



Parent/Student Handbook 2023-2024 School Year

1313 US Route 302
PO Box 396
Bartlett, NH 03812
603-374-2331
603-374-1941 (fax)
<https://www.jbesnh.org>

Updated 8/18/2022

**School Administrative Unit No. 9
2023-24 School Calendar**

August - 4T/ 1S days

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
TW	TW	TW		31

September - 20T/ 20S days

M	T	W	Th	F
				1
X	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October - 21T/ 20S days

M	T	W	Th	F
	2	3	4	ER TW
X	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November - 18T/ 18S days

M	T	W	Th	F
	1	2	3	
6	7	8	ERSC X	
13	14	15	16	17
20	21	X	X	X
27	28	29	30	

December - 16T/ 16S days

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
X	X	X	X	X

January - 21T/ 21S days

M	T	W	Th	F
X	2	3	4	5
8	9	10	11	12
X	16	17	18	19
22	23	24	25	26
29	30	ER		

February - 16T/ 16S days

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
X	X	X	X	X
26	27	28	29	

March - 21T/ 20S days

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	ERSC TW	
25	26	27	28	29

April - 17T/ 17S days

M	T	W	Th	F
1	2	3	4	5
8	9	ER	11	12
15	16	17	18	19
X	X	X	X	X
29	30			

May - 22T/ 22S days

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	ER	16	17
20	21	22	23	24
X	28	29	30	31

June - 10T/ 9S days

M	T	W	Th	F
3	4	5	6	7
10	11	12	ER TW	
MU	MU	MU	MU	MU
24	25	26	27	28

- August 28-30 Teacher Workshop (TW)
- August 31 1st Day of School for Students
- September 4 Labor Day (X)
- October 5 Early Release for Students (ER)
- October 6 Teacher Workshop (TW)
- October 9 Indigenous People's Day (X)
- November 9 Early Release for Students - Conferences (SC)
- November 9 * 3 Hour Evening for Conferences
- November 10 Veterans' Day (Observed) (X)
- November 22-24 Thanksgiving Recess (X)
- Dec.25 - Jan.1 Holiday Break
- January 15 Martin Luther King Jr. Day (X)
- January 31 Early Release for Students (ER)

- February 19-23 February Vacation (X)
- March 21 Early Release for Students - Conferences (SC)
- March 21 * 3 Hour Evening for Conferences
- March 22 Teacher Workshop (TW)
- April 10 Early Release for Students (ER)
- April 22-26 Spring Vacation (X)
- May 15 Early Release for Students (ER)
- May 27 Memorial Day (X)
- June 13 Last Day of School for Students and Early Release
- June 14 Teacher Workshop Day (TW)
- June Make-up Days (MU)

Staff Directory

Name	Position	Email Address
Greg Allen	Maintenance Director	greg_allen@sau9.org
Karen Barnes	Aide 2/3	k_barnes@sau9.org
Patti Barnes	Aide (4/5)	p_barnes@sau9.org
Kristina Beadle	Teacher Grade 2/3	k_beadle@sau9.org
Brittany Boyle	Aide Middle School	b_boyle@sau9.org
Eliza Braunstien	Library Media Specialist	e_braunstein@sau9.org
Liam Byrer	Middle School English	l_byrer@sau9.org
Amanda Cartan	Teacher Grade 2/3	a_cartan@sau9.org
Doug Clement	Jackson Bus Driver	
Beth Corbett	Special Educator (6, 7 & 8)	b_corbett@sau9.org
Kim Couture	Teacher K/1	k_couture@sau9.org
Amy Deshais	Secretary/Bookkeeper	a_deshais@sau9.org
Kurt Erickson	Teacher Grade 4/5	k_erickson@sau9.org
Andrew Ferguson	Grounds/Maintenance	
Emily Haverman-Payne	Aide ECE	e_havermanpayne@sau9.org
Kim Hogan	Special Educator ECE-1	k_hogan@sau9.org
Dan Hornbeck	Middle School Math	d_hornbeck@sau9.org
Jessica James	Administrative Assistant	j_james@sau9.org
Shannon Jeffrey	Cook's Helper	s_jeffrey@sau9.org
Paula Jolin	Aide (2/3)	p_jolin@sau9.org
Jennifer Keefe	Middles School French	j_keefe@sau9.org
Sara Lewis	Music Teacher (60%)	s_lewis@sau9.org
Hanna Lucy	Art	h_lucy@sau9.org
Kristin MacDonald	School Counselor	k_macdonald@sau9.org
Bruce Malcolm	Custodian	
Sean McCarthy	Program Aide	s_mccarthy@sau9.org
Paul McClellan	Bus Driver	
Patricia McGrath	Reading Specialist	p_mcgrath@sau9.org
Linda Mallett	Aide ECE	l_mallett@sau9.org
Shayna Morin	Teacher Grade (2/3)	s_morin@sau9.org
Joseph Mountford	Middle School Social Studies	j_mountford@sau9.org
Nicole Nappi	Special Educator (4/5)	n_nappi@sau9.org
Shannon Nartowicz	Food Service Director	s_nartowicz@sau9.org
Richard Nealley	Custodian	
Shannon Nichols	Title 1 Reading Assistant	s_nichols@sau9.org
Karin Olson	Special Educator 2/3	k_olson@sau9.org
Heather Pandora	Assistant Cook	h_pandora@sau9.org
Sherry Parker Waterman	Bus Driver	
Vance Pickering	Physical Education	v_pickering@sau9.org
Sara Rice	Middle School Science	s_rice@sau9.org
Sara Rodriguez	School Nurse	s_rodriguez@sau9.org
Amy Russo	Aide 4/5	a_russo@sau9.org
Lousie Sandberg	Bus Driver	
Morgan Santos	Teacher K/1	m_santos@sau9.org
Alison Verran	Technology Coordinator	a_verran@sau9.org
Mark Waterman	Bus Driver	

Anne Weisheipl	Teacher Grade 4/5	36	a_weisheipl@sau9.org
Joe Yahna	Principal	12	j_yahna@sau9.org
<i>Vacant</i>	Music Teacher	22	
<i>Vacant</i>	<i>Family Support Liaison</i>		<i>vacant</i>
<i>Vacant</i>	Speech Language Assistant		<i>vacant</i>
<i>vacant</i>	ESOL		<i>vacant</i>
<i>vacant</i>	Speech Language Pathologist	31	<i>vacant</i>
<i>vacant</i>	Teacher K/1	32	<i>vacant</i>
<i>Vacant</i>	Teacher ECE	13	

Non-Discrimination Notice

The Bartlett School District does not discriminate on the basis of race, color, national origin, handicap, sex, or age in admission to, access to, treatment in, or employment in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Director of Special Services
SAU #9
176A Main Street
Conway, NH 03818

Inquiries concerning the application of nondiscrimination policies also may be referred to the Regional Director, U.S. Department of Education, Office for Civil Rights, 222 J.W. McCormack Post Office and Courthouse, Boston, Massachusetts, 02109-4557

Josiah Bartlett Elementary School Mission Statement

The Josiah Bartlett Elementary School is a community school in the Mt. Washington Valley committed to guiding the educational journey of all children toward personal success through intellectual, aesthetic, and social growth. We strive to instill in each student a sense of responsibility, compassion, respect, and a lifelong desire to learn. We create an environment for children to become competent problem solvers in their roles as global citizens.

By discovering, understanding, and nurturing every child's uniqueness, Josiah Bartlett Elementary School endeavors to:

- foster a respectful, caring environment
- encourage open communication amongst all members of the community
- engage families in the learning process
- challenge all students in a child-centered environment
- ensure each child experiences success
- enrich our curriculum through integration of technology and of the arts
- ensure that every child achieves their fullest academic potential
- encourage individuals to make well-informed positive health choices in the pursuit of wellness throughout life
- bring the community into the school and the school into the community
- provide the facilities of the Josiah Bartlett Elementary School as a community resource for lifelong learning
- access community resources and provide activities unique to our natural environment

Our collaborative beliefs expressed in our Mission Statement will guide the Josiah Bartlett Elementary School and the future of our children. Together, we can make a difference!

Josiah Bartlett Elementary School Expectations

BE

Engaged

Accountable

Respectful

Safe

Early Childhood Education (ECE) Class

Preschool age children (3 and 4 years) may be enrolled in the Early Childhood Education class. The ECE class provides age-appropriate experiences that support the development of pre-Kindergarten social-emotional skills, wellness habits, intellectual growth, and joy of learning. This class follows the regular school day and calendar. ECE students are not permitted to ride the normal school bus, transportation is the responsibility of parents.

Enrollment is limited based on availability. 4-year-olds by 9/30 have prioritized registration (if on the waitlist by May 1). 3-year-olds by 9/30 registration is based on availability (if on waitlist by May 1). To enroll your child follow these steps.

1. Contact the school to have your name placed on the ECE Enrollment Waitlist.
2. Those on waitlist by May 1 are notified by May 7 to “register for ECE” or “remain on waitlist”. Waitlist stays active after May 1 to add more students based upon availability.
3. Registration must be completed on PowerSchool by June 1 to confirm/hold spot.
4. Those not registered may stay on the waitlist for a spot if space becomes available later. Those on the waitlist but never enrolled go on the waitlist for the following year.

Student Enrollment – Records

Registration: Every student needs to be registered through our Registration Portal, located on the SAU9 website (www.sau9.org). This will generate a PowerSchool account that your child will have throughout their time here at JBES & Kennett High School.

Proof of Residency: This information needs to be current. A copy of a utility bill, rent receipt, tax bill or other document with the name and physical address is acceptable.

Withdrawal/Transfer of Student Records: Once a family has moved to their new location, parents/guardians need to sign a release form at the new school before student records may be forwarded to your child’s new school.

Custodial/Guardianship Information: It is important for the school office to have copies of any court documents that pertain to a student's custodial arrangements.

Immunization/Health Records: Copy of up to date immunizations and most recent copy of your child(s) physical needs to be given to the School Nurse.

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

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

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

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

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

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, SW
Washington, D.C. 20202-8520

School Hours and Schedule Information

Regular school hours are from **9:00 a.m. to 3:15 p.m.**

Before School: Children may not be at school before 8:45 am unless they are participating in a before-school activity, meeting directly with a teacher or going to the cafeteria for breakfast which begins at 8:30am.

After School: Students are not to be at school after dismissal unless they are participating in an after-school activity, or meeting directly with a teacher. Students staying after must remain with a supervising staff member until they board the late bus or are picked up by a parent.

Attendance

Contact the office (603-374-2331) in the morning if your child will be late or absent. A message may be left at extension *885. If we don't hear from the parents/guardians of an absent child, we will call home. Written notes or phone calls indicating the dates and reasons for the absence should accompany the child upon returning to school. It is the student's responsibility to communicate with their teachers concerning missed learning and assignments.

School attendance is required unless excused for illness or other family emergencies. Daily attendance is an essential part of your child's academic experience because any absence from school may detract from a student's academic and social learning. Class discussion and group learning activities are impossible to replicate individually. While absences may occasionally be necessary, every effort should be made to avoid them.

The Bartlett School District is committed to the success of all students, which involves consistent attendance as monitored by both the school and the Department of Education. These procedures are followed to maximize attendance.

- After 5 absences, a letter of concern from the school may be sent home.
- After 10 absences, the parent/guardian may meet with the attendance team.
- After 15 absences, the parent/guardian may meet with the truant officer from the Bartlett Police Department.
- Absenteeism of 25% or more is reportable to the NH DHHS Division of Children, Youth and Families.

Children with official medical plans involving attendance or those who are officially homeschooled are exempt from these regulations. If you need help with transportation or other issues that may be impacting attendance, please call us. We have many resources available to help your child consistently attend school.

Tardy and Early Dismissal

If your child is going to be late or absent, please call the school at 374-2331. A message may be left at extension *885. Students who arrive at school after 9:00 a.m. must report to the office with a note from their parent/guardian explaining the reason before going to their class.

If your child must leave school before dismissal time, please send a note stating the reason for the early dismissal and the student's destination (e.g. doctor appointment). All children are required to check out with their teacher and come to the office before leaving school. Students will be signed out and dismissed by the office staff.

School Closure, Delayed Opening, Early Dismissal

If school must have an unscheduled closure, delayed opening, or early dismissal due to weather conditions or other emergencies, announcements will be made using school messenger. Unscheduled closure, delay, and early dismissal will also be posted on WMWV 93.5 and WMUR TV. JBES is sometimes listed under "J" for Josiah Bartlett, and is sometimes grouped with all SAU9 schools.

In the event of an unscheduled early school closing, it is important for families to have an emergency plan for their supervision. Parents please make sure your child knows their supervision plan in case of an early dismissal. For unscheduled early dismissals, the school office will attempt to contact parents/guardians of students in grades ECE to 5th. If you get a message, please call the school office to let us know your dismissal plan.

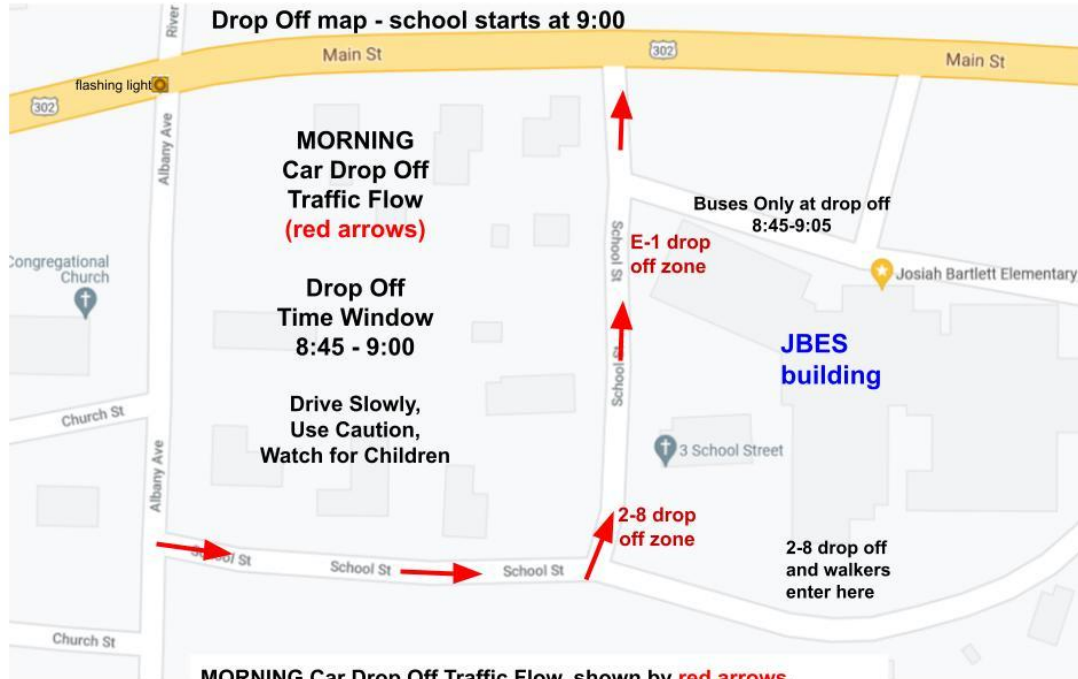
Drop Off and Pick Up Procedures

Families who Drop Off/Pick Up by car must follow designated traffic flow patterns/time.

Drop Off occurs between 8:45am-9:00am (school officially starts at 9:00am). Students may not be dropped before 8:45am as there is no supervision. Drop Off zone depends on grade level, see map for details. ECE, K, and Grade 1 Drop Off is near the E-1 hallway door at School St. A staff member will be there to assist. Grade 2-8 Drop Off is at the edge of the back lot on School St. Staff are at the South wing door to welcome students.

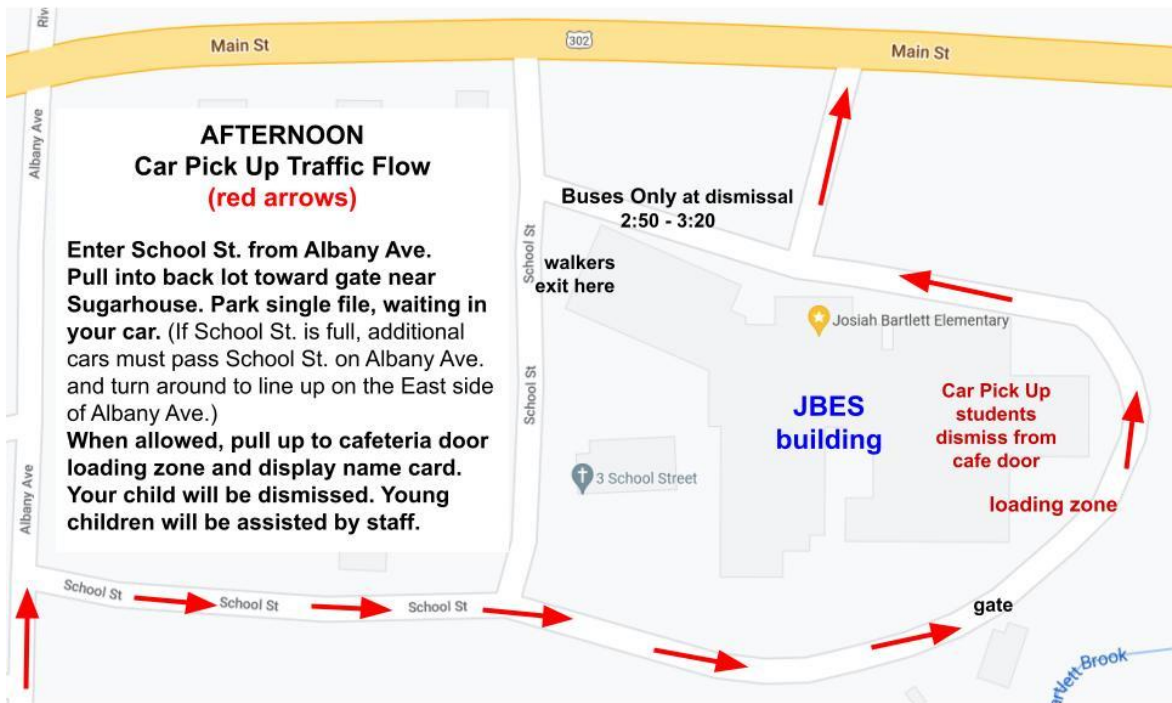
Pick Up occurs between 3:15pm- 3:25pm (dismissal is at 3:15pm). Drivers may line up at the gate near the Sugarhouse starting at 3:00pm, and wait in a single file in the car in the back parking lot. After 3:15pm the gate will open to allow cars to the Pick up zone near the cafeteria. Families will be given a card with their child's name to hold up to their window so their child can be dismissed from the cafeteria. Younger students will be walked by staff to the car and help with seatbelting your child. When the child is secure and the path is clear, the driver may continue around the school and exit onto Route 302. If buses are staged in the front driveway, car drivers will need to wait.

During Drop Off and Pick Up times, our campus is very busy with people walking and vehicles moving. Be especially patient and careful to help keep everyone safe.



MORNING Car Drop Off Traffic Flow, shown by red arrows.
 Enter School St. from Albany Ave. and let your child out at the drop off zone for their grade level, using passenger side car door.
2nd-8th at curve by parking lot, **ECE-1st** at door to class wing

Pick Up Map - dismissal is at 3:15



Drive Slowly, Use Caution, Watch for Children

Bus Rules and Conduct

JFCC

STUDENT CONDUCT ON SCHOOL BUSES

The bus driver will have responsibility to maintain orderly behavior of students on the school buses and will report misconduct to the student's principal.

The school principal will have the authority to suspend the riding privileges of students who have disciplinary problems on the bus by failing to conform to the rules and regulations promulgated by the School Board. See RSA189:9-a. Parents of children whose pattern of behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face loss of school bus riding privileges in accordance with the student discipline code.

Bus Conduct

While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Once the child boards the bus - and only at that time - does he/she become the responsibility of the school district.

In view of the fact that a bus is an extension of the classroom, the Board shall require children to conduct themselves in the bus in a manner consistent with established standards for classroom behavior. In cases when a student does not conduct himself/herself properly on a bus, such incidents are to be reported by the bus driver to the Bartlett School Principal immediately and in writing. As soon as possible the parents will be notified (letter to follow) as to what action will be taken. In accordance with New Hampshire Revised Statutes Relating to Public School 189:9-a Pupils Prohibited for Disciplinary Reasons.

189:9-a Pupils Prohibited for Disciplinary Reasons. Notwithstanding the provisions of RSA 189:6-8, the Superintendent, or his/her representative as designated in writing, is authorized to suspend the right of pupils from riding in a school bus when said pupils fail to conform to the reasonable rules and regulations as may be promulgated by the School Board. Said suspension is sent to the pupil's parents or legal guardian.

If a pupil had been denied the right to ride a school bus for disciplinary reasons, the parent or guardian of that pupil has a right to appeal within ten days of suspension to the authority that suspended this pupil's right.

II. Until the appeal is heard, or if the suspension of pupil's right to ride the bus is upheld, it shall be the parents' or guardians' responsibility to provide transportation to and from school for that pupil for the period of the suspension.

Adopted by Bartlett School Board- January 6, 1998

School Bus Safety Program

A. School Bus Safety Program:

The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions will include the following:

1. The Transportation Coordinator will assure that students using District transportation are provided annual instruction as to the proper procedure for boarding and exiting from a school bus, and in proper and safe conduct while aboard.
 - a. Additionally, the Transportation Coordinator will assure that emergency evacuation drills from the school buses will be conducted at least two times a year to acquaint student riders with procedures in emergency situations (See RSA 189:6-a, I & II).
 - b. Additionally, the Transportation Coordinator is encouraged to establish guidelines for families relative to safe practices for students in between home and bus stops.
2. All vehicles used to transport children will be inspected on a regular schedule to see that they meet applicable safety regulations.
3. All drivers, whether employed by the District or a contracted vendor, and whether certified school bus drivers or contracted carriers under RSA 376:2, VII, will be screened before employment for physical condition, proper license, criminal records, background check (per Board policy GBCD), and experience. The prior driving record of each driver will be checked for drug and alcohol or other convictions and a criminal records check must also be complete. All checks and screenings will be conducted in accordance with Board policy EEAEA.

B. Student Conduct on School Buses:

Student conduct on District transportation shall be regulated in accordance with Board Policy JICD.

Legal References:

- 20 U.S.C. §1232g, Family Educational Rights and Privacy Act
- RSA 189:6-a, School Bus Safety
- RSA 189:9-a, Pupils Prohibited for Disciplinary Reasons
- RSA 189:13-b, School Bus Driver & Transportation Monitor Criminal History Records Check
- RSA 376:2, VII, Motor Carriage of Passengers
- RSA 570:A:2, Interception and Disclosure of Telecommunication or Oral Communications
- 49 C.F.R. § 40.1-40.13 (2001), Transportation Workplace Drug Testing Program
- 49 C.F.R. Part 382 (2021), Controlled Substances and Alcohol Use and Testing
- 49 C.F.R. Part 391 (1995), Qualifications of Drivers

Adopted by the Bartlett School Board- October 7, 2008

Revised by the Bartlett School Board- May 3, 2022

Bus Expectations

Students should be at the bus stop 5-10 minutes before scheduled time. If your child/children misses the bus, DO NOT chase the bus, simply call the school (374-2331) to arrange for your child/children to get on at the next, closest, bus stop.

School Bus Rules

1. Keep the aisle clear at all times
2. Remain seated while the bus is moving and until the bus stops
3. Keep your head, hands and arms inside the bus
4. No eating or drinking on the bus
5. Be courteous and talk quietly- NO FOUL LANGUAGE
6. Treat the driver and other students with respect
7. Do not throw any objects
8. Treat the bus and equipment appropriately
9. You must cross in front of the bus at the driver's signal
10. Seats may be assigned by driver as needed

Since this bus is considered an extension of the school day, you are subject to all school rules once you board the bus. Additionally, you are responsible for following school bus rules as designated by each school district and the State of New Hampshire.

Bicycles

There are racks for parking bicycles that are ridden to school. All bicycles should be parked there as soon as they reach school grounds. A bicycle lock is recommended to prevent damage or loss from theft. The school is not responsible for damaged or stolen bicycles. Students must wear a helmet while riding bicycles on school grounds. The school can help obtain a helmet if needed.

School Communication

It is our goal to work cooperatively with parents/guardians so communication between home, school, and the community is a high priority. Concerns and questions need to be addressed openly and quickly to best serve all participants, especially the student. All communications between staff and parents/guardians are to be appropriate, respectful, and timely.

Teachers are the most direct link to information about a student, but keep in mind that teachers are working with students during the school day. For that reason, families are asked to email their child's homeroom teacher for most communication. In an emergency, or if email is not possible, please call the main office to get a message to your child's teacher. Your child's teacher may provide other communication options

such as a mobile messaging app but they may not always be immediately available to read or respond to messages during the school day from families.

Should a concern arise, parents/guardians are asked to follow this procedure:

1. Communicate directly with your child's homeroom teacher/advisor or the staff member involved.
2. If a satisfactory outcome is not reached, or if the concern is urgent, you are asked to contact the JBES Principal by calling 603-374-2331.
3. In the event the concern is unable to be resolved at the school level, you should contact the SAU9 Superintendent's Office by calling 603-447-8368.

Classroom Celebrations and Food

In keeping with the school's Wellness and Nutrition policy, classroom celebrations may include activities and nutritiously balanced snacks. Activities will be planned that are culturally sensitive to the holiday or type of celebration. Parents may be asked by teachers to bring in a variety of snacks balancing nutritional recommendations for children that age, with an awareness of any special dietary needs of children in that classroom. Please remember that all food brought into the classroom for sharing must be approved in advance by the classroom teacher.

Cafeteria Program

The JBES cafeteria serves breakfast and lunch daily. These programs are designed and set up as a prepay system. Each student is assigned a lunch account. Money should be sent in, by cash or check each Monday for the entire week, or if you prefer you can send money in on a monthly basis. You can also use your debit or credit card by registering at ezschoolpay.com, you will be able to link your student(s) to your account and be able to add money, check balances, and see what your student(s) purchasing. You will also be able to set up recurring payments or automatically add money to their account when balance gets low.

Free and reduced breakfast and lunches are available. Anyone wishing this benefit must fill out and return the free and reduced application annually, https://cdn5-ss12.sharpschool.com/UserFiles/Servers/Server_58936/Image/Food%20Service/21-22FandRApplication.pdf. This form is sent home with all students on the first day of school. Remember a new form may be completed anytime during the school year if your circumstances change. Anyone needing assistance completing this application may contact Family Support Liaison at the school, (603)374-2331.

No child will ever go without breakfast or lunch. Parents will be notified when their child's account balance has gone below zero. Slips are sent home each Friday. It is the parent's responsibility to check for these notices each week.

Breakfast

Served each morning from 8:30 to 9:00 am.

Full Price:	\$2.00
Reduced Price:	\$.00
Free:	Free for children who qualify

Lunch

Full Price:	\$3.25
Reduced Price:	\$.40
Free:	Free for children who qualify

The lunch menu is sent home each month through the classrooms. You can also find the lunch calendar on our website at:

www.jbesnh.org

USDA Nondiscrimination Statement

In accordance with Federal Civil Rights law and U.S. Department of Agriculture (USDA) Civil Rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior creditable activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

School Dress

Children are expected to wear clothing appropriate for school activities. We ask that attire be conducive to a positive learning atmosphere throughout the building.

The responsibility for the appearance of the student rests with the parents and the students themselves. They have the right to determine a student's dress, providing that such attire is not destructive to school property, complies with the health code of the State of NH, is appropriate, and does not interfere with the education process. To see the dress code policy refer to [www.sau9.org/school board/bartlett](http://www.sau9.org/school_board/bartlett) Policy JFCA.

Lost and Found Items

If your child is missing an article of clothing, please check the lost and found area in the cafeteria. All items are kept for a short time and then removed. **Please put your child's name in their clothing, on lunch boxes, on backpacks etc. so we can return it to them if found.**

School Accident Insurance

The school makes low cost accident insurance available to all students through an independent carrier. Forms are available through the office. Please contact the SAU #9 at 603-447-8368 for more information.

Student Health and Wellness

The school counselor, nurse and family support liaison work as a team to support overall student health and wellness. They also collaborate with teachers and the administration when a student has needs that impact academics, attendance, behavior, and other school domains. Parents are asked to keep the wellness providers informed if a child has specific needs in those areas.

School Counseling: The School Counselor provides services to every student to assist in academic, personal, and social growth, and career readiness. School Counseling focuses on creating a positive school culture and climate, and preparing students to be responsible and successful citizens in a diverse and changing world. JBES follows the model developed by the American School Counselor Association and supported by the NH Department of Education.

Family Support Liaison: The Family Support Liaison provides support for students to remove obstacles to school achievement. This includes planning for or processing challenging academic or social situations and practicing relevant skills in individual or group settings. Support for students often includes partnerships with families and may address situations in the home. The Family Support Liaison collaborates with social service agencies, assesses potential eligibility, provides applications, and assists families through the process of accessing community support.

School Nurse: The School Nurse conducts screenings, provides treatment, maintains health records, provides health education, and communicates with students and parents regarding health or medical issues. The School Nurse also trains and collaborates with school staff to improve safety in the school.

Student Illness

In order to help ensure the health of all students, please notify the school nurse of any communicable disease such as strep throat, impetigo, chicken pox or hepatitis. If your child has had a high fever (100 degrees or higher) or has been vomiting, please allow at least 24 hours to rest at home before returning to school.

A child who is ill or having any symptoms of COVID-19 should not come to school. Should your child become ill or have symptoms, remain at home, please contact the school nurse for the correct guidelines on your child's returning to school.

The school nurse is responsible for attending only to injury and illness that occur during the school day. If an illness does occur during the day, children will only be dismissed early if a parent or other designated adult picks them up at school.

No student will be excused from physical education or recess unless a directive is received from the child's physician. If they are excused because of an injury, a medical release is required before the student may resume participation.

Athletes must have a physical examination before participating in middle school athletics. This physical exam must be on file before the student is allowed to practice.

Administering Medication to Students

Prescribed medication should not be taken during the school day, if at all possible. Medication is to be administered by the school nurse, principal or other designee. Medication will be administered in school only after receiving and filing in the student's health record with the following:

1. A written statement from the licensed prescriber detailing the method of taking the medication, dosage, and the time schedule of the medication.
2. A written authorization from the parent/guardian indicating the desire that the school assist the student in taking the prescribed medication.

All medication should be delivered to appropriate school personnel by the parent/guardian. **All prescription medication must be delivered and contained in its original pharmacy container.** The school nurse is directed to keep such medications in a locked cabinet or refrigerator. No more than a 30-day supply will be kept and maintained by the school. The school nurse will contact the parent/guardian regarding any unused medication. Such medication must be picked up by parent/guardian within ten days after its use is discontinued. If the parent/guardian does not pick up the medication within ten days, the school nurse may dispose of the unused medication and record as such in the student's health record file.

The school nurse is responsible for keeping accurate records regarding the administration of medication to students.

Students may possess and self-administer an epinephrine auto-injector if the student suffers from potentially life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. If a student finds it necessary to use his/her auto-injector, s/he shall immediately report to the nearest supervising adult. The school nurse or building

principal may maintain at least one epinephrine auto-injector, provided by the student, in the nurse's office or other suitable location. Additionally, students may possess and self-administer a metered dose inhaler or a dry powder inhaler to alleviate or prevent asthmatic symptoms, auto-injectors for severe allergic reactions, and other injectable medications necessary to treat life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and selfadministration.

Students shall not share any prescription or over-the counter medication with another student. Notice of this prohibition will be provided in student handbooks. Students acting in violation of this prohibition will be subject to discipline consistent with applicable Board policies.

This policy shall extend to any school-sponsored activity, event, or program. In addition to the provisions set forth herein, the school nurse and Principal are responsible for ensuring the provisions of Ed. 311.02, Medication During the School Day, are followed.



Lori A. Shilbinette
Commissioner

Patricia M. Tilley
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH SERVICES
BUREAU OF INFECTIOUS DISEASE CONTROL

29 HAZEN DRIVE, CONCORD, NH 03301
603-271-4482 1-800-852-3345 Ext. 4482
Fax: 603-271-3850 TDD Access: 1-800-735-2964
www.dhhs.nh.gov

New Hampshire
School Immunization Requirements 2022-2023

Refer to page 2 for minimum ages and intervals

Diphtheria, Tetanus, and Pertussis DTaP DT/DTP Tdap/Td	6 years and under: 4 or 5 doses with the last dose given on or after the 4 th birthday 7 years and older: 3, 4, or 5 doses with the last dose given on or after the 4 th birthday Grades 7-12: 1 dose of Tdap is required for entry into 7 th grade
Polio	Grades K-10: 3 or 4 doses with the last dose given on or after the 4 th birthday and the last 2 doses separated by 6 months or more Grades 11-12: 3 doses, with the last dose given on or after the 4 th birthday OR 4 doses regardless of age at administration
Hepatitis B	Grades K-12: 3 doses at acceptable intervals
Measles, Mumps, and Rubella MMR	Grades K-12: 2 doses; the first dose must be administered on or after the 1 st birthday
Varicella (Chicken Pox)	Grades K-12: 2 doses with the first dose administered on or after the 1 st birthday OR laboratory confirmation of immunity. History of natural immunity without lab confirmation of immunity is NOT acceptable.

- Children must have proof of all required immunizations, documentation of immunity, or valid exemptions, in order to be admitted or enrolled in any school in New Hampshire. Documentation of immunity by confirming laboratory test is acceptable for Measles, Mumps, Rubella, Varicella, and Hepatitis B.
- A child may be "conditionally" enrolled when the parent or guardian provides:
 - 1) Documentation of at least one dose for each required vaccine; AND
 - 2) The appointment date for the next dose of required vaccine.
- All immunizations must meet minimum age and interval requirements for each vaccine. A 4-day grace period is allowed; however, live attenuated vaccines (MMR, Varicella, or nasal influenza vaccine) that are not administered on the same day must be administered at least 28 days apart.
- Medical and religious exemptions have specific requirements. Information is available at: <https://www.dhhs.nh.gov/dphs/immunization/exemptions.htm>
- The 2022 Immunization Schedule from the CDC's Advisory Committee on Immunization Practices can be found here: <https://www.cdc.gov/vaccines/schedules/hcp/imz/child-adolescent.html>

Minimum Age & Interval Schedule for Valid Vaccine Doses - New Hampshire School Immunization Requirements 2022/2023				
Vaccine	Dose #	Minimum Age	Minimum Interval Between Doses	Notes
Diphtheria, Tetanus, and Pertussis <i>DTaP</i>	DTaP – Dose 1	6 weeks	4 weeks between Dose 1 & 2	All children must have a valid dose on or after the 4 th birthday.
	DTaP – Dose 2	10 weeks	4 weeks between Dose 2 & 3	For children 6 years and under, the 5 th dose is not necessary if the 4 th dose was administered at age 4 years or older and is at least 6 months after the previous dose.
	DTaP – Dose 3	14 weeks	6 months between Dose 3 & 4*	* A 4th dose inadvertently administered as early as age 12 months may be counted if at least 4 months since dose 3.
	DTaP – Dose 4	12 months	6 months between Dose 4 & 5	If dose 1 is given at age 7 or older, only 3 doses are needed (as long as 6 months between dose 2 and 3); can be Tdap or Td as long as one of the doses is Tdap.
	DTaP – Dose 5	4 years	-----	Students are required to have a dose of Tdap prior to 7 th grade. * Tdap given on or after the 7 th birthday meets this requirement per NH Administrative Rule He-P 301.14.
Tetanus, Diphtheria, and Pertussis <i>Tdap</i>	Tdap – Dose 1	7 years	<i>ACIP recommends that children age 7 through 9 years who receive Tdap or DTaP inadvertently or as part of a catch-up series should receive the routine Tdap dose at 11–12 years.*</i>	
Polio <i>IPV</i>	IPV – Dose 1	6 weeks	4 weeks between Dose 1 & 2	*Kindergarten through 10 th Grade: 3 or 4 doses, with one dose on or after the 4 th birthday and at least 6 months after the previous dose.
	IPV – Dose 2	10 weeks	4 weeks between Dose 2 & 3	If a combined IPV/OPV polio schedule was used, the total number of doses needed is the same as an all IPV schedule.
	IPV – Dose 3	14 weeks	4 weeks to 6 months between Dose 3 & 4*	Any OPV dose(s) given on or after April 1, 2016 do not count towards the polio vaccine requirement and the series must be completed with IPV.
	IPV – Dose 4	4 years	-----	
Hepatitis B <i>HepB</i>	HepB – Dose 1	Birth	4 weeks between Dose 1 & 2	
	HepB – Dose 2	4 weeks	8 weeks between Dose 2 & 3	Minimum age for Dose 3 is at least 24 weeks of age.
	HepB – Dose 3	24 weeks	16 weeks between Dose 1 & 3	
Measles, Mumps, and Rubella <i>MMR</i>	MMR – Dose 1	12 months	4 weeks between Dose 1 & 2	Live attenuated vaccines not administered on the same day must be administered at least 28 days apart.
	MMR – Dose 2	13 months	-----	
Varicella (chickenpox) <i>VAR</i>	VAR – Dose 1	12 months	12 weeks between Dose 1 & 2*	Live attenuated vaccines not administered on the same day must be administered at least 28 days apart. *If first dose administered at age 13 or older, the minimum interval between Dose 1 and Dose 2 is 4 weeks.
	VAR – Dose 2	15 months	-----	

**Pre-school Students 3-5 Years Old
New Hampshire Immunization Requirements 2022-2023**

Refer to page 2 for minimum ages and intervals

DIPHTHERIA, TETANUS, PERTUSSIS (DTaP/DTP/DT)

3-5 years	Four doses. The 3 rd and 4 th dose must be separated by at least 6 months.
------------------	--

POLIO

3-5 years	Three doses. Any OPV dose(s) given on or after April 1, 2016 does not count toward the polio vaccine requirement and the series must be completed with IPV.
------------------	--

MEASLES, MUMPS, and RUBELLA (MMR)

3-5 years	One dose. This dose must be administered on or after age 12 months.
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HAEMOPHILUS INFLUENZAE TYPE B (Hib)

3-5 years	One dose on or after 15 months of age OR Four doses with the last dose administered on or after 12 months of age OR see catch-up schedule below* Hib is not required for children \geq 5 years of age.
------------------	--

HEPATITIS B

3-5 years	Three doses given at acceptable intervals. See attached schedule (page 2)
------------------	---

VARICELLA (CHICKEN POX)

3-5 years	One dose. This dose must be administered on or after age 12 months. OR laboratory confirmation of chicken pox disease.
------------------	---

*Hib catch-up vaccination schedule:

- If unvaccinated at 15-59 months: 1 dose needed.
- If dose 1 given before 12 months and dose 2 before 15 months, 3rd and final doses must be 8 weeks after dose 2.
- If dose 1 given at 7-11 months, dose 2 must be at least 4 weeks later and 3rd and final dose given at 12-15 months or 8 weeks after dose 2 (whichever is later).
- If dose 1 given at 12-14 months, 2nd and final dose must be at least 8 weeks after dose 1.
- If **PedvaxHIB** brand used, call NHIP for recommended schedule and requirements for dosing.

Brand Names for Vaccines

Alphabetical List

May be used as a reference when reviewing immunization records.
This is a list of many vaccine brand names.

Not all are required for school, pre-school, or childcare admittance.

Brand Name	Vaccine(s)/Abbreviation
ActHIB®	Haemophilus influenzae type b (Hib)
Adacel®	Tetanus, Diphtheria, Pertussis (Tdap)
Boostrix®	Tetanus, Diphtheria, Pertussis (Tdap)
Daptacel®	Diphtheria, Tetanus, Pertussis (DTaP)
DT	Diphtheria, Tetanus (DT)
Enerix B®	Hepatitis B (HepB)
Hiberix®	Haemophilus influenzae type b (Hib)
Infanrix®	Diphtheria, Tetanus, Pertussis (DTaP)
Ipol®	Polio (IPV)
Kinrix®	Diphtheria, Tetanus, Pertussis (DTaP) & Polio (IPV)
M-M-R II	Measles, Mumps, Rubella (MMR)
Pediarix®	Diphtheria, Tetanus, Pertussis (DTaP), Polio (IPV), & Hepatitis B (HepB)
PedvaxHIB®	Haemophilus influenzae type b (Hib)
Pentacel®	Diphtheria, Tetanus, Pertussis (DTaP), Polio (IPV), & Haemophilus influenzae type b (Hib)
ProQuad®	Measles, Mumps, Rubella & Varicella (MMRV)
Quadracel®	Diphtheria, Tetanus, Pertussis (DTaP) & Polio (IPV)
RecombivaxHB®	Hepatitis B (HepB)
TDVAX™	Tetanus, Diphtheria (Td)
Tenivac®	Tetanus, Diphtheria (Td)
Varivax®	Varicella (Chicken Pox, VAR)
Vaxelis™	Diphtheria, Tetanus, Pertussis (DTaP), Polio (IPV), Haemophilus influenzae type b (Hib), & Hepatitis B (Hep B).

See <https://www.cdc.gov/vaccines/terms/usvaccines.html> for other vaccine brand names.

CONCUSSIONS AND HEAD INJURIES

The School Board recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. The Board recognizes that the majority of concussions will occur in “contact” or “collisions” sports. However, in order to ensure the safety of all District student-athletes, this policy will apply to all competitive athletic activities as identified by the administration.

Consistent with the National Federation of High School (NFHS) and the New Hampshire Interscholastic Athletic Association (NHIAA), the District will utilize recommended guidelines, procedures and other pertinent information to inform and educate coaches, youth athletes, and parents/guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury.

Annually, the district will distribute a head injury and concussion information sheet to all parents/guardians of student-athletes in competitive sport activities prior to the student-athlete’s initial practice or competition.

All coaches, including volunteers, will complete training as recommended and/or provided by NHIAA, New Hampshire Department of Education and/or other pertinent organizations. Additionally, all coaches of competitive sport activities will comply with NHIAA recommended procedures for the management of head injuries and concussions.

Academic Issues in Concussed Students

In the event a student is concussed, regardless of whether the concussion was a result of a school-related or non-school-related activity, school district staff should be mindful that the concussion may affect the student’s ability to learn. In the event a student has a concussion, that student’s teachers will be notified. Teachers should report to the school nurse if the student appears to have any difficulty with academic tasks that the teacher believes may be related to the concussion. The school nurse will notify the student’s parents and treating physician. Administrators and district staff will work to establish a protocol and course of action to ensure the student is able to maintain his/her academic responsibilities while recovering from the concussion.

Section 504 accommodations may be developed in accordance with applicable law and board policies.

Adopted by the Bartlett School Board – August 5, 2014
Reviewed with no change – February 13, 2020

Emergency Drills

Fire drills and other emergency drills will take place throughout the school year. Teachers and other staff will review the procedures with students on a regular basis.

Asbestos Hazard Emergency Response Act

A copy of the annual notification to parents, teachers and employee organizations concerning the school asbestos AREA management plan is available in the office.

Suspected Neglect or Child Abuse

The Child Protection Act (RSA 169-c) requires all school employees to report suspicion or evidence of child abuse or neglect to the appropriate investigation authority (Department of Children, Youth and Families). School personnel must cooperate with the confidential investigation. The school is not allowed to notify parents of any of these actions. Employees who fail to report can be subject to prosecution for a misdemeanor.

Internet and Technology Use

Students in grades K-8 use the following technology learning tools which are introduced by teachers when appropriate and needed.

- Chromebook (individually assigned)
- Internet, digital library databases, and other online learning resources
- Google Classroom which included: Meet, Docs, Slides, and other applications
- Online interaction with others via Google Classroom, Flipgrid, and other Applications

Your family and child will be required to review and sign a Technology Use Agreement prior to having access to an individual technology device. Families are encouraged to consider the role online media plays in your household, and to partner with us in teaching responsible use. Students are encouraged to maintain open communication with parents/guardians and their teachers about technology use, and issues that may arise while using the Internet and/or digital technology tools.

Parents/Guardians may borrow a JBES Chromebook for a student to keep and use at home for the school year. That request may be made on the Technology Use Agreement when it is signed, it can be arranged by contacting Technology Coordinator Alison Verran, a_verran@sau9.org.

JICL

SCHOOL DISTRICT INTERNET ACCESS FOR STUDENTS

The School Board recognizes that technological resources can enhance student performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, teachers, and the community, supporting District and school operations, and improving access to and exchange of information. The Board expects all students to learn to use the available technological resources that will assist them in the performance of their education. As

needed, students shall receive lessons and instruction in the appropriate use of these resources.

Students shall be responsible for the appropriate use of technology and shall use the District's technological resources primarily for purposes related to their education. Students are hereby notified that there is no expectation of privacy on district computers, computer files, email, internet usage logs, and other electronic data.

The Superintendent or designee shall ensure that all District computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or pornographic and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research, educational or other lawful purpose.

The Superintendent shall establish administrative regulations and an Acceptable Use Agreement that outlines student obligations and responsibilities related to the use of District technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the student's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulations.

The Superintendent or designee shall provide copies of related policies, regulations, and guidelines to all students. Students shall be required to acknowledge in writing that they have read and understood the District's Acceptable Use Agreement.

Legal References:

RSA 194:3-d, School District Computer Networks

47 U.S.C. §254, Requirements For Certain Schools – Internet Safety

20 U.S.C. §6777, Enhancing Education Through Technology – Internet Safety

Adopted by Bartlett School Board – March 5, 2019

JICL-R

ACCEPTABLE INTERNET USE PROCEDURES – STUDENTS

Purpose

The purpose of the Acceptable Use Procedures is to provide the procedures, rules, guidelines, and the code of conduct for the use of technology and the Internet.

Definition

The definition of "information networks" is any configuration of hardware and software, which connects users. The network includes, but is not limited to, all of the

computer hardware, operating system software, application software, stored text and data files. This includes electronic mail, local databases, externally accessed databases, CD-ROM, recorded magnetic or optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. Stand-alone workstations are also governed by this acceptable use procedure.

The School District Services

The School District provides resources for teaching and learning, communication services, and business data services by maintaining access to local, regional, national, and international sources of information. The School District information resources will be used by members of the school community with respect for the public trust through which they have been provided and in accordance with policy and regulations established by the School District. These procedures do not attempt to articulate all required for proscribed behavior by its users.

Successful operation of the network requires that all users conduct themselves in a responsible, decent, ethical and polite manner while using the network. The user is ultimately responsible for his/her actions in accessing network services.

Guidelines

1. Access to the networks and to the information technology environment within the District is a privilege and must be treated as such by all users of the network and its associated systems.
2. Information networks will be used for the purposes of research, education, and school-related business and operations.
3. Any system which requires password access or for which the District requires an account, such as the Internet, will only be used by the authorized user. Account owners are ultimately responsible for all activity under their accounts.
4. The resources of the District are limited. All users must exercise prudence in the shared use of this resource.

Unacceptable Use

The District has the right to take disciplinary action, remove computer and networking privileges and/or take legal action, for any activity characterized as unethical and unacceptable. Unacceptable use activities constitute, but are not limited to, any activity through which any user:

1. Violates such matters as institutional or third-party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal.
2. Interferes with or disrupts other network users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer worms or viruses, distributing quantities of information that

overwhelm the system, and/or using a District network to make unauthorized entry into any other resource accessible via the network.

3. Seeks to gain or gains unauthorized access to information resources.
4. Uses or knowingly allows another to use any computer or computer system to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
5. Destroys, alters, dismantles or otherwise interferes with the integrity of computer based information and/or information resources.
6. Invades the privacy of individuals or entities.
7. Uses the network for commercial or political activity.
8. Installs unauthorized software for use on District computers.
9. Uses a network to access inappropriate materials.
10. Submits, publishes or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either publicly or privately.
11. Uses a District network for illegal harassing, vandalizing, inappropriate or obscene purposes, or in support of such activities.

School District Rights

The District reserves the right to:

1. Monitor all activity. Notwithstanding FERPA and other related laws, students have no expectation of privacy regarding their use on the school district computer network.
2. Make determinations on whether specific uses of a network are consistent with these acceptable use procedures.
3. Log network use and monitor storage disk space utilization by users.
4. Determine what is appropriate use.
5. Remove a user's access to the network at any time it is determined that the user engaged in unauthorized activity or violated these acceptable use procedures.
6. Cooperate fully with any investigation concerning or relating to the District's network activity.

School District Internet Code of Conduct

Use of the Internet by students and staff of the District shall be in support of education and research that is consistent with the mission of the District. Internet use is limited to those persons who have been issued District-approved accounts. Use will be

in accordance with the District's Acceptable Use Procedures and this Code of Conduct. Users are expected to abide by the following terms and conditions:

1. Protect their Internet log from information from others.
2. Respect the privacy of other users. Do not use other users' passwords.
3. Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors.
4. Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.
5. Treat information created by others as the private property of the creator. Respect copyrights.
6. Use any network in a way that does not disrupt its use by others.
7. Do not destroy, modify or abuse the hardware or software in any way.
8. Do not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, "chain" messages, etc.
9. Do not use the Internet to access or process pornographic or otherwise inappropriate material.
10. Do not use the Internet for commercial purposes.

The District reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

School District Internet Access Release Form

As a condition of my right to use the School District network resources, including access to the Internet, students understand and agree to the following:

1. To abide by the District Acceptable Use Procedures and Code of Conduct.
2. That District administrators and designated staff have the right to review any material stored on District computers in files and to edit or remove any material which they, in their sole discretion, believe may be unlawful, obscene, abusive, or otherwise objectionable and students hereby waive any right of privacy which I may otherwise have to such material.
3. That the School District will not be liable for any direct or indirect, incidental, or consequential damages due to information gained and/or obtained via use of the District's network resources.
4. That the School District does not warrant that the functions of any District network, or any network accessible through District resources, will meet any specific

requirements you may have, or that the network resources will be error-free or uninterrupted.

5. That the School District shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use District networks and resources.

6. That the use of the District network(s), including access to public networks, is a privilege which may be revoked by network administrators at any time for violation of the Acceptable Use Procedures and Code of Conduct. The School District will be the sole arbiter(s) of what constitutes violation of the Acceptable Use Procedures or Code of Conduct.

7. In consideration for the privilege of using the School District network resources and in consideration for having access to the public networks, I hereby release the School District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use, or inability to use, the District network resources.

Name of User/Student: _____

School of Attendance: _____

I hereby certify that I have read the Acceptable Use Policy and Procedures; that I fully understand their terms and conditions; and that I will abide by the terms and conditions set forth in those documents.

Signature of User/Student: _____

Date: _____

Signature of Parent/Guardian:

Date: _____

See Policy JICL

Adopted by Bartlett School Board – May 7, 2019

VIDEO AND AUDIO SURVEILLANCE ON SCHOOL PROPERTY

The Board authorizes the use of video and/or audio devices consistent with applicable law and School Board policies. Notwithstanding other Board policies, the Superintendent is authorized to allow video and/or audio recordings to the extent either required or prohibited by law.

A. Surveillance

Video surveillance is authorized on District property, including, without limitation, school buses and other district provided transportation, to ensure the health, welfare, and safety of all students, staff, and visitors to District property and to safeguard District buildings, grounds, and equipment.

1. Audio Surveillance

Although video surveillance is permissive, surveillance with audio recording is only permitted on school buses – whether such buses are operated by the District or not - in accordance with RSA 570:A-2, II (k) and Board policy ECAF. Audio recordings are also authorized in classrooms per Section D below.

2. Video Surveillance

The Superintendent or their designee will approve appropriate locations for surveillance cameras. Placement of cameras will be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view. However, such devices are not to be placed in bathrooms, or dressing or locker rooms.

Signs will be posted on school property to notify students, staff, and visitors that video recording devices may be in use. (More specific notice is required for audio recordings on school buses as provided under Board policy ECAF.) At the Superintendent's discretion, parents and students may also be notified through the Student-Parent Handbook as well as the District and school websites. All persons will be responsible for any violations of school rules recorded by cameras.

The district will retain copies of video recordings until they are erased, which may be accomplished by either deletion or copying over with a new recording.

B. Video and Audio Recordings Used for Student Discipline Matters

Video/audio recordings in District possession, whether or not recorded by District equipment, that contain evidence of a violation of student conduct rules, school board policy, and/or state or federal law, will be retained until the issue of the misconduct is no longer subject to review or appeal, as determined by board policy or applicable law. Any release or viewing of the recording will be in accordance with the

law. Notwithstanding this paragraph, use of video/audio surveillance on school buses shall be in accordance with Policy ECAF.

In the event any audio or video recording (from whatever source) is used as part of a student discipline proceeding, such video may become part of a student's education record. If recording does become part of a student's education record, the provisions of Policy JRA shall apply. (In accordance with RSA 570:A-2 and Board policy

ECAF, retention and use of audio recordings gathered via bus surveillance have stricter requirements than video only or recordings from non-District sources.)

C. Video and Audio Recordings Used for Special Education Purposes

Video and audio recordings may be used for special education or Section 504 purposes, when a student's individualized education program or accommodation plan includes audio or video recording as part of the child's education. All such recordings will be maintained in accordance with the Family Education Rights and Privacy Act, 20 U.S.C. section 1232g, and other applicable law(s).

D. Additional Video and Audio Recordings Authorized

The school board permits the video and audio recording of the following school related activities. The following purposes are not intended to be exhaustive and may be expanded or contracted by either administrative determination or school board action.

- Extracurricular/co-curricular activities
- Musical performances, band, concert band, ensemble, orchestra, choir
- Drama activities
- Club events
- Sporting events, including both inter and intra-scholastic
- Other activities such as student senate, yearbook, school pride, ROTC
- Ceremonies, orientation, presentations, school assemblies or meetings, or any school events which occur outside of the physical classroom.

E. Consultation with Counsel

The Superintendent (and other administrators if the Superintendent is unavailable) is specifically authorized to seek and obtain legal advice from the School Board/District's attorney with respect to any new use of surveillance or audio recordings, and/or relative to the use, sharing, ownership, retention and/or destruction of video or audio recordings.

Legal References:

RSA 189:65, Definitions

RSA 189:68, Student Privacy

RSA 570-A:2

20 U.S.C. §1232g, Family Educational Rights and Privacy Act (FERPA)

Adopted by the Bartlett School Board – October 7, 2008

Revision Adopted – December 7, 2021

Student Telephones

During school hours, parents/guardians may get a message to their child by calling the school, and students who need to make a phone call may use a school phone to do so.

Students are discouraged from bringing phones to school. Students who do bring a phone must leave it off and put it away during school and extracurricular activities. Students must have permission from a supervising staff member before using their phone during school. These guidelines also apply to apple watches, earbuds, etc. The Bartlett School District assumes no financial responsibility for stolen, lost, or damaged cell phones.

KB

Title I Involvement in Education

(This policy is required only for districts receiving Title I funds.)

The Board endorses the parent involvement goals of Title I and encourages the regular participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school and community. In this policy, the word "parent" also includes guardians and other family members involved in supervising the child's schools.

Pursuant to federal law, the District will develop jointly with, agree on with, and distribute to parents of children participating in the Title I program a written parent involvement policy.

At the required annual meeting of Title I parents, parents will have opportunities to participate in the design, development, operation and evaluation of the program for the next school year. Proposed activities shall be presented to fulfill the requirements necessary to address the requirements of parental involvement goals.

In addition to the required annual meeting, at least three additional meetings shall be held, at various times of the day and/or evenings, for parents of children participating in the Title I program. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the district level.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs.

The parents of children identified to participate in Title I programs shall receive from the school Principal and Title I staff an explanation of the reasons supporting each

child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their child's progress. Parents will also receive guidance as to how they can assist in the education of their children at home.

Legal References:

20 U.S.C. §6318, Title I – Parental Involvement

Adopted by the Bartlett School Board – October 7, 2008

Reviewed with no change – May 14, 2020

Pupil Progression Plan

A detailed Pupil Progression Plan was adopted by the Bartlett School Board on 2/2/10 (Policy IKEA). This plan is available for review by parents at any time in the main office at the school. You may also view this policy at

<http://sau9.org/common/pages/DisplayFile.aspx?itemId=102645>

JD

JOSIAH BARTLETT ELEMENTARY SCHOOL DISCIPLINE CODE

Josiah Bartlett Elementary School's Disciplinary code expectations are simple

We ask

PARENTS, EDUCATORS AND STUDENTS to:

**RESPECT YOURSELF,
RESPECT OTHERS,
RESPECT RULES OF THE AREA YOU ARE IN,
AND RESPECT THE BUILDING AND GROUNDS.**

No set of rules can cover every situation. Students who display respect, courtesy and good judgment will be helping themselves and others.

Adopted by Bartlett School Board - August 1, 2000

DISCIPLINE PHILOSOPHY

A positive learning environment needs to be orderly and supportive of students and faculty. It is essential that every student follow reasonable rules of conduct during the regular school day as well as during any school activity on or off campus.

ALL staff members have the responsibility for establishing and maintaining an appropriate behavioral atmosphere. The ultimate responsibility for a student's behavior, however, rests with the student and his/her parents. Parents will be informed about

their child's serious misbehavior and repeated inappropriate behavior and of efforts by the school to remediate such behavior.

Discipline is intended to teach and encourage appropriate behavior while creating an acceptable environment for learning. In keeping with the philosophy that discipline is a means of teaching, disciplinary measures are designed to teach the student to accept responsibility for his/her behavior and to make more appropriate choices in the future.

Remember that the goal of discipline as well as education is self - discipline; thus, discipline is a matter for instruction; rather than enforcement.

JBES DISCIPLINE CODE

Our School's Disciplinary Code expectations are simple. We ask parents, educators and students to: **RESPECT YOURSELF, RESPECT OTHERS, RESPECT THE RULES OF THE AREA YOU ARE IN, AND RESPECT THE BUILDING AND GROUNDS.**

No set of rules can cover every situation. Students who display respect, courtesy and good judgment will be helping themselves and others.

Three levels of unacceptable behavior have been identified ranging from minor infractions to severe. At each level, examples of behavior are given and examples of the type of consequences are listed.

Level I

Consists of minor misbehavior which disrupts orderly classroom procedures or interferes with the operation of the school. Examples include (but are not limited to) minor disruption of school activity, tardiness to class, truancy, and inappropriate language.

Consequences for these behaviors will include one or more:

- Student/teacher discussion/conference
- Time out – work assignment during break times or after school
- Voluntary Peer Mediation
- Parent/teacher conference
- Repetitive offenses would result in administrative referral and Level II consequences

Level II

Consists of frequent and/or serious misbehavior which disrupts the learning environment or behavior which threatens person or property. Examples include (but are not limited to) forgery, fighting, theft, threatening, harassment or intimidation, racial slurs, ethnic jokes, disrespect of students or staff, and continued offenses from Level I.

Consequences for these behaviors will include one or more:

- Administrative referral
- Student/administrator conference
- Referral to Student Teacher Assistance Team
- Parent conference
- In-school suspension
- Out- of- school suspension

Level III

Consists of behavior, which poses a serious threat to the safety of others. Examples include (but are not limited to) assault, possession and/or use of fireworks, arson, possession of weapons, (refer to Dangerous Instruments and Weapons in School policy) and substance abuse related incidents (e.g. controlled drugs, tobacco products, alcohol and misuse of over-the-counter drugs refer to the Substance Abuse Policy)

Consequences for these behaviors will include one or more:

- Administrative referral
- Parent conference
- Assignment of child study team
- Referral/report to law enforcement or appropriate agency
- In-school suspension * Out-of-school suspension
- Recommendation for expulsion

JFCJ

DANGEROUS INSTRUMENTS AND WEAPONS IN SCHOOL

1. The Bartlett School Board, cognizant of its responsibilities to provide for a safe and healthy environment wherein students can learn, sets forth and establishes a policy prohibiting dangerous instruments and weapons in school.

2. No student, staff member, or visitor shall possess upon school premises any dangerous instrument, firearm, dangerous chemical, explosive device, or weapon.

3. For the purpose of this policy, a firearm is any weapon, including a starter gun, which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of such weapon; any firearm muffler or silencer; or any destructive device.

4. A weapon is defined as any instrument capable of inflicting bodily harm. Included within the definition of weapon, but not intended as a limitation on the definition, are switchblade knives, gravity knives, pilum ballistic knives, cane swords, electronic dart guns, chukka sticks and Kung-Fu stars. The aforesaid enumeration of weapons is not intended to be exhaustive but merely illustrative. Dangerous instruments are defined as items or implements which under the circumstances in which such instruments are used,

attempted to be used, threatened to be used are readily capable of inflicting bodily harm or threat of same.

5. School premises shall mean school grounds, buildings and/or facilities, whether owned by the School District or at lease to the School District and shall also include school buses and vehicles parked on the school grounds.

6. An exception to the prohibition set forth in this policy may be made with prior approval and arrangements made with the principal, in an instance where a weapon is part of a dramatic or music performance, or is used as an artifact in an instrumental unit. In these instances, the administration will be responsible for the proper storage of the weapon.

7. New Hampshire State law enforcement officers are the only individuals permitted on school premises to have a weapon, dangerous instrument or firearm in their possession.

8. After a hearing pursuant to New Hampshire RSA 193:13, any student having been found guilty of bringing a firearm or dangerous instruments and weapons on school premises shall, as a penalty, be suspended for a period of one year, provided that the Superintendent, after considering the totality of the circumstances surrounding the offense, and the student's previous record, shall have the authority to modify the one year penalty on a case by case basis. Further, nothing in this policy shall be construed to limit any rights possessed by students classified as disabled.

Adopted by Bartlett School Board – August 1, 2000

Pupil Safety and Violence Prevention

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

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

Further, in accordance with RSA 193-F:4, the District reserves the right to address bullying and, if necessary, impose discipline for bullying that:

- (1) Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
- (2) Occurs off school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

II. Definitions (RSA 193-F:3)

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

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

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

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

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

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

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

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

False Reporting

A student found to have wrongfully and intentionally accused another of bullying may face discipline or other consequences, ranging from positive behavioral interventions up to and including suspension or expulsion.

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

Reprisal or Retaliation

The District will discipline and take appropriate action against any student, teacher, administrator, volunteer, or other employee who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying.

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

2. Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

3. Any teacher or school administrator found to have engaged in reprisal or retaliation in violation of this policy shall be subject to discipline up to, and including, termination of employment.

4. Any school volunteer found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Process To Protect Pupils From Retaliation

If the alleged victim or any witness expresses to the Principal or other staff member that he/she believes he/she may be retaliated against, the Principal shall develop a process or plan to protect that student from possible retaliation.

Each process or plan may be developed on a case-by-case basis. Suggestions include, but are not limited to, re-arranging student class schedules to minimize their contact, stern warnings to alleged perpetrators, temporary removal of privileges, or other means necessary to protect against possible retaliation.

IV. Protection of all Pupils (RSA 193-F:4, II(c))

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

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

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

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

Staff and Volunteers

All staff, students, and parents will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (employee handbook, hard copy, etc.)

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

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

Student Reporting

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

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

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

Staff Reporting

1. An important duty of the staff is to report acts or behavior that they witness that appears to constitute bullying.

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

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

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

In order to satisfy the reporting requirements of RSA 193-F:6, the Principal or designee shall be responsible for completing all New Hampshire Department of Education forms and reporting documents of substantiated incidents of bullying.

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

The Principal shall report to the parents of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

X. Waiver of Notification Requirement (RSA 193-F:4, II(i))

The Superintendent may, within a 48 hour time period, grant the Principal a waiver from the requirement that the parents of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Superintendent deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

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

Upon receipt of a report of bullying, the Principal shall, within 5 school days, initiate an investigation into the alleged act. If the Principal needs more than 10 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the Principal shall notify in writing all parties involved of the granting of the extension.

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

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

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

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

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

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

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

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

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

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

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

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

Notice of Nondiscrimination

The Bartlett School District does not discriminate on the basis of age, sex, gender identity, sexual orientation, race, creed, color, ancestry or national origin, marital status, familial status, physical or mental disability, religion or economic status in employment, or in admission to, access to, or treatment in its programs and activities. Inquiries concerning the application of the district's nondiscrimination policy should be directed to the Director of Special Services or to the Assistant Superintendent of SAU9 (179 A Main Street Conway, NH 03860; 603-447-8368).

The Director of Special Services also serves as the district Section 504/ADA Coordinator (regarding disability matters) and the Assistant Superintendent serves as the district Title IX Coordinator (regarding gender-based matters); together they coordinate the district's compliance with applicable nondiscrimination policies, and applicable Federal and State laws. Those seeking additional information concerning the district's nondiscrimination policy (Policy AC), or who wish to access the district's grievance procedure (Policy ACAA-R) in order to file a complaint of of discrimination, can access those policies at the district website at : https://www.sau9.org/school_boards/bartlett/policies.

LETTER OF UNDERSTANDING

Between
School Administrative Unit #9 & Bartlett School District
& Town of Bartlett Police Department

In accordance with RSA 193-D, Safe School Zone, the above parties agree that the following crimes shall be reported to the Bartlett Police Department.

- Thefts from persons when force or intimidation is used
- Theft in excess of \$200.00 in property value
- Assaults with injury
- Assaults when a weapon was used
- Assault with repeat offenders
- Assault based on race, color, religion, etc., known as Hate Crime
- Destruction of property with a dollar value in excess of \$200.00
- Thefts, assaults or destruction of property having multiple victims or multiple perpetrators
- Any drug/alcohol violations
- Dangerous weapons

Nothing in this memorandum precludes students and staff at the JBES from reporting any crimes to the Bartlett Police Department.

Any reference in this document to the Principal shall also include the Principal designees.

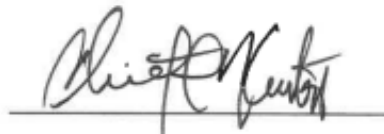
Any reference to School Resource Officer shall also include any other police representative.



Joe Yahna, Principal

7/21/22

Date



Chris Keaton, Chief of Police

07-22-22

Date

Bartlett School District
RESPONSE PLAN FOR CRIMINAL INCIDENTS

POSSESSION-USE-SALE OF TOBACCO PRODUCTS

Possession and distribution of tobacco products is a violation of RSA 126-K:6 and includes cigarettes, chewing tobacco, cigars, pipe tobacco, snuff and similar products by persons under the age of 18.

Response Guidelines – Any student observed possessing, using, or selling any of the above- described items is to be immediately brought to the school principal. The principal shall notify the School Resource Officer promptly. The School Resource Office shall have discretion to issue the student a warning for the first offense and shall issue a court summons for any other offenses. NOTE: action taken by the School Resource Officer shall be separate from the school’s disciplinary actions.

POSSESSION-USE SALE (INCLUDING PARAPHERNALIA)

This includes all illegal and controlled substances such as marijuana, cocaine, opiates, and related substances. Drug paraphernalia is any instrument used in the packaging, processing, weighing, or ingesting of any controlled substance. This includes such things as syringes, smoking pipes, and scales.

Response Guidelines – Any student observed possessing, using or selling any of the above- described substances is to be immediately brought to the principal. Any substance observed will be immediately seized and put into a clean envelope and immediately turned over to the police. The principal will promptly call the police in every instance where drugs or paraphernalia are discovered. NOTE: No school employee has the lawful authority to destroy any seized substance. Even the police will eventually need to obtain a court order to destroy the drugs.

ODOR OF MARIJUANA

This would include a situation where a school employee detects an obvious odor of marijuana from the clothing or person of a specific individual student.

Response Guidelines- In this instance, the student is to be immediately segregated and monitored while being brought to the attention of the principal. The principal will question the student. The police will be called. An attempt will be made to contact the parent/guardian. All applicable Federal and State laws will be followed.

STUDENT APPEARS TO BE UNDER THE INFLUENCE OF DRUGS OR ALCOHOL

Response Guidelines- The student will be brought to the attention of the principal. The principal will question the student and direct that medical attention be sought as appropriate. Parents/guardians will be called if there is any suspicion of drug or alcohol use. The police will be called.

ROBBERY

Under New Hampshire law, robbery is a theft by force or by threat of force. It is a serious crime and is always a felony when committed.

Response Guidelines - The principal will be immediately notified and a police response will be requested as soon as possible.

THEFT

Under New Hampshire law, theft is the unauthorized taking of someone's property "*with a purpose to deprive the owner.*"

Response Guidelines- Theft shall be reported to the principal. Technically, any theft committed on school property is reportable to the police. For practical purposes, however, school personnel should handle thefts involving an insignificant value or thefts involving extremely young children. As a general rule, thefts will not be reported to the Police Department In the following situations.

- ◆ The value of the property is less than \$50.00 if there is NO SUSPECT
- ◆ The students are in third grade or lower
- ◆ Parents/guardian will be notified

BURGLARY

Burglary is the unlawful entry of a business or home to commit any crime. Most burglaries involving the School Department result from the entry of a school building for the purpose of committing theft or vandalism.

Response Guidelines- Burglary will be reported to the Police Department immediately after being discovered. School personnel should take care not to clean or disturb the scene of the crime prior to the arrival of police.

VANDALISM

Vandalism is the intentional damaging or destruction of school property or the property of another. Vandalism has occurred if there is a cost incurred in cleaning or repairing an item. *For example:* if the walls of the building are marked with spray paint or a marker and require special cleaning or repainting, then the property is considered damaged under the law.

Response Guidelines - Technically, all criminal mischief that occurs in a safe school zone is reportable to the police. In practice, some discretion must be used for extremely petty cases. *For example:* it would not be appropriate to contact the police in the case of a student writing an initial on his or her desk in ink.

In general, any damage in excess of \$50.00 will be reported to the police by requesting a police response and investigation, or by filing a written report within 48 hours. The method of reporting will be at the discretion of the principal. However, in any case where a suspect is identified, school administrators will call the police to handle the case after a preliminary inquiry. Parents/guardians will be notified.

ARSON

A person has committed Arson if he/she intentionally starts a fire or causes an explosion, which damages someone's property.

Response Guidelines - Any employee discovering a fire will immediately take steps to protect life and property and contact the Fire Department as appropriate. In cases where arson is a possibility, a school administrator will notify the Police Department if the police are not already involved.

FALSE FIRE ALARM

This would include such things as a student pulling an alarm station or otherwise causing a false report.

Response Guidelines - The principal will contact the Police and Fire Department if they have not already arrived to conduct an investigation.

FIREARMS-DANGEROUS WEAPONS

Under the law, a firearm is a weapon capable of discharging a projectile as a result of an explosion. A BB gun is not a firearm. A dangerous weapon would be considered any blackjack, stiletto, switch knife (spring-loaded blade), dagger (blade sharpened on both sides), slingshot, metallic knuckles, or dirk knife.

Response Guidelines – Any student possessing any of the above items will be brought to the principal and the weapon will be seized. The principal will request a police response in every situation. Possession of any of the above weapons is a misdemeanor under New Hampshire law without the proper authorization or permit. Parents/guardians will be notified.

BB GUNS-AIR GUN-REPRESENTATION OF A FIREARM- NON FUNCTIONING FIREARM

Under New Hampshire law, a BB gun cannot be possessed by a person under the age of 18 except in his own home or under parental supervision.

Response Guidelines – The student will be brought to the attention of the principal and the item described above will be seized. The school administrator will call the police at his or her discretion. Parents/guardians will be notified.

USE OR POSSESSION OF FIREWORKS

Response Guidelines – Absent any injury or extenuating circumstance, administrative action should be conducted at the discretion of the school administration and no police response need be requested. Parents/guardians will be notified.

SEXUAL ASSAULT or PHYSICAL ABUSE

New Hampshire law requires every person to report any suspicion of physical abuse, sexual abuse, or neglect, of any child, to the *New Hampshire Division of Children, Youth and Families (DCYF)*. **NH RSA 169-C:29**

The minimum “mandated reporting requirement” is a telephonic report to the *NH DCYF Child Protective Intake Office* at 1-800-894-5533, during normal business hours, or 1-800-852-3388, at other times.

That report shall contain, if known:

- ◆ The name and address of the child.
- ◆ The name and address of the person responsible for the child’s welfare.
- ◆ The specific information that is indicative of the abuse or neglect, including evidence of any previous injury.
- ◆ The identity of the person(s) suspected of being responsible for the abuse or neglect.
- ◆ Any other information that could help establish the abuse or neglect.

NH RSA 169-C:31

Anyone making such a report, in good faith, is immune from any liability, civil or criminal. **NH RSA 169-C:31**

Response Guidelines – Suspected incidents involving the sexual abuse, physical abuse, or neglect, of any child, will be immediately reported to NH DCYF intake and the school administration. The administrator will ensure that both the “mandated reporting requirement” (outlined above) and the School Department policy for handling these reports are followed.

MISDEMEANOR ASSAULT

Misdemeanor assaults (no serious injury) committed by high school or junior high school students will be reported to the administration. The administrator will conduct an initial inquiry and contact the police in cases where the assault involved one or more of the following:

- ◆ The assault was very aggressive or violent in nature (*as in driving someone into lockers or slamming the victim to the floor*)
- ◆ Repeated punches or kicks
- ◆ Offender with a past record of violence or aggressive behavior
- ◆ Parents/guardians will be notified.

Misdemeanor assaults committed at the elementary level will be reported at the discretion of the school administrator. The administrator will take into account such factors as the age of the students, past problems, and the level of aggressiveness involved in the incident. Parents/guardians will be notified.

FIGHT BY MUTUAL CONSENT

A fight that is undertaken by the mutual consent of both parties involved is a violation of the assault statutes in New Hampshire.

Response Guidelines – School employees shall notify the administration of any fight that occurs between two or more students, two or more school employees, or a combination of school employees and students. The school administration will request a police response in any case where a participant in the fight received injury or was transported to the hospital. Parents/guardians will be notified.

NOTE: If a student is attacked and acts to protect him/herself, then the person provoking the incident may still be guilty of an assault (*although the incident may appear to be a “fight”*).

GBKA/JFCH

**JOSIAH BARTLETT ELEMENTARY SCHOOL
SUBSTANCE ABUSE POLICY
ADOPTED - 9/17/96
REVISION ADOPTED - 4/6/99
REVISION ADOPTED- 5/3/22**

**Josiah Bartlett Elementary School is a Drug free School Zone
as established by RSA 193-B:2**

STATEMENT OF INTENT

Student health problems are primarily the responsibility of the home. However, the school and community share in that responsibility because chemical abuse problems negatively affect learning and development. Therefore, the school will cooperate with organizations dealing with chemical use and abuse problems. All contacts with any agent or agency will be on a confidential basis.

PHILOSOPHY

Josiah Bartlett Elementary School has a significant responsibility to maintain a safe, high quality learning environment. We acknowledge that the use and abuse of harmful substances (as defined below) by minors is illegal, and can interfere with the behavior, learning, health, and the fullest possible development of students.

It is the policy of the Josiah Bartlett Elementary School to take positive action through education, counseling, parents/guardians involvement, mental health or medical referral, and police referral if indicated, in handling incidents in the school involving the possession, sale, use and/or abuse of behavior affecting substances by students and school personnel. A principle component of the school’s philosophy is the dual promotion of each student’s total well-being of the school as a whole.

1. STUDENT SUBSTANCE ABUSE POLICY

Substances covered by this policy include the following:

1. controlled drugs specified by the Controlled Drug Act (RSA 318-B)
2. tobacco and tobacco containing products (RSA 78:12-b), nicotine, vaping and vaping products

3. alcohol (RSA 179:10)
4. over-the-counter products, or prescribed medications which are being used, misused or overused with the probable intent of achieving mind altered states (examples: NoDoz, cough medicines, inhalants, cleaning agents, volatile petroleum distillates, etc.)

This policy covers use or abuse of the above substances by students, during school time, as well as during all extra curricular activities and school functions. This policy also prohibits wearing clothing or use or possession of accessories and other property that advertises or depicts substances covered under this policy during school time, as well as during all extra curricular activities and school functions.

WE REQUEST THAT ALL PARENTS, GUARDIANS, AND VISITORS TO THE SCHOOL ADHERE TO THE ABOVE. AS WELL AS OF THE SCHOOL'S SUBSTANCE ABUSE POLICIES, WHILE ON SCHOOL GROUNDS OR AT SCHOOL ACTIVITIES.

“School time” is defined as the duration from the moment a student boards a school bus, or enters school property, until they exit.

The student shall cooperate fully in any ensuing investigation of a suspected violation of this policy. As part of the investigation procedure, the administration reserves the right to inspect a student's belongings, desk and locker as per the procedures contained in the student handbook. These procedures are based on decisions handed down by state and federal courts.

A. VOLUNTARY REFERRALS

Any staff member approached by a student who is seeking help is expected to maintain the confidentiality of the student, and to refer the student to the school guidance counselor, or the school nurse. A staff member may respond to a student seeking help with a chemical dependency or abuse problem without being compelled to use the information in a disciplinary manner.

All staff members need to be aware of the distinction between those who are seeking help (voluntary), and those who are violating the school's policy (disciplinary action).

Upon receiving a referral from a staff member, or a self-referral by the student, the school guidance counselor or school nurse shall:

1. meet with the student for an initial fact-finding interview and for providing support.
2. complete confidential referral form, and inform the building administrator as fully as possible about the self-referral.
3. assist the student, and/or parents/guardians, in accessing community services.

B. DISCIPLINARY ACTIONS

1. ROLE OF SCHOOL STAFF

Any school employee who has reasonable basis to suspect any student of possession, use, or supplying to another student a prohibited substance has the responsibility to:

1. Take whatever immediate action may be necessary to secure the health and safety of the involved student(s).
2. Report the case immediately to the building administrator. The administrator or administrative designee, if possible, will obtain the alleged prohibited substances, using appropriate search and seizure procedures as outlined in the student handbook.

2. ADMINISTRATIVE PROCEDURES

A. Type One: Possession/Use

First Offense:

1. Verification by two of the following: school nurse, school counselor, family support liaison, police, administrator, or administrative designee. These people may also be called on to evaluate a student's behavior and condition.
2. Building administrator notifies parents, police and Superintendent.
3. Administrator meets with students and parents/guardians.
4. In-school social restriction for one of three days ---students will be assigned to remain in either an advisor's/teacher's classroom, or office area as appropriate. Students will remain in school, and can not participate in any extracurricular activities.
5. Students meet with a school counselor or school nurse who develops an appropriate substance abuse education program.
6. Referral to Student Teacher Assistance Team for assessment and recommendation.

Second Offense:

1. Verification by two of the following: school nurse, police, school counselor, family support liaison, administrator, or administrative designee. These people may also be called on to evaluate a student's condition.
2. Building administrator notifies parents, police and superintendent.
3. Administrator meets with students and parents/guardians.
4. Internal social restriction or external suspension for three to five days, with a behavioral contract signed by parents/guardians, student, and building administrator.
5. Students meet with a school counselor or school nurse who develops an appropriate substance abuse education program.
6. Referral to Student Teacher Assistance Team for assessment and recommendation.

7. Referral to Department of Human Services – Child Protective services as needed.

Subsequent Offenses:

1. Any student who repeatedly violates any Substance Abuse Policy, and their parents/guardians, will be referred to the school board for appropriate action, which may include expulsion as per Public School Law (RSA 193:13).

B. Type Two: Furnishing and /or Selling

1. Verification and investigation of the incident.
2. Confiscation of substance.
3. Student meeting/hearing with building administrator.
4. Notification of parents/guardians, police and Superintendent.
5. Administrator meets with students and parents/guardians.
6. Out of school suspension for five days by building administrator, notification to Superintendent of Schools for further disciplinary action.
7. Schedule hearing with students, and parents/guardians before the school board for appropriate action which may include expulsion as per Public School Law (RSA 193:13).

C. Type Three:

A student found wearing clothing prohibited under this policy will be asked to remove or cover that advertisement or depiction so it cannot be seen. If this is not possible, the student's parent or guardian will be notified and requested to bring appropriate clothing for the student to change into. A student found possessing or using accessories and other property that advertises or depicts substances included in this policy will have the item(s) confiscated and their parents will be notified to pick the item(s) up at the school.

II SCHOOL PERSONNEL SUBSTANCE ABUSE POLICY

All District workplaces are drug- and alcohol free in accordance with Bartlett School Board policy JCDAD/ADB.

III. DUE PROCESS/APPEALS

Josiah Bartlett Elementary School is committed to administering and carrying out the full intent of this policy. In so doing, the school will protect the rights of the individual and ensure that all rights of due process will be observed. Please see Bartlett School Board Policy JICD, Student Discipline and Due Process.

A. Due Process

1. The individual will be given a hearing that will involve: a. statement of charges b. opportunity to respond c. statement of consequences

2. The individual will be given a verbal and written notice of action to be taken.

B. Student Appeal Procedures

Any student who has been placed in social restriction has the right to appeal to the Principal. The Principal's decision on this appeal is final. Any student, who has been suspended from school for more than 5 days, or a parent/guardian of such a student, has the right to appeal that suspension to the Principal. If they are dissatisfied with the outcome of the appeal to the principal they may make an appeal to the Superintendent of Schools. A student who has exhausted all administrative appeals, may appeal to the Bartlett School Board. The student will retain the right to attend school during the appeal process, unless their presence endangers the welfare of students, staff, or the orderly operations of the school. If the suspension is not overturned, it shall begin the day after the student has been officially notified. 6 All appeals of suspension must be made, in writing, within 24 hours of notification of suspension, whereupon the appropriate administrator will be notified.

V. POLICY REVIEW AND DISTRIBUTION

This policy will be distributed to all students, parents/guardians, and staff at the beginning of every school year. It will be reviewed on an annual basis by the Substance Abuse Committee.

Reviewed March 1999,

ACAA/JBAA

HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

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

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

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

A. Harassment

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

B. Sexual Harassment

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

1. Title IX Sexual Harassment

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

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

2. Other Forms of Sexual Harassment

Some forms of sexual harassment may not meet the definition under Title IX (see paragraph 1, above) but is still prohibited under New Hampshire law. The District defines non-Title IX "sexual harassment" as unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature when:

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

C. Reports and Complaints of Harassment or Sexual Harassment

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

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

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

Legal Reference: Americans with Disabilities Act (42 U.S.C. §12101 et seq., as amended; 28 C.F.R. § 35.107)
Section 504 of the Rehabilitation Act of 1973 (Section 504) (29 U.S.C. § 794 et seq., as amended; 34 C.F.R. § 104.7)
Title IX of the Education Amendments of 1972 (20 USC § 1681, et seq.); 34 C.F.R. Part 106
Clery Act (20 U.S.C. §1092(f)(6)(A)(v) - definition of sexual assault)
Violence Against Women Act (34 U.S.C. § 1092(f)(6)(A)(v) – definition of sexual assault; 34 U.S.C. § 12291(a)(10) – dating violence; 34 U.S.C. §12291(a)(3) – definition of stalking; 34 U.S.C. §12291(a)(8) – definition of domestic violence)
Title VI of the Civil Rights Act of 1964 (42 USC § 2000d)
NH RSA 186:11; 193:38; 193:39; 354-A
NH Code Admin. R. Ed. 303.01(i) and (j)

Cross Reference: ACAA-R/JBAA-R – Student Discrimination and Harassment Complaint Procedure

AC – Non Discrimination/Equal Opportunity
JICI – Dangerous Instruments and Weapons in School
JICK - Pupil Safety and Violence Prevention (Bullying)
JICFA – Hazing
GBCB – Staff Conduct

Adopted by the Bartlett School Board – June 2, 2020
Revision Adopted – January 5, 2021

Student Discipline and Due Process

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

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

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

Temporary Removal from Classroom (Optional)

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

Teacher Detention (Optional)

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

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

Administrative After-School Detention (Optional)

Students may be assigned a detention at the discretion of the building Principal or designee. A student may receive a detention if the student refuses to follow the administrator's directions, fails to follow school policies or rules, disrupts the

school environment, or otherwise engages in conduct which violates the Student Code of Conduct.

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

Administrative Saturday Morning Detention (Optional)

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

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

In-School Suspension (Optional)

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

Short-Term Out-of-School Suspension

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

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

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

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

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

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

Long-Term Out-of-School Suspension

The School Board, or the Superintendent, as the School Board's designee, may extend a student's suspension for up to an additional ten (10) consecutive school days. A long-term out-of-school suspension may be imposed for:

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

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

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

1. Upon recommendation of a long-term suspension and prior to any hearing, there shall be a written communication to the student and at least one of the student's parents or guardians, delivered in person or by mail to the student's last known address, which states the charges and an explanation of the evidence against the student.
2. A hearing that meets the requirements of Ed 317.04(f)(3)(g).
 - a. The school officials shall present evidence in support of the charges and the student (or the student's parent/guardian) shall have an opportunity to present any defense or reply.
 - b. During the hearing, the student, parent/guardian shall have the right to examine any witnesses presented by school officials.
 - c. The hearing shall be either public or private and the choice shall be that of the student or the parent/guardian. Provided, nevertheless, that if the nature of the evidence will violate the privacy of other students or if the Superintendent or School Board determines that

substantial harm to the pupil could result from an ill-conceived decision to hold the hearing in public, then the Board reserves the right and obligation to insist upon a private hearing.

- d. The student may, together with a parent/guardian, waive the right to a hearing and admit to the charges.
3. The student is entitled to a written decision which includes the legal and factual basis for the conclusion that the student should be suspended.
4. The written decision shall include notice to the student that the decision may be appealed. For a long term suspension issued by Superintendent, the decision must be appealed in writing to the Bartlett School Board within ten days after the issuance of the decision. The School Board will hold a hearing on the appeal but has the discretion to hear evidence or to rely upon the hearing conducted by the Superintendent.
5. For a long term suspension issued by the School Board, the decision must be appealed to the New Hampshire State Board of Education within 20 days after receipt of the decision
6. The long-term suspension shall remain in effect while an appeal is pending unless the School Board stays the suspension.

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

Expulsion

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

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

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

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

1. Upon recommendation of an expulsion and prior to any hearing, there shall be a written notice to the student and at least one of the student's parents or guardians, delivered in person or by mail to the student's last known address, which states the date, time, and place for a hearing before the School Board. The notice shall be delivered to the student and at least one

of the student's parents/guardians at least **five** calendar days prior to the hearing.

2. The School Board shall conduct the hearing in accordance with New Hampshire Administrative Rule Ed 317.04(f)(3)(g).
 - A. The school officials shall present evidence in support of the charges and the student (or the student's parent/guardian) shall have an opportunity to present any defense or reply'
 - B. During the hearing, the student, or the parent/guardian shall have the right to examine any witnesses presented by school officials.
 - C. The hearing shall be either public or private and the choice shall be that of the student or the parent/guardian. Provided, nevertheless, that if the nature of the evidence will violate the privacy of other students or if the Board determines that substantial harm to the pupil could result from an ill-conceived decision to hold the hearing in public, then the Board reserves the right and obligation to insist upon a private hearing.
 - D. The student may, together with a parent/guardian, waive the right to a hearing and admit to the charges.

3. Before expelling a pupil under this section the Bartlett School Board shall consider each of the following factors:

- A. The student's age;
- B. The student's disciplinary history;
- C. Whether the student has a disability;
- D. The seriousness of the violation or behavior committed by the student;
- E. Whether the school district has implemented positive behavioral interventions;
- F. Whether a lesser intervention would properly address the violation or behavior committed by the student.

4. The School Board shall issue a written decision stating whether the student is expelled and, if so, the length of the expulsion. If the decision is to expel, the decision must include the legal and factual basis for the decision including the specific statutory reference prohibiting the act for which the student is expelled.

5. The expulsion shall run until the School Board reviews it and restores the student's permission to attend school. The written decision shall state any action that the student may take to be restored by the School Board. The decision shall also state that the student has the right to appeal the decision to the New Hampshire State Board of Education at any time while the expulsion remains in effect.

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

Possession of a Firearm

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

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

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

Superintendent Authority (Optional)

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

Educational Assignments

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

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

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

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

Behavior Intervention Plans

The student's school will develop an intervention plan for any student who has been suspended more than ten (10) cumulative school days in any school year.

The intervention plan will be designed to proactively address the student's problematic behaviors.

Students with Disabilities

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

Code of Conduct

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

Notice

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

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

Cross References:

Student Rights and Responsibilities, (Policy JF)

Code of Conduct/Student Behavior Standards, (Policy JLDBA)

Weapons School Property, (Policy JFCJ)

Pupil Safety and Violence Prevention – Bullying (Policy JICK)

Legal References:

18 U.S.C. § 921, Definition of

FirearmRSA 189:15, Regulations

RSA 193:13, Suspension & Expulsion of Pupils

RSA 651:5, XIII, Annulment of Criminal Records - Violent

CrimesRSA 631:4, II(a), Criminal Threatening

RSA Chapter 193-D, Safe School Zones

RSA Chapter 193-F, Pupil Safety and Violence Prevention

NH Code of Administrative Rules, Section Ed 306.04(a), Policy Development

NH Code of Administrative Rules, Section Ed 306.04(f), Student Discipline

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

Adopted by the Bartlett School Board – October 7, 2008

Revision Adopted – March 3, 2020 Revision Adopted – June 1, 2021

Bartlett School Board information, including meeting agendas and annual reports, is available on the SAU9 website at this link.

https://www.sau9.org/school_boards/bartlett

Bartlett District Policies are regularly reviewed and updated. Policies may change during the school year and recent changes may not be reflected in this Parent/Student Handbook. For access to all current policies, use this SAU9 link.

https://www.sau9.org/school_boards/bartlett/policies

- **Policy Development, Adoption and Review:** See all updated policies on our district website, www.sau9.org/school_boards/bartlett.
- **Video and Audio Recording on School Property:** See Policy EEAA.
- **Teaching About Alcohol, Drugs, and Tobacco:** See Policy IHAMA.
- **Grading System & Student Progress Reports:** See Policy IKA & IKAB.
- **Promotion and Retention of Students:** See Policy IKE.
- **Student Rights and Responsibilities:** See Policy JI.
- **Student Conduct:** See Policy JICD.
- **Hazing:** See Policy JICFA.
- **Suicide Prevention and Response:** See Policy JLDBB.

**Josiah Bartlett Elementary School
Expectations**

BE

Engaged

Accountable

Respectful

Safe