:

A student found to have wrongfully and intentionally accused another of bullying shall be subject to disciplinary consequences and/or interventions designed to address the behavior.

A school employee found to have wrongfully and intentionally accused a student of bullying shall be subject to discipline or other consequences to be determined in accordance with applicable law, District policies, procedures and collective bargaining agreements.

Reprisal or Retaliation:

The District shall discipline and take appropriate action against any student, volunteer, or employee who retaliates against any person who makes a good faith report of alleged bullying or against any person who participates in a proceeding relating to such bullying. The District shall take appropriate action for any individual who engages in reprisal and/or retaliation in accordance with applicable law, Board policy, and applicable collective bargaining agreements. Students who engage in this act may be subject to discipline up to and including expulsion. Employees who engage in this act may be subject to discipline up to and including termination of employment. Volunteers may be subject to exclusion from school grounds.

Process To Protect Pupils From Retaliation:

If the alleged victim or any witness expresses to the Principal/designee or other staff member that he/she believes he/she may be retaliated against, the Principal/designee shall develop a process or plan to protect that student from possible retaliation. Such plans may include warnings, rearranging of class schedules, and eliminating privileges, and other similar strategies.

IV. Protection of all Pupils:

This policy shall apply to all pupils and school-aged persons on school district grounds and participating in school district functions, regardless of whether or not such pupil or school-aged person is a student within the District.

V. Disciplinary/Intervention Consequences for Violations of This Policy:

The District reserves the right to impose disciplinary measures or interventions against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying.

VI. Distribution and Notice of This Policy:

Staff and Regular Volunteers:

All staff and contracted school bus drivers shall be provided with a copy of this policy annually through staff handbooks. The Superintendent shall ensure that all school employees and regular volunteers receive annual training on bullying and related District policies.

Students and Parents:

All students and parents shall be provided with a copy of this policy annually through student/parent handbooks.

Students shall participate in education programs which describe expectations for student behavior and emphasize an understanding of harassment, intimidation, and bullying of students, the District's prohibition of such conduct, and the reasons why the conduct is unacceptable. Students shall also be informed of the consequences of bullying conduct toward their peers.

The District shall also provide educational programs for parents and guardians for the purpose of preventing, identifying, responding to, and reporting incidents of bullying.

VII. Procedure for Reporting Bullying:

The Principal/designee shall be responsible for receiving complaints of alleged violations of this policy.

Student, Parent, Volunteer, and Visitor Reporting:

1. Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the Principal/designee. If the student is more comfortable reporting the alleged act to a person other than the Principal/designee, the student may tell any school district employee or volunteer about the alleged bullying.
2. Although students, parents, volunteers and visitors may report anonymously, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.
3. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

Staff Reporting:

1. An important duty of the staff is to report acts or behavior that they witness that appears to constitute bullying. 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/designee as soon as possible, but no later than the end of that school day.
2. All District employees and volunteers shall encourage students to tell them about acts that may constitute bullying. For young students, staff members may provide direct assistance to the student.
3. Upon receipt of a report of bullying, the Principal/designee shall commence an investigation consistent with the provisions of Section XI of this policy.

VIII. Procedure for Internal Reporting Requirements:

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. Upon completion of such forms, the Principal or designee shall retain a copy for himself and shall forward one copy to the Superintendent. The Superintendent shall maintain said forms in a safe and secure location. The District shall annually report substantiated incidents of bullying and cyberbullying to the NH Department of Education.

IX. Notifying Parents/Guardians of Alleged Bullying:

The Principal/designee shall report to the parents/guardians of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Such notification may be made by telephone, 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 student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

X. Waiver of Notification Requirement:

The Superintendent may, within a 48 hour time period, grant the Principal/designee a waiver from the requirement that the parents/guardians of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be

granted if the Superintendent deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

XI. Investigation Procedures:

1. Upon receipt of a report of bullying, the Principal/designee shall, within 5 school days, initiate an investigation into the alleged act. If the Principal/designee is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another District employee to conduct the investigation.
2. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, separately and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.
3. If the alleged bullying was in whole or in part cyberbullying, the Principal/designee may ask students and/or parents to provide the District with printed copies of e-mails, text messages, website pages, or other similar electronic communications. The District will conform to its policy number 5011, Searches of Students, Student's Property and School Owned Property.
4. A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
5. Factors the Principal/designee or other investigator may consider during the course of the investigation include, but are not limited to:
 - Description of incident, including the nature of the behavior;
 - How often the conduct occurred;
 - Whether there were past incidents or past continuing patterns of behavior;
 - The characteristics of parties involved, (name, grade, age, etc.);
 - The identity and number of individuals who participated in bullying behavior;
 - Where the alleged incident(s) occurred;
 - Whether the conduct adversely affected the student's education or educational environment;
 - Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
 - The date, time and method in which parents or legal guardians of all parties involved were contacted.
6. The Principal/designee shall complete the investigation within 10 school days of receiving the initial report. If the Principal/designee needs more than 10 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the Principal/designee shall notify in writing all parties involved of the granting of the extension.
7. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include recommended remedial steps necessary to stop the bullying and a written final report to the Principal/designee.

XII. Response to Remediate Substantiated Instances of Bullying:

Students and/or staff members facing discipline shall be afforded all due process required by law. Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or retaliation may range from interventions up to and including expulsion of students and dismissal from employment for staff members.

Consequences for a student who commits an act of bullying or retaliation shall be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

XIII. Reporting of Substantiated Incidents to the Superintendent:

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

XIV. Communication with Parents upon Completion of Investigation:

1. Within two school days of completing an investigation, the Principal/designee shall notify the students involved in person of the results of the investigation.
2. Within two school days, the Principal/designee shall notify by telephone the parents/guardians of the alleged victim and alleged perpetrator of the results of the investigation. Such notification shall be followed in writing within five school days.
3. In accordance with the Family Educational Rights and Privacy Act and other law concerning student privacy, the District will not disclose educational records of students including the discipline and remedial action assigned to those students and the parents of other students involved in a bullying incident.

XV. Use of Video and/or Audio Recordings in Student Disciplinary Matters:

In accordance with RSA 570-A, Wiretapping and Eavesdropping, Section 570-A:2, and with Milford School Board Policy 2315, Student Transportation Management, Section 3, the District reserves the right to use such audio and/or video recordings on District property, including school buses, to ensure the safety and welfare of all, and to be used when applicable, as part of student discipline proceedings.

XVI. School Officials:

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

Reference: RSA 193-F, RSA 570-A

Public Hearing relative to RSA 570-A:2, Video and Audio Recording on School Buses was held on November 1, 2010.

Adopted: 06/2001

Revised: 11/2008, 11/2010

ATTENDANCE ABSENTEEISM AND TRUANCY POLICY 3515

School-aged children enrolled in the District must attend school in accordance with all applicable state laws and Board policies

Absences Defined:

The School Board recognizes that absences from school may be necessary under certain circumstances. The Board recognizes two general types of absences; excused and unexcused. School officials determine whether a student's absences are excused or unexcused.

In general, the following are considered excused absences:

1. Absences due to illness, medical/dental appointments, or family emergencies.
2. Absences related to bereavement.
3. Religious reasons.
4. Waivers approved by the Superintendent under RSA 193:1, I
5. Other good cause as deemed acceptable by the Principal/designee.

In the event of a student's absence due to illness, bereavement, or religious observance, parents must contact the school and inform the school of the student's reason for absence. The Principal/designee may require parents/guardians to provide additional written documentation in support of their notice.

If parents/guardians wish for their child to be absent for reasons other than those listed above, the parent/guardian must provide a written explanation of the reason for the absence and the length of time the student will be absent. The Principal/designee shall make a determination as to whether the request meets good cause. Should the Principal/designee not authorize the request, the parents/guardians may appeal to the Superintendent.

Truancy:

- Truancy is an unexcused absence as determined by the School Principal/designee.
- Ten half days of unexcused absence during a school year constitute habitual truancy.
- Half day absences shall be defined as a student missing more than two hours of school time but less than three and one half hours of school time.
- Full day absences shall be defined as missing more than three and one half hours of school time.
- The Principal/designee is responsible for managing truancy within the school building.

Intervention Process:

1. When a student has accumulated six half-days of unexcused absences, the Principal/designee shall contact the parent/guardian to discuss the reasons for non-attendance.
2. When a student has accumulated eight half-days of unexcused absence, the Principal/designee shall contact the parent/guardian and request a meeting to discuss the matter and to develop an intervention plan to prevent further unexcused absences. The intervention plan may include an investigation

into the causes of the truancy and strategies to prevent further truancy. The Principal/designee shall provide to the parent/guardian copies of RSA 193:1 and consequences should the student reach ten unexcused half-days. The Principal/designee shall also provide notice to the truant officer of the possibility of habitual truancy and may include the officer at the meeting with the parent. The Principal/designee will also consider whether the school record keeping practices and notification to parents or guardians of the child's absences have an effect on the child's attendance.

3. When a student has accumulated ten half-days, a truancy report shall be formally filed with the truant officer and the Principal/designee may report the situation to the New Hampshire Division of Child, Youth, and Family Services (DCYF). Parents/guardians shall be notified by certified mail.

Parental Notification:

The Principal shall ensure that parents and guardians are notified of this policy by including it annually in the school's student/parent handbook.

References:

HB 154
RSA 189:34, II
RSA 189:35-a

Adopted: 2/1973

Revised: 5/1975, 8/2001, 11/2010, 1/2014

SEXUAL HARASSMENT POLICY 2403

PREAMBLE

The Milford School District seeks to create and provide an educational environment which promotes an atmosphere of mutual respect. Such an environment must be free of sexual harassment.

Sexual harassment of any employee or student, by any other employee or student, or by any other person with whom an employee or student may interact to fulfill employment of school responsibilities, is prohibited by State and Federal law and will not be tolerated by the Milford School District.

SEXUAL HARASSMENT

Federal and State law prohibit sexual harassment. Sexual harassment includes unwelcomed sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct of a sexual nature when:

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

CHILD ABUSE POLICY 5090

It is the policy of the Milford School District that any teacher or other school employee who suspects that a child's physical or mental welfare may be adversely affected by abuse or neglect shall report to the Division of Children and Youth Services and give the following information:

1. Name, address, age, and sex of student
2. Name and address of parent or caretaker
3. Name and address of the person allegedly responsible for abuse and neglect, if known
4. The name of siblings who may be in danger, if known
5. The nature and extent of injuries or description of neglect

It is not the responsibility of the school employee to prove that the child has been abused or neglected or to determine whether the child is in need of protection.

An abused child is a child under the age of eighteen (18) who has been sexually molested or exploited, been psychologically injured so that said child exhibits symptoms of emotional problems generally recognized to result from consistent maltreatment or neglect, or been physically injured by other than accidental means.

Neglect means the failure to provide necessary food, care, clothing, shelter, or medical attention for a child's physical, mental, and emotional health.

School personnel, who in good faith make a report of suspected child abuse or neglect, have immunity for any liabilities, civil or criminal. The good faith of the reporter is presumed.

The Division of Children and Youth Services Bureau of Child and Family Services is the State agency mandated to receive and investigate reports of suspected child abuse to determine whether or not abuse is occurring. This responsibility DOES NOT lie with the school.

All citizens of New Hampshire are mandated to make an oral report of any suspected child abuse immediately to the Bureau of Child and Family Services, New Hampshire Division for Children and Youth Services, a branch of the Department of Health and Human Services. School personnel are specifically identified as mandated reporters.

Such an oral report is to be followed within forty eight (48) hours by a written report, if requested, to the Bureau.

Schools must allow trained Bureau caseworkers and law enforcement personnel to enter school facilities, interview students, and audio or video tape the interview without the consent or notification of the parent or parents of a child if there is suspicion that the child has been abused or neglected.

Schools must allow the investigating caseworker from the Bureau to take, or cause to be taken, photographs and/or x-rays of children's injuries who are subjects of a child abuse report. Such photographs or x-rays may be taken without the consent of the child's parents or guardians.

The Bureau may request and shall receive any assistance and information from schools that will enable it to fulfill its obligations to complete an investigation into alleged child abuse.

Persons willfully failing to report are guilty of a misdemeanor which, under New Hampshire law, can mean a sentence of up to a year in jail and a \$1,000 fine.

Under State "right to know" laws, parents maintain the right of access to information compiled in their child's school records. However, it is also the school's

right to withhold certain information which identified either the person who made the report or those who cooperated in a subsequent investigation, if the school believes the release of this information would be detrimental to the safety and interest of the reporting person.

PROMOTION AND RETENTION POLICY 3520

The Milford School District recognizes that children learn at different rates and through varying styles. The District is committed to supporting the academic success of each student through personalized learning strategies. In general, most students demonstrate progress toward grade level standards that results in their promotion to the next grade level. While research does not generally support retention as a long-term beneficial practice for children, on rare occasions, it may be best for some students to repeat a grade level.

Before considering a student for retention, it is important that school personnel and parents have met to discuss the student's academic progress and that collaborative efforts to produce a successful school year for the student have been attempted. The decision to recommend the retention of a student in a grade level shall be carefully deliberated by school administration, teachers, and parents.

Factors that influence the decision for retention include the child's chronological age, physical size, academic, social, and emotional growth, and attendance. A review of the student's personalized learning profile and cumulative file, an analysis of standardized learning assessments, and examination of appropriate teaching and learning strategies for the next school year shall provide information necessary to make the best placement decision for the student. Under no circumstances shall retention be considered for punitive reasons.

Each School Principal shall develop specific building-level procedures for retention decision-making that ensure that parents, except in unusual situations, are given adequate notification and input into the process no later than January 31st. Principals shall develop procedures that will study the reasons for a student's lack of progress and that will support personalized efforts to attempt to enable the student's success. Advancement from one grade to the next at the high school level shall be determined by earned credits.

As per the New Hampshire Department of Education's Administrative Rules, final decisions of child placement shall rest with the Superintendent of Schools.

SEARCHES OF STUDENTS, STUDENTS' PROPERTY & SCHOOL OWNED PROPERTY POLICY 5011

I. **Searches of Students and Students' Property:** A student is subject to search by District staff if reasonable grounds exist to suspect that evidence of a violation of the law or school rules will be uncovered. Except for emergency or unique situations, searches will be conducted by school administrators.

A. **Establishing Reasonable Grounds:** The following review of the basis for search should occur before conducting a search:

- 1 Identify a) the student's suspicious conduct, behavior, or activity; b) the source of the information; and c) the reliability of the source of the information;

- 2 If suspicion could be confirmed, would such conduct be a violation of the law or school rules?

B. Conducting Searches of Individuals: If the principal/designee determines that reasonable grounds exist to search a student's clothing, personal effects, desk, locker, assigned storage area or automobile, a search may be conducted. All searches will be conducted in as private a manner as possible by authorized school officials, and when appropriate in the presence of the accused students. All searches will be conducted by at least two school officials, one of which must be the same sex as the person to be searched.

1. School officials may search a student by asking the student to remove all items from his/her pocket(s), handbag, backpack, gym bag, and the like.
2. A pat-down search of a person may be conducted by a school official of the same sex on the basis of reasonable suspicion that such person may be in possession of contraband.
3. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search.
4. If a student refuses to cooperate in a search, the student will be detained until the student's parents or guardians consent to a search. If the parent or guardian cannot be reached in a reasonable time, or if the parent/guardian refuses consent, the principal may contact the police department for assistance with the search.
5. Students will not be physically detained unless school officials deem them to be a danger to themselves or others.
6. If school officials suspect that a search or investigation will result in a serious criminal offense, then the school official will contact the police department for assistance.

II. Locker and Other School Property Searches.

- A. Lockers, desks, and storage areas are the property of the school district, not the student. The users of lockers, desks, and other storage and compartment areas have no reasonable expectation of privacy from school employees as to the contents of those areas. Such areas may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain anything that should not be at school. When assigned a locker, desk, or storage area, a student shall be responsible for its proper care.
- B. Administrative inspections may be conducted at any time for the purpose of locating misplaced library books, textbooks or other school property or to

ensure that all lockers, desks, or storage areas are being kept clean and free from potential health or safety hazards.

- C. School staff shall report a student's suspicious activity to the principal prior to initiating a search, except in emergency situations when the risk of harm to students or staff demands immediate action.
- D. During a search of student lockers, desks, etc., if the school official conducting the search discovers any container within the locker which may conceal contraband, the container may be searched according to the District's procedure governing searches of students and their property. A "container" for the purpose of this policy may include, but is not limited to, an article of clothing, a handbag, backpack, gym bag, or any other item within which contraband material may be concealed.
- E. The District may determine reasonable grounds for a search by using appropriately placed cameras that are duly noted to the public, metal detectors, and by the use of trained canines in cooperation with appropriate law enforcement agencies.

III. Search of Student Vehicles on School Property. Students recognize that parking their vehicles on school property is a privilege and not a right. As part of this privilege, school officials may search a student's vehicle while parked on school property if the official has reasonable suspicion that a violation of school rules or the law exists. Students consent to having their vehicles searched by parking in school parking lots.

In situations when student's vehicles are parked on public property and school officials have reasonable suspicion that a violation of law exists, those officials will notify law enforcement authorities.

IV. Search of Social Media Accounts School personnel are permitted to investigate alleged misconduct based on activity associated with a student's social media account. During the investigation into a student's alleged misconduct, school officials may request that a student VOLUNTARILY share a printed copy of specific communication from the student's social media account that is relevant to the ongoing investigation.

School personnel shall not:

- Require or request a student or a prospective student to disclose or to provide access to personal social media accounts through the student's user name, password or other means of authentication that provides access.
- Require or request a student or a prospective student to access a personal social media account in the presence of a school employee in a manner that allows the employee to observe the social media account
- Compel a student to add anyone to the list of contacts associated with his or her social media account
- Require, request, suggest, or cause a student to change the privacy settings associated with a personal social media account

- Take action or threaten to take action against a student for refusing to disclose information related to social media accounts.

Reference: Chapter Law 270 Adopted: 11/2007 Revised: 11/2008, 1/2016

STUDENT RECORDS AND ACCESS POLICY 5020

The Superintendent shall develop such procedures as are necessary to comply with the Federal Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), and other applicable statutes governing student records.

The Principal of each school will be the custodian of all student records for that school. Students and parents will have access to their school records. The school will notify parents and adult students annually of the following:

1. The type of records kept.
2. The procedure for inspecting and copying records.
3. The right for interpretation.
4. The right to challenge data thought to be erroneous, the procedures for correcting or expunging erroneous data or inserting a rebuttal statement.
5. The right to file a complaint with the Family Policy Compliance Office in the United States Department of Education concerning alleged failures to comply with the requirements of FERPA.

Additionally, the district will notify parents annually of the district's policy on the collection or use of personal information collected from students for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose, including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure or use.

The education records or school records include all materials directly related to a student that a school maintains. Records and notes maintained by a teacher, administrator, school physician, therapist, or school psychologist for his/her own use, and which are not available to others are exempt from this definition.

The school will require a prior written consent before information other than directory information may be divulged to third parties. An exception to this rule exists for school district employees who have legitimate interests in viewing the records, as well as officials in other schools, which the student seeks to enroll. A school district in which a student is enrolled or is in the process of enrolling in may request the student's education records from any district in which the student was formally enrolled to ascertain safety issues in incoming students and ensure full disclosure. The records, including the student's disciplinary records, will be forwarded to the requesting district within three (3) business days. Disciplinary records shall include but not be limited to all information that relates to a student assaulting, carrying weapons, possessing illegal drugs, including alcohol, and any incident that poses a potential dangerous threat to students or school personnel. Disciplinary records shall ensure appropriate confidentiality of all individuals.

When the schools transfer records to new educational institutions, the schools must notify parents of the transfer and of their right to review and contest the material. An exception exists for material under court order. Parents must be notified of such order prior to release. The district may disclose, without the consent or knowledge of the eligible student or parent, personally identifiable information in the educational records of a student to the Attorney General of the United States or his/her designee in response to an ex parte order in the connection with the investigation or prosecution of terrorism crimes. The district is not required to record

such disclosure of information and is protected from liability for disclosing such information in good faith.

Requests for Student Records From the School Board.

Requests for access to student records must come from the Board Chair and must have been voted upon by the entire Board. Requests from individual board members to view student records will be denied. Such requests should be in writing. Any request from the Board to view or access student records must state and include a legitimate educational interest. "Legitimate educational interest" refers to any authorized interest or activity undertaken in the name of the school district. Board access to student records must be necessary or appropriate to the operation of the school district or to the proper performance of the educational mission of the Board.

Requests to Inspect and Review Education Records:

The parent or eligible student has the right to review and inspect their student's records within 14 days after making the request to the school.

Requests to Amend Student Records:

A parent or eligible student has the right to request an amendment of a student's educational records that are believed to be inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

Disclosure of Student Personally Identifiable Data:

Written consent shall be required from the parent or eligible student before the school discloses student personally identifiable data from the student's education records.

Military Recruiters/Institutions of Higher Learning.

Military recruiters or institutions of higher learning shall have access to approved directory information, unless a secondary student or the parent of the student requests that such information not be released without prior written parental consent. The district shall notify parents of the option to make such a request and shall comply with any requests received. The school administrator may make the determination of when the recruitment meetings are to take place and reserves the right to deny such meeting where the holding of such meeting will materially and substantially interfere with the proper and orderly operation of the school.

Legal References: RSA 91-A:5, Access to Public Records

Public Law 90-247, Family Educational Right to Privacy Act of 1974

Public Law 104-191, Health Insurance Portability and Accountability Act of 1996

No Child Left Behind Act, §9528

Chapter Law 136

Adopted: 3/1976 Revised: 12/2008, 1/2016

NOTIFICATION OF DISCLOSURE OF DIRECTORY INFORMATION POLICY 5025

In accordance with the Family Educational Rights and Privacy Act (FERPA), directory information is defined as follows: a student's name, address, telephone number, date of birth, and grade level; a student's parent's and/or guardians' names and address; a student's participation in school activities; a student's diploma, certificate, and awards; the height and weight of members of athletic teams.

The Milford School District will comply with all state and federal laws regarding the disclosure of student information as described in Policy 5020. Specifically, this information will be released to organizations that will not profit from it and/or will bring value to our students. This includes such organizations as the Parent-Teacher Organizations and school Booster Clubs. Directory information will also be released, unless parents/guardians notify the school otherwise, to newspapers and media, school yearbooks and school newspapers, activity programs, and the District or school's website. Parents will have the opportunity at the beginning of the school year to notify the schools of their desire not to have directory information released.

No directory information shall be released to individuals, organizations, and companies for the purpose of commercial profit. Revised 3/2009

STUDENT RECORDS POLICY 5030

Complete and accurate records of student's attendance and scholarship shall be permanently maintained by the District in paper copy in fire resistant files, vaults, or safes, and/or stored electronically. A schedule for the retention and disposition of original records and information shall be established. Access to all students' records and information shall be governed by written procedures designed to protect individual rights and to preserve the confidential nature of various types of records.

Examples of records to be maintained include:

1. Birth Certificate: A birth certificate or other legal evidence of birth is required of all children not previously enrolled in the public schools.
2. Record from previous school: Pupils entering from other schools should present evidence of attendance, grade placement, and academic achievement in the previous school.
3. Attendance Records: Daily attendance records are kept in the register provided.
4. Individual Pupil File: Individual files for each pupil are maintained and are kept confidential.
5. Withdrawal or Transfer Records: Withdrawal or transfer of any pupil is recorded in the register.

All other information contained in students' records shall be considered confidential and shall be released only to parents and students eighteen years of age or older. Data may also be released to authorized individuals, organizations and agencies provided the data is collected in a way that prevents the disclosure of personally identifiable information.

The rights of parents and students who are eighteen years of age or older regarding access to student records are defined in the Family Educational Rights and Privacy Act (FERPA). Revised 3/2009

PHYSICAL EDUCATION POLICY 3525

The School Board shall provide a comprehensive Physical Education and Health Education program for students. It is expected that all students will participate in Physical Education and Health Education classes that are required by the District. Such classes shall reflect the standards in accordance with the New Hampshire School Administrative Rules.

Students may be excused from participation in Physical Education classes upon receipt of a notice from a licensed physician. Temporary excuses from physical

education participation may be granted by the principal/designee on a daily basis. The Principal may require a written request from the parents/guardians.

Parents/guardians who do not want their child to participate in particular Physical Education or Health Education classes for religious reasons are allowed to have their child opt out of such instruction upon written request to the principal. Alternate assignments will be provided to the student.

Adopted: 2/1973 Revised: 6/1975, 9/2001, 1/2008, 9/2010

HOMEWORK POLICY 3555

The term homework refers to an assignment from a teacher to students that is a logical extension of classroom curricula and is designed to be completed outside of class time. Homework can include a variety of learning activities such as research, lesson application, practice, and enrichment.

In general:

1. Assignment expectations shall be clearly presented, so as to be understood by students.
2. Assignments shall be meaningful and purposeful.
3. Time requirements for daily homework assignments shall be consistent and appropriate to the age and abilities of the students.
4. Daily homework shall not require students to have to access materials not readily available in most homes, school libraries, or public libraries.
5. Homework completion expectations shall be reasonable and teachers shall ensure reasonable make-up procedures for legitimate personal circumstances of students.
6. Teachers shall ensure an appropriate value of homework in relation to the grading system.
7. Homework shall not be assigned for disciplinary purposes.

Detailed homework guidelines may be developed at the building levels in order to further address particular abilities and needs of students at each level. The Building Principal shall ensure that homework guidelines shall be clearly communicated to parents. Adopted: 12/2006

SCHOOL HEALTH SERVICES POLICY 4002

The objectives of the Health Service is to give leadership and guidance to the development and maintenance of an adequate health program.

The school nurses carry out a wide variety of activities not only in their responsibilities as nurses, but also in their professional relations with the teachers and administrators in the educational field. They contribute directly to the public understanding of educational as well as health needs. They work closely with the medical profession. They have a duty to cooperate with the programs of local, state, and federal agencies in the fields of health, education, and welfare.

The school nurse shall act as a specialist in all matters pertaining to the physical health of the pupils and school staff of the buildings to which she/he has been assigned. Her/his responsibility shall be advisory rather than diagnostic. All treatment given by her/him shall be in the form of first aid or temporary relief. The responsibility for further treatment will rest with the child's parent/guardian or with the individual staff member requiring attention.

The following screening tests may be administered by the nurses as recommended by the Department of Education:

1. Vision Screening
2. Hearing Screening
3. Height and Weight
4. Inspection of Heads for Pediculosis
5. Scoliosis Screening
6. Blood Pressure Screening
7. Dental Screening

The nurses will keep health records on all students. These records are available for review by the school administration.

The nurses will inform the classroom teacher, guidance personnel, principal, and parent/guardian of specific individual physical needs of any student.

Parents/guardians are urged to contact the school nurse to confer about health problems concerning their children. Adopted: 6/1995, Revised 6/2001, 6/2008

MEDICAL EXAMINATION POLICY 4005

All students entering Milford Public Schools for the first time must show proof of completion of a medical examination within the past year. If this examination has not been performed within the past year, the school will accept documentation of an appointment for a physical examination with a licensed Physician, Advanced Registered Nurse Practitioner or Physician's Assistant. An appointment scheduled before entering and occurring within a time frame determined by the school district, will allow conditional enrollment.

A child may be excused from this regulation for religious reasons. A signed form from the parent or guardian stating that the medical examination is contrary to his/her religious tenets and teachings must be submitted to the Principal/designee. These forms are available in each guidance department and nurse's office.

Evidence of completion of these requirements must be submitted to the school principal prior to school entrance. Revised 6/2008

SPORTS--PHYSICAL EXAMINATIONS POLICY 4006

All students shall be examined by a health care provider prior to participation in interscholastic sports while enrolled in the Milford High School and Middle School. In case of significant illness or injury, school authorities may require more frequent examinations. Parental permission must be given prior to participation in each interscholastic sport.

An athlete must have successfully passed one physical examination during his/her four years at the Milford Middle School and one during his/her four years at Milford High School. Documentation of said examinations must be on file with the nurse and/or athletic director before students are eligible to try out, practice, or participate on any team Revised: 10/2015

MEDICATION POLICY 4010

Medication to be administered during school hours shall be regulated for the health and welfare of students. For clarification purposes, medication is defined within two categories, prescription and non-prescription. Prescription medications are those which are prescribed by a physician. Nonprescription medications are those available for public purchase without restrictions.

Prescription Medications

1. Prescription medications should not be taken during school hours unless it is impractical to achieve medical regimen at home. Medications prescribed three times per day, for instance, can be given every eight hours and thus, should not have to be given at school.
2. Prescription medications must be brought to and from school by parents or guardians (or students if 18 years or older) with a written order from a health care provider, contained in a properly labeled pharmacy bottle, and accompanied by a parent permission form (unless the student is 18 years or older). Regardless of the age of the student, all prescription medications will be brought to the school nurse for safe storage, except for those prescriptions listed in number 4 below.
3. Prescription medications, parent permission, and new health care provider orders must be supplied to the school nurse at the start of each school year. All forms must be received prior to administration of medicine during the current school year. This includes all daily, short term, and emergency medications. The result of non-compliance to supply the Health Office with the above requirements will be at the discretion of the Principal after consultation with the School Nurse. School nurses are to notify parents of students who require medication of the need to secure new orders prior to June 1st of the preceding school year. Principals shall also provide notification through student/parent handbooks.
4. Prescription medications for asthma and severe allergic reactions (eg. inhalers and Epi-Pens) may be kept in the student's possession provided the health care provider's prescription for the medications and the directive for self-administration, as well as the parent/guardian permission form, are on file in the health office.
5. Unused prescription medications shall be brought home at the end of the school year by the parent or guardian or by students 18 years and older. Unclaimed prescription medications will be discarded at the conclusion of the school year.

Non-Prescription Medications

1. Non-prescription medications are discouraged for student use during school time. Such medications will not be made available to students from the nurse, Principal, or designee, unless permission is authorized in writing from a parent or guardian.

All Medications

1. The School Nurse shall be responsible for administering and observing the taking of medications. The Principal or designee, in the absence of the School Nurse, is permitted to assist and observe the taking of medications.
2. The School Nurse shall ensure that all medications that are provided to the school nurse are safely stored.

3. The School Nurse shall ensure that all medication distribution shall be recorded daily in a manner that is consistent with statewide regulations and in a manner that ensures a secure and detailed student medical history. Medications given for chronic conditions will be recorded annually on student's health records, if information is provided by the student or parent/guardian.

Revised: 12/2012

IMMUNIZATIONS FOR SCHOOL ENTRANTS POLICY 4015

All students must be immunized prior to school entrance in accordance with the requirements of the New Hampshire Department of Health and Human Services. Evidence from a health care provider of completion of these requirements must be submitted to the school Principal/designee prior to the student entering school. No child may be enrolled in school without first presenting an immunization record, partial or complete, or a medical or religious exemption.

Students may be exempt from the above regulation if they present evidence from their physician to the Principal/designee that the immunization will be detrimental to their health. The physician must state the duration of the exemption.

Students may be excused from immunization for religious reasons, upon receipt by the Principal/designee, on a notarized form, signed by the parent, or legal guardian, which states the student has not been immunized because of religious beliefs.

Student Immunization schedules shall be in accordance with the requirements of the New Hampshire Department of Health and Human Services.

In the event of an outbreak, students who have been exempted from immunization requirements will be excluded from school for a period of time, to be established after consultation with the NH Dept. of Health & Human Services, if such students are considered to be at risk for the disease that they have not been immunized against. Revised: 6/2008

COMMUNICABLE DISEASES POLICY 4020

Whenever a student exhibits symptoms of contagion and is a hazard to himself or others he/she shall be excluded from the classroom and his/her parents or guardians shall be notified as soon as possible.

Suspected symptoms of contagion shall be verified by a health care provider. The student who has had symptoms for contagion must be checked by the nurse before re-admission to school. Parents may be required to supply a health care provider's note before re-admission.

Chicken Pox Keep child home until one week after rash appears.

German Measles Exclude from school four days after onset of rash. Immunization of susceptible students and adults (particularly women of child bearing age, who are not pregnant and will remain so for 2-3 months). In event of exposure, identify susceptible pregnant woman in first trimester and refer to a health care provider.

Whooping Cough Exclude from school for five days after onset of therapy. Exclusion of non-immune children from school and public gatherings for fourteen days after last exposure. If cases are known in the community, children

shall be observed throughout each school day to detect first sign of infection and immediately excluded.

Impetigo	Exclude from school until forty-eight hours from the time effective treatment with penicillin or other antibiotics has begun. Exclude from school until lesions are dry.
Mumps	Exclude from school for nine days from the onset of swelling; less if the swelling has completely subsided.
Ringworm	Refer to health care provider for treatment. While under treatment, minimize contact by excluding from physical education classes, swimming, and activities likely to lead to exposure of others.
Scabies	Exclude infected children from school twenty-four hours after they and their families have been treated adequately.
Head Lice	No student will be excluded from attendance solely based on the grounds that nits may be present. Routine exclusion of children with head lice is not recommended. Instruction will be given to the parent/guardian of each identified student and will include recommendations for treatment consistent with the NH Department of Health and Human Services.
Fifth Disease	A child is contagious before the rash appears. No advanced warning can be given to women of child bearing age. Fifth Disease may cause abortion in early pregnancy or problems for the fetus in the later stages of pregnancy for a small percentage of the population. Fifty percent of all women are immune. Every pregnant woman should be aware of her state of immunity and seek advice from her health care provider regarding exposure.
Strep Throat	Exclude from school. Exclusion may be terminated twenty-four hours after adequate treatment has been started.
Scarlet Fever	Same as Strep Throat.
HIV/AIDS	See Policy 4030
Conjunctivitis	Students with conjunctivitis will be excluded from school during the acute stage (when eyes are draining). The student must be on medication at least twenty-four hours before re-admission is considered. This determination will be made by the School Nurse or health care provider's written statement that the student is no longer contagious.

Revised: 5/2012

HIV/AIDS POLICY 4030

I. PERTAINING TO STUDENTS:

1. It is the School Board's belief that all students are to have available to them a free and appropriate education.
2. Students diagnosed with HIV/AIDS, who are too ill to attend school, should have an appropriate alternative education plan such as home instruction.
3. Laws of medical confidentiality mandate that the rights of the family supersede those of the School District. No notification of any HIV/AIDS infected person has to be made. However, notification to appropriate

personnel is encouraged to promote a safe environment. Such personnel may be administrators, school nurses, or teacher(s). Notification should be by a process that would ensure maximum student confidentiality. Written permission by parent/guardian will determine who is informed.

1. As a general rule, all students diagnosed as having HIV/AIDS, who are receiving medical attention, are able to attend regular classes and should be considered eligible for all rights, privileges, and services, provided by law and local policy of the School District. Exceptions to the above would be:
 - a. The presence of a secondary infection which creates a medically recognized risk of transmission of disease.
 - b. Inappropriate behavior, such as biting, which increases the likelihood of transmission of bodily fluids.
5. Since a student, known by the District to be diagnosed as having HIV/AIDS, has a somewhat greater risk of encountering infection in the school setting the parents/guardians of that student will be notified, and encouraged to exclude such student from school if there is an outbreak of a threatening communicable disease such as chicken pox or measles until the outbreak is no longer a threat.
6. Siblings of students diagnosed as having HIV/AIDS are able to attend school without any further restrictions.
7. In-service education of appropriate school personnel should ensure that proper medical and current information about HIV/AIDS is available.

II. PERTAINING TO STAFF:

1. The rights of School District staff having HIV/AIDS conform with the policies above. Staff members will be allowed to work as long as they meet expected performance standards and do not pose a health or safety threat.

Revised: 9/2008

ACCIDENTS AND FIRST AID CARE POLICY 4024

School authorities have the responsibility to provide emergency care to protect the life and comfort of a child when in the school or participating in school-sponsored activities until authorized treatment is secured. Following this, the child should be placed under the care of his/her parent/guardian, upon whom rests the responsibility for subsequent treatment.

If the child is transported or care is transferred to emergency medical staff, subsequent treatment is the responsibility of the parents. When possible, the district shall ensure that CPR and/or First Aid trained adults are available for all school sponsored events and activities, such as field trips, school sports events, and other such gatherings that are planned for students.

In the event that the parent or other responsible person is not available, the school shall retain supervision over an ill or injured child until appropriate medical personnel have arrived.

The school cannot assume responsibility for accidents occurring at home or during non-school sponsored activities.

Injuries occurring during school or school-sponsored activities must be duly recorded. The school nurse shall notify the Principal/designee and parents/guardians at once of all significant injuries or illnesses requiring medical attention.

If any person in good faith renders emergency care at the place of the happening of any emergency, or while in transit in an ambulance or rescue vehicle, to a person who is in urgent need of care as a result of the emergency, and if the acts of care are made in good faith and without willful or wanton negligence, the person who renders the care is not liable in civil damages for his/her acts or omissions in rendering the care, as long as he/she receives no direct compensation for the care from or on behalf of the person cared for. Any person rendering emergency care shall have the duty to place the injured person under the care of the physician, nurse, or other person qualified to care for such person as soon as possible and to obey the instructions of the qualified person. RSA 508:12

Revised: 9/2008

NO SMOKING POLICY 4040

State law prohibits students and adults from using tobacco products (including chewing tobacco, ecigarettes, liquid nicotine and vaping devices) on school property at all times. Any person who violates this provision shall be guilty of a violation and subject to a fine of not less than \$100.

It is a violation of State law for minors to possess tobacco and tobacco products (see above). Any student found possessing tobacco products, shall be referred to the appropriate legal enforcement agency, and in addition shall be subject to the following:

1st offense One (1) day Suspension (Grades K thru 12)

2nd offense Three (3) day Suspension

3rd offense Five (5) day Suspension

The Milford School District smoking policy shall be, at least, as restrictive as current State Statute.

Ref: RSA 155:66 RSA 126-K:6

Adopted: 3/1991 Revised: 12/1998, 9/1999, 5/2000, 10/2015

STUDENT DRUG AND ALCOHOL POLICY 4045

The use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotics, unauthorized inhalants, controlled substances and illegal drugs is prohibited on any school district property, in any district-owned vehicle, or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved event. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purposes of this policy, a controlled substance shall include any controlled substance as defined in the Controlled Substances Act, 21 U.S.C. §812(c), or RSA 318-B, Controlled Drug Act.

Students may only be in possession of medication as detailed in Board Policy 4010. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board Policy 5095.

Any student who is found by the administration to be in violation of this policy shall be reported to the local law enforcement agency and subject to disciplinary action up to and including suspension, expulsion, or other discipline in accordance with the District's disciplinary policy. Strict compliance is mandatory. The school Principal/designee shall immediately report all incidents involving a controlled

substance to the appropriate local law enforcement agency and the Superintendent. All controlled substances shall be turned over to local law enforcement.

Legal References:

21 U.S.C. § 812(C), Controlled Substances Act

RSA 318-C, Controlled Drug Act

RSA 571-C:2, Intoxicating Beverages at Interscholastic Athletic Contests

Adopted: 06/1975 Revised: 09/1983, 11/1985, 06/1995, 09/2008

DRUG FREE SCHOOL ZONES POLICY 4060

In accordance with RSA 193-B:2, it shall be unlawful for any person to manufacture, sell, prescribe, administer, dispense, or possess with intent to sell, dispense, or compound any controlled drug or its analog within a drug-free school zone at any time of the year.

In accordance with RSA 193-B:6 :

- I. It shall be a violation for any person to cover, remove, deface, alter or destroy any sign or other marking identifying a drug-free zone as provided by RSA 193-B:4, I.
- II. Lack of knowledge that the prohibited act as defined in RSA/193-B:2 occurred on or within 1,000 feet of school property shall not be a defense.
- III. A violation of RSA 193-B:2 shall not include an act which occurs entirely within a private residence wherein no person 17 years of age or under is present.

Reference RSA 193-B:3 - The Drug-Free Zones within the Milford School District are as indicated on a published map and include the Jacques Memorial Elementary School, Heron Pond Elementary School, Milford Middle School, Milford High School, SAGE School, and Keyes Field. The map shall be posted in a prominent place in the Milford Police Station and in all schools.

Adopted: 06/1994 Revised: 06/1995, 09/2001, 09/2008

SUSPENSION AND EXPULSION OF STUDENTS POLICY 5005

The Milford School Board establishes the following policy to ensure compliance with constitutional due process, State and Federal statutes, and New Hampshire Board of Education regulations regarding student discipline.

1. Short-Term Suspensions. The Superintendent, or a representative designated in writing by the Superintendent is authorized to suspend students from school for a period not to exceed ten (10) school days for gross misconduct, or for neglect or refusal to conform to the reasonable rules of the school.

The Superintendent/designee shall insure that due process is fully administered and that the student's parent(s)/guardian(s) are notified in writing of the reasons for the disciplinary action.

2. Long-Term Suspension (in excess of ten (10) school days, but less than (21) twenty one school days). The Superintendent or another individual designated in writing by the School Board may, after a hearing, continue any suspension up to ten (10) additional school days, for a total not to exceed twenty (20) school days.

- a. This person may not be the individual who suspended the student for the first ten (10) days.
 - b. The Superintendent/designee shall conduct a due process hearing prior to the imposition of a long-term suspension.
 - c. Any suspension in excess of ten (10) school days is appealable to the Milford School Board, provided the Superintendent received such appeal in writing within 10 days after the issuance of the decision being appealed. The School Board shall hold a hearing on the appeal, but may decide to either hear testimony from witnesses or rely on the record of the hearing conducted by the Superintendent (or designated individual). In the event that the School Board decides to rely on the record, it will permit both sides, or their counsel, to address the Board relative to the issues in the case. The suspension being appealed shall be enforced while the appeal is pending, unless the School Board stays the suspension while the appeal is pending.
3. Long-term Suspension in Excess of Twenty Days and Discretionary Expulsion
The Milford School Board may impose a long-term suspension or expel any student from school for gross misconduct; neglect or refusal to conform to the reasonable rules of the school, an act of theft, destruction, or violence as defined in RSA 193-D:1 or for possession of a weapon and/or an item that is intended to be used as a weapon.
- a. The School Board shall conduct a due process hearing (as described in Section 5 below) prior to imposing a long term suspension or expulsion.
 - b. Any student who has been expelled shall not attend school until restored by the School Board.
 - c. Any expulsion shall be subject to review by the School Board if requested prior to the start of each school year.
 - d. Parent(s)/guardian(s) have the right to appeal any such long-term suspension or expulsion to the State Board of Education.
 - e. Any expulsion shall be valid throughout the school districts of New Hampshire.
4. Mandatory Expulsion. Any student who brings or possesses a firearm as defined In Section 921 of Title 18 of the United States Code in a safe school zone as defined in New Hampshire Revised Statutes Annotated 193-D:1 without written authorization from the Superintendent of Schools or the Superintendent's designee shall be expelled from school by the Milford School Board for a period of not less than twelve (12) months.
- a. The School Board shall conduct a hearing with formal due process (as described in Section 5 below) prior to imposing the expulsion.
 - b. The parent(s)/guardian(s) has the right to appeal any such expulsion to the State Board of Education.
 - c. Any student so expelled, for violation of the Federal Gun-Free Schools Act of 1994, shall not be eligible to enroll in another school district in New Hampshire for the period of such expulsion.
 - d. The school district that expelled the student may provide educational services to the student in an alternative setting.
5. Due Process for Expulsions and Long-Term Suspensions. The following due

process shall apply to any hearing under Section 2 (regarding long-term suspensions), Section 3 (regarding long-term suspensions imposed by the school board and discretionary expulsions) and Section 4 (regarding mandatory expulsions).

- a. A letter shall be sent to the student and to the parent(s)/guardian(s) of the student, providing written notice of the charges against the student; an explanation of the evidence against the accused student; the purpose of the hearing; the consequences that may result from the hearing; who will conduct the hearing; and the date, time and place of the hearing. The letter shall be accompanied by a copy of this policy.
 1. This letter shall not be written by an individual who will conduct the upcoming hearing. In long-term suspension hearings, this letter shall ordinarily be written by the principal or assistant principal recommending a long-term suspension. In expulsion hearings, this letter shall ordinarily be written by the Superintendent of Schools.
 2. This letter must be delivered to the student (if student is 18 years of age or older), and parent(s)/guardian(s), in hand or by certified mail at their last known address, a reasonable time in advance of the hearing, so that the student and parent(s)/guardian(s) have sufficient time prior to the hearing to prepare a defense or reply. In a long-term suspension case, this letter should be delivered at least seventytwo (72) hours prior to the hearing. In an expulsion case, this letter shall be delivered to the student and at least one parent or guardian at least five (5) days prior to the hearing.
- b. The School Board shall conduct a fair and impartial hearing, allowing reasonable arguments and testimony from both parties.
- c. The Board shall base its decision on fair consideration of evidence introduced at the hearing. The Board shall not suspend or expel the student unless there is substantial evidence that the accused student committed the acts, and that such acts are in fact a proper reason for a long-term suspension or an expulsion.
- d. No later than five (5) business days after the close of the hearing, the Board shall render a written decision and shall furnish a copy of that decision to the student and the parent(s)/guardian(s) in hand or by certified mail directed to their last known address. The written decision shall:
 1. Detail disciplinary consequences.
 2. Explain the grounds for the suspension or expulsion, including a citation to any specific statute or school rule prohibiting the act which the student committed.
 3. Recite findings of fact identifying the offense which the student committed, explaining why the Board concluded that the student committed that offense, and explaining why the Board decided to suspend or expel the student for that offense.
 4. Include a copy of Policy 5005.
 5. In cases of suspensions in excess of twenty days or expulsion, the student, parent(s)/guardian(s) has a right to appeal the Milford School Board's decision to the State Board of Education by filing an appeal within twenty (20) calendar days of receipt of the Milford School Board's decision and by filing the appeal in accordance with N. H.

Revised Statutes Annotated 541-A and N. H. Code of Administrative Rules Ed 200.

- e. The School District shall not be required to record the hearing or provide a written transcript of the hearing. However, the School District may, and at the request of the student or parent(s)/guardian(s) shall, electronically record the hearing. Either party may, at its own expense, record the hearing.
 - f. The meeting shall be held in non-public session pursuant to RSA 91:A unless otherwise requested. If the student is under 18, the student's parent(s)/guardian(s) shall determine whether the hearing is public or non-public. If the parents can not agree with one another about the status of the hearing for whatever reason, the hearing shall be non-public. Students over 18 have the right to choose whether the hearing shall be public or non-public.
 - g. If the student is under age eighteen (18), the student together with a parent(s)/guardian(s), may waive the right to a hearing and admit to the charges. If the student is eighteen (18) years of age or older, the concurrence of the parent(s)/guardian(s) shall be unnecessary unless the student is subject to a guardianship which would prevent the student from waiving the right to a hearing.
 - h. The records of the hearing, including but not limited to any notices, decisions, minutes, electronic tapes, or exhibits, shall be kept by the administration on file for a period of at least three (3) years after the student graduates or leaves school.
 - i. If the student's suspension or expulsion is reversed on appeal, no record of the reversed suspension or expulsion shall be made a part of the student's permanent record.
6. Power of Superintendent to Modify Expulsions and Suspensions. The Superintendent of Schools is authorized to modify the expulsion or suspension requirements of Sections 3 and 4 above on a case-by-case basis.
7. Exceptions for Students with Disabilities. If a student is disabled under the Individuals with Disabilities Act (IDEA), the New Hampshire RSA 186-C, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special rights to disabled students, those laws shall govern and shall supersede these local policies to the extent these local policies are inconsistent with those laws.
- a. The suspension of any disabled student for more than ten (10) consecutive days in a school year is a change in placement which cannot occur if the suspendable behavior is a result of the disability unless the parents consent to the change in placement. In some situations, a disabled student may be suspended for more than ten (10) days cumulatively without a change in placement if there is not a pattern of exclusion.
 - b. A removal of more than ten (10) days which amounts to a change in placement may be imposed on disabled student if the suspendable behavior is not a manifestation of the student's disability as determined by an IDEA or Section 504/ADA Team.
 - c. A student disabled under the IDEA may be removed to a forty-five (45) day interim alternative placement by a special education team for offenses involving weapons or drugs or for inflicting serious bodily injury

upon another person at school, on school premises or at a school function or by an impartial due process hearing officer based on dangerousness.

- d. Special education and disciplinary records must be provided for consideration to the person or persons making the final determination regarding the disciplinary action.

References: RSA 193-D Safe School Zones Section 921, Title 18 of US Code Safe School Zone RSA 193-D:1 Definition Federal Gun-Free Schools Act RSA 541-A: Administrative Procedure Act N. H. Code of Administrative Rules Ed 200 Rules of Practice and Procedures for Hearings, etc. Individuals with Disabilities Act (IDEA) RSA 186-C Special Education Section 504 of the Rehabilitation Act of 1973 American Disabilities Act

Adopted: 6/1975 Revised: 6/1994, 6/1995, 10/2000, 11/2008, 12/2015

DISCIPLINE AND DUE PROCESS POLICY 5007

Inappropriate student conduct that causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of others will not be tolerated. Students are expected to exhibit appropriate behavior.

Students will conduct themselves in a manner appropriate to their age level and maturity and with respect and consideration for the rights of others while on school district property or property within the jurisdiction of the school district; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances. Students who fail to abide by this policy and the school regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

Suspension means an in-school suspension, an out-of-school suspension, and/or a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities.

Expulsion means an action by the Board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the Board.

Due process in accordance with all applicable laws will be afforded to any student involved in a proceeding that may result in suspension, or expulsion. Students expelled from school may be reinstated by the Board under the provisions of RSA 193:13. The Superintendent may modify expulsion requirements as provided in RSA 193:14, IV.

Students and parents will be notified annually of this policy. Revised: 11/2008

WEAPONS ON SCHOOL PROPERTY POLICY 5008

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

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

Weapons under control of law enforcement personnel are permitted.

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

Other Weapons:

For the purpose of this policy, “weapon” includes but is not limited to: slingshot, metallic knuckles, billies, knives, electric defense weapons (as defined in RSA 159:20), and martial arts weapons (as defined in RSA 159:24).

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

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

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

Members of the public who violate this policy may be reported to local law enforcement authorities, if possession of the weapon is used in a threatening, harassing or intimidation manner.

Exceptions to this policy:

Students and staff who possess items that are course or job related. Examples include (but are not limited to) custodians possessing pocket knives and culinary teachers and students as well as kitchen staff possessing carving knives.

The Superintendent or other building administrator may exercise his/her best judgment in determining the scope of this policy as it relates to inadvertent or unintentional violations of this policy by adults, provided such inadvertent or

unintentional violation of this policy does not affect the safety of students, school staff or the public.

Legal References:

18 U.S.C. § 921, Et seq., Firearms
20 U.S.C. § 7151, Gun-Free Schools Act
RSA 193:11, Disturbance

Approved: 9/1994
Revised: 6/1995, 11/2008, 01/2017

FREEDOM OF ASSEMBLY/FREEDOM OF RELIGION #5096

The Board recognizes that the United States Constitution's First Amendment imposes two equally important obligations on public schools.

First, schools shall not forbid students acting on their own from expressing their personal religious views or beliefs. Second, schools may not endorse religious activity or doctrine and students may not coerce participation in religious activity.

Students shall have the same right to engage in religious activities and discussion as they have to engage in other comparable activities. In general, this means that students may pray in a non-disruptive manner during the school day when they are not engaged in school activities and instruction, subject to the same rules as apply to other speech rights.

On each school day, before classes of instruction officially convene, a period of not more than 5 minutes shall be available to those who may wish to exercise their right to freedom of assembly and participate voluntarily in the free exercise of religion. There shall be no teacher supervision of this free exercise of religion, nor shall there be any prescribed or proscribed form or content of prayer.

Ref: RSA 189:1-b
Adopted: 8/1978
Revised: 5/2010, 4/2015

AVAILABILITY AND DISTRIBUTION OF HEALTHY FOODS TO STUDENTS #5110

The School District will support the availability and distribution of healthy foods and beverages in all school buildings during the school day.

The school day, in accordance with the Competitive Foods Standards, is defined as midnight prior to the start of school until thirty minutes following the conclusion of the school day*.

Reimbursable meals are defined as food and/or beverages that are distributed/sold to students through the USDA school meals programs for breakfast and lunch.

Competitive foods are defined as ready to eat foods found in vending machines, snack bars, a la carte, fundraisers, school parties, and any other food and/or beverage distributed/sold to students on the school campus during the school day.

The Superintendent/designee is responsible for ensuring that all foods and beverages distributed within the District meet nutritional standards established by

state and federal law relative to: (1) nutrient density; (2) portion size; and (3) nutrition targets, as defined in pertinent law.

Exceptions to the Standards:

1. In accordance with the NH Department of Education waiver, Principals may designate a total of nine days throughout the school year in which bake sales may be held during the school day in which foods that are sold are outside the nutrition standards.
2. Principals and teachers will promote the celebrations of holidays and birthdays with foods that meet the nutritional standards through school handbook information, newsletters, and distributions to parents and students.

The Superintendent/designee is responsible for implementing developmentally appropriate opportunities to learn food preparation skills that support nationally recognized research-based nutrition standards. The Superintendent/designee will provide information annually about the policy to the school community.

*Conclusion of School Day for Each School:

High School:	2:12PM
Sage School:	2:00PM
Middle School:	2:10PM
Heron Pond:	3:00PM
Jacques School:	2:45PM

References:

7CFR 210.10, Nutrition Standards and Menu Planning Approaches for Lunches And Requirements For Afterschool Snacks.

Ed 306.04(a)(23), Availability and Distribution of Healthy Foods.

Ed 306.11(g)(h), Food and Nutrition Services.

Adopted: 5/2015

SCHOOL LUNCH MANAGEMENT #2320

1. Menus

Menus will be prepared in accordance with all New Hampshire and Federal rules and regulations.

2. Sanitation

It shall be the responsibility of the Superintendent/designee to maintain proper sanitation and health standards in the storage, preparation, and serving of foods in conformance with all applicable Federal, State and Local laws and regulations.

3. Physical Examinations

All School Lunch Service employees are required to have a complete physical examination prior to employment, and thereafter as may be required by the District.

4. Distribution of Food

All food, which has not been sold and distributed as prescribed by law during the school lunch schedule, is not to be carried or sent home by any District or Food Service employee. School District personnel shall not be permitted to purchase left-over food.

5. Lunch Payments

The Superintendent/designee shall ensure that all students have access to a healthy school lunch in accordance with RSA 189:11-a. The parent or guardian of all accounts with a negative balance will be notified on a weekly basis by email or other means informing them of the amount due on an account. Arrangements can be made at the individual schools to bring the account(s) current. If a family is having financial difficulty in bringing an account current, they will be assisted in applying for free or reduced meals and in making acceptable payment arrangements. Applications for Free & Reduced School Breakfast and Lunch can be submitted to the cafeteria at any time during the school year. School personnel are available to assist in filling out the application.

6. Discrimination

In accordance with Federal civil rights law and the U.S. Department of Agriculture (USDA) civil rights regulations and policies, institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. The full non-discrimination statement can be found on the District's website. To file a complaint of discrimination, please see School Board Policies 2404, 2422 or 3575, and visit the USDA Program Discrimination website or any USDA office, or write a letter addressed to the USDA. Contact information for the USDA can be found on the District's website or the USDA website at <http://www.usda.gov>.

Adopted: 2/1973,

Revised: 6/1975, 3/1989, 11/1996, 11/2006, 08/2016