



*“You learn something new every
day if you pay attention.”*

Ray LeBlond

2023-2024

**STUDENT/PARENT
HANDBOOK**

Respect
Responsibility



**Mountain View
Middle School**

Community
Pride

MISSION STATEMENT

Mountain View Middle School is a safe and encouraging learning environment where all students are engaged in a rigorous and inclusive learning experience designed to meet social, emotional, physical, and intellectual needs.

We...

- P**ersevere when problem solving by employing multiple strategies, reasoning abstractly, and drawing and applying conclusions.
- A**chieve purposeful, differentiated learning expectations in order to demonstrate effective communication, collaboration, creativity, and critical thinking skills.
- W**ork cooperatively to provide a safe learning environment by treating all members of the school community with respect, dignity, and equity.
- S**ucceed, acknowledge, and celebrate our achievements.

- P**articipate in a variety of activities that promote physical, mental, emotional, and social well-being.
- R**espond and communicate as effective learners through close reading, writing, speaking, viewing, and purposeful listening.
- I**nspire, instill, and model respect, support, and cooperation in all instruction and activities.
- D**evelop the characteristics of responsible and ethical community members, and global citizens.
- E**ngage in the digital world purposefully, ethically, and safely.

May 2017

PRINCIPAL'S WELCOME

Mountain View Middle School

Office of the Principal

Dear Students, Parents and Guardians,

I am incredibly excited to have the opportunity to welcome you to the 2023-24 school year. As the Principal at MVMS, I am most looking forward to getting to know the talented students, dedicated staff, and supportive families in this wonderful community. We have hired several new amazing staff members this summer to complement our fabulous returning staff.

Together we will strive daily to provide a safe, engaging and challenging learning environment for your student where they are engaged in a rigorous and inclusive learning experience designed to meet social, academic, physical and intellectual needs. We believe every student at MVMS has the potential to grow and excel as an independent thinker, problem solver, effective communicator, respectful individual, and responsible and engaged citizen.

We pledge to you, our students and families, that this will be a year of meaningful and engaging instruction in our classrooms, many clubs and activities, exciting school and MVP sponsored events, and amazing athletic teams and co-curricular activities certain to encourage our students to be involved and stay connected! Research supports that students who are involved in activities beyond academics are more likely to be successful in their school career.

If at any time during the school year you have a concern regarding your student, we encourage you to contact the classroom teacher. If you still need assistance, please contact your student's grade level school counselor or an administrator immediately to share your concerns.

I would encourage you to visit our school website, <https://goffstown.k12.nh.us/index.php/schools-2/mountain-view-middle-school>, throughout the year to stay informed regarding activities and resources that are available at Mountain View. You will also find a school calendar on our website which includes important dates. In addition, you will be receiving the PAWS News bi-monthly newsletter.

The MVMS Student-Parent Handbook contains important information regarding the policies and procedures, programming, and philosophy of Mountain View Middle School. Please read the handbook carefully.

I am looking forward to our journey through this school year together and welcome your support, comments, and suggestions as we continue to grow as a community in the best interest of our students. Have a great year!

Best Regards,

Jessica Milligan

Principal Jessica Milligan, Principal Ext. 5609 or jessica.milligan@sau19.org
Brandy Williams, Assistant Principal Ext. 5613 or brandy.williams@sau19.org
Lyle Hamel, Curriculum Coordinator Ext. 5636 or lyle.hamel@sau19.org
Kimberly Rivers, Special Education Facilitator Ext. 5630 or kimberly.rivers@sau19.org
Joshua Lewis, Dean of Students Ext. 5610 or joshua.lewis@sau19.org

Please visit our website at www.goffstown.k12.nh.us for the link to our bi-weekly newsletter PAWS News.

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SCHOOL DISTRICT CALENDAR FOR NEW BOSTON AND GOFFSTOWN

The district calendar can be found on our website at www.goffstown.k12.nh.us. Click on parents and click on calendars.

GOFFSTOWN SCHOOL DISTRICT POLICIES

Goffstown School District Policies may be viewed online at www.goffstown.k12.nh.us. Click on School Boards, Goffstown School Board and click on policies.

PHILOSOPHY OF THE GOFFSTOWN SCHOOL DISTRICT

Education, if it is to move forward, must have a goal toward which to move, a basic philosophy that combines the best knowledge about learning, children, development, and human relations with the unique and general needs and desires of the community. Toward these ends, the following philosophy for the process of education in the Goffstown School District is presented.

The School Board believes that education should be shaped by purposes rather than by force.

Therefore, the education system of this district, while maintaining flexibility in adapting to an ever-changing society, will be dedicated to the total personal development of each student to the limits of his or her abilities and interests in a sequentially coordinated curriculum, which allows for individual differences.

To this end, staff members will strive to aid in each student's intellectual, physical, moral and emotional, and social growth so that he or she may become a useful and responsible member of home, community and society while leading a personally rewarding life.

The School Board believes that the ultimate goal of an education in the district schools should be to prepare the student for a world of rapid change and unforeseeable demands.

GOFFSTOWN SCHOOL BOARD

The Goffstown School Board holds meetings on the first and third Mondays of each month at 7:00 p.m. in the Goffstown High School (GHS) Information Center. The general public is welcome to attend and listen to the proceedings. If you have an issue to bring to the Board's attention, submit the item for consideration two weeks prior to their meeting, through the SAU office at 497-4818 ext. 5758.

The opportunity for public comment exists at each Board Meeting. "Public Comment" is solicited at the beginning of each Board Meeting. Public comment will also be taken on items marked with an asterisk.

For more information about the Goffstown School Board please visit their website at www.goffstown.k12.nh.us and click on School Boards.

ARRIVAL TIME SCHEDULE

The school day is 8:25 a.m. - 3:10 p.m. Students may arrive on campus at 8:00 a.m. when supervision is available. Students looking to complete homework or utilize the Information Center resources may do so as early as 7:45 a.m. Students should enter the school through the main entrance and report to designated waiting areas. We remind parents that the driveway behind the school is intended for bus traffic only. Bus students will be dropped off behind the school and will wait in designated areas through 8:25 a.m.

BEFORE AND AFTER SCHOOL PROGRAMS

For more information you may contact the YMCA at 603-497-4663.

WALKERS

The district provides bus transportation to all students. A parent who wishes for their child to walk to/from school may submit a signed note.

BICYCLES

Bicycles are strongly discouraged as there is not a safe sidewalk system.

REPORTING ATTENDANCE

Parent/guardian should call 497-8288, when prompted, press 2 to report a student absence. Parent/guardian should be prepared to record his/her name, his/her child's name, and the name of their child's homeroom teacher.

Valid reasons for absence, tardiness, or dismissal are as follows: personal illness, bereavement, personal appointments that cannot be scheduled after school hours as with a medical specialist, medical tests, court appearance or extenuating circumstances.

If the parent/guardian does not report their student's absence, an automated attendance call will attempt to contact a parent/guardian to confirm the parent/guardian is aware of the absence. The Principal may require a parent to provide additional documentation in support of the written notice, including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance.

EXCUSED ABSENCE AND TRUANCY

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The Goffstown School Board recognizes two kinds of excused absences and truancy. Excused absences are absences due to illness, absences for participation in school activities, medical and dental appointments, family emergencies, recovery from an accident, required court attendance, death in the immediate family, observation or celebration of a bona fide religious holiday, and such other good cause as may be acceptable to the principal or permitted by law.

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

EXCESSIVE ABSENCES

The "Excessive Absence" from school indicator is eight days in a trimester, twelve days in a half year and twenty-four days in a year.

Additionally, when a student's absences reach a total of twenty-four days in a school year, the parent/guardian is required to file a petition with the Superintendent to discuss the awarding of promotion to the next grade.

Family Vacations/Educational Opportunities

Generally, absences other than for illness during the school year are discouraged. The principal or designee may, however, grant special approval of absence for family vacations, provided written approval is given in advance. The parent is asked to write a note to the student's teacher at least 2 weeks before the trip. This advanced planning will allow the teacher enough time to work with the parent and the student regarding homework completion.

DISMISSALS INCLUDING ILLNESS

If your student is to be dismissed from school before the end of the school day, please send a dated note to the MVMS front office stating the reason for dismissal, who will be picking up your student, and dismissal time. In case of an emergency, a verbal request may be honored. Students will not be dismissed from school until the person picking up the student signs him or her out in the office and presents a photo ID. Adults will not be permitted to go to the classrooms to pick up their students.

If a student is dismissed from school by the nurse because of illness, the parent will be asked to report to the main office to pick up the student. For your students' safety it is imperative that emergency contact and medical information be kept current in the school office files.

TARDINESS

Students are considered on time to school if they are in their 1st period class at 8:30 a.m. Students who arrive after 8:30 a.m. are to proceed to the Main Office to receive a pass before going to their classroom. In the event a student's school bus is late, their tardiness is excused. The administration will contact the parents/guardians of students who are tardy eight days in a trimester, twelve days in a half year and twenty-four days in a year.

ACADEMIC PROGRAM

ACADEMIC INTEGRITY

We expect all our students to take pride in their work. Tests, quizzes, and/or projects should represent a student's individual efforts. Students need to understand that plagiarism, using another person's words or ideas without giving credit to the other person, will result in an academic penalty. Students should refer to the MVMS Information Center website for more detailed instructions on how to avoid plagiarism and cite sources. The website address is www.goffstown.k12.nh.us click on Schools, Mountain View Middle School and select Information Center.

ADVANCED MATH CRITERIA

At Mountain View Middle School (MVMS), we believe that all students should be placed into classes that are rigorous and enriching. In the area of mathematics, Grade 7 and Grade 8 students, who meet eligibility requirements, are able to be enrolled into Algebra I and Geometry classes. These fast-paced classes are aligned with the Goffstown High School (GHS) Honors Algebra I and Honors Geometry courses and adhere to the same curriculum and have common course expectations.

Students are eligible for an elective credit who successfully meet the high school course competencies in Algebra I and Geometry at MVMS.

Not all students may be eligible to participate in the elective credit option. The following criteria will be considered when determining eligibility:

- Students who are enrolled in Algebra I and/or Geometry and do not successfully meet the requirements (final average of 65% or above and meeting all course competencies) will not earn an elective credit.
- Students who have earned the elective credit may repeat the course as an audit only.
- Students who do not successfully meet the requirements and who do not earn an elective credit will be eligible to repeat the class at MVMS or the course at GHS.
- Elective credit(s) will be posted on the GHS transcripts. This elective credit does not fulfill the high school Algebra requirement.
- The elective credit will be recorded as a "P" for pass with no percent value.
- The elective credit will not be factored into a student's GHS grade point average (GPA).
- The elective credit(s) will be awarded upon entry to GHS. Other high schools will assign the elective credit in accordance with policy and the individual school's Program of Studies.
- The MVMS Principal and/or designee will have final approval of the awarding of credit(s) earned.

WORLD LANGUAGE – GRADE 7 & 8

This course is designed to develop the four basic skills of language acquisition sequentially: listening comprehension, speaking, reading comprehension, and writing. Students will develop an understanding of the culture and civilization of Spanish speaking countries. Vocabulary and grammatical patterns are introduced and reinforced through listening and speaking exercises. Reading comprehension and writing skills are developed progressively through short, guided dialogues and written exercises. Instruction is interwoven with varied enrichment materials and audio-visual aids. A yearly, grade average of “C” or better is strongly recommended for any student who plans to continue study at the next level of Spanish. The next recommended level of study for students who complete 7th and 8th grade Spanish is Spanish 2 at GHS.

LITERACY – GRADE 7 & 8

The Literacy class is designed to support students who are not yet proficient in reading. Students enrolled in Literacy will be actively engaged in a wide spectrum of literacy strategies that enhance fluency, decoding, vocabulary, phonics, and comprehension. This class is aligned with the 7th & 8th grade ELA program. Literacy is a graded class.

CONTENT LITERACY – GRADE 7 & 8

This class is designed to develop academic literacy through reading and writing across the subject areas (Math, Science, Social Studies and Language Arts). Classroom instruction will address the critical elements in literacy instruction: vocabulary development and comprehension within the subject area. Students will have an opportunity to practice individual critical thinking skills and enrich their content knowledge. Content literacy is a pass/fail class.

SECOND STEP/FUTURE READY SKILLS

Second Step is a program that teaches students future ready skills to help them recognize conflict, assume responsibility, and solve problems in safe, fair, caring and workable ways. All SAU #19 schools have adopted this nationally recognized violence prevention curriculum. When students learn these skills together, all benefit through stronger classroom relationships and connections with fewer conflicts.

Second Step requires that students utilize thinking, observation, determining personal options and choosing an action step(s) that best addresses a given situation. Second Step can be integrated into any subject area. Please visit www.secondstep.org.

SAU #19 has developed a pro-active, comprehensive anti-bullying prevention and educational program into our existing Second Step Program. More information may be viewed online at www.goffstown.k12.nh.us hover over SAU info and click on Special Projects then Anti-bullying Project.

CLASSROOM INSTRUCTION IN SUICIDE PREVENTION

Classroom instruction in suicide prevention will take place in grades 7-12 using a program called *SOS Signs of Suicide*. This program teaches students about mental health and how to seek help if they are worried about themselves or a friend.

SOS has been used by thousands of schools for over 20 years. Studies have shown that it effectively teaches students about depression and suicide while reducing the number of students' self-reported suicide attempts.

Through age-appropriate video clips and guided discussions, students learn:

- that depression is treatable, so they are encouraged to seek help.
- how to identify depression and potential suicide risk in themselves or a friend
- to ACT (Acknowledge, Care and Tell a trusted adult) if concerned about themselves or a friend.
- who they can turn to at school for help if they need it.

Following implementations of this program, counselors will be available to conduct brief meetings with any student asking to talk or debrief. District suicide prevention policies, plans, and resources can be found through the district website.

MAKE-UP WORK AND EXTRA HELP

During an absence from school, students and parents may utilize Schoology to remain current with assignments. It may be necessary to schedule a make-up session before or after school. The number of make-up days equals the number of days absent. In the case of extenuating circumstances, parents should contact their student's school counselor. Parents may request make-up work on the second day of a student's absence by contacting the school office prior to 8:30 a.m. Requests for homework received after 8:30 a.m. will be available the following day. Parents may pick up make-up work in the school office at the close of school. Extended absences of two or more days should prompt a homework request.

Teachers are available before or after school to help any student who may be experiencing difficulty in class or may be in need of extra help. After-school sessions and transportation should be arranged with the individual teacher in advance.

NETWORK AND INTERNET PROCEDURE

Parents/Guardians of students new to the district and students re-enrolling in the district will be asked to review the Goffstown School District JICL-R: Student Use of Computers, Devices, and the Internet, outlining the Student Technology Responsible Use Rules. For your student to use the Goffstown School District's Network and set up an internet account, you will need to give your consent electronically using our PowerSchool Ecollect Forms submission. This electronic consent form stays in the student's PowerSchool account through grade 12. Starting in Grade 3 parents will need to review and sign the Office 365 and Google workplace for Education permission form. Additionally, parents will need to review and sign the Adobe Creative Cloud for K12 permissions will be valid until the students.

TEAMS ~ INCLUDING UNIFIED ARTS AND ELECTIVES

The core content areas including English language arts, math, science, and social studies are taught on grade level teams in grades 5 and 6. In grades 7 and 8, core content areas including English language arts, science, and social studies are taught on grade level teams; math, including Algebra I in grades 7 and 8, accelerated math in grade 7 and Geometry in grade 8, may require cross teaming. All students are enrolled in unified arts classes as follows: Grade 5/6: music, art, PE; Grades 7/8: art, music, wellness, PE, family and consumer science, and technical education. Students may enroll in the following electives: Grades 5-8: band, chorus, and strings; Grades 7/8: Spanish.

GRADING SYSTEM

The interpretation of numerical grades is as follows:

A = 100-90
55

B = 89-80

C = 79-70

D = 69-65

F = 64-

In order to give a student the opportunity to be successful for the academic year, the numerical equivalent for an F in a trimester will not be less than 55. Work habits and conduct will also be reflected on the report card.

CONTENT LITERACY (Team Based) (GR. 7,8)

P=PASS (Meets expectations)

F=FAIL (Does not meet expectations)

Students earn the Principal's Honor Roll recognition when they achieve A's in all subjects (including a grade of P in content literacy). Honor Roll recognition is earned when a student achieves B's or

higher in all of his/her subjects (including a grade of P in content literacy).

Citizenship ~ Consistent with our philosophy, mission and goals, we expect our students will aspire to demonstrate the following as assessed by our school-wide citizenship rubric:

- Self-discipline/self-respect/self-control
- Truth/honesty with self and others
- Respect/courtesy
-
- Responsibility to oneself and others

PARENT ACCESS TO POWERSCHOOL

Our student information system called PowerSchool/Schoology are web-based applications that are accessed through an Internet connection. Through PowerSchool/Schoology, you are able to check your student's information online. *PowerSchool/Schoology for Parents* gives you access to your student's daily attendance, assignments, grades, as well as school announcements. The parent portal for Schoology gives you access to posted curriculum materials. If this is your first-time accessing PowerSchool or Schoology and need a username and password, you may contact the office.

PROGRESS REPORTS/REPORT CARDS

We believe that regular communication with parents/guardians about a student's academic progress is beneficial to the student, parents/guardians, and teachers. Student report cards are issued three times a year at the end of each trimester. Progress reports are issued twice during a trimester. Documents will be sent electronically. Throughout the trimester, teachers will notify parents of students not making adequate progress or who are at risk of failing. PowerSchool is available to parents at any time to review your student's academic progress.

HOMework AND STUDY HABITS

Teachers will convey homework expectations to students and parents. Students will receive an agenda book to record daily assignments. The agenda book affords parents the opportunity to check and monitor assignments on a daily basis.

Consistent with homework (Policy IKB-R) ~ "... the amount of time it takes a student to complete their homework should not be excessive. A general rule of thumb is 10 minutes total time per grade level."

For example: Grade 5 ~ 50 minutes, Grade 6 ~ 60 minutes, Grade 7 ~ 70 minutes, Grade 8 ~ 80 minutes, High School level courses (Algebra I, Geometry, World Language etc.) may result in additional homework time.

HOMEBOUND INSTRUCTION (Policy IHBF)

"Home or hospital instruction may be authorized by the Superintendent/designee: To any child with a health or physical impairment which in the opinion of a licensed medical examiner, will cause him/her to be absent from school for more than two consecutive weeks and who school personnel determine can educationally benefit from such a program."

Students should understand that there is work that extends beyond time spent in instruction with the tutor that will need to be completed.

PROMOTION AND RETENTION OF STUDENTS

Based on extensive research and current data, retention has been shown to have adverse effects on the social, emotional, and intellectual development of children. It may place the child at risk for dropping out of school, and adversely affects the child's level of confidence. A decision to retain a student must be weighed carefully and thoroughly.

The following rules are intended to guide educators and parents in identifying those children who are most likely to benefit from retention and those who may not,

1. Retention must be the result of an extended conversation between the student's family and the school that defines an academic plan that will remediate learning issues.
2. Retention should never be used as a punishment.
3. Retention is never used to supplant other educational services (e.g., remedial instruction or special education)
4. Retention decisions will be formed by team discussion (including the parent) guided by an objective process that considers a variety of relevant factors.
5. Parents or guardians must be notified and included, as early as possible, (no later than January) in the discussion about retention.

ASSESSMENT PROCESS

Assessment of student learning is important for monitoring student progress and designing differentiated instruction. Formal and informal assessment methods are used to address a range of skills. These assessments may include curriculum-based measures, quizzes, tests, projects, presentations, reports, demonstrations, and various written and oral activities. Screening takes place throughout the school year for students in the areas of literacy and math. The purpose of the screenings is to uncover potential indicators or risk factors your child may demonstrate that might benefit from additional targeted support. Screenings and assessments are administered in accordance with local and state requirements.

MULTI-TIERed SYSTEM OF SUPPORTS (MTSS)

The MTSS process is a multi-tiered approach to providing services and interventions at increasing levels of intensity to students who struggle with academic or behavioral expectations. The progress students make at each stage of intervention is closely monitored. Results of this monitoring are used to make decisions about the need for further research-based instruction and/or intervention in general education and/or special education.

STUDENT USE OF COMPUTERS, DEVICES AND THE INTERNET**Goffstown School District****Student Technology Responsible Use Rules**

The use of technology is a part of each student's work in the Goffstown School District. It is a privilege and must be respected and used wisely. The "use of technology" includes:

1. Using district-owned technology and personally-owned technology devices for school purposes whether on or off school property,
2. Using a device to access a school network or the Internet through the school network, accessing district systems including but not limited to the Student Information System (PowerSchool), the Learning Management System (Moodle), online productivity tools (Google Applications for Education/Microsoft Office 365) and the network (used when a student logs into a district-device).

Technology in the Goffstown School District is provided for educational purposes that support the mission, vision, core beliefs and goals of the District. The Goffstown School District's Student Use of Computers, Devices and the Internet Policy applies to all students' use of all district and student owned technology devices and systems accessed on or off school property. The expectations below provide appropriate and ethical use policies for students but should not be construed as all-inclusive, as we cannot outline every possible permutation of student behavior with technology. Some activities are expressly prohibited by law; other activities are inappropriate as defined by the administration of the district. Students, parents and staff who have questions about whether a particular activity or use is prohibited are encouraged to contact a building administrator or the Director of Technology.

We require students to use technology in accordance with general expectations for appropriate student behavior as outlined in this document and our code of conduct. Violation of any of these policies will result in appropriate disciplinary action that may include a warning, loss of privileges, detention, suspension and/or expulsion. Additionally, violations will be referred to the Goffstown Police department if appropriate. This policy applies to all district-owned technology and privately-owned technology that is connected to the Goffstown School District's Internet/network and on privately owned networks while on school property or while accessing district systems. In general, successful operation of the district's technology and software systems requires that all users conduct themselves in a responsible, decent, ethical, and polite manner. The user is ultimately responsible for his/her actions when using district technology devices and software systems.

STUDENT USE OF COMPUTERS, DEVICES AND THE INTERNET**Goffstown School District****Student Technology Responsible Use Rules****(Continued)****Safety, Security and Privacy**

1. All accounts must be used solely by the designated user.
2. All accounts must be used for academic purposes and must be used in accordance with District Policy (JICL)
3. Students must keep their login and passwords personal and private.
4. Students must never reveal any personal information such as full name, address, or phone number of themselves on any unsecured electronic medium unless it is under the direction of a teacher/parent/guardian. Students must never reveal any personal information such as full name, address, or phone numbers of others.
5. Students must always logout of all devices before walking away so that their files, password, and network access is protected from abuse by others.
6. Students must not record video or audio, and/or take photos of staff or other students without their consent or knowledge.
7. Students should only use district/school approved applications or online services for their educational work. Students should not fill out online forms or sign up for anything online without permission.
8. Students must comply with instructions from District or School employees when using technology devices and/or software systems while in school.
9. Students must not attempt to alter data, the configuration of district owned devices, or the files of another user, without the consent of the individual, building administrator, or technology administrator.
10. Students must not engage in any malicious use, disruption or harm to district technology, district software systems, network or the Internet. Students must not use or possess software that can be used for hacking, eavesdropping, network administration/monitoring, virus creation or propagation or network security circumvention.
11. Data stored on any district owned device, network, or in software systems such as the district sponsored Google Apps G Suite for Education, or Microsoft Office 365 suite is not private whether used/accessed on or off school property. Goffstown School District personnel has the right to review all data, logs or files that exist on the network or

STUDENT USE OF COMPUTERS, DEVICES AND THE INTERNET**Goffstown School District
Student Technology Responsible Use Rules
(Continued)**

individual systems (district or student owned) without prior consent of the user. This does not supersede parental privacy rights defined in District Policy (JRA) and the Federal Education Records Privacy Act (FERPA)

Social Media and Online Behavior

1. Student's academic use of technology devices and Internet use always takes priority over personal use of technology devices and Internet Use.
2. Students use of email, texting, chat, instant messaging, and/or social media must be only for appropriate, legitimate, and responsible communication. Students must use appropriate language in all digital products and communications.
3. Students must be aware that personal postings on the Internet may be shared without the owner's knowledge, and could become viewable by unintended audiences such as parents, employers and colleges. Therefore, students should portray a respectable image through their postings at all times.

Copyright and Plagiarism

1. Students must follow all the same rules for copyright and plagiarism with technology as with all other academic work.
2. Students must comply with trademark and copyright laws (and fair-use guidelines) and all license agreements. The School District assumes no responsibility for copyright or licensing violations by students.

Cyberbullying and Inappropriate Materials

1. Students must not use any device to bully others. These violations will be handled in accordance with the Goffstown School District Bullying/Harassment policy.
2. Students must not create, access, download, edit, view, store, distribute or print materials or messages that are illegal, harassing, intimidating, discriminatory, defamatory, sexually explicit, obscene, violent, or pornographic.
3. Student use of inappropriate media for desktop backgrounds or themes is prohibited.
4. Students must not attempt to defeat or bypass the District Internet filters that are in place to block inappropriate content or to conceal inappropriate activity.

STUDENT USE OF COMPUTERS, DEVICES AND THE INTERNET**Goffstown School District
Student Technology Responsible Use Rules
(Continued)**

5. Students must notify school administrators if they become aware of a security problem, or illegal or inappropriate behavior. Students should not discuss or demonstrate the issue with other students.
6. Students should inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

Other

1. Students are expected to take appropriate care of district technology devices when using and transporting them.
2. Students must only print materials directly related to teaching and learning.
3. Students may only print one copy of a document unless given permission by their teacher.
4. Students are responsible for backing up their data. The District is not responsible for any data loss. Students are encouraged to upload their data files to their Google drive or Office 365 accounts.
5. The District is not responsible for supporting home network and Internet connectivity.

Children's Internet Protection Act (CIPA)

The Goffstown School District is in compliance with the Children's Internet Protection Act (CIPA). The District takes precautions to restrict access to objectionable material online, but it is not possible to have full control over access to resources and materials on the Internet. The District reserves the right to block content that negatively impacts the academic performance of

students. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any lost data or interrupted service caused by malfunction, negligence, or omission. The District is not responsible for the accuracy or quality of information obtained through the network or on the Internet. The District will not be responsible for financial obligations arising from unauthorized use of the network, and/or Internet. Costs or damages incurred as a result of violations of School Board policies/procedures and school rules are the sole responsibility of the parent.

STUDENT USE OF COMPUTERS, DEVICES AND THE INTERNET
Goffstown School District
Student Technology Responsible Use Rules
(Continued)

Ownership of Student Work

“Student Works” are those works produced by enrolled students in fulfillment of class assignments, as projects for academic credit, or as projects with co-curricular or extra-curricular organizations. Student Works’ primary purpose is educational. Student Works are owned by the student(s), subject to a non-exclusive royalty-free license to use the Student Work for the District’s educational, promotional, and public relations purposes if the Student Work is not a confidential educational record.

Discipline Consequences

Responsible and appropriate behavior is expected of all users. Violation of any rules will result in appropriate disciplinary action that may include a warning, loss of privileges, detention, suspension and/or expulsion.

The school administration has the right to assign the consequence based on the severity of the violation. Behaviors that will result in a consequence include (but not limited to):

1. Use of another person’s login, or password to access the network, Internet or user files.
2. Use of the Internet to access visual depictions that are obscene, violent or pornographic or are of a harmful nature to minors.
3. Use of the Internet for non-educational purposes such as gaming, music streaming, and accessing non-educational video.
4. Use of inappropriate screensavers, backgrounds or inappropriate pictures on a school device.
5. Inappropriate use of email, texting, chat and/or social media.
6. Damage or abuse of a district computer or other electronic device.
7. Leaving a school computing device unattended or not secured in a locked or designated area.
8. Failing to return a district computing device at the end of the school day to the designated location.
9. Violation of copyright laws and/or plagiarism.

STUDENT USE OF COMPUTERS, DEVICES AND THE INTERNET

**Goffstown School District
Student Technology Responsible Use Rules
(Continued)**

10. Recording video or audio and/or taking photos of other people without their consent or knowledge.
11. Connecting a personal electronic device to any school network other than the “public” network

You can expect out-of-school suspension, expulsion, and/or possible legal action and restitution for these violations of the responsible use agreement:

1. Hacking (intentional misuse or abuse of computer facilities) can be considered a felony and subject to cancellation of all technology privileges and appropriate disciplinary action.
2. Disruption of district/school computer systems and/or network, including bypassing or changing restrictions or settings.
3. Overriding the District’s Internet filter, use or accessing proxies.
4. Destruction of District owned or student owned technology devices.
5. Engaging in any activities that are in violation of the District’s Bullying/Cyberbullying Policy.

STUDENT USE OF COMPUTERS, DEVICES AND THE INTERNET
Goffstown School District
Student Technology Responsible Use Rules
(Continued)

Student / Parent Sign Off

I have reviewed the Technology Responsible Use Rules with my student and understand that he/she is expected to comply with the rules and policies stated within the Code of Conduct.

Student’s Name: (please print): _____ School: _____

Student Signature: _____ Date: ____/____/____

PARENT OR GUARDIAN

(If you are under the age of 18 a parent or guardian must also read and sign this agreement)

Parent or Guardian’s Name: (please print): _____

Signature: _____ Date: ____/____/____

This authorization will be in effect for all Goffstown School District buildings and facilities, unless it is revoked by the Goffstown School Board.

Reference: JICL – Student Acceptable Use Policy

Legal References:

RSA 194:3-d, School District Computer Networks

47U.S.C. Sec 254, Children’s Internet Protection Act. Effective April 20, 2001

Proposed: 11/27/95

NHSBA Review: 04/04/14

Adopted: 01/08/96

Adopted: 02/19/02

Revision: 01/24/05

Adopted: 02/07/05

Proposed: 12/04/06

Adopted: 01/22/07

Proposed: 03/18/13

Adopted: 05/20/13

Proposed: 03/16/15

Adopted: 04/20/15

Proposed: 03/16/2020

Adopted: 04/20/2020 (Effective July 1, 2020)

PRC Review Date: 03/28/2022

Adopted: 05/16/2022

EMERGENCIES

An Emergency Information Form is sent home in August and must be submitted to your student's homeroom teacher on the first day of school. It is very important that you list a minimum of two (2) people that the school can release your student to in the event we cannot reach either parent if your student is ill or an emergency arises. The parents, guardians, and the people you list will be the only individuals the school will release your student to unless you specify otherwise via a note, telephone call or legal order. ***It is imperative that the school office be notified immediately of a change in address, home or work telephone number, or emergency information during the school year.***

Please note that unless the office is in possession of court issued documents defining access rights to the student, he or she will be released to either parent or any adult that you have given written permission.

If there is a restraining order or limited access right against either parent, it is the responsibility of the custodial parent to supply the office with a copy of court issued documentation stating this (i.e., parenting plan, guardianship, restraining order, etc.) If this situation should change, please notify the office with updated court documents.

ATHLETIC PROGRAM

It is the philosophy of the Mountain View Middle School athletic program to encourage participation by all students in the various programs offered by the school district and community. The goal of our interscholastic program is to provide a variety of athletics to encourage the participation of students with a range of ability levels. Supervised school leagues add greatly to the interest and desire of the participant to improve upon his/her natural abilities. Eligibility:

A. Each prospective player trying out for a team must submit the following completed forms on or before the first day of tryouts:

1. Parent Permission Form
2. Physical on file with the school nurse – Within one year of the sports program.
3. Proof of insurance coverage
4. MVMS Grade form (completed within 5 days before tryouts)
 - This form requires the teacher signature to verify passing grades and the nurse's signature to confirm receipt of physical form.
 - All students must have passing grades (65 or above) in all subjects by the first day that the try-out period begins.
 - If at progress report or report card issuance, it is deemed that the student athlete is not passing one or more classes, he/she may be suspended from participation in practices and games until the student's grades meet the minimum requirements.

B. It is important that coaches and athletes practice good sportsmanship. Athletes who fail to abide by the rules of good sportsmanship may be suspended from the team.

C. School uniforms will be issued at the beginning of each athletic season and returned at the completion of the season. Students are responsible for returning their uniforms or replacement cost at the conclusion of each athletic season.

Grade/Fall:

- * 5 - 8 Cross Country
- 5 - 8 Boys Soccer
- 5 - 8 Girls Soccer
- 5 - 8 Field Hockey
- 5 - 8 Girls Volleyball

Grade/Winter:

- * 5 - 8 Wrestling
- 5 - 8 Cheering
- 5 - 8 Girls Basketball
- 5 - 8 Boys Basketball

Grade/Spring:

- * 5 - 8 Track
- 5 - 8 Baseball
- 5 - 8 Softball
- 5 - 8 Girls Lacrosse
- 5 - 8 Boys Lacrosse

* Designated no cut sports.

- D. Each Co-curricular Sport has a three-day minimum tryout period, with no cuts taking place prior to the third day.
- E. Student athletes must be enrolled at Mountain View Middle School to participate in athletics unless a waiver is granted to either a home-schooled student or a non-public school resident.
- F. All school rules apply at home and away games.
- G. To be an athlete in good standing, students must comply with all school, team and coach's rules.

FIELD TRIPS AND OVERNIGHT EXCURSIONS

Field trips and excursions are a valuable part of a student's educational experience. In selecting venues for trips, teachers consider the following factors: value of the activity to the particular class; relationship of the trip to a particular aspect of instruction; suitability and distance traveled in terms of the age level; and cost factors. A parent's signature is required for students to participate in MVMS field trips.

The School Board is the approval agent for out-of-state or overnight trips.

Students are required to have evidence of health insurance on file through the field trip permission form. Families may subscribe to the school insurance program at a nominal fee (see Insurance).

For additional details see School Board Policy IJOA.

INSURANCE

School insurance is made available, at a reasonable cost, to each student in September of each school year. It provides accident/injury insurance in several plan options. This insurance is not required but does provide coverage for the student who may not have other kinds of family insurance coverage. ALL students who participate in athletics MUST provide proof of insurance protection. Insurance purchased through the school will meet this requirement. Students who are injured and have the school insurance must report to the school nurse who will assist in the completion of the claim forms.

SCHOOL COUNSELOR

The school counselor program focuses on the developmental needs of middle level students. The counselors strive to help students overcome obstacles related to their personal growth. School counselors meet with students to focus on skill development for accessing the school day and are available to assist students in navigating crisis situations Individual counseling, group counseling, seminars, and classroom experiences are available to all grade levels.

The counselors provide academic support by exploring issues that may be interfering with the learning process, discussing future goals, and facilitating parent/teacher/student conferences.

INFORMATION CENTER SERVICES (LIBRARY, MEDIA, TECHNOLOGY)

The mission of the Information Center is to provide students and staff with opportunities to become discerning users of information. The Information Center teaches students, both formally and informally, to be efficient and effective users of a wide variety of information resources. It also supports staff in regard to curriculum, instruction, and professional development.

The Information Center is staffed by a full time Media Specialist and two part-time Paraprofessionals. The Information Center provides students with books, periodicals, and eBooks for circulation. Students who choose to check out materials from the Information Center will be held responsible for those materials and may be asked to replace those materials if they become damaged or lost. To support the research process, the Information Center has multiple computers with access to the Internet, various software programs, and subscriptions to online databases. There is also a Makerspace area that provides opportunities for students to create, build, and design. Students using the facility are expected to exhibit appropriate behavior. The Information Center is open on school days from 7:45 a.m. to 4:45 p.m.

HEALTH SERVICES

The Health Office is staffed by Registered Nurses who are available for students during regular school hours. The Health Office will assist all students in maintaining good health practices, manage chronic conditions, treat minor ailments and injuries, and work to prevent the spread of communicable diseases. Screenings for vision and hearing may be performed routinely depending on the age of students or by special request.

NH state law requires that all new students entering SAU 19 provide documentation of a physical examination and immunization record dated within one year of enrollment. Any information made available regarding allergies, physical disabilities or other health conditions or concerns will become part of the student's health record. Parents should complete the yearly Health Information Form at the start of each school year and parents whose students have specific health concerns should contact the school nurse directly. Documentation of medical exemption is required to exempt a student from participation in the academic physical education program.

(MVMS/ GHS ONLY) Physical exams are required to participate in school sports programs; parents/guardians are responsible for arranging physical exams with their student's health care provider. Parents are then responsible to provide the school with documented evidence of the required physical.

IMMUNIZATIONS

Proof of immunizations are required by the New Hampshire Department of Education before your student is enrolled in our schools and at recommended intervals as determined by NH Department of Health and Human Services (NH DHHS). Please visit the NH DHHS website at <https://www.dhhs.nh.gov/sites/g/files/ehbemt476/files/documents2/imm-req-schools22-23.pdf> for a full list of required immunizations. Please contact your student's school nurse with any questions.

Requirements for immunizations may be waived for medical reasons if documentation is provided from your student's health care provider that immunizations will be detrimental to the student's health. A waiver may also be granted for religious reasons. Completion and submission of a Religious Exemption Form is required to waive immunizations for religious reasons. Please visit the NH DHHS website at <https://www.dhhs.nh.gov/programs-services/disease-prevention/immunizations/immunization-exemptions-children> for more information regarding exemptions. Please contact your student's school nurse with any questions.

ILLNESS

In the interest of the general health and well-being of all students and staff, no student who is ill should attend school. A student having a fever, sore throat, cough, severe congestion, vomiting or diarrhea, rash

of unknown origin, untreated impetigo, should not attend school. Students must be fever free for 24 hours off medication and have no episodes of vomiting/ diarrhea for 24 hours prior to returning to school. Students who are deemed too ill to attend classes/ activities may be dismissed from school. If you are unsure if/ when your child should return to school, please contact the school nurse for assistance prior to sending your student to school. Parents must ensure all emergency contact phone information is up to date in the event that the school must dismiss your student due to an emergency or illness.

MEDICATION

Medications can be dispensed by the school nurse, principal, or the principal's designee. The Health Office stocks certain over-the-counter medication which may be dispensed, with parental permission. The Over-the-Counter Medication Form must be completed and signed by parents yearly, verbal permission is not allowable for medication administration per NH Department of Education. Any additional medication that needs to be given during the school day must be brought to the Health Office by an adult. Outside medication must be in its original container, over the counter medication requires written consent from parents to dispense, prescription medication requires the written consent of both the parent/guardian and the physician. Students with asthma and/or life-threatening allergies may self-carry their inhalers and/or Epi-Pens with written permission from their parents/guardians and the physician. All students who have asthma and/ or a life-threatening allergy must have a completed asthma action plan and/ or allergic reaction plan on file with the school nurse, this form must be updated yearly.

NUTRITION

Mountain View Middle School aligns nutrition practices with the SAU #19 Wellness Policy (January 2008). Achievement at school, especially during the morning hours, has been shown to be directly associated with a well-balanced breakfast. Recently we have seen an increase of the consumption of high-energy drinks. These often contain high amounts of caffeine and the unregulated herbal supplement Guarana. Guarana may contain up to 3 times the amount of caffeine than coffee. Because these drinks are not typically recommended for children, please discourage your child from bringing them to school. Additionally, we recommend carbonated beverages not be brought to school.

FOOD SERVICES

Welcome back to school! The Culinary Creators are thrilled to be serving students breakfast and lunch this year. We offer a wide variety of choices within five food groups: fruits, vegetables, breads/grains, lean meats and low fat or skim milk. Students choose 3 to 5 of the food groups including a fruit or a vegetable to make a complete meal. Menus are planned following the US Department of Agriculture's (USDA) meal patterns. We also offer a variety of healthy snacks for students to purchase with their meal.

Menus and current pricing and are located on each school's website.

The Food Service program uses the prepay Titan computer program to track purchases and payments. All students are issued an identification number that is used to access his/her account when making any purchase. Payments can be made by sending cash or checks to the school cafeteria or online at the Titan Family portal Titan School Solutions (titank12.com) Checks are to be made payable to Goffstown Food Service. Please send payments in an envelope clearly marked with the student's first and last name.

If a paper check or online check is returned to the district, the amount of the payment plus any fees will be deducted directly from your student's account.

Please refer to the school board regulation (EF-R) at the school board website for information on account management.

The Food Service program also provides parents access to the free and reduced price meal program. Applications can be found on the food service website, school offices, school kitchens and the food service office. Families can also apply online at the Titan Family portal Titan School Solutions (titank12.com). All information is kept

confidential in accordance with USDA regulations. Families can apply for this program at any time during the school year. Please note that only breakfast and lunch qualify for the reduced and free pricing.

If your child has an allergy or other food needs, please contact the Food Service Office at 660-5311 for assistance. Please do not have your child purchase lunch or breakfast until you have discussed your child's needs with the food service director.

Additionally, the school district has a Wellness Policy which is school board policy JLCF District Wellness. This policy provides guidance on nutrition and physical activity goals throughout the district.

As always, we welcome any concerns or ideas you or your student may have to improve our services to you. We look forward to serving your student this year!

GOFFSTOWN ADULT EDUCATION PROGRAM/HISET

SAU 19 is committed to lifelong learning. The primary goal for the Goffstown Adult Education Program (GAP) is to facilitate adult students' completion of their high school education by providing a flexible and supportive environment where the foundation is laid for success in either post-secondary education or the job market. HISET exam preparation, as well as courses for credit toward a GHS or an Adult Diploma, is offered each semester. The GAP also offers non-credit courses in areas of interest to community members. For more information, contact the Adult Education Office at GHS (497-4841 ext. 5302).

LOST AND FOUND

The school provides a lost and found area for items turned in to the office. Large items and clothing are typically left in a bin in the Hilltop Café. We encourage parents/guardians to label items of clothing with the student's name so that it may be returned as soon as possible. Unclaimed items will be donated to charity at the end of each trimester.

LOCKERS

Students in Grade 8 will be assigned hallway lockers. Student lockers are used for storage of schoolbooks and personal items such as coats, jackets, and boots. Lockers are the property of the Goffstown School District and therefore are subject to inspection. Lockers should be securely locked at all times. We recommend students do not bring valuables to school. Personal locks are not acceptable. Teams will establish times when students will be allowed access to lockers. Students should keep their assigned lockers neat and clean. Sharing lockers is not allowed. Writing or posting material on the interior and exterior of lockers is not allowed.

PARENT/STAFF COMMUNICATION

Staff and administrators utilize telephone calls, conferences, and email when communicating with parents. Should you need information or have questions about your student, please contact the appropriate teacher, counselor, or administrator. A complete directory listing teacher extension for voicemail and email addresses is available on our website or you may request a hard copy from the front office. Staff may be contacted during the school day via voicemail and email. Please leave your name, number and the name of your student in your message. Administrators are available to facilitate further discussion should the need occur. In the event a particular matter is not satisfactorily resolved or processed after meeting with the teachers and administration, the matter can then be brought to the Superintendent of Schools.

VISITORS

We welcome visitors and parents to Mountain View Middle School. In order to ensure the safety and security of students, all visitors must sign in at the Main Office and receive a "VISITOR" badge. Visitors must wear a visitor's badge at all times while on campus.

MOUNTAIN VIEW PARTNERSHIP – MVP (Parent/Staff Organization)

The “Mountain View Partnership” is our parent/staff organization, which meets periodically throughout the year to support a variety of programs and initiatives. We encourage all parents to join MVP. Meeting information is advertised in the bi-weekly Paws News. For detailed information regarding the MVP leadership, please visit the MVP website at www.goffstown.k12.nh.us click on schools, Mountain View Middle School and select MV Partnership.

VOLUNTEERS

. Throughout the year, volunteers are generally needed to support a variety of activities, services and events highly valued by students, staff and the community.

DESIGNATED VOLUNTEERS

“Designated volunteers shall include but not be limited to any volunteer who has assigned unsupervised contact with students or one-to-one contact with students and/or have unsupervised access to the building as a whole. Designated volunteers, or any other volunteer that the Superintendent, or his/her designee determines, will be required to undergo a background investigation and a criminal records check.” Refer to School Board policy IJOC. Please call SAU 19 for fingerprinting information.

ANTI-BULLYING TRAINING

As part of the bullying prevention focus in schools, there is a NH Law (RSA 193F) that requires all school volunteers be trained annually on bullying prevention. The district is requiring that school volunteers read School Board policy JICK (Pupil Safety and Violence Prevention – Bullying) and view an online anti-bullying training video. The policy and video can be found on the SAU #19 website. A Volunteer Verification of Bullying Training form must be completed and turned in to building administration.

RESIDENCY REQUIREMENTS

Parents registering students must provide proof of residency supported with at least two documents (e.g. driver’s license, utility bill, purchase and sales agreement) as defined in RSA 193:12. Students who register after the beginning of the school year will be allowed to register and be given a ten-day grace period to produce residence documents. Students who do not reside in Goffstown cannot attend Goffstown Schools unless the School Board has made an exception.

Proof of residency, supported with at least two documents, is also required for students who move to a new residency within Goffstown or New Boston.

CANCELLATIONS/DELAYS/CLOSINGS

The Goffstown School District uses a district-wide alert notification system. This system allows more effective communication with parents should an emergency issue or need to communicate arise. Notifications may include school cancellations, school delays or early dismissals due to inclement weather or building emergencies such as loss of heat, water pressure or electricity. Every means of communication will be used to notify parents and guardians. In addition to the alert notification system, any school closing or delay because of weather conditions will continue to be announced on WMUR- TV. Please refrain from calling the school. Please note that breakfast will not be served when there is a delayed opening.

Each student should know what to do in the event of any change in the regular school schedule. All parents should develop an emergency plan with their child before school begins so that a child will know where to go in the event of an emergency closing of school. Emergency Information Forms are filed with the teacher and the office. Please note in the event of an emergency closing we will make every attempt to have students contact a parent/guardian prior to the dismissal as the situation and resources permit. Cell phone use restrictions will be waived during an emergency. Under direct supervision of a staff member, students will be allowed to use their cell phones to contact parents/guardians.

EMERGENCY SCHOOL CLOSING PROCEDURES

Emergency Closing/Snow Day – The Superintendent will make the determination on whether the emergency closing is a distance learning day or a traditional closure. See Distance Learning information below for more details.

A “distance learning day” will take place when in-person school is not feasible due to an emergency closing.

DISTANCE LEARNING DAY INFORMATION

The Superintendent will determine if a “distance learning day will take place when in-person school is not feasible due to emergency closing. On a distance learning day, materials will be posted in Schoology for student to work asynchronously by 8:30 a.m. Staff will utilize Microsoft Teams for office hours during the day to support students in their learning. Through the use of a PBIS rollout, all staff will review the procedures and expectations with the students for a distance learning day. A reminder of the procedures for a distance learning day will also be posted on the MVMS website for families to access.

STUDENT GOVERNMENT

Throughout the year the MVMS Student Government schedules numerous activities that promote social and civic expectations. Typically, activities include: Student Government elections, Veterans Day and Memorial Day Assemblies, Community Food Drive, Teacher Appreciation Activity, Turkey Trot, Winter Carnival, student/faculty games, grade level activities, and the 8th Grade Recognition Dance. Please watch for these events in the bi-weekly PAWS News.

STUDENT BILL OF RIGHTS

In order to promote a safe and positive learning environment at our school, teachers, staff, and students expect:

- Courteous and respectful acceptance of people’s differences at all times
- Promptness to all classes and activities with necessary materials
- A pleasant lunchroom atmosphere that is orderly with appropriate table manners
- Everyone to take pride in our school by keeping it free from litter and vandalism
- All members of our community and guests to show responsible behavior and good sportsmanship at all assemblies and after school activities
- Everyone to respect emergency equipment and to follow emergency procedures to create a safe environment

Thank you for contributing to an enjoyable educational experience.

Adopted/Approved
Student Council 1992-93
Revised 2001

PAWS PRIDE/PBIS

Paws Pride is a behavioral model based on the philosophy and core beliefs of Positive Behavior Intervention and Supports. Mountain View Middle School continues to make strides in building community, supporting social and emotional well-being, and character development to encourage a consistent positive climate and culture across all classroom and non-classroom settings focusing on the components of Paws Pride: Respect, Responsibility, Community, and Pride. Second-Step resources and executive functioning lessons are embedded to support Paws Pride and social and emotional learning. Other activities include but are not limited to grade level community meetings, monthly positive traits, guest speakers and Paws Pride Assemblies.

STUDENT BEHAVIOR EXPECTATIONS

With few exceptions, our students are well-behaved and rarely require consequences beyond easy-to-implement, routine, teacher level behavior interventions. We believe the most effective discipline involves proactive strategies designed to prevent discipline problems. We are committed to exhausting proactive disciplinary strategies to sustain a safe, effective, and efficient learning environment for all members of our school community. As may be needed, we are prepared to address the small percentage of our students who occasionally behave in a manner that requires more significant consequences.

We believe all students and staff benefit when inappropriate behaviors and potential consequences are clearly defined and understood. The following rules and guidelines include both local and state policies. Students are expected to:

- treat people and property with respect.
- remain on school grounds at all times during the school day.
- report to classes on time with required materials
- move about the building and grounds in a safe and appropriate manner.
- follow classroom rules and expectations in person and online.
- arrive to school within the posted arrival times.
- use teacher-issued hall passes when passing during class time.
- refrain from inappropriate verbal and written language
- obey all laws including those described in this handbook pertaining to:
 - weapons
 - bullying
 - harassment
 - contraband/controlled substances
 - theft/vandalism
 - assaults/fighting
 - false fire and police alarms/building evacuations
- respect building guidelines on gum chewing, snowballs, throwing objects/food, spitting, cell phones, inappropriate displays of affection, in-line sneakers, in-line skates, skateboards, dress code including hats, hoods, etc. return all materials, i.e., textbooks/instructional resources in the same condition as issued. Students are responsible for restitution for damaged or lost books.

DISCIPLINARY CONSEQUENCES

MVMS Disciplinary Code

Level 1

Level one offenses usually involve minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. These minor infractions can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.

<u>Student Offense</u>	<u>Possible Consequences</u>
Classroom Disturbance	Verbal Reprimand or Redirection
Improper behavior in the hallways, playground or cafeteria	Special Assignment
Class Tardiness	Withdrawal of Privileges
Violation of the dress code	Teacher Detention
Disrespectful language/behavior	Parent Contact
Out of assigned area	Behavior Contract
Lying	Apology
	Student Support Room (SSR)
	In-School Suspension
	Conference with Student
	Changing of Clothes

Level II

Level II offenses are behaviors whose frequency or seriousness tends to disrupt the learning climate of the school community. The infractions generally require an intervention on the administrative level. Also, included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of an administrator.

<u>Student Offense</u>	<u>Possible Consequences</u>
Continuation of Level I misbehaviors	Administrative Detention
Classroom Disruption	Special Assignment
Cheating/Plagiarism	Student Support Room (SSR)
Forgery	Community Service
Truancy or absence from one's assigned area (cutting class)	Guidance Consultation
Improper/misuse of electronic devices (cellphone, camera, etc.)	Schedule Change
Inappropriate display of affection	In-School Suspension
Technology Violation (violation of acceptable use policy)	Suspension (1-10 days)
Verbal or symbolic harassment that infringes on students' rights to non-threatening environment	In addition to the above stated consequences, consequences listed in Level I may also be applied
Insubordination	
Gambling	
Intentional pushing/shoving of others	

Level III

Level III offenses are acts that are directed against persons or property that warrant immediate intervention. These acts might be considered criminal but more frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interests of all students. In some cases, police or other outside agency assistance is utilized.

<u>Student Offense</u>	<u>Possible Consequences</u>
Continuation of Level II behaviors	Temporary removal from class
Bullying/Cyberbullying	Guidance Consultation
Harassment/Sexual Harassment	In-School Suspension
Theft	Suspension (1-10 days)
Vandalism	Long term SAU suspension (at the discretion of the Superintendent)
Fighting	Contact of law enforcement officials (as deemed necessary by school personnel)
Knowingly in the presence of drugs/alcohol or tobacco	Restoration/restitution made by student
Repeated cutting of class or absence from one's assigned area	Any of the preceding disciplinary options under prior levels
Threat to others	
Repeated truancy	
Gross Misconduct	
Possession or use of pornographic or violent material	

Level IV

Level IV offenses are acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school (or at any school approved activity). These acts are usually criminal and are so serious that they may require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities and/or action by the Goffstown School Board. New Hampshire school authorities are obligated to report clearly established criminal offenses to law enforcement authorities.

<u>Student Offense</u>	<u>Possible Consequences</u>
Continuation of Level III behaviors	Suspension (1-10 days)
Bomb Threat	Long-term SAU suspension (greater than 10 days at the discretion of the Superintendent)
Assault/battery (on a peer or staff member)	Long term suspension (in excess of 20 days at the discretion of the School Board)
Sale of stolen property	Suspension from co-curricular activities
Arson	Expulsion
Extortion	Other School Board action which may result in appropriate placement
Bullying/Cyberbullying	Imposition of conditions for readmission
Harassment/Sexual Harassment	Any of the preceding disciplinary options under prior levels
Possession of alcohol, drugs, E-cigarettes, tobacco or drug paraphernalia	
Under the influence of drugs or alcoholic beverages on school property or at a school sponsored event	
Possession of a gun, knife or other weapon	

LARGE GROUP / LUNCHROOM BEHAVIOR EXPECTATIONS

Large group assemblies including academic competitions require appropriate respectful behavior. Students who do not demonstrate appropriate respectful behavior during assemblies will be subject to possible disciplinary consequences.

Inappropriate lunchroom behavior will result in consequences as noted previously including potential reassignment to a quiet lunch detention.

PERSONAL PROPERTY

Students are responsible for all their personal property. The following are examples of items that should not be brought to school: Cameras, electronic equipment, squirt guns, toys, laser pens, pungent perfumes/deodorants, expensive jewelry, significant amounts of money and other high value items. In the event that such an item is brought to school, parents may be notified to pick up the item in the main office.

CELL PHONES

We recognize cell phones are a part of life. Rather than ban student cell phones completely from school, we have attempted to apply reasonable restrictions of cell phone use to ensure our students' and teachers' work is not disrupted during the course of the school day.

Our cell phone guidelines are:

- Cell phones must be turned off at the time a student enters the school and remain off throughout the day until the student exits the school.

Because of the serious disruption this behavior causes, and because of security and safety concerns we share regarding unsolicited incoming calls and texting, we are monitoring inappropriate use of cell phones particularly during classes. Students who do not follow the guidelines will initially lose their cell phone privilege for a one-week period with parent/guardian notification. Subsequent offenses will result in loss of cell phone privileges for increasingly longer periods of time.

CELL PHONE PRACTICE DURING ASSESSMENTS

MVMS will have a common cell phone practice for all district and state assessments. Students will be expected to turn off all cell phones when entering a testing location.

DRESS CODE

As a community, we take pride in personal appearance. We expect students to dress neatly, cleanly, and appropriately, including footwear, while attending classes or school activities. The following are among the items considered inappropriate: sunglasses, very short athletic wear or skirts; cropped tops, muscle/tank or other revealing clothing. Clothing with writing, pictures, or symbols that depict drugs, alcohol, or vulgarity are not allowed. Hats and hoods may be worn at designated times. Bandanas are restricted at all times. If a student's dress or grooming disrupts the education process or climate, is unclean or unsafe, the student will be asked to leave class and change into appropriate attire or address the concern.

The administration retains the ultimate responsibility to be the arbiter of appropriateness.

PLAYGROUND

A playground is available for students during recess. We expect students to use all equipment safely and not to endanger any students by improper conduct on the playground. Space is provided for students to store boots and hang up clothing before and after recess. Seventh and eighth graders, weather permitting, frequently have an opportunity to go outside for a very brief break during the twenty-two-minute lunch period.

Please note: We expect students to go outside whenever the temperature is 20 degrees or higher, including wind chill. Students should come to school dressed adequately for daily outside play activity. The following activities are allowed when appropriate dedicated supervision and space are available:

1. Four Square only with a kick ball
2. Catch (using sponge rubber balls)
3. Tag
4. Kickball

The school will provide playground equipment. Students should not be bringing in playground equipment from home.

Please note the following activities are restricted:

1. Hard balls of any kind including footballs
2. Reckless/potentially hazardous behavior
3. Contact sports
4. Throwing snowballs, rocks and other objects

TOBACCO BAN/E-CIGARETTES

Possession and use of cigarettes, E-cigarettes (vape) and other tobacco products are not allowed on school grounds, in the school, on school buses, or at any school function. Violation of this rule will result in out-of-school suspension and referred to police for those students under the age of 18.

LEGAL DRUGS

Legal drugs, prescribed by a medical doctor or dentist, are to be held and dispensed by the school nurse and/or as directed by the principal as required by NH State law. Students are forbidden from possessing, using, being under the influence, transferring or selling controlled drugs, prescription drugs/medications or over the counter medicines unless as dispensed and supervised by the appropriate school official while in attendance at school, at activities sponsored by the school, or on school property.

ILLEGAL DRUGS/ALCOHOL

Controlled drugs are those drugs and chemicals which contain any quantity of a substance which has been designated as a depressant or stimulant drug pursuant to federal drug and food laws, or which has been by regulation, after investigation and hearing designated by the division of Public Health Services as having a potential for abuse, or physiological and psychological dependence or both.

Alcohol and other drugs (legal, illegal, controlled, prescription or over the counter) are not to be possessed or used on school grounds, on school buses or at any school function. For the purposes of determining appropriate consequences, prescription and over the counter medications (legal drugs) will be regarded as the equivalent of controlled drugs (illegal drugs), unless all procedures relative to their use and/or possession are followed. Medical use forms are distributed to families through Powerschool.

In instances where parents/guardians cannot be reached and there is a need for immediate medical attention for students under the influence of alcohol and/or other drugs, the school will make arrangements to transport the student to the nearest hospital emergency facility. The Goffstown School District will not be responsible for any costs incurred by such action.

COMMUNITY SERVICE

School community service can be assigned for malicious damage or vandalism and other infractions. Students will assist in school clean up, under supervision before or after school. Restitution to the community will be made for any act of vandalism.

OUT-OF-SCHOOL SUSPENSION AND IN-SCHOOL SUSPENSION

If disciplinary action towards a student involves suspension, the student involved is entitled to due process. At the disciplinary hearing the student is given notice of the violation(s) with which that student is charged and will be given the opportunity to answer the charges. Evidence used in the consideration for suspension must be given. Suspensions at the school level may range from one to ten days. An appeals process for students suspended in excess of ten days will be detailed in writing at the time of the suspension to the parent/guardian. With the exception of behaviors associated with assault and/or behaviors that represent a significant threat to peers, self and staff, students may be assigned to In School Suspension . Additional information on this program will be given at the time of the suspension.

Students who have received a suspension may not participate in any school activities after school or in the evening for the duration of the suspension.

Subsequent to a suspension, follow-up monitoring may be provided by counselors, police and/or juvenile services as appropriate.

Incidences of violence, theft, vandalism, drugs, alcohol and tobacco products or other infractions as outlined in the Safe School Zones Act_ (RSA 193 D), Smoking and Tobacco (RSA 126-K and 152:66), RSA 126 - K and 152:66 will be reported to local police authorities, as required by the Safe School Zones Act.

SAFE SCHOOLS ACT

MVMS is in compliance with the state law referred to as the Safe Schools Act. This legislation requires that any public or private school employee report in writing any act of theft, destruction or violence in a safe school zone to the school principal or his/her designee. Administration must inform parents and file a report with the local law enforcement agency within forty-eight hours. The local law enforcement agency shall then determine the need for further investigation and/or take further action. Such information, including any expulsions or suspensions, must become part of a student's permanent record and be forwarded to another school should the student transfer. Illegal sale or possession of a controlled drug shall also be reported to the local law enforcement agencies. (The current law requires expulsion of any student bringing a firearm to school).

TRANSPORTATION

A.M. STUDENT DROP-OFF

- Students looking to complete homework or utilize the information center resources may do so as early as 7:45 a.m. All students not using the Information Center may arrive starting at 8:00 a.m. when supervision is available. 2-Hour Delayed Opening: Supervision of students is available at 10:00 a.m. The delay allows time for our maintenance crews to clear and treat surfaces before student and bus arrival. Please do not drop off students prior to 10:00 a.m.

P.M. STUDENT DISMISSAL AND PRIVATE VEHICLE STUDENT PICK-UP GUIDELINES

- Dismissal is at 3:10 p.m.
- Entering traffic must remain to the right in a single lane to ensure exit access out as well as emergency vehicle access to and from the front of the school. Please note vehicles parked along the front sidewalk waiting for dismissal must turn off ignitions as the exhaust enters into our classrooms via HVAC air intake vents.

- When picking up students in front of the building, please move forward to the crosswalk without entering the circle, rather than stopping at the beginning of the sidewalk. Your cooperation in this regard will assist us in clearing as many vehicles as possible before our buses begin to exit the campus. Please understand that our buses typically exit from approximately 3:20 p.m. through 3:50 p.m. making traffic management an extended challenge. When our ski buses and interscholastic home games are added to the mix with visiting team buses and parent fans accessing the campus at dismissal, you will likely experience significant delays.
- In the event we have a police, fire, or medical emergency at dismissal, it is imperative that all vehicles remain stopped in a single lane as far to the right as possible. During such events, all vehicles will be restricted access to and from campus until the GPD and/or GFD lift the restriction.

SCHOOL ATHLETIC EVENTS PARKING

- Parking is available in the main parking lot. Access to the main lot is gained by veering to the right at the school sign and driving up to the top of the hill.
- Parking by the ball field, along the access road and behind the school is available at 3:50 or later after all bus students have been dismissed.
- Fall sports officials, and handicapped spectators may utilize the kitchen staff parking lot in the back of the school.

THE LATE BUS

The Late Bus is available to all students who take part in supervised after school activities. Students needing to use the late bus must sign up in the office by 1:00 p.m. The late bus departs MVMS at 5:00

Students are permitted to stay after school as long as they are participating in a school or town organization supervised activity or to watch an MVMS home sports game. The bus boards in the front of the building.

Please be advised that the Goffstown School District's late run will be posted on the district website.

Please note that the late run routes do not travel the same path as regular home to school routes. They were developed with the intent of having stops at major roads/intersections. There are two buses for late run for Goffstown. One travels on Goffstown Back Roadside of the river, and the other travels on Mast Road toward Pinardville with the Mountain area.

Please call Goffstown Truck Center at 497-3111 if you have any further questions.

STUDENT CONDUCT ON SCHOOL BUSES

Riding the bus is a privilege. Students are expected to understand and adhere to the established bus regulations. "Goffstown Truck Center (GTC), the district(s) student transporter hires certified drivers (commercial licensure) to transport our students. GTC provides annual staff training on topics such as hazardous driving conditions, simple first aid procedures, methods to deal with intruders, and methods to deal with a variety of student behaviors." The terminal manager of the transportation company will have the authority delegated by the Superintendent to suspend riding privileges of students who are disciplinary problems on the bus by failing to conform to the rules and regulations set forth by the School Board in policy #JICC-R. Parents of students whose pattern of behavior and conduct on school buses endangers the health, safety and welfare of other riders will be notified that their students face the loss of school bus riding privileges in accordance with the student discipline code. Video and/or audio monitoring of bus behavior may be conducted. Suspensions in excess of twenty consecutive days must be ratified by the Board (RSA 189:9a). Contact the Goffstown Truck Center manager at 497-3111 with any transportation issues.

AUDIO AND VISUAL SURVEILLANCE ON SCHOOL BUSES (SEE POLICY ECAF)

Video cameras may be used in buses to monitor student behavior. Audio recordings in conjunction with video recordings may also be captured on school buses in accordance with the provisions of RSA 570-A:2.

BUS REGULATIONS & STUDENT EXPECTATIONS

Students in grades K through 12 who use school bus transportation should follow these regulations:

1. Profane language, obscene gestures, excessive noise, fighting, wrestling, or other acts of physical or verbal aggression are unacceptable behaviors.
2. Throwing things on, out of, or at a school bus are unacceptable behaviors. Students are expected to keep their head, hands, feet, etc., inside the bus at all times.
3. Anything that would create a safety hazard for the passengers or vehicle is unacceptable behavior.
4. Students are expected to seat themselves promptly when getting on the bus. Students are to remain in their seats until they reach their designated stop, and the bus has stopped. Emergency doors are for emergency use only.
5. Once a student has boarded the bus, he/she may not get off except at his/her destination.
6. Students may ride only the bus to which they have been assigned. The bus driver has the discretion to allow other students to board a bus if prior approval through the school office is made, and there is ample capacity. The law allows, and students are expected, to sit three passengers per seat if necessary.
7. Students are expected to be at their bus stop 5 minutes before the bus is due; bus drivers do not have to wait.
8. Students are expected to properly identify themselves to the driver upon request.
9. Students are required to cross the street in front of the bus after a full stop, at the direction of the driver.
10. Vandalism, including marking or defacing the bus is not acceptable, and will be reported to the appropriate authorities including the police.
11. Eating or drinking on school buses is not allowed.
12. No smoking or use of smokeless tobacco products is allowed on any bus, including charter and athletic trips.
13. Drivers will keep seating charts on each bus. Drivers are allowed to assign seating.
14. Bus drivers are responsible for safe bus operation and their decisions and requests are expected to be followed.
15. Only authorized riders will be permitted on the bus.
16. Video surveillance may be utilized on any bus to monitor student activity and behavior.
17. Inappropriate student behavior in pick up / drop off area is subject to corrective action noted below.
18. Students are responsible to be alert when the bus arrives.

CORRECTIVE ACTIONS

Bus drivers will report rule infractions to the terminal manager, with a copy to the appropriate school administrator as soon as possible. The terminal manager will address the consequences with the student/parent/bus driver.

Disciplinary actions shall be as follows:

- 1st discipline referral results in a written warning
- 2nd discipline referral results in 1-3 days off the bus
- 3rd discipline referral results in 3-5 days off the bus
- 4th discipline referral results in 14 days off the bus
- 5th discipline referral results in one month off the bus
- 6th discipline referral results in a meeting with the school board to discuss the discipline that should be taken.

Questions should be directed to the terminal manager at 497-3111.

GUIDELINES FOR SAFETY INTERVENTION PROCEDURES

The safety of all students is of primary importance to the School District. The following guidelines address the assessment and crisis intervention procedures for students with safety concerns.

SAFETY ASSESSMENT

All threats to harm or kill oneself or others shall be taken seriously and reported immediately to the Principal and/or designee.

Identification of Safety Concerns

Safety concerns are addressed by these guidelines and may include:

- Any threats to harm or kill oneself or others.
- Actions or behaviors that threaten self or others with harm.
- Any expressed desire to die, whether verbally, written or in art
- Behaviors that indicate self-harm and/or harm to others

A. Purposes of Safety Assessment:

1. To determine if a student is a danger to him/herself or others. Does a safety issue exist?
2. To determine if the student should remain in the educational environment or does he/she need to be transported home/other?
3. To determine the immediate safety needs of the student and the school.

B. Safety Assessment will include:

1. Consultation with administrators and school staff (*e.g.*, teachers, nurse, school counselor) as needed.
2. Interview with the student.
3. Consultation with the parents.
4. Consultation with other professionals (*e.g.*, therapists, health provider), with signed authorization from the child's parent or legal guardian.

C. Expectations of Safety Assessment:

1. Provide information regarding safety issues. It should be noted that this information is ascertained from conversations and an interview with the student. A formal psychological assessment will not be conducted. As such, the safety assessment represents the safety of a student at the moment in time. A determination of future psychological and/or behavioral functioning cannot be made.
2. Provide parent/guardian with written information, which may include:
 - a. Facts about suicide, depression, violence, etc.
 - b. Warning signals
 - c. Website links for further research
 - d. Recommended actions to be taken by parent/guardian.
 - e. Hotline telephone numbers and/or resources

CRISIS INTERVENTION PROCEDURE FOR STUDENTS WITH SAFETY CONCERNS

- A confidential record-keeping procedure shall be established and located in a secure central location within each school. The record keeping procedure shall include the nature of the incident, the student's name, and the action taken. Maintenance of this record will provide additional information as the procedures for assessment are followed by school staff.
- Annually, as part of the transition process between schools, school counselors will confer regarding student safety issues.
- At the beginning of each school year, school staff will be oriented to the safety issues and concerns students may demonstrate.
- Annually, crisis team members will be provided with a comprehensive overview of the initial assessment process. The school psychologist assigned to the school will provide the training.

The following guidelines provide a general sequence of steps to be taken with students who are demonstrating safety concerns.

1. When an individual receives information indicating that a student is demonstrating a safety risk to him/herself or others, he/she shall immediately inform the Principal, Principal's designee, or school counselor.
 - The Principal and/or designee shall coordinate the crisis procedures. The appropriate crisis management team shall be alerted, and one person shall be identified to coordinate the activities. An "appropriate crisis team" shall be defined as consisting of a building administrator, guidance counselor and person(s) with knowledge of the student and the current situation.
2. The counselor and/or building administrator shall talk to the student and other team members to discuss the following:
 - a. If the crisis management team feels the student needs an immediate assessment, the assessment process will be pursued with school district personnel.
 - b. The parent and/or guardian will be notified immediately.
 - c. If the crisis management team determines the student to be in need of an immediate assessment, a referral will be made to the school district's school psychologist. If a school district psychologist is not available, referral for an emergency medical assessment of mental health will be made to an individual or agency designated by the school district (*e.g.*, Mental Health Center of Greater Manchester (603)668-4111; Catholic Medical Center (603)668- 3545; Elliot Hospital (603)669-5300).
 - d. The parent or guardian may choose to use his/her own counselor or health provider. If the parent designates his/her own provider, for which the parent accepts financial responsibility, the school district will ask the parent to sign a release form so that necessary information can be shared with the appropriate school personnel. The purpose for this is to provide support for the child as he/she returns to the school environment.
 - e. If a parent/guardian refuses to comply with the school's request to seek a safety assessment, the Principal and/or designee will take further action based on authority conferred by the local school board.
 - Those actions may include:
 - Contacting the local police department; and
 - Contacting the NH Division for Children, Youth and Families
 - f. The student will not be allowed to return to school until the safety assessment has been conducted and wherein written documentation is presented stating that the child is determined "safe" to return to school.
 - g. After an assessment has been conducted and the child is determined "safe" to return to school, the parent/guardian will provide the school with relevant information so that the school can support the child. The child then returns to school.

If documentation has not been submitted to the school within three days of an event giving rise to a referral for a safety assessment, the appropriate school psychologist will be designated to contact the family and conduct such an assessment.

PUPIL SAFETY AND VIOLENCE PREVENTION – BULLYING (SEE POLICY JICK)

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.
5. **Perpetrator.** Perpetrator means a pupil who engages in bullying or cyberbullying.
6. **Victim.** Victim means a pupil against whom bullying or cyberbullying has been perpetrated.

REPORTING COMPLAINTS OF BULLYING INVESTIGATION AND SCHOOL DISTRICT ACTION

Any school employee, or employee of a company under contract with a school in the district, or the district itself, who has witnessed or has reliable information that a student has been subject to "bullying", shall report the incident to the principal or designee, who shall in turn report the incident to the superintendent.

Any person that believes he or she has been the target or victim of bullying shall report the alleged act(s) immediately to an administrator. If you believe the Administrator was involved in the bullying or has condoned it in any way, you may contact the Superintendent or Chair of the School Board.

If the District receives a complaint or report of bullying, the Superintendent (or designee) shall authorize an investigation by school district officials, or a third party designated by the District. An investigation may consist of personal interviews with the person that filed the complaint, the accused harasser(s), and any other individuals that might have knowledge about what is alleged to have taken place or the facts and circumstances leading to the complaint. It may also include a review of other information, such as documents, depending on the circumstances. It is a fact-finding process and is not meant to be an interrogation or an intimidating process. Rather, it is simply designed to gather the facts.

In determining whether the alleged conduct that is the subject of the report or complaint or that is learned as a result of the investigation constitutes bullying in violation of this policy, School District officials will consider the nature of the conduct at issue, the relationship between the people involved and the context in which the claimed conduct occurred.

The School District will issue a final report of the incident, the ensuing investigation and recommended actions within ten (10) school days of the initial report, or longer if reasonably necessary.

In addition, the School District may take immediate steps, at its discretion, to protect the complaining

student, other students or employees pending completion of an investigation of alleged bullying.

At the conclusion of the investigation, the School District will report in writing the results of the investigation to the person(s) who made the complaint and the person(s) accused of bullying.

In the course of handling complaints, SAU 19 will try to maintain confidentiality to the extent possible in carrying out its investigation and taking subsequent steps, where necessary, to correct acts of unlawful bullying. The information will be shared on a need-to-know basis only.

DISCIPLINE FOR CONDUCT IN VIOLATION OF THIS POLICY

Upon completion of the investigation and upon receipt of a recommendation that the complaint is valid, SAU 19 will take such action as it considers in its discretion to be necessary and appropriate to address violations of this bullying policy. Discipline may include, but is not necessarily limited to, verbal or written warnings, suspension or expulsion or termination of an employee.

PROHIBITION AGAINST RETALIATION

Retaliation is against SAU #19 policy and the School District will make every effort to see that no student will be shunned, called names, scared, intimidated, punished, threatened or disciplined for making a complaint or helping in the investigation of a report or complaint of bullying – this is called retaliation. It could mean unfair grading or assignments, ridicule, or name-calling. Retaliation is wrong regardless of whether it is done by a person accused of unlawful bullying, a friend, sibling or relative of the accused bully, or other person(s) and will be punished. The School District will take any action that may be needed to protect a person that files a complaint, any person who is part of an investigation or other persons from further bullying or retaliation.

HARASSMENT

UNLAWFUL HARASSMENT POLICY

School Administration Unit 19 is committed to providing all students with a school environment that is free of sexual and other forms of unlawful harassment. Actions, writings, or comments based upon a person's gender, race, color, religion, sexual orientation, marital status, national origin, pregnancy, age, mental or physical disability, economic status or any other personal characteristic protected under the law will not be tolerated. Harassment (both open and hidden) is a form of misconduct that is unkind and demeaning to others and is strictly prohibited by state and federal law. It is intimidating, offensive, and rude conduct that interrupts a healthy academic environment. It can have a negative impact on class performance and make people feel angry, powerless and fearful.

Policy applies during school, at school-sponsored activities, programs, and sporting activities, including on school buses.

SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual or gender-based conduct that creates a hostile, intimidating or offensive school environment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, physical or visual conduct of a sexual nature. Sexual harassment can take many forms. Examples include obscene gestures, excessive flirting, staring, unnecessary physical contact or touching, repeated requests for dates, stalking, comments about a person's body or physical appearance, crude jokes, dirty notes, gossip, sexual pictures, and graffiti.

Whether or not conduct is sexual harassment depends upon how the person to whom the conduct is directed and/or the people standing nearby feel about what was said or done, and not upon whether the harasser intended to hurt or bother anyone. People can harass others of the same sex or the opposite sex. That means boys can be harassed by boys and girls can be harassed by girls. Also, boys can harass girls and girls can harass boys.

OTHER FORMS OF UNLAWFUL HARASSMENT

While it is not always easy to identify precisely what conduct is unlawful harassment, prohibited conduct certainly includes slurs, derogatory comments, unwelcome jokes, teasing, and other similar verbal or physical conduct concerning someone's gender, race, color, religion, sexual orientation, marital status, national origin, pregnancy, age, mental or physical disability, economic status or any other personal characteristic protected under the law.

Any student with questions or concerns about any type of harassment in school is encouraged to bring these issues to the attention of the SAU 19 officials listed in this policy. SAU19 encourages but does not require that reports and complaints be submitted in writing. Harassment report forms are available from any School District Administrator, the School Nurse, or the School's Counselor. Under the law, SAU 19 must take action if it learns of a report or complaint of harassment, even if a student does not wish to file a formal complaint. The action taken will be determined on a case-by-case basis, considering all the circumstances.

REPORTING COMPLAINTS OF UNLAWFUL SEXUAL HARASSMENT

Any school district administrator, the school nurse, and the school counselors are responsible for receiving oral or written reports or complaints of harassment in school. Contact information is as follows:

Assistant Superintendent	497-4818
Administrator/Nurse/School Counselor	497-8288

Sometimes a student feels more comfortable speaking with one of his or her teachers. However, students must realize that teachers have a duty to inform a school administrator, the school nurse, or the school counselor of the nature of the complaints. The Assistant Superintendent will then be contacted immediately, before the complaints are looked into or investigated. If a written complaint has been submitted, that will be forwarded immediately to the Assistant Superintendent. If an oral complaint has been submitted, the administrator, the school nurse, or the school counselor will put the complaint in written form within a twenty-four (24) hour period and forward the written summary to the Assistant Superintendent. Any adult/staff person receiving a complaint may determine that the facts of the complaint demonstrate an emergency situation. At this point immediate action will be taken to protect the safety and welfare of the person filing the complaint, staff members, or other students.

The filing of a complaint or report of unlawful harassment will not affect a student's grades or access to educational resources and support. This means that students/staff/parents, etc., should treat the student the way they did before the complaint was filed. No nasty comments or name calling, or "shunning" should happen to anyone who has complained about harassment.

In the course of handling complaints, the school district will try to maintain confidentiality to the extent possible in carrying out its duty under state and federal law to investigate and correct acts of unlawful harassment. The information will be shared on a need-to-know basis only.

INVESTIGATION OF COMPLAINTS OF UNLAWFUL SEXUAL HARASSMENT

By authority of SAU19, the Assistant Superintendent will immediately authorize an investigation after receiving a complaint of harassment. An investigation consists of interviews with a limited number of people who have or may have knowledge about what is alleged to have taken place. The investigation may also include a review of other information, such as documents, depending on the circumstances. It is a fact-finding process and is not meant to be an interrogation or an intimidating process. Rather, it is simply designed to gather the facts.

School District officials or a third party designated by the Assistant Superintendent or School Board may conduct this investigation. The investigator shall interview the student to determine the facts, including but not limited to, the following:

- The exact nature of the complaint (i.e., why the student believes he or she may have been harassed, the offensive behavior, and any person(s) he or she believes may be responsible).

- The date, time, and place of the incident(s).
- The number of times the harassment occurred.
- The target's feelings at the time the harassment occurred.
- The target's response to the harassment (e.g., said something to the harasser, said nothing, walked away, started crying, looked or went for help, etc.).
- The names of witnesses or persons who have knowledge about the incident (e.g., who did the target tell, when did he or she tell, what did the target tell that person, and what was that person's response); and
- Any available written documentation or other evidence that is relevant to the incident.

The investigator will provide a written report of the investigation to the Assistant Superintendent within five (5) school days of the school district's first receipt of the report or complaint, or longer, if reasonably necessary. The Assistant Superintendent will then report the status of the investigation to the School Board and, if deemed appropriate, to the person that filed the complaint, the accused harasser or other people. If the Assistant Superintendent is the subject of the report or complaint of harassment, the report will be submitted directly to the Superintendent. If the Superintendent is the subject of the harassment complaint, the report will be submitted directly to the Chair of the School Board.

In determining whether the alleged conduct that is the subject of the report or complaint or that is learned as a result of the investigation constitutes unlawful harassment in violation of this policy, school district officials will consider the nature of the conduct at issue, the relationship between the people involved and the context in which the claimed conduct occurred. The investigation may consist of personal interviews with the person that filed the complaint, the accused harasser(s), and any other individuals that might have knowledge of the conduct at issue or the facts and circumstances leading to the complaint. The investigator may also review certain documents or take other steps to gather the information needed to prepare a thorough report.

PROHIBITION AGAINST RETALIATION

SAU 19 will make every effort to guarantee that no student will be subject to any form of retaliation or discipline for making a complaint or assisting in the investigation of a good-faith report or complaint of harassment. Retaliation includes, but is not limited to, threats, acts of intimidation, and harassment intended to scare or punish a person for filing a complaint or cooperating in an investigation. It could mean unfair grading or assignments, ridicule, or name-calling. Retaliation is wrong regardless of whether it is done by a person accused of unlawful harassment, a friend, sibling or relative of the accused harasser, or other person(s) and will be punished. Retaliation is a form of unlawful harassment that is against this policy and will be treated in the same manner as other forms of harassment. The School District reserves the right to take any action that may be needed, in their discretion, to protect a person that files a complaint, an investigation witness or other person from further harassment or retaliation.

SCHOOL DISTRICT ACTION

- A. After receiving the investigator's report, the Assistant Superintendent will review the report and determine whether the claimed conduct, together with any additional conduct that may have been discovered during the course of the investigation, is a violation of this policy and what disciplinary or corrective action should be taken as a result. In certain circumstances, the School Board may be involved in making these determinations. If the Assistant Superintendent is the subject of the investigation, the Superintendent will be responsible for making these determinations.
- B. After the Assistant Superintendent or Superintendent has made the required determination as to whether a violation of this policy has occurred and what disciplinary or corrective action should be taken as a result, the person that filed the complaint and the accused harasser(s) will be notified in writing of the outcome of the investigation and of any disciplinary action.
- C. The person making the complaint may appeal the investigator's recommendations to the Superintendent. If the Superintendent is a subject of the investigation, then the School Board can hear the appeal.

RIGHT TO SEEK ALTERNATE COMPLAINT PROCEDURES

The procedures set forth in this policy do not prevent a student that has been the target of unlawful harassment from filing a report or complaint directly with the United States Department of Education's Office of Civil Rights or the New Hampshire Department of Education:

Office of Civil Rights, Boston Office
U.S. Department of Education 8th Floor
5 Post Office Square
Boston, MA 02109-3921

New Hampshire Department of Education
101 Pleasant Street
Concord, NH 03301-3860
(603) 271-3494

(
(617) 289-0111

In addition, students that have been the target of unlawful harassment may pursue civil proceedings through the courts or seek remedies under federal and state criminal laws.

DISCIPLINE FOR CONDUCT IN VIOLATION OF THIS POLICY

SAU #19 will take such action as it considers in its discretion to be necessary and appropriate to address violations of this policy. Discipline may include, but is not necessarily limited to, verbal or written warnings, suspension or expulsion or termination of employment.

FALSE REPORTS OR COMPLAINTS OF HARASSMENT

Raising issues of unlawful harassment or complaining of unlawful harassment known to be false or untrue is strictly prohibited and SAU #19 will take such action as it deems in its sole discretion to be necessary and appropriate to address such conduct. Discipline may include, but is not necessarily limited to, verbal or written warnings, suspension, or expulsion.

STUDENT EDUCATIONAL RECORDS

Parents of students, or eligible students, may inspect and review the student's educational records upon request.

Parents or eligible students should submit to the student's school principal a written request which identifies as precisely as possible, the record or records he or she wishes to inspect.

The principal (or other appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. Access must be given in 14 days or less from the receipt of the request. Goffstown School District Policy JRA-R provides detailed information on student records and access.

If the student record involves answers to a standardized test, the district will not provide a parent with a copy of standardized test questions.

The fee for copies will be \$.25 per page. Postage is not included in the fee.

NOTICE OF NONDISCRIMINATION

SAU 19 does not discriminate on the basis of age, gender, race, creed, color, marital status, physical or mental disability, national origin, economic status or sexual orientation in its educational programs, activities, and employment practices. The following people have been designated to handle inquiries regarding the nondiscrimination policies: For 504, please contact the 504 Coordinator; for Special Education, or ESOL issues, please contact the Special Education Director, SAU 19, 11 School Street, Goffstown, NH 03045-1908, (603) 497-4818; For Title IX issues, please contact the Assistant Superintendent, SAU 19, 11 School Street, Goffstown, NH 03045-1908; (603) 497-4818. Inquiries concerning the application of the nondiscrimination policies may also be referred to the Regional Director, Office for Civil Rights, U.S. Department of Health and Human Services, Government Center, J.F. Kennedy Federal Building – Room 1875, Boston, MA 02203.

PLEASE NOTE: Any School Board Policies referenced in this handbook are subject to change during the school year.