

# Berlin Elementary School



Student and Parent Handbook  
2020-2021

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(\*= Please refer to the school website, [www.sau3.org](http://www.sau3.org), for the specific policy.)  
 Berlin Public Schools (BPS)

# **BOARD OF EDUCATION**

Louise Valliere, Chairperson

Scott Losier

Ann Nolin

Jeanne Charest

Matthew Buteau

## **ADMINISTRATION**

Julie King	Superintendent of Schools
Martha Miller	Director of Special Education
Tammy Fauteux	Principal
Sandy Pouliot	Assistant Principal

## **SCHOOL DISTRICT DIRECTORY**

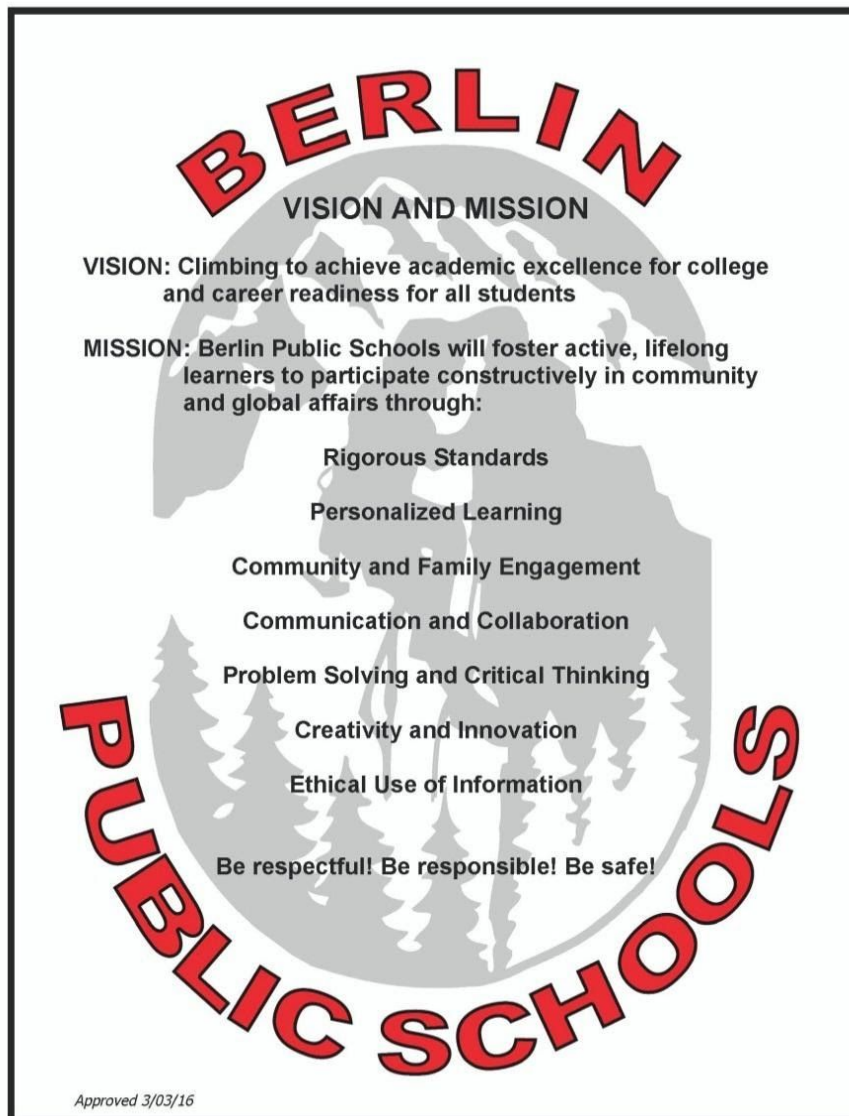
### **BERLIN PUBLIC SCHOOLS**

Berlin Elementary School	200 State Street	752-5328
Berlin Middle High School	550 Willard Street	752-4122
Special Ed. Office	193 Pine Street	752-5068
Central Office	183 Hillside Avenue	752-6500
Bus Garage	170 Perry Street	752-3719

**ADMINISTRATORS:**

**PHONE EXTENSIONS**

Tammy Fauteux	Principal	1007
Sandy Pouliot	Assistant Principal	1008
Martha Miller	Director – Special Education	1172
Tom Sutton	Director – Transportation	1110
Julie King	Superintendent of Schools	1108



## PRINCIPAL AND ASSISTANT PRINCIPAL MESSAGE

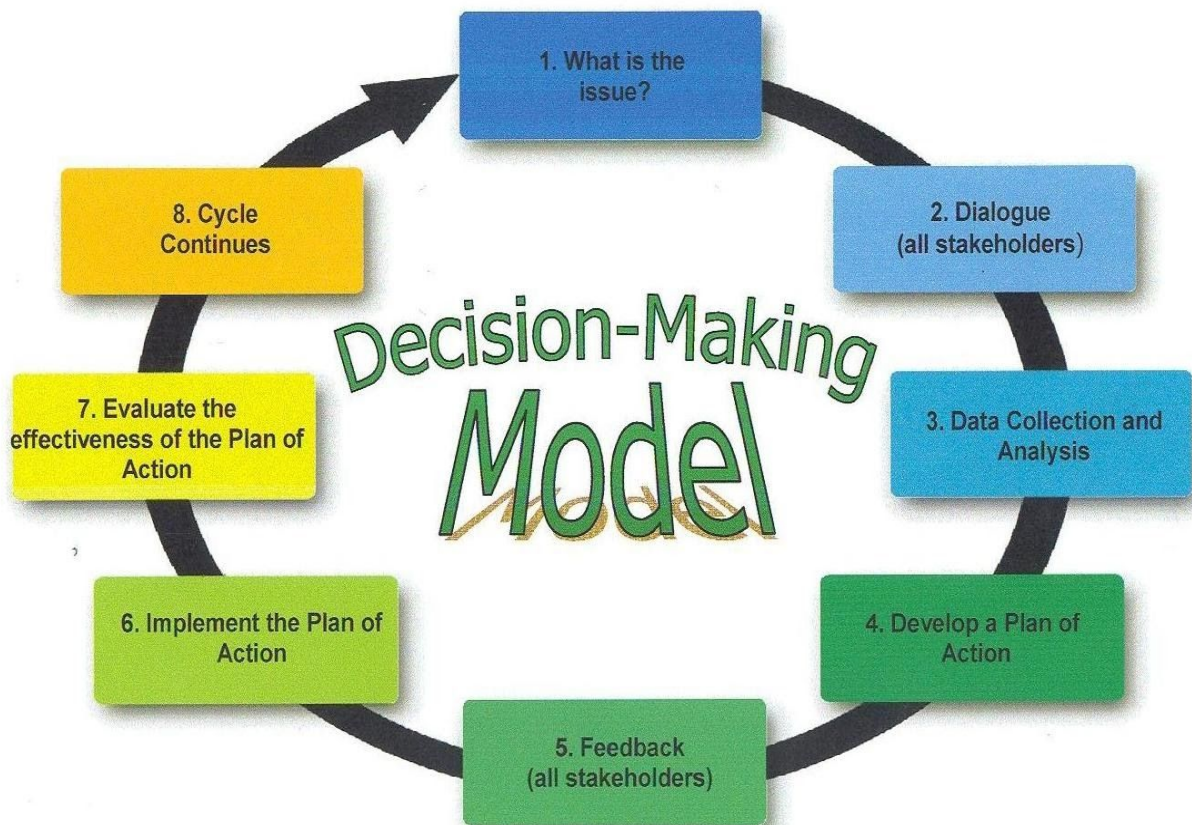
On behalf of the administration and staff, we would like to welcome you and your child to the Berlin Elementary School. During the 2020-2021 school year, we will strive to create an enjoyable, safe, and productive academic environment for your child. In order to do this effectively, we need guidelines. The following pages review the rules and policies of the Berlin Elementary School. Some of these items may be edited to meet the guidelines and requirements of remote learning (as needed). With your cooperation, we can make this a rewarding and memorable school year.

Please note that the most up-to-date versions of the school board policies referenced in this manual may be found on our website at [www.sau3.org](http://www.sau3.org).

Tammy Fauteux  
Principal

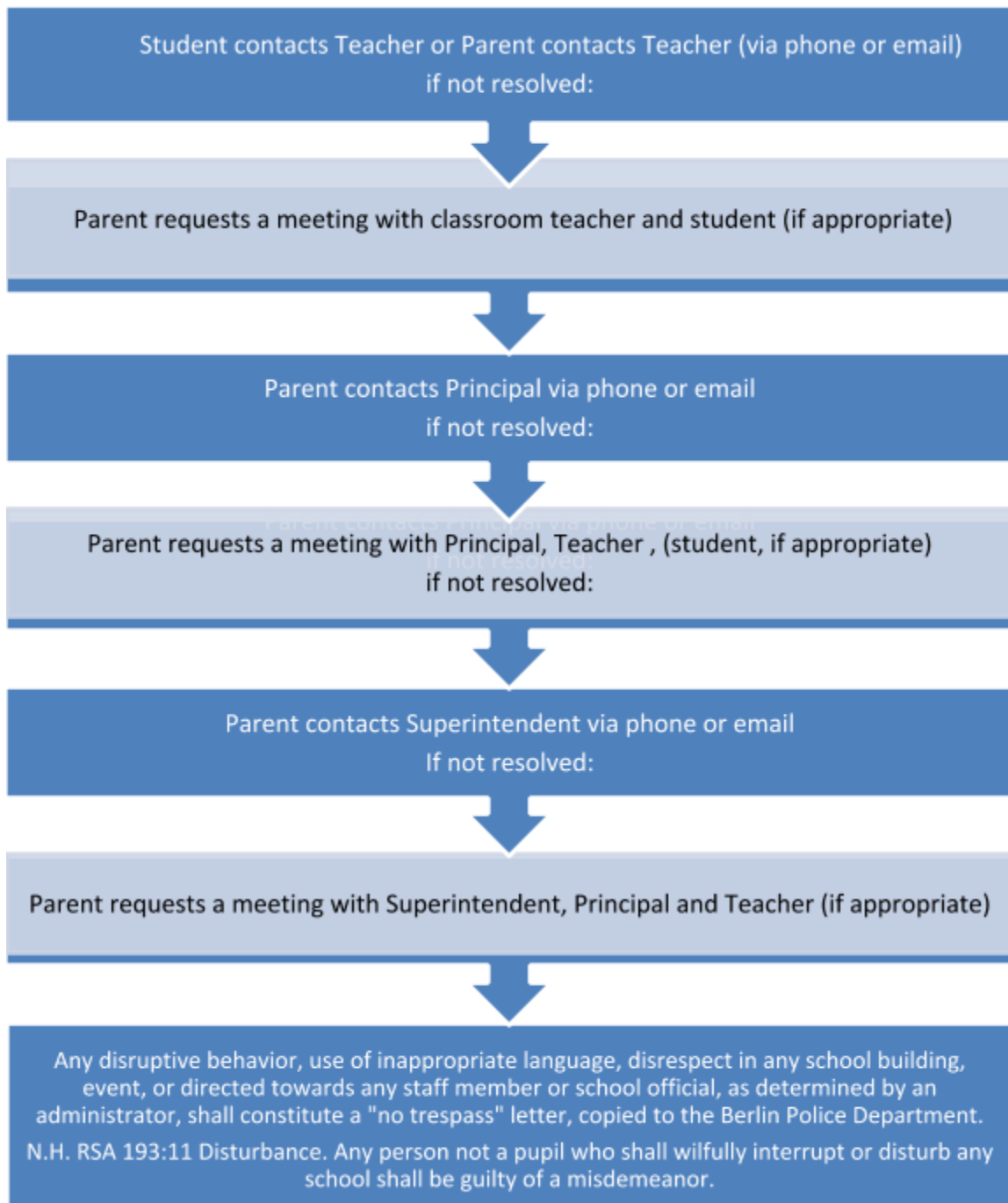
Sandy Pouliot  
Assistant Principal

# Berlin Public Schools





## HOW TO EFFECTIVELY COMMUNICATE WITH SCHOOL OFFICIALS



## **ACTIVITY PARTICIPATION**

Any student not coming to school prior to 11:30 A.M. or dismissed from school due to illness or suspension will not be allowed to participate and/or practice in any school sponsored activity that afternoon or evening. At the elementary level, this includes the After School Program.

### **ADMISSION OF HOMELESS STUDENTS (BPS Policy JFABD)\***

The district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable preschool programs, Title I, similar state programs, special education, vocational and technical education programs, gifted and talented programs, and school nutrition programs. Homeless students are defined as (per NCLB definitions) lacking a fixed, regular, and adequate nighttime residence.

### **ADMISSION OF RESIDENT STUDENTS (BPS Policy JFAA)\***

At the time of registration, for new students to attend Berlin Public Schools, parents or legal guardians must provide proof of age with an official birth certificate, immunization records, social security card, and proof of residency.

### **ADMISSION OF TUITION AND NON-RESIDENT STUDENTS (BPS Policy JFAB)\***

“No person shall attend school, or send a pupil to the school in any district of which he is not an inhabitant, without the consent of the district or of the school board.” (RSA 193-12)

## **AED AUTOMATED EXTERNAL DEFIBRILLATOR**

Berlin Elementary School is equipped with two AED machines. One is housed in the cafeteria and the other in the new gym. These machines save lives, in conjunction with cardiopulmonary resuscitation (CPR), in cardiac emergencies.

## **AFTER SCHOOL PROGRAM**

Project Youth, a 21<sup>st</sup> Century Community Learning Center and NH Department of Education After School Program exists at Berlin Elementary School. The program begins at the end of the regular school day and runs until 6:00 p.m., Monday through Friday. Students receive help with homework, participate in enrichment-based activities, and hands-on projects. At the end of the program, transportation is available. There is a sliding scale fee for this program. Registration forms are available in the office. Questions may be directed to the Project Youth Office at the Family Resource Center in Gorham at 466-5190.

## **APPROVAL STATUS**

NH Department of Education Commissioner's Public School Approval Designation Report

Berlin Elementary School  
200 State Street  
Berlin, NH 03570

School ID  
27035

SAU: 3

School Level: Elementary  
Grades: K-5  
Approval Status: APPROVED

### **ASBESTOS HAZARD EMERGENCY RESPONSE ACT (A.H.E.R.A.)**

The Asbestos Hazard Emergency Response Act (AHERA) requires school districts to inspect their buildings for asbestos-containing building materials and develop, maintain, and update an asbestos management plan. The asbestos management plans are housed at the Superintendent's Office. The school district must annually notify parents, teachers, and employee organizations in writing of the availability of the management plan and planned or in progress inspections, re-inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities. 40 C.F.R. – 763.94 (g) (4)..

Download the U.S. Environment Protection Agency's *Model AHERA Yearly Notification Form* at <http://www.epa.gov/region2/ahera/notiform.htm>

### **PUBLIC NOTICE ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)**

In compliance with Asbestos Hazard Emergency Response Act regulations 40 CFR 763, Subpart E (AHERA), the Berlin School District is required to notify parents, teachers, and all other building occupants that an Asbestos Management Plan (AMP) is available to them in either the office of each school or in the SAU office. The AMP details the location of asbestos in each building and provides a record of inspections, re-inspections, periodic surveillance, and removal of asbestos.

Periodic surveillance of Asbestos Containing Building Material (ACBM) is conducted by district personnel every six months and a thorough re-inspection of ACBM is conducted once every three years by the District's environmental consultant.

If you require more detailed information, please call the Superintendent of Schools at 752-6500.

### **ASSIGNMENT OF STUDENTS**

Classroom assignments for September are generally determined prior to June closing. Decisions are made by a school team and based on your child's learning style, ability level, personality, educational/social needs. Any requests for specific teachers will not be considered in the process. Parents are advised to speak directly with their child's teacher about their child's specific needs in order to best place their child for future success.

For Kindergarten classes, we will be reassessing, observing social skills and making decisions about your child's placement within the first six weeks. We will keep the class lists flexible in the event that students need to be moved. We will always keep the students best interest in mind.

### **ATHLETICS**

Our school provides an interscholastic and intramural athletic program for grades three through five. In our intramural athletic program any eligible student who wishes to participate is encouraged to sign up for the various sports. All students who complete the necessary registration form **on time** will be placed on a team. The student athletes in our intramural programs must remain in good academic standing. Any student who is not making academic progress at report card time will be removed from their athletic team for the rest of the intramural season. The decision to continue in the program will remain with the building principal, the athletic directors, and the classroom teachers.

All participants in our intramural program must complete a "RESPECT, RESPONSIBILITY, AND COOPERATION" contract as well as a physical information form. All intramural sports are on campus activities or at a school designated field.

Sign-up for all Intramural Sports (field hockey, soccer, basketball) will be limited to a designated time. **NO SIGN-UPS WILL BE ACCEPTED BEYOND THE SIGN-UP DEADLINE.** For both intramural and interscholastic programs, uniforms are the athlete's financial responsibility and should only be worn for games. They are not to be used for school attire, practices, or personal use.

All school rules and expectations apply to BES Intramural Sports and BES Interscholastic Basketball. Smoking is prohibited at all BES athletic competitions, including fields and off campus events.

### **BACKPACKS**

Students are encouraged to have backpacks to transport school papers from home to school and vice-versa. Students will empty backpacks upon entry and repack them at dismissal. Students may be denied access to backpacks during the school day.

### **BAND**

The fourth and fifth grade instrumental students will meet each week, during the school day. Work in this group includes beginning studies in ensemble playing, scales, intonation, sight-reading, and various types of music.

### **BELL SCHEDULE**

Kindergarten, 1 <sup>st</sup> & 2 <sup>nd</sup>	8:40	Entrance Bell
	8:45	Late Bell
	11:05-11:50	Grade K Recess & Lunch
	11:30-12:15	Grade 1 Recess & Lunch
	11:50-12:35	Grade 2 Lunch & Recess
	2:00 - 2:20	Grades 1&2 PM Recess
	2:55	Dismissal Bell

Grades 3, 4 and 5	8:10	Entrance Bell
	8:15	Late Bell
	10:35-11:25	Grade 3 Recess & Lunch
	11:50-12:40	Grades 4&5 Recess & Lunch
	2:30	Dismissal Bell

## **BICYCLES**

Students are expected ***NOT*** to ride bicycles, roller blades, scooters or skateboards to school. There is nowhere for students to keep them locked up safe and out of the way.

## **BULLYING (JICK)**

### I. STATEMENT OF PURPOSE AND INTENT

1. All pupils have the right to attend school and school-sponsored activities that are safe, secure and peaceful environments. Pupils should be protected from all forms of physical, emotional, and psychological bullying and cyberbullying.
2. Bullying in schools has historically included actions shown to be motivated by a pupil's actual or perceived race, color, religion, national origin, ancestry or ethnicity, sexual orientation, socioeconomic status, age, physical, mental, emotional or learning disability, gender, gender identity and expression, obesity, or other distinguishing personal characteristics, or based on association with any person identified in any of the above categories.
3. It is the intent of this policy to protect children from physical, emotional and psychological harm by addressing bullying and cyberbullying of any kind in our district/school, and to prevent the creation of a hostile educational environment.
4. This policy applies to pupils, school district employees, regular school volunteers, coaches, and persons who have contact with pupils in connection with school classes, activities and programs. Bullying and cyberbullying outside of school activities or off school premises is subject to this policy as set forth herein.

### II. DEFINITIONS (RSA 193-F:3)

1. **Bullying**. Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:
  1. Physically harms a pupil or damages the pupil's property;
  2. Causes emotional distress to a pupil;
  3. Interferes with a pupil's educational opportunities;
  4. Creates a hostile educational environment;
  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 “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. Victim. Victim means a pupil against whom bullying or cyberbullying has been perpetrated.
6. Perpetrator. Perpetrator means a pupil who engages in bullying or cyberbullying.

III. STATEMENT PROHIBITING BULLYING OR CYBERBULLYING OF A PUPIL (RSA 193-F:4,II(a))  
 The Board is committed to providing all pupils a safe and secure school environment. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyberbullying will not be tolerated and is hereby prohibited.

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

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

IV. STATEMENT PROHIBITING RETALIATION OR FALSE ACCUSATIONS (RSA 193-F:4,II(b))  
False Reporting

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

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

Reprisal or Retaliation

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

1. The consequences and appropriate remedial action for a student, teacher, school administrator or school volunteer who engages in reprisal or retaliation shall be determined by the Principal after consideration of the nature, severity and circumstances of the act, in accordance with law, Board policies and any applicable collective bargaining agreements.
1. Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

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

#### V. PROCESS TO PROTECT PUPILS FROM RETALIATION

If the alleged victim or any witness expresses to the Principal or other staff member that he/she believes he/she may be retaliated against, the Principal shall develop a process or plan to protect that student from possible retaliation. Each process or plan may be developed on a case-by-case basis. Suggestions include, but are not limited to, re-arranging student class schedules to minimize their contact, stern warnings to alleged perpetrators, temporary removal of privileges, or other means necessary to protect against possible retaliation.

#### VI. PROTECTION OF ALL PUPILS (RSA 193-F;4,II(c))

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

#### VII. DISCIPLINARY CONSEQUENCES FOR VIOLATIONS OF THIS POLICY (RSA 193-F;4,II(d))

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

In addition to imposing discipline under such circumstances, the board encourages the administration and school district staff to consider alternatives to traditional discipline, including but not limited to, early intervention measures, alternative dispute resolution, conflict resolution and other similar measures as appropriate to the situation.

#### VIII. DISTRIBUTION AND NOTICE OF THIS POLICY (RSA 193-F;4,II(e))

##### Staff and Volunteers

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

The superintendent will ensure that all school employees and volunteers receive annual training on bullying and related district's policies.

##### Students

All students will be provided with a copy of this policy annually. The Superintendent will determine the method of providing the policy (student handbook, mailing, hard copy, etc.).

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

##### Parents

All parents will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (parent handbook, mailing, etc.). Parents will be informed of the policy

and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

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

IX. PROCEDURE FOR REPORTING BULLYING (RSA 193-F;4,II(f))

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

Student Reporting

1. Any student who believes he/she has been the victim of bullying should report the alleged acts immediately to the Principal or designee. If the student is more comfortable reporting the alleged act to a person other than the Principal, the student may tell any school district employee or volunteer about the alleged bullying.
2. Any school employee or volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal or designee as soon as possible.
  3. The Principal may develop a system or method for receiving anonymous reports of bullying. Although students, parents, volunteers and visitors may report anonymously, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.
  4. The administration may develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.
  5. Upon receipt of a report of bullying, the Principal or designee shall commence an investigation consistent with the provisions of Section -XIV of this policy.

Staff Reporting

1. An important duty of the staff is to report acts or behavior that they witness that appears to constitute bullying.
2. All district employees and volunteers shall encourage students to tell them about acts that may constitute bullying. For young students, staff members may provide direct assistance to the student.
3. Any school employee or volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal or designee as soon as possible, but no later than the end of the school day.
4. Upon receipt of a report of bullying, the Principal or designee shall commence an investigation consistent with the provisions of Section XIV of this policy.

X. PROCEDURE FOR INTERNAL REPORTING REQUIREMENTS (RSA 193-F;4,II(g))

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



of substantiated incidents of bullying. Said forms shall be completed within 10 school days of any substantial incident.

Upon completion of such forms, the Principal or designee shall retain a copy for school records and shall forward one copy to the Superintendent. The Superintendent shall maintain said forms in a safe and secure location.

XI. NOTIFYING PARENTS OF ALLEGED BULLYING (RSA-F:4,II(h))

The Principal or designee shall report to the parents of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying **within 48 hours** of receiving the report. Such notification may be made by telephone, writing or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

XII. WAIVER OF NOTIFICATION REQUIREMENT (RSA 193-F:4,II(i)).

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

XIII. INVESTIGATIVE PROCEDURES (RSA 193-F:4,II(j))

1. Upon receipt of a report of bullying, the Principal shall, **within 5 school days** initiate an investigation into the alleged act. If the Principal is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation.
2. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, separately and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.
3. If the alleged bullying was in whole or in part cyberbullying, the Principal may ask students and/or parents to provide the District with printed copies of emails, text messages, website pages, or other similar electronic communications.
4. A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
5. Factors the Principal or other investigator may consider during the course of the investigation, including but not limited to:
  - Description of incident, including the nature of the behavior
  - How often the conduct occurred
  - Whether there were past incidents or past continuing patterns of behavior
  - The characteristics of parties involved, (name, grade, age, etc.)
  - The identity and number of individuals who participated in bullying behavior
  - Where the alleged incident(s) occurred
  - Whether the conduct adversely affected the student's education or educational environment
  - Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident, and
  - The date, time, and method in which parents or legal guardians of all parties involved were contacted
6. The Principal shall complete the investigation within 10 school days of receiving the initial report. If the Principal needs more than 10 school days to complete the investigation, the

Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the Principal shall notify in writing all parties involved of the granting of the extension.

7. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include recommended remedial steps necessary to stop the bullying and a written final report to the Principal.
8. Students who are found to have violated this policy may face discipline in accordance with other applicable board policies, up to and including suspension. Students facing discipline will be afforded all due process required by law.
9. Consistent with applicable law, the District will not require or request that a student disclose or provide to the District the student's username, password, or other authenticating information to a student's personal social media account. However, the District may request to a student or student's parent/guardian that the student voluntarily share printed copies of specific information from a student's personal social media account if such information is relevant to an ongoing District investigation.

#### XIV. RESPONSE TO REMEDIATE SUBSTANTIATED INSTANCES OF BULLYING (RSA 193-F:4,II(k))

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

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

Examples of consequences may include, but are not limited to:

- Admonishment
- Temporary removal from classroom
- Deprivation of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension
- Out-of-school suspension
- Expulsion

Examples of remedial measures may include, but are not limited to:

- Restitution
- Mediation
- Peer support group
- Corrective instruction or other relevant learning experience
- Behavior assessment
- Student counseling
- Parent conferences

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Board encourages the Superintendent to

work collaboratively with all staff members to develop responses other than traditional discipline as a way to remediate substantiated instances of bullying.

- XV. REPORTING OF SUBSTANTIATED INCIDENTS TO THE SUPERINTENDENT (RSA 193-F:4,II(I))  
The Principal shall forward all substantiated reports of bullying to the Superintendent upon completion of the Principal's investigation.

XVI. COMMUNICATION WITH PARENTS UPON COMPLETION OF INVESTIGATION (RSA 193-F:4II(m))

1. Within two school days of completing an investigation, the Principal will notify the students involved in person of his/her findings and the result of the investigation.
2. The Principal will notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. The Principal will also send a letter to the parents within 24 hours again notifying them of the results of the investigation.
3. If the parents request, the Principal shall schedule a meeting with them to further explain his/her findings and reasons for his/her actions.
4. In accordance with the Family Educational Rights and Privacy Act and other laws concerning student privacy, the District will not disclose educational records of students including the discipline and remedial action assigned to those students and the parents of other students involved in a bullying incident.

XVII. APPEALS

A parent or guardian who is aggrieved by the investigative determination letter of the principal or his/her designee may appeal the determination to the Superintendent for review. The appeal shall be in writing addressed to the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek. The Superintendent shall not be required to re-investigate the matter and shall conduct such review as he/she deems appropriate under the circumstances.

It is in the best interests of students, families, and the District that these matters be promptly resolved. Therefore, any such appeal to the Superintendent shall be made within ten (10) calendar days of the parent/guardian's receipt of the investigative determination letter of the principal or his/her designee. The Superintendent shall issue his/her decision in writing.

If the parent or guardian is aggrieved by the decision of the Superintendent, they may appeal the decision to the school board within ten (10) calendar days of the date of the parent/guardian's receipt of the Superintendent's decision. An appeal to the Superintendent shall be a prerequisite to any appeal to the School Board. The appeal to the School Board shall be in writing, addressed to the School Board Chair in care of the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek.

An aggrieved parent/guardian has the right to appeal the final decision of the local School Board to the State Board within thirty (30) calendar days of receipt of the written decision of the local School Board in accordance with RSA 541-A and the State of New Hampshire Department of Education Regulations set forth in ED 200. The State Board may waive the thirty-day requirement for good cause shown, including, but not limited to, illness, accident, or death of a family member.

XVIII. SCHOOL OFFICIALS (RSA 193-F:4,II(n))

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

#### XIX. USE OF VIDEO OR AUDIO RECORDINGS IN STUDENT DISCIPLINE MATTERS

In order to facilitate the implementation of this policy, the District reserves the right to use audio and/or video recording devices on district property (including school buses) to ensure the health, safety and welfare of all staff, students and visitors, pursuant to RSA 570-A2. Placement and location of such devices will be established in accordance with the provisions of Policies EEAA, EEAE, ECAF.

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

#### **BUS CONDUCT- (BPS JICC and JICC-R 11/5/2015)\***

The School Board and staff members are very concerned about safety as we transport pupils. Cooperation from both parents/guardians and students is required as we attempt to keep the buses safe for all concerned.

Students using district transportation should understand that they are under the jurisdiction of the school from the time they board the bus until they are deposited at school or are deposited at the stop nearest their home. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied the privilege of transportation in accordance with the regulations or the board.

Berlin School Buses are equipped with video and audio surveillance technology.

Bus regulations:

1. Students will stay on the curb or off pavement at the side of the road until the bus stops, the door is opened and lights are flashing.
2. Students will board the bus in a single file and fill seats from front to back, unless assigned seats by the driver.
3. Students will stay in their seats at all times, with feet on the floor, they will not change seats without permission of the driver.
4. Students will not lower windows without permission of the driver. Hands and heads must never be extended from open windows.
5. No smoking at all on any bus, including charter trips.
6. No profane language, obscene gestures, excessive noise, fighting, wrestling, or acts of physical aggression will be tolerated.
7. Keep head, hands, feet, etc. inside the bus.
8. Once a student has boarded the bus he/she may not get off except at his/her destination.
9. Students may only ride the bus to which they have been assigned.
10. Students must be seated and are not permitted to change seats when the bus is in motion or to annoy other riders on the bus.
11. Stay in your seat until you reach your designated stop and the bus has stopped.
12. Take a seat promptly when getting on the bus.
13. There shall be no more than 2-3 persons to a seat, depending on the size of the student.
14. No eating or drinking on the bus.
15. No marking or defacing the bus.
16. Students will be held responsible for any and all damage to the bus perpetrated by them.
17. No throwing things on the bus, at the bus, or out the window.

18. Always cross the street in front of the bus at the signal from the driver.
19. You are due at your bus stop 5 minutes prior to scheduled time; the driver will not wait for you.
20. The driver is authorized to assign seats.
21. Anything that would create a safety hazard for the passengers or vehicle will not be permitted.
22. The bus drivers are in complete charge of the bus and their decisions and requests must be followed.
23. Only authorized riders will be permitted on the buses.
  - a. The school bus operator is responsible for the proper discipline while the student is on the bus.
  - b. Any rule infractions should be brought to the attention of the principal who, in turn, will notify parent/guardian. Repeated violations of rules or gross misconduct will be cause to exclude students from transportation service for a period of time up to the remainder of the school year. See RSA 189:9-a
  - c. No student shall be put off the bus while traveling to and from school. Parents/ guardians shall be notified and the daily trip completed before the student can be removed from transportation service.
  - d. The school bus is an extension of the school, and all the school rules and regulations which pertain to student conduct in the school are applicable to student conduct on a school bus.
24. All waste paper will be put into boxes provided at the front of the buses.
25. Bus drivers have full authority to implement district regulations.

### Disciplinary Action

If a bus contractor refers a student to the principal for disciplinary actions, the following procedure will be followed:

- A. Warning-The principal will call the parents/guardians to inform them of the misconduct that made the warning necessary. A letter confirming the telephone conversation will be sent to the parents/ guardians, the contractor, and the transportation coordinator.
- B. Removal-
  1. Five School Days- The second offense will result in the loss of bussing privileges for five school days. Parents/ guardians will be notified by telephone and letter.
  2. Twenty School Days- The third offense will result in the loss of bussing privileges for twenty school days. Parents/ guardians will be notified by telephone and letter.
  3. School Board Action- The superintendent of school will take before the school board for action any student who will not follow the rules and regulations after a warning, five day and twenty day loss of bussing privileges.\*

\*It should be noted that a student may lose his bussing privileges after a first offense if, in the interest of safety and well-being of other bus students, his conduct so merits.

\*The principal may request a modification of the disciplinary action from the Superintendent of Schools.

\*The regulations and disciplinary action outlined herewith also apply to behavior at all bus stops.

According to State statutes, RSA 189:9-a, parents/ guardians are responsible for transporting students to and from school if they are removed from a bus for disciplinary reasons.

## Resolution of Conflicts

A parent who wishes to request a change or exemption from any of the student transportation policies shall direct that request first to the SAU transportation coordinator. If the parent is not satisfied by the ruling of the SAU transportation coordinator, he or she may appeal the ruling within five school days to the school business administrator. If the parent is again not satisfied by the ruling, he or she may appeal to the superintendent within the next five day period.

## **CALL BACK**

To ensure the well-being of your child, we ask that you **CALL** the school when your child is absent or tardy. The school offices are open at 7:30 A.M. and also has a voicemail for earlier calls. If we do not hear from you, we will call you.

Students absent from school **MUST** bring a note to their teacher, even when called, signed by a parent or guardian, stating the cause of the absence, otherwise the absence is entered as unexcused. Make-up work should be completed as soon as possible. We encourage the parents to refrain from keeping a child out of school for reasons other than illness.

## **CARE OF BOOKS & SCHOOL PROPERTY**

Students will be held responsible for proper care and return of all books or other school property issued to them. Textbooks **must** be covered. Books that are damaged and/or lost and school property deliberately damaged must be paid for. All textbooks are numbered and a record made of the child they are given to. Full book price as specified in the most recent catalog will be charged for lost books. Payment must be made before issuing another book. Damaged books will be charged a \$5.00 fee for repair.

Library books are signed out on a weekly basis. Lost or damaged books will be billed at full replacement cost. A student who has not paid for a lost or damaged book will not be allowed to sign out any further books until such bill is paid. Students who were the last to sign out books are held responsible for proper care and use. Final report cards may not be issued until all book bills are paid.

## **CELL PHONES**

Cell phone use is prohibited during school hours.

## **CHANGE OF ADDRESS/TELEPHONE**

It is very important for emergency and administrative reasons that every student maintain an up-to-date address and phone number record at the school office. **Notify the school immediately if you have a change of address or telephone number during the school year.** You may also make these edits in your PowerSchool Portal.

## **CHEATING/ PLAGIARISM**

Students who use plagiarized papers/ projects or are involved in any other form of cheating will be subject to reduction in grades and/ or disciplinary action. Parents/guardians will be notified of any incident of cheating.

## **COMMUNICABLE DISEASES (BPS Policy JLCC)\***

This policy is adopted to carry out the provisions of RSA 200:32, RSA 200:38, and RSA 200:39.

## **CRISIS PREVENTION AND RESPONSE- (BPS- Policy EBC 11/20/2014)\***

The board recognizes that schools are subject to a number of potentially dangerous events, such as natural disasters, industrial accidents, acts of terrorism, and other violent events. No school is immune from these events no matter what size or locations. The board is committed to the prevention of these events, to the extent possible, in the schools and at school sponsored activities.

The superintendent shall establish an advisory committee to develop a Crisis Prevention and Response Plan. The committee will review school district programs and activities, assess the district's security and safety needs, and review the board policies, administrative regulations, response plans and procedures.

Consistent with policy EBCA and RSA 189:64, the school board directs the superintendent to develop site-specific emergency response plans for each school building and further directs the superintendent to submit the emergency response plans to the Division of Homeland Security and Emergency Management, Department of Safety.

## **DAILY PHYSICAL ACTIVITY**

The District has established a physical activity program that emphasizes the importance of daily physical activity and enables all students to participate. Physical education and health education promote activity and involvement by all members of our learning community.

No child shall be excused from regular physical education except on the written notice of a licensed physician or on the written request of the parents, subject to Board approval, in which case an alternative program shall be provided.

## **DELIVERIES**

Students are **NOT** to receive floral and/or balloon bouquets at school.

## **DETENTIONS**

Students in grades 3-5 may receive an after school detention if they have misbehaved in school or have repeated tardiness. Students automatically receive a detention if they have been asked to leave their classroom due to disruptive, non-compliant behavior.

Detention is held on Tuesdays and Thursdays (2:30-3:00).

**Detention assignments take precedence over all athletic practices, games, drama rehearsals, and club meetings.**

Students that receive detention will receive a letter from the office stating the infraction and the date of the detention. These letters are given to the student. They are not mailed home.

Any student that does not report for an office detention will receive a double detention and the student will be given a letter to take home informing the parents of the situation. If the student skips one of the double detention assignments he/she may be suspended for one school day. Parents will be notified by phone of the suspension.

### **DIRECTORY INFORMATION**

Part of your child's education record is known as public directory information. Directory information includes personal information about a student that can be made public, according to FERPA (Family Educational Rights and Privacy Act), without parental consent. Directory information includes: student name, address, telephone listing, date and place of birth, electronic mail address, dates of attendance and grade level, names and pictures of participants in extracurricular activities and recipients of awards. **If you do not want directory information released on your child, please notify the school office in writing by the last Friday in September.**

### **DISMISSALS**

Students in grades K-5 will not be released from school except in the custody of the parent or legal guardian, or authorized adult. Students will be released only when legally authorized by the parent or legal guardian. Students being dismissed for appointments during the school day should bring in a written note from the parents with specified time of dismissal. Parents should meet the student at the office at the specified time of dismissal.

### **DRESS CODE (BPS Policy JICA 1/3/2013)\***

Students are expected to dress and appear in a manner that will not be detrimental to the safety, health and welfare of the students or school. The appearance should be such as not to create disturbances in the educational program. Shoes must be worn at all times. Students are not permitted to wear hats or bandanas in school. The school strongly encourages proper dress for cold temperatures, which would include hats, mittens, boots, ski pants and warm jacket. Students are expected to participate in outdoor recess unless temperatures fall below zero degrees.

Mid-thigh shorts will be permitted but short-shorts, spandex bicycle shorts and pajamas, bare midriffs and exposed underwear are unacceptable. Among the items considered inappropriate are: hats, tank tops with straps less than 2" wide, open toed or open back shoes (flip flops or sandals), obscene and inappropriate T-shirts, gang-like apparel and apparatus such as body/hip chains.

Clothing sexually implicit and explicit or that displays tobacco, alcohol, guns or any drug related substance is considered inappropriate.

Also, for school safety, pant legs should not extend below the sole of the shoe. Shoes must be worn at all times. Purses are not recommended either. Straps can be dangerous and all items a student at this age needs will fit in a backpack.



## **DRUG AND ALCOHOL USE BY STUDENTS (BPS Policy JICH 2/4/2016)\***

The school board is concerned with the health, welfare, and safety of its students thus provides students with an environment that is free of the problems associated with alcohol and drug abuse. Therefore, the use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotics, unauthorized inhalants, controlled substances, illegal drugs is prohibited on any school district property, in any district owned vehicle, or any other district approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district sponsored or district approved activity, event or function. The use, sale, transfer, or possession of drug-related paraphernalia is also prohibited.

For the purpose of this policy, a controlled substance shall include any controlled substance as defined in the Controlled Substance Act, 21 U.S.C.812 ©, or RSA 318-B, Controlled Drug Act.

Prescription and non-prescription drugs which a student has on prescription or through written parent authorization and are carried onto school property must be kept in the nurse's office along with a copy of the prescription. The drug must be taken in the nurse's office as well. The distribution and/or sale of prescription and/or non-prescription drugs to others is strictly forbidden, suspension and counseling will result. Other action may be taken.

Any student who is found by the administration to be in violation of this policy shall be referred for counseling sessions, rehabilitation programs, and subject to disciplinary action up to and including suspension, expulsion, or other discipline in accordance with the district's disciplinary policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement.

When a student is suspected of being under the influence of illegal substance he/she will be brought to the nurse's office for assessment. This assessment may include taking vital signs and part or all of a screening measure. A student who fails to comply with the assessment requirement will be turned over to the local law enforcement. Parents/ legal guardians will be notified of the results of any assessment. Recommendations may include further assessment, testing or treatment before the student returns to school.

Students who enter into residential treatment will be encouraged to remain enrolled in school. The school district is not financially responsible for a student's education while he/she is in treatment. The school guidance counselor will facilitate an educational plan upon written parental release of information. Release of information will also be encouraged between the facility and school to discuss aftercare plans and to support the student's recovery.

Students with disabilities who violate this policy will be disciplined in accordance with the students individual education program (IEP).

## **EMERGENCY CARE AND FIRST AID (BPS Policy EBBC)\***

The school will obtain at the start of each school year emergency contact information of parents or legal guardians for each student and staff member.

Also, in the event of emergency care/first aid, opioid antagonists (narcain/naloxone) may be administered by trained staff.

### **EMERGENCY CLOSINGS/DELAYED OPENING**

In the event that school must be dismissed earlier than the regularly scheduled time, parents must specify their child's procedure for school emergency closings on the Cumulative Information Sheet sent home on the first day of school. This procedure should **NOT** include use of the school telephone. Buses will run regular routes home at the time of dismissal/closing. Notification of emergency closings or school delays will be broadcast on Radio Station WMOU 1230 AM and WMUR TV and on [www.sau3.org](http://www.sau3.org). As of May 1, 2012 the district now has One Call Now through PowerSchool Student Information System. One Call Now's Parent Broadcast solution enables the school to dial every parent immediately and relays accurate facts via voice messages directly from administrators.

If it becomes necessary to have a delayed school opening, the following will occur: 2 hour delay, school will begin at 10:10 am for Grades 3-5 and for grades K-2 at 10:40 A.M. If school opening is delayed by two hours, there will be no breakfast at Berlin Elementary School.

### **EMERGENCY RESPONSE DRILLS**

There will be ten emergency response drills during the year. Students will practice 7 different kinds of these drills, which include: Drop, Cover and Hold; Secure Campus; Shelter-In-Place; Lockdown; Evacuation; Reverse Evacuation and Scan. The practice of these drills will keep us all aware of how important the safety of our students is.

### **EMERGENCY PLANS**

The board recognizes that State law requires the district to implement an Emergency Response Plan that conforms to the Incident Command System and the National Incident Management System.

The superintendent is responsible for ensuring the district conducts emergency response drills and will establish relations with local and state emergency law enforcement authorities. The superintendent or his/her designee will serve as a coordinator/ liaison with these authorities.

### **EQUAL EDUCATIONAL OPPORTUNITIES**

Criteria and selection for the assignment or selection of students to programs, courses or classes are developed and applied without regard to bias, prejudice or discrimination. All courses are open to all students. However, a student may not be able to be enrolled in the specific course or section of his/her choice, due to scheduling and/or budget constraints. All programs, courses, classes are conducted without discrimination in assignment, materials and services.

## **EVERY STUDENT SUCCEEDS ACT**

On December 10, 2015, President Barack Obama signed the Every Student Succeeds Act (ESSA) into law as [Public Law Number 114-95](#). ESSA reauthorizes the Elementary and Secondary Education Act of 1965 “to ensure that every child achieves.”

ESSA is the nation’s general education law and, as such, has been revised by Congress many times over the years. The last reauthorization took place in 2001 and was called the No Child Left Behind Act (NCLB).

The ESSA is divided into 8 different titles, each emphasizing a different aspect of strengthening and supporting the educational systems of states and local educational agencies (LEAs). The titles of the law are:

**Title I**—Improving Basic Programs Operated by State and Local Educational Agencies

**Title II**—Preparing, Training, and Recruiting High-Quality Teachers, Principals, or Other School Leaders

**Title III**—Language Instruction for English Learners and Immigrant Students

**Title IV**—21st Century Schools

**Title V**—State Innovation and Local Flexibility

**Title VI**—Indian, Native Hawaiian, and Alaska Native Education

**Title VII**—Impact Aid

**Title VIII**—General Provisions

An “accountable” education system involves several critical steps:

- New Hampshire has adopted the Common Core State Standards (CCSS) for what a child should know and learn for all grades.
- With standards in place, New Hampshire must test every student’s progress toward those standards by using tests that are aligned with standards.
- Each student will be expected to make progress.
- School and district performance will be publicly reported by state and district report cards. Individual school results will be reported on the district report cards.
- All staff must meet Highly Qualified requirements.

### **EXCLUSION OF STUDENTS FROM SCHOOL FOR ILLNESS (BPS Policy JLCG)\***

A student may be excluded from the classroom when he/she exhibits symptoms of a contagious or communicable illness. The school nurse is responsible for determining whether a student should be excluded from school for such an illness and provided with criteria for readmission. Criteria for excluding students from school under this policy are found in Appendix JLCG-R.

### **FAMILY VACATIONS**

If your family is fortunate enough to be planning an extended vacation that will occur while school is in session, you should understand the following: Classroom instruction from the teacher will be missed and teachers cannot teach lessons over again upon the child’s return.

Materials will not be sent with you on your vacation if they are not yet prepared for the students who will be here. Students should plan on making up work when they return within a set time frame.

The teachers will save materials for you to complete upon your return, but the responsibility for getting and completing these assignments will rest with you and your child, not the teachers.

The faculty does understand the value of family vacation, but cannot help wishing that they could occur when school is not in session. ***There is no substitute for in-class instruction.***

### **F.E.R.P.A.- ACCESS TO STUDENT RECORDS (BPS Policy JRA)\***

The *Family Educational Rights and Privacy Act* (FERPA) is a federal privacy law that gives parents certain protections with regard to their children's education records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules. As a parent, you have the right to review your child's education records and to request changes under limited circumstances. To protect your child's privacy, the law generally requires schools to ask for written consent before disclosing your child's personally identifiable information to individuals other than you. Schools must honor your request to review your child's education records within 45 days of receiving the request. FERPA requires that schools provide parents with an opportunity to inspect and review education records, but not to receive copies, except in limited circumstances. Parents whose children receive services under the *Individuals with Disabilities Education Act* (IDEA) may have additional rights and remedies with regard to their children's education records. Local special education director, Martha Miller, can answer questions about IDEA.

### **FIELD TRIPS**

Any student that has been suspended for ten school days is automatically prohibited from participating in all school field trips. Any student that has missed 20 days of school, may not participate in any field trip unless extenuating medical circumstances exist. Field trips are a privilege. Students may be excluded from participation based on lack of necessary academic performance, attendance and/or behavior. There will be a signed permission slip that will be needed in order for students to attend any field trip off of school grounds.

### **FIRE ALARM**

Fire alarm equipment is provided throughout the school for the safety of all persons.

- Fire alarm boxes and equipment throughout the building are set so they cannot be accidentally set off or discharged.
- Any student who falsely trips a fire alarm box or equipment will:
  - Automatically be reported to the police.
  - Receive a ten day out of school suspension and letter sent to the superintendent advising of the incident.
  - Pay the associated financial fees.

### **FUNDRAISING**

Berlin Elementary School has fundraisers during the course of the school year. Participation of the students is optional but strongly encouraged and the proceeds go towards student events.

## **GUIDANCE/SCHOOL COUNSELING**

The Elementary School Counseling Department is a comprehensive program that follows the American School Counseling Association Model and Standards (ASCA) to guide service implementation in prevention and intervention. The program supports student's personal/social, academic and career related needs and development through a variety of services. Services include scheduled classroom guidance using an evidence-based Social Emotional Learning (SEL) curriculum called, Second Step, small group counseling and individual counseling for students with identified needs, as well as school- wide programming that focuses on Character Education. Our department includes a collaborative effort with school administrators, classroom teachers, school staff, parents/guardians, and community stakeholders to best meet the needs, development and learning of each student.

## **HAZING (BPS Policy JICFA)\***

It is the policy of the District that no student or employee of the District shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the Board of Education shall engage or participate in hazing.

For the purpose of this policy, hazing is defined as any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when: 1) Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to a person; and (2) Such act is a condition of initiation into, admission into, continued membership in or association with any organization. Hazing includes but is not limited to an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.

## **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

All student medical/health information is maintained in accordance with the Health Insurance Portability and Accountability Act (HIPAA). Written permission from the parent/guardian is required for the school to release protected medical/health information not covered under the FERPA regulations.

## **HOMEWORK**

Homework is an integral part of the child's learning experience. We have always seen the need for homework assignments, and recognize that younger students need to complete these tasks also. The teacher will determine the value of each individual assignment before homework is done. Homework teaches responsibility and allows practice of concepts taught. Parental support is most helpful.

## **HOT LUNCH/BREAKFAST/SNACK PROGRAM**

Hot lunch is available in all of the schools. Students who bring cold lunch may purchase milk at lunch time. Students should **not** bring soda for lunch. Alternatives could be juices or flavored drinks.

Free/Reduced hot lunch is also available if you meet the income requirements set by the federal government. Forms are sent home on the first day of school or upon registration explaining eligibility and information may be obtained at the secretary's office.

Berlin Elementary School offers a breakfast program to all 3rd, 4th and 5th graders for a fee from 7:50 A.M. to 8:10 A.M. Kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> grade students are offered breakfast for a fee from 8:20 A.M. to 8:40 A.M. in the school cafeteria. Students eligible for free/reduced lunch are also eligible for free/reduced breakfast. Each family requesting free/reduced lunch **MUST** submit an application annually.

Payment to the student's food service accounts may be made by cash or check to the Food Service Director or at the Point of Service (register), or on-line at <http://www.sau3.org/> by registering through the link found in the Parent tab.

Free healthy snacks of Fruits and Vegetables are provided to all students as available. Parents need not send in snacks with their child when this is available.

Please note, any student who requires special meal preparation such as pureed foods or alternative food/drink choices such as Lactaid milk must request the provider fill out the Special Dietary Medical Form located on the SAU3 website or request the form from the school nurse. The provider must fill out the form accordingly and include the diagnosis, meal preparation recommendations and/or suggested alternatives on the form. The form must be on file with the nurse and the cafe in order for your child to receive special meals. The form must be renewed every school year.

## **INFORMATION COMMUNICATION TECHNOLOGY (ICT)**

The local school board shall require an integrated approach to the use of 21<sup>st</sup> century tools, including, but not limited to digital technology and communication tools, within all curriculum areas through the adoption of information and communication technologies literacy (ICT) program in grades K-12 that provides opportunities at developmentally appropriate levels for students to:

1. Develop knowledge of ethical, responsible use of technology tools in a society that relies heavily on knowledge of information in its decision making:
2. Become proficient in the use of 21<sup>st</sup> century tools to access, manage, integrate, evaluate, and create information within the context of the core subjects of:
  - a. Reading
  - b. Mathematics
  - c. English and language arts
  - d. Science
  - e. Social Studies
  - f. Arts
  - g. World languages
3. Use 21<sup>st</sup> century tools to develop cognitive proficiency in:
  - a. Literacy
  - b. Numeracy
  - c. Problem solving

- d. Decision making
- e. Spatial/visual literacy
- 4. Use 21<sup>st</sup> century tools to develop technical proficiency at a foundational knowledge level in:
  - a. Address the following components
    - 1. Basic operations and concepts
    - 2. Social, ethical, and human issues
    - 3. Technology productivity tools
    - 4. Technology communication tools
    - 5. Technology research tools
    - 6. Technology problem solving and decision making tools
  - b. Represent proficient, ethical, responsible use of 21<sup>st</sup> century tools with in the context of the core subjects and:
  - c. Include, at a minimum, such digital artifacts as:
    - 1. Standardized tests
    - 2. Observation
    - 3. Student work
    - 4. Comments describing a student's reflection on his/her work that demonstrates ICT competency using assessment rubrics.

### **INSTRUCTIONAL APPROACH (BPS Policy IF 1/19/12)\***

It is the policy of the Board that instruction will be aligned with the goals, objectives and mission of the School District, the state laws, and the rules of the N H Department of Education.

The educational program will be focused on meeting the instructional needs of students with different talents, interests, and development.

The instructional program will include:

- 1. Procedures for diagnosing learner needs and the utilization of diverse methods and strategies for teaching all learners.
- 2. Techniques for the evaluation of student outcomes.
- 3. The provision of remedial instruction as needed.

All instruction will reflect the acknowledgment of diversity and respect for differences.

Our schools engage and include all available community resources, including but not limited to organizations, businesses, talented individuals, natural resources, and technology to engage each student in achieving the necessary skills and knowledge.

### **INSTRUCTIONAL TIME**

Public and Private schools are required to maintain a calendar with at least 945 hours of instruction for elementary schools and 990 hours of instruction for middle and high schools.

Schools are not required to make up time lost due to weather or other emergencies if they provided at least 3.5 hours of instructional time for elementary schools and 4 hours of instructional time for middle and high schools. On delayed entry days and early release days, there may not be any recess time allotted. Schools may request a waiver of the requirement to make up time lost due to weather and emergencies from the Commissioner.

Berlin Elementary School offers 980 hours of instructional time for K-2, and grades 3-5 offer 1023 hours. Per Ed306.18 “The school district shall maintain in each elementary school, a school year of at least 945 hours of instructional time...” Berlin Elementary school exceeds that criteria.

### **INSURANCE**

School insurance is available to all children on a school time or a twenty-four hour plan. Parents will be given the choice of taking or rejecting the insurance. The school has no direct connection with the insurance company and the parents handle all claims. The school does not provide insurance covering medical payments for student accidents. Although arranging for such insurance is the responsibility of the student and parents/guardians, the school board will name an insurance carrier each year to offer group rates.

### **INTERNET POLICY (BPS Policy JICL-R 12/21/17)\***

Access to telecommunications will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with people throughout the world. The Berlin School Board believes that the benefits to students from access in the form of information resources and opportunities for collaboration, exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. It is the policy of the Berlin School Board to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of the policy for any employee or student to engage in any activity that does not conform to the established purpose and general rules and policies of the network.

All use of the Internet must be in support of education and research and consistent with the purposes of the Berlin School District. Playing games is prohibited unless authorized by a classroom teacher for education purposes. Participation in any chat room is not allowed. E-mail by students, sending or receiving, is not permitted unless approved by the building principal.

All students at the elementary level, who access the Internet, are under the supervision of a staff member. However, to ensure safety, all accessible programming is filtered by a proxy server. Parental permission is also required. Complete Student Internet Policy is sent home annually on the first day of school.

### **INTERROGATION AND PERSONAL SEARCH**

All students are entitled to a safe and healthy educational environment. Therefore, the school has the responsibility to protect students from anti-social behavior on the part of irresponsible classmates. Furthermore, school administrators must take preventative and disciplinary measures that are both swift and informal in order to be effective. School administrators have the authority to immediately, upon reasonable suspicion, to search students and students' belongings.

The school district retains the right to inspect lockers and desks at all times.

The use of “sniffer” dogs trained for the search of drugs, will be permitted as a general facility search. This search will be conducted by a qualified law enforcement officer upon the request of the building principal and/ or superintendent of schools.

For more information see policies JIH and JIHD on sau3.org.



## **INVITATIONS**

Students are ***NOT*** permitted to distribute invitations to private parties while at school, either before, during or after.

## **L.E.P./E.L.L. (Limited English Proficiency/English Language Learner (BPS Policy IHBBA 1/8/04)\***

Students who are identified as “Limited English Proficient/English Language Learner (L.E.P./E.L.L.) and are in need of help to learn English, will be provided with assessments and programming to ensure academic success and English language proficiency.

## **LOCKED DOORS**

To ensure the safety of your child the schools doors are locked throughout the school day. Security cameras have been installed. Entry to the building should be gained by door C in the courtyard for K-2 concerns and door G on State Street for grades 3-5 concerns. Office personnel will ask you your reason for entry and you will be asked to come directly to the office. Visitor passes are REQUIRED.

## **LOCKERS**

A locker that requires a combination or key lock is issued to some students at the beginning of the school year. Students are expected to keep their lockers clean and not to abuse them in any way.

The school cannot be responsible for valuables left in lockers. Sometimes there may be special circumstances which require a student to carry cash or valuables to school. Cash or valuables can be safeguarded by registering them and leaving them in the main office.

## **LOST AND FOUND**

The Lost and Found is located across from the main offices. Please look for missing items and keep in mind that the Lost and Found will be emptied during school vacations.

## **MAKE-UP POLICY**

Anytime a child is absent for an extended length of time (one week or more), please contact the child’s teacher and arrange a mutually agreeable make-up schedule.

When a student returns to school after being ill, the teacher will design an appropriate make-up time frame. No student should be “overwhelmed” with workload after being ill.

In the event that your child is ill, please call the school in advance to request make-up work. We ask that you see the teacher AFTER school hours so the teacher may take the necessary time to explain the work to you.

## **MEDICAL EXCUSES**

In determining who shall have the authority to excuse absences, restrict activities, and otherwise make recommendations to the school nurse, faculty, or administration when it is in the patient's best interests, the provisions of the Medical Practice Act (RSA:323) shall prevail. Persons who are permitted to examine and treat school children and then certify them as physically able to return to school, have authority to excuse absences, restrict activities (recess) and/or engage in physical education activities shall be limited, therefore, to those with an M.D. or D.O. or P.A. or A.R.N.P. degree who are licensed by the State of New Hampshire and are registered with the Board of Registration of Medicine. Practitioners who do not hold a valid New Hampshire license to practice medicine shall not have this authority. Minor injuries require a note from the parent/ guardian to be excused from physical education.

## **MID-TERM PROGRESS REPORTS**

In an effort to keep parents informed of their child's academic and social development in school, we will issue a mid-term evaluation. A report will be sent home with students on the following dates:

Thursday, October 8, 2020

Friday, January 22, 2021

Friday, April 16, 2021

These reports will inform the parents of their child's progress between regular report cards. Forms will be done in duplicate, signed by the parents and returned.

## **MONTHLY NEWSLETTER/MENU/CALENDAR**

A monthly newsletter will be sent home before the first of each month and will provide information on upcoming events, as well as the monthly lunch menu and calendar.

## **MOVIES**

There are times when teachers show educational movies that are connected to the curriculum. These movies are approved by the Administration and are G or PG rated. Parental permission is granted through signatures in online registration forms.

## **NH COLLEGE AND CAREER READY STANDARDS**

The Berlin Elementary School curriculum is aligned to the NH College and Career Ready Standards (CCRS) which includes three components: skills, knowledge and work study practices. The Common Core State Standards are embedded within the CCRS as the standards for math and literacy. The CCRS:

- Are aligned with college and work expectations;
- Are clear, understandable and consistent;
- Include rigorous content and application of knowledge through high-order skills;
- Build on strengths and lessons of current state standards;
- Are informed by other top-performing countries, so that all students are prepared to succeed in a global economy and society; and
- Are evidence-based.

Source: <http://www.corestandards.org/about-the-standards>

## **What does it mean for the classroom?**

According to its mission statement, the Common Core State Standards Initiative aims to “provide a consistent, clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help them. The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. With American students fully prepared for the future, our communities will be best positioned to compete successfully in the global economy.” ([www.corestandards.org](http://www.corestandards.org))

Students and parents will see an in-depth focus on fewer standards as well as an emphasis on inquiry based learning. In addition, the text complexity of grade level books will increase in some cases as much as two or three grade levels. Students will also be asked to apply their knowledge through higher-order thinking skills. You can also expect to see your children reading more informational texts rather than fictional works of literature. In addition math education will be focused more on real-life application. You can expect to see more emphasis being placed on students as the facilitators of their own learning rather than on teachers delivering all of the information directly to the students.

### **NOTICE OF NONDISCRIMINATION (BPS Policy AC)\***

The School Board in accordance with the requirements of the federal and state laws, and the regulations which implement those laws, hereby declares formally that it is the policy of the Board, in its actions and those of its employees, that there shall be no discrimination on the basis of gender, sexual orientation, race, color, religion, nationality, ethnic origin, age or disability for employment in participation in admission or access to, or operation and administration of any educational program or activity in the School District.

Inquiries, complaints and other communications relative to this policy and to the applicable laws and regulations concerned with non-discrimination shall be received by the Superintendent or his/her designee.

This policy of non-discrimination is applicable to all persons employed or served by the district. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the grievance procedure. This policy implements PL 94-142, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act, Title VI or VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination.

### **PROCEDURAL SAFEGUARDS NONDISCRIMINATION ON THE BASIS OF HANDICAP/DISABILITY (BPS Policy ACE)\***

The District provides the following Notice of Procedural Safeguards to parents/guardians, and handicapped persons, as required by 34 C.F.R. Sections 104.7, 104.8, 104.22 (4) (f), and 104.36 of the Regulations implementing Section 504 of the Rehabilitation Act of 1973.

The District does not discriminate on the basis of handicap in admission or access to, or treatment or employment in, its programs and activities.

The District provides a grievance procedure with appropriate due process rights. The Special Education Director is the designated employee, charged with coordinating efforts to comply with Section 504. The parent/guardian of handicapped students or any handicapped person may use the grievance procedure established by the Board.

*Grievance Procedure:* As the parent/guardian of a handicapped student or as a handicapped person, you have the right to notify the above designated employee with your complaint.

The designated employee will make an initial response to the complainant within ten (10) days of receipt of the complaint. The parties will attempt to work out their differences promptly and equitably informally. A written record of the resolution of the complaint should be made within ten (10) working days of completion.

If that effort fails, you may (a) request that the Board places this matter on its agenda or (b) notify the Superintendent of the complaint. Either request shall be delivered to the Superintendent. You may be represented by anyone of your choosing, may present information through documents and other evidence and witnesses, and may examine witnesses presented by the School District.

Within ten (10) working days of either of the above options, a written record should be made of the decision.

*Section D Procedural Safeguards:* As required by Section 104.36, as the parent/guardian of a student, who because of handicap needs or is believed to need special instruction and related services, you have the right, with respect to any action regarding identification, evaluation, and placement to:

1. Notice of referral/identification, evaluation, and placement process, with appropriate consent form.
2. Examine all relevant records.
3. At an impartial hearing, at any time, with respect to any actions regarding identification, evaluation, or placement of persons who need or are believed to need special education and related services, an opportunity for participation by you and representation of counsel as provided under the Individuals with Disabilities Education Act.
4. A review process.

### **NURSE**

The elementary school has two full-time school nurses (NHRSA200-29 School Nurse: (Registered professional nurse currently licensed in N.H.) ***They are available only for injuries that occur at school and not those that happen at home. Please do not refer students to the school nurse for medical evaluations of illness and/or injuries that occur at home.*** The nurse is the manager of all health care plans.

The K-2 school nurse is available Monday to Friday, from 8:00 A.M. to 3:00 P.M and the 3-5 school nurse is available Monday to Friday, from 7:40 A.M. to 2:40 P.M. The nurse is available to assess and triage student injuries and illnesses that occur at school only. Per emergency card information, parents will be contacted if they need to pick up their child. Referrals to the appropriate medical provider may be made to the parent when a problem is suspected. If a serious injury occurs

at school, and the parent cannot be reached, the student will be taken to the local hospital's emergency room and the parent will be notified to meet them there.

In the event of a medical emergency, as determined by the school nurse, Principal or designee, Emergency Medical Services/911 will be called and opioid antagonists (narcain/naloxone) may be administered by trained staff. This will be in addition to calling the Primary Caregivers/Parents and other contacts listed on the Medical Information Form or Emergency Card, if Parent/Guardian is unreachable. We are committed to ensuring the absolute health and safety of your child.

The school nurse will share your child's medical information to the appropriate staff on a need to know basis. This is determined by the school nurse to ensure that appropriate measures are in place for your child's health and safety.

The school nurse maintains health records on all students, does routine health screening as needed, and cares for minor injuries and contacts parents with any student health concerns. If your child has had a major illness or any type of fracture over summer vacation, please notify the school nurse so the information can be added to your child's health record. The nurse also monitors the immunization status of all students. If immunizations are not compliant with NH State requirements (including medical &/or religious exemptions), the student will either be denied entrance into school, or will be granted conditional enrollment, depending on the grade level requirements. The school's dental hygienist will provide all oral screenings during the school year.

Each child prior to or upon first entry into the public school system are required per NH RSA 200:32, to provide proof of a physical or acceptable exemption, before the first day of school. Physicals are to be done by a physician of the family's choosing. Examinations by a chiropractor are not acceptable. Students transferring into the Berlin School District must either provide proof of a pre-entry physical done within one calendar year or have a physical completed within 60 days of school entry. Acceptable medical or notarized religious exemptions from the State of N.H. must be provided within 60 days of transfer.

Students are reminded that when they are required to take a medication prescribed by a physician during the school day, the following State Board of Education regulations must be observed:

- A. A written medication order from the prescribing physician detailing the dosage and the time schedule to be observed must be brought in to the school nurse.
- B. With prescription medication, the parent or guardian must also give the school written permission to administer.
- C. Prescribed medication must be brought in to school by the parent/guardian in a pharmacy labeled container per NH Dept. of Ed. 311:02. The number of pills sent to school must also be reported to the school nurse by the parent/guardian with every refilled prescription. Students receiving daily meds must have the physician's written permission renewed annually, at the beginning of each school year.
- D. The school nurse must be made aware of all prescribed medications, (ex. parents whose children try Ritalin but don't want anyone at school to know.) in case of adverse effects.

- E. Prescription medications that are ordered to be given at home prior to school (ex. Ritalin), can't be given at school if forgotten. The school may only administer the medication at the times specified by the prescribing physician (ex. Lunchtime dose).

Any over the counter medication, including cough drops, require a dated permission note from the parents to give the school authority to administer them. Over the counter medication must be sent to school in its original container. These rules will be strictly observed, for your child's safety, if a student is obliged to take any medication in school.

If the physician orders an antibiotic to be given three times daily, we recommend the medication be given as follows:

- 1 dose prior to school
- 1 dose after school
- 1 dose before bedtime

If medication needs to be taken with food, a small snack after school and before bedtime would be recommended. All medications are to be given to the school nurse upon entrance to school.

Children should not attend school if they are sick. Your child should remain at home if he/she has a fever above 100.4 degrees in the morning. Most temperature elevations related to illness tend to occur between 4 P.M. and 6 P.M. If your child's temperature is normal in the morning, but their temperature was above 101 degrees F the day before, we request you to please keep them home one more day.

Students who return to school with casts, air casts, crutches, splints, arm slings, wheelchairs, walkers, canes, and/or immobilizers require a physician's note that includes:

1. Student may return to/ attend school
2. Any restrictions from physical education and lunch/class recess
3. Elevator use.

### **PARENT/TEACHER COMMUNICATIONS**

All teachers are required to keep parents well informed of classroom activities and maintain ongoing communication regarding their child's academic and behavioral progress. Teachers will use phone calls, emails, or in person conversations. Should you wish to contact the teacher, you may do so by calling the school or emailing the teacher.

### **PARENT/TEACHER ORGANIZATION (PTO)**

Berlin Elementary School PTO is an organization that will encourage the relationship between home, school and community so that parents/guardians and school staff may cooperate in the education of the children. The objective of the PTO is to enhance the educational facilities and opportunities for the students of Berlin Elementary School that are not otherwise provided for in the local budgets. All fundraising activities are voluntary. The PTO is open to all parents. The PTO hosts school events, such as: Parent Nights, Movie Nights, Book Fair and Open Houses.

## **PHYSICAL EXAMINATION OF STUDENTS (BPS Policy JLCA)\***

N.H. state law requires that each child have a complete physical examination within a one-year period before entry to school. However, no medical examination shall be required of a child whose parent or guardian objects thereto in writing on the grounds such medical examination is contrary to his/her religious tenets and teachings.

Physical examinations will be required for all children in grade K (prior to entry) and in grades 4, 7, and 10. Parents of students transferring to the District must present proof of meeting the physical examination requirement within sixty days of entrance. Failure to comply with this provision may result in exclusion from school for the child.

Every child must meet all of the state statutes and state public health immunization requirements prior to enrolling in school. A child shall be exempted from the above immunization requirements if he/she presents evidence from his/her medical doctor that immunization will be detrimental to his/her health. A child shall be excused from immunization for religious reasons upon the signing of a notarized exemption form from the State of N.H., stating that the child has not been immunized because of religious beliefs.

### **PLAYGROUND SUPERVISION**

K-2: School staff will supervise the playground beginning at 8:10 A.M. The other supervised play times are recesses. At least two adults are on the playground during regularly scheduled breaks. The playground is not supervised after school and students are expected to leave for home immediately following dismissal and not to arrive on school grounds before 8:10 A.M. Bus students are supervised until a staff member walks them to board the bus. Parents **MUST** stand on the outside perimeter of school playgrounds for staff to effectively supervise students.

3-5: School staff will supervise the playground beginning at 7:40 A.M. The other supervised play times are recesses. At least two adults are on the playground during regularly scheduled breaks. The playground is not supervised after school and students are expected to leave for home immediately following dismissal and not to arrive on school grounds before 7:40 A.M. Bus students are supervised until a staff member walks them to board the bus. Parents and siblings **MUST** stand on the outside perimeter of school playgrounds for staff to effectively supervise dismissal.

### **PROCEDURE FOR RETENTION**

If a child is to be retained, the following procedures must be followed:

1. In February, Comprehensive Promotion/Retention packets will be issued to faculty to complete on students that are in danger of failing.
2. On the second trimester report card, the teacher will write, "There is a possibility that your child may repeat this grade level next year."
3. The Light's Retention Scale will be administered by the Teacher, as part of the packet and will be completed and turned in to the Administration by March 31<sup>st</sup>.
4. In April/May, the teacher, the guidance counselor, administration, and the parents will meet to discuss promotion/retention.
5. The administrative team, after reviewing all the data, will make the final decision on retention or promotion.
6. If the parents do not agree with the administrative decision, appeals may be directed to the Superintendent of Schools.

## **PROMOTION AND RETENTION**

It is the policy of the Berlin Public Schools that promotion from grade to grade in the elementary schools shall be based on academic achievement and social and emotional development. It is our intent to offer a program of continuous progress designed to permit each child to progress at his/her own rate within the designs of the curriculum. Most children mature and acquire the basic skills of learning in a manner requiring a school year to a grade. In instances where a child has not shown sufficient maturity, social and emotional growth, and has failed to acquire sufficient mastery of basic skills, it may be best for the child to repeat the grade. This decision is made after –

- Careful consideration of the child’s growth in all areas of school work;
- Careful study of test results;
- Conferences with teachers and parents.

## **PROTECTION OF PUPIL RIGHTS AMENDMENT (BPS Policy PPRA)\***

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. & 1232h, requires the Berlin Public School District to notify you and obtain consent or allow you to opt your child out of participating in certain activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or Ministers;
7. Religious practices, affiliations or beliefs of the student or parents; or
8. Income, other than as required by law, to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

## **PUBLIC CONDUCT ON SCHOOL PROPERTY/ ASSAULTS- (BPS-Policy KFA)\***

Violence of any kind and to any degree will not be tolerated on school property. For the purpose of this policy, “school property” means any buildings, vehicles, property, land or facilities used for school purposes or school-sponsored events, whether public or private.

The school district expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:

1. Injure, threaten, harass or intimidate a staff member, a school board member, sports official or coach, or any other person inclusive of vulgar or inappropriate language.
2. Damage or threaten to damage another property;
3. Damage or deface school property;
4. Violate any New Hampshire law, or town or county ordinance;
5. Smoke or otherwise use tobacco products;



6. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons;
7. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including any electronic devices, cellular phones in a disruptive manner);
8. Enter upon any portion of school premises at any time for a purpose other than those that are lawful and authorized by the school board;
9. Operate a motor vehicle in violation of an authorized district employee's directive or posted road signs;
10. Violate other district policies or regulations, or an authorized district employee directive. Any person who violates this policy or any other acceptable standard of behavior will be ordered to leave the school grounds or activity by a building administrator or designee. Law enforcement officials will be contacted at the discretion of the supervising district employee if such employee believes it necessary.

Additionally, the district reserves the right to issue "no trespass" letters to any person whose conduct violates this policy, acceptable standards of conduct, or creates a disruption to the school district's educational purpose.

"School employee" is hereby defined to include any duly appointed person or employee of a firm contracting with a school system for any purpose, including personnel not directly related to the teaching process and including school board members during school board meetings.

### **RECESS GUIDELINES**

Weather permitting, students grades K-3 are given two recesses each day, students in grades 4 and 5 are given one recess each day. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. If the wind chill or the temperature is below zero degrees, the students will stay inside. Students should always dress for outside recess. All students should be on the playground during outside recess. Only students with medical excuses will be allowed to remain in the building during scheduled outside breaks. Recess periods are an integral part of the elementary school day. No student K-3 should be denied both recesses during the school day. If extenuating circumstances exist, see your building principal.

There is a "**HANDS-OFF**" policy at recess. This means no wrestling, ninja games or tag games. Repeated recess infractions will be referred to the Student Support Center. If incidents continue, Administration and parents will be notified.

Any major incident or injury, the teacher will notify administration on the day of the incident, and the parent(s) will be notified within 24 hours.

### **REPORT CARD SCHEDULE**

#### **Grades Close**

Friday, November 20, 2020  
 Wednesday, March 10, 2021  
 Friday, June 4, 2021

#### **Report Cards Issued**

Friday, December 4, 2020  
 Friday, March 19, 2021  
 Thursday, June 17, 2021

## **REPORTING CHILD ABUSE OR NEGLECT (BPS Policy JLF)\***

Any school employee having reason to suspect that a child is being or has been abused or neglected shall immediately report his/her suspicions to the building principal. It is the school employee who suspects abuse and neglect who must make the report directly to DCYF Central Intake Unit, phone number: 1-800-894-5533, consistent with New Hampshire state law.

## **REQUIRED LEGAL DOCUMENTS**

In order to abide by any orders issued by the Court system, the school is required to have copies of said orders to keep in the students' records that they apply to. This could include but not limited to Court Orders regarding custody matters, guardianship, restraining orders and anything involving the student's well-being. This enables the school to assure that the child is protected while under the supervision of the school staff. Please be sure to keep these documents updated with our offices.

## **SCHOOL MEAL CHARGING AND PAYMENT (BPS Policy EFAA)\***

Payment to the student's food service accounts may be made by cash or check to the Food Service Director or at the Point of Service (register), or on-line at <http://www.sau3.org/> by registering through the link found in the Parents Tab. It is the responsibility of each household to maintain a positive balance in their student's food service account.

## **SCHOOL SAFETY**

In keeping with NH RSA:193, Safe Schools Zone Act, all reported incidents of violence or threat of violence at school, on school buses or directed at students and/or personnel will be subject to immediate disciplinary action. Examples: threat to kill someone or carry out bodily harm, threat to disrupt or destroy school and/or school bus. Violators will be suspended pending a meeting with the student, parent, Principal and Superintendent of Schools. In addition, further suspension or expulsion will be determined. All incidents must be reported to the Berlin Police Dept. in accordance with the law.

The administration has the responsibility of maintaining the security and safety in the school by implementing appropriate procedures, providing safe conditions, facilities, supervision of staff, and taking action against those who threaten the safety of the school.

For your child's safety, we will implement the emergency response procedures that can be found on the inside of the back cover of this manual. They are:

1. Drop, Cover, and Hold
2. Secure Campus
3. Shelter-In-Place
4. Lockdown
5. Evacuation
6. Reverse Evacuation
7. Scan

Policies and procedures have been developed to address various emergencies such as: natural disasters, intruder, bomb threats, fire, and accidental death. Staff is trained and instructed to help provide a safe environment for students. Classrooms are equipped with safety emergency items. The School has an alternate location to relocate the students to if necessary.

The School Emergency Planner is available for review in the school office.

In keeping with Safe School Zones, all school doors remain locked from the outside and security cameras at the main entrances have been installed. For visitors, entry into the building may be gained by: State Street Door “G” for grades 3-5 and the courtyard door “C” for grades K-2.

Office personnel will ask you to state your reason for entry and advise the visitor to report directly to the office if they have just cause to enter. Any visitors who fail to comply may be charged with trespassing.

### **SCHOOL SAFETY PLAN**

The practice of safety shall also be considered a facet of the instructional plan of the district schools by incorporating educational programs in traffic and pedestrian safety, driver education, fire prevention, emergency procedures, and others, appropriately geared to students at different grade levels. Each principal shall be responsible for the supervision and implementation of a safety program for his/her school. General areas of emphasis shall include, but not limited to; in-service training, accident recordkeeping, plant inspection; fire prevention; catastrophe planning; and emergency procedures and traffic safety problems relevant to students and employees. The principal shall be responsible for developing student safety procedures to be used on school buses, school grounds (including playgrounds), during authorized school activities (such as field trips), within the school building(s) (including classrooms and laboratories), off school grounds during school sanctioned activities (including, but not limited to, work-based learning and internships), and in the use of online resources. The safety plan will be on file in each district building and in the SAU office.

### **SEXUAL HARASSMENT AND SEXUAL VIOLENCE (BPS Policy JBAA)\***

The District takes an allegation of Sexual Harassment or Sexual Violence very serious and follows the law and strict guidelines of the Berlin Public Schools Policy.

### **STATE ASSESSMENTS**

Each spring students in grades 3-5 are assessed using accountability assessments in ELA and Math. Grade 5 students are also assessed in science. These assessments, mandated by the NHDOE and aligned to the Common Core State Standards and the NH College and Career Ready Standards, will provide educators, parents, and students with the information they need to continuously improve teaching and learning. The assessments will serve all students, including English Language Learners and students with disabilities.

### **SPECTATOR DISORDER (BPS Policy IGDJA)\***

The following policy will be in effect in regard to spectator disorder at all school-sponsored events and activities.

1. The board will fully support administration in whatever course of action it recommends in solving this problem. This involves enforcing the current policies by which Berlin students may be disciplined for improper conduct at school-sponsored activities up to and including dismissal from school. The board also urges the criminal prosecution of any individual involved in disorderly conduct.
2. The board will, if necessary, withdraw financial support from any activity that cannot be conducted without incidents of this kind. This is a serious stop and will not be taken without a great deal of thought; however, if it becomes clear that school-sponsored activities cannot exist without violent and disorderly behavior, then that activity will be suspended.
3. The board will support the Chain of Command for Berlin Athletics. When a problem arises within a sports program involving a student athlete the following steps must be taken:
  - a. Student athlete to meet with coach
  - b. Student athlete to meet with coach, parents, and athletic director
  - c. Student athlete to meet with coach, parents, athletic director, and principal
  - d. Student athlete to meet with coach, parents, athletic director, principal, superintendent
  - e. Student athlete to meet with coach, parents, athletic director, principal, superintendent, school board

### **STUDENT ABSENCES AND EXCUSES (BPS Policy JH)\***

Regular and punctual patterns of attendance will be required of each student enrolled in the district. It is recognized that absence from school may be necessary under certain conditions. However, every effort should be made by students, parents/guardians, teachers, and administrators to keep absences and tardiness to a minimum.

**Student attendance is the responsibility of the parents/guardians and students.** In order for the parents/guardians to fulfill their responsibility, the school must keep them informed of student absences. After an absence from school, students **MUST** submit a written excuse to their teachers to explain the nature of the absence even if parents have called the school to notify them of the absence. An adequate and comprehensive system of attendance records is maintained for each student. Each teacher is responsible for accurate reporting of daily attendance in his/her classroom. The building principal is responsible for submitting attendance information to the Superintendent's office.

The Board recognizes two kinds of absence: Excused absence and Truancy.

Absence because of illness, participation in school activities, necessary absence with the approval of parents/guardians, and absence due to extenuating circumstances may not incur any penalty. Other absences anytime during the school day may be considered truancy. This includes absence from any class, study hall, or activity during the school day for which the student is scheduled. It also includes any after school special help session, disciplinary session which the student has been directed to attend.

Disciplinary action shall be taken in such cases, beginning with notification of parents. Continued violation may lead to loss of course credit and suspension from school and/or filing a neglect petition with the courts. Any student who is absent from school without the knowledge and permission of his/her parents/guardian or school authorities is truant. Absences, even with the approval of parents/guardians, which are excessive and/or which interfere with the student's educational program will be interpreted as truancy and follow-up legal procedures instituted. See RSA193:1, 2, 7 and 16.

Any staff member aware of a student leaving a class or the school grounds without permission shall report the departure immediately to the principal. After a student is absent for 5 consecutive days, a doctor's note may be requested.

### **STUDENT CONDUCT (BPS Policy JIC)\***

#### **A. General Conduct Standards and Disciplinary Concepts.**

Student conduct that causes material or substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, violates other Board Policies or is otherwise inappropriate is prohibited. Students are expected to maintain appropriate classroom behavior that allows teachers and staff to perform their professional duties effectively and without disruption.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; and/or while attending or engaged in school activities. Students may also be disciplined for off-campus behavior in accordance with the provisions of Policies JICDD and JICK.

Terms and levels of discipline are established in Policy JICD, as are the due process procedures to be afforded relative to each level of discipline. Disciplinary measures include, but are not limited to, removal from the classroom, detention, in-school suspension, out-of-school suspension, restriction from activities, probation, and expulsion.

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

#### **B. Implementation and Notice.**

The School Board delegates to the Superintendent the responsibility of adopting and implementing such age-appropriate rules and regulations for each school as he/she, in consultation with the appropriate building Principal, deems necessary to implement this policy.

The content of RSA 193:13, this policy, and any such rules and regulations adopted hereunder, shall be printed in the student handbook(s) and distributed to all students, and parents/guardians. The Superintendent shall also assure that this policy, the content of 193:13, and any such rules and regulations adopted under this policy are made available on the District's website, with additional notice provided to the student body as the Superintendent or building Principal deems appropriate (e.g., periodic postings and notices).

Rules and regulations adopted and published under this policy will be deemed to be regulations and policies of the School Board and maintained as School Board records. The Superintendent shall provide to the School Board copies of all student handbook(s), and other rules and regulations adopted under this policy. The School Board retains the authority to modify, supersede, or suspend any such rules and regulations consistent with the Board's statutory authority, and other Board policies regarding review of administrative rules, regulations, and procedures.

### C. Parental Notification of Simple Assaults.

Pursuant to RSA 193-D:4, I(b), the Superintendent is directed to adopt and implement procedures requiring parents/guardians of each student involved in a simple assault (victim and perpetrator) occurring during the school day. Parents will be notified when a student is involved in a simple assault when such assault causes: any form of bodily injury, including bruising or discoloration, or would otherwise constitute a disciplinable offense under either District or building rules of conduct. For purposes of this policy, "simple assault" shall have the same meaning as that provided in RSA 631:2-a (a simple assault occurs when one purposefully or knowingly causes bodily injury or unprivileged physical contact to another; or recklessly causes bodily injury to another or negligently causes bodily injury to another by means of a deadly weapon).

### D. Disciplinary Removal of Students with Disabilities.

If a student is disabled under the Individuals with Disabilities Act (IDEA), the New Hampshire RSA 186-C, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special rights to disabled students, those laws shall govern and shall supersede these local policies to the extent these local policies are inconsistent with those laws. Accordingly, any suspension or expulsion of a child with a disability as defined in Ed 1102.01(t) shall be in accordance with Ed 1124.01.

## **STUDENT DISCIPLINE AND DUE PROCESS (BPS Policy JICD)\***

### A. Disciplinary measures – "Definitions"

Disciplinary measures include, but are not limited to, removal from the classroom, detention, in school suspension, out-of-school suspension, restriction from activities, probation, and expulsion.

1. "Removal from the classroom" means a student is sent to the building Principal's office or Student Support Center. It is within the discretion of the person in charge of the classroom to remove the student.
2. "Detention" means the student's presence is required for disciplinary purposes during non-school hours. The building Principal is authorized to establish guidelines or protocol for when detention shall be served (either before school or after school). Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee disciplining the student or the building Principal.
3. "In-school suspension" means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten (10) consecutive school days.
4. "Out-of-school suspension" means the temporary denial of a student's attendance at school for a specific period of time for gross misconduct or for neglect or refusal to conform to school rules or policies.
  - a. "Short-term suspension" means a suspension of ten (10) school days or less, Ed 317.04(a)(1).
  - b. "Long-term suspension" means the continuation of a short-term suspension under RSA 193:13, I(b)-(c), and also means a suspension in excess of ten (10) school days under Ed 317.04(a)(2).

5. "Restriction from school activities" means a student will attend school and classes and practice but will not participate in school extra-curricular activities, including competitions.
6. "Probation" means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.
7. "Expulsion" means the permanent denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II and III.

#### B. Standards for Removal from Classroom and Detention.

Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school rules or policies, or otherwise impedes the educational purposes of the class. Likewise, classroom teachers may assign students to detention for similar conduct.

The building principal may assign students to detention under the same standard.

#### C. Standards for In-School Suspension, Restrictions of Activities, and Probation.

The building principal is authorized to issue in-school suspensions, restrictions of activities, or place a student on probation for any conduct that causes material or substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, violates other Board Policies, is otherwise inappropriate, or prohibited by law.

#### D. Process for Out-of-School Suspension

The power of suspension is authorized for gross misconduct, neglect, or refusal to conform to School District policies and rules as follows:

1. Short-term Suspensions. The building principal (as designee of the Superintendent) is authorized to suspend a student for 10 school days or less. The principal shall inform the Superintendent.

As required by RSA 193:13(a), educational assignments shall be made available to the suspended pupil during the period of suspension.

Due process standards for short-term suspensions (ten (10) days or less) will adhere to the requirements of Ed 317.04(f)(1).

2. Long-term suspensions. The Superintendent is authorized to continue the suspension of a pupil for a period in excess of ten (10) school days. Prior to the extended suspension, the Superintendent will provide an informal hearing on the matter. The informal hearing need not rise to the level and protocol of an official hearing before the school board, but must comply with the requirements of Department of Education Administrative Rule 317.04, Disciplinary Procedures, subsection (f)(3)g.

Any suspension in excess of ten (10) school days, as described in Paragraph 2 of this Section, is appealable to the School Board, provided the Superintendent receives the appeal in writing within 10

days after the issuance of the Superintendent's decision described in Paragraph 2. Any suspension in excess of 10 school days shall remain in effect while this appeal is pending.

#### E. Process for Expulsion.

1. Any pupil may be expelled by the School Board for an act of theft, destruction, or violence, as defined in RSA 193-D for possession of a pellet paintball gun, BB gun, rifle as provided by RSA 193:13II, for gross misconduct, for neglect or refusal to conform to reasonable rules of the school. An expulsion under this paragraph will run until the School Board restores the student's permission to attend school. A student seeking restoration of permission to attend school shall file a written request with the Superintendent which details the basis for the request. The Board will determine whether and in what manner it will consider any such request.

2. Additionally, any pupil may be expelled by the School Board for bringing or possessing a firearm as defined in Section 921 U.S.C. Title 18 in a safe school zone, as defined in RSA 193-D:1, unless such pupil has written authorization from the Superintendent. Any expulsion under this provision shall be for a period of not less than twelve (12) months.

3. The District will ensure that the due process standards set forth in Ed 317.04(f)(3) are followed.

4. Any decision by the Board to expel a student may be appealed to the State Board of Education.

5. The Superintendent of Schools is authorized to modify the expulsion or suspension requirements of Sections E.1 and E.2 above on a case-by-case basis.

#### F. Sub-committee of Board.

For purposes of sections D and E of this policy "Board" or "School Board" may either be a quorum of the full Board, or a subcommittee of the Board duly authorized by the School Board.

#### G. Disciplinary Removal of Students with Disabilities.

If a student is disabled under the Individuals with Disabilities Act (IDEA), the New Hampshire RSA 186-C, Section 04 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special rights to disabled students, those laws shall govern and shall supersede these local policies to the extent these local policies are inconsistent with those laws. Accordingly, any suspension or expulsion of a child with a disability as defined in Ed 1102.01(t) shall be in accordance with Ed 1124.01

#### H. Notice.

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



## **STUDENT DUE PROCESS RIGHTS (BPS Policy JIA)\***

Students facing discipline will be afforded all due process rights given by law. The Superintendent or his/her written designee is authorized to suspend any student for ten days or less for violations of school rules or policies. Should the Superintendent desire to suspend a student for more than ten days, such student will be afforded a hearing before the School Board. In addition to the provisions of this policy, the Board recognizes the application of all pertinent provisions of RSA 193:13 and associated Department of Education rules. Student due process rights shall be printed in the Parent-Student Handbook and will be made available in another language or presented orally upon request.

## **STUDENT INTERVIEWS AND INTERROGATION (BPS Policy JIHD)\***

### **Interviews by School Administrators**

When a violation of Board policy or school rules occurs, the school principal or designee may question potential student victims and witnesses without prior consent of the parent, guardian, or legal custodian. If a school official suspects child abuse regarding the student and the suspected perpetrator is a member of the student's family, no contact with the student's family will be made.

### **Questioning by School Administrators**

In situations where a student is suspected of violating Board policies or school rules, the principal or designee may question the suspected student if the school official has reasonable grounds to suspect that such a violation has occurred. The nature and extent of the questioning must be reasonably related to the objectives of the questioning. If the student denies any involvement or culpability, the student will have the opportunity to present his or her side of the story, orally or in writing to the proper school administrator.

### **Interviews and Interrogations by Law Enforcement Officers**

Law enforcement officers may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Except when law enforcement officers have a warrant or other court order, or when any emergency or other exigent circumstances exist, such interviews and interrogations are discouraged during the students' class time. The principal and principal's designee have the right and the obligation to take reasonable steps to prevent disruption of school operations and the educational process, while at the same time cooperating with law enforcement efforts. Accordingly, the principal or designee shall work together with law enforcement officers to coordinate efforts and minimize or prevent such disruption in cases of student interviews and interrogations. In the event of disagreement, the principal or designee shall immediately contact the Superintendent or district legal counsel for assistance.

## **STUDENT SEARCHES AND THEIR PROPERTY (BPS Policy JIH)\***

Students are subject to search and may have their backpacks, lockers, desks, or similar items searched by the school Principal or designee when there is reasonable suspicion that the search will turn up evidence that the individual has violated or is violating either the law or school rules.

## **TARDINESS**

Parents must come into the office to sign a student in and provide a note when the student is arriving late to school. It is in the students' best interest and against school procedures for a parent/guardian to **not** walk their child to their classroom.

A letter will be sent to parents whose children are repeatedly tardy. Please make sure students arrive on time. Children could miss important early morning instructions if not on time.

Unauthorized absence, including frequent tardiness, from school is considered truancy and will be treated as such. See RSA 193:1, 2, 7. In grades 3-5, students with tardies above five per trimester, may receive a detention.

## **TELEPHONE**

The school telephone is a business phone and is usually very busy. Children are not permitted to use the school phone except in an emergency.

K-2 teachers are in school 8:00 A.M. to 3:00 P.M. and 3-5 teachers are in school 7:40-2:40. Parents may call to speak to a teacher before or after school. A note may be sent in with your child. Every teacher has their own extension and voicemail where a message may be left anytime.

***After school arrangements should be made prior to the school day.*** Requests by parents to deliver messages will be honored; ***however this should not be habitual.***

## **TITLE I (BPS Policy KB-R)\***

Title I at Berlin Elementary School is offered in the classroom with some pullout sessions. The funds offered provide interventions for struggling students in reading and math. All students are provided opportunities in the Schoolwide Model, with particular attention given to children at risk of not meeting the state's student academic achievement standards.

## **PARENT INVOLVEMENT**

### **Title I Parent/School Compacts:**

Any school receiving Title I monies is required to issue a Parent/School compact. Compacts outline how parents, school staff, and students will share responsibility for student achievement. Parent input concerning the compact is encouraged.

### **Parent's Right To Know:**

Parents with students attending a school receiving Title I funds may request information regarding the professional qualifications of the student's classroom teacher(s) including the following:

- Whether the teachers have met State Qualifications for grade levels and subject areas taught.
- Whether the teachers are teaching under emergency or other professional status that the state has waived.
- The degree major of the teacher or any other graduate certificate or degree.
- Whether the child is provided services by paraprofessionals and if so their qualifications.
- Parents will also be provided with information of the child's achievement on state assessments. Timely notice will be given if a child has been assigned to, or has been taught for four (4) consecutive weeks by a teacher who is not highly qualified.

### **Parent Advisory Council (PAC):**

Parent involvement is always encouraged and at an annual meeting, time is allocated for and input gathered toward the review, plan, design, and evaluation of the Title I Program. All parents are invited to attend the annual meeting. A copy of the parent involvement policy is available by contacting the Title I office or on the district website.

### **A Monthly Newsletter:**

Parents Make the Difference is issued each month and provided to parents with information regarding helpful topics to support student learning. It is posted on the district website and parents may request a hard copy to be sent home.

### **Parent Information Center:**

Title I has resources available for parents on a variety of academic and social matters. Title I provides materials to assist on reinforcing skills taught at the various grade levels. There is a lending library available to parents and staff which include books, videos, and activities. Parents may request information by calling the Title I office.

### **District Report Card:**

The Berlin School District provides the community with information related to assessments, accountability and teacher quality. This information may be released at a public meeting or via newsletters. All schools in the district have data on file. Individuals may request information by contacting the office at the individual schools or the Title I office.

### **N.H. Department of Education Website:**

NH Department of Education Website has a wealth of information.

<https://www.education.nh.gov/>

If you have difficulty accessing the information, or you do not have internet service, please feel free to contact the Title I office and we will be able to assist you.

### **Complaint Procedure:**

If an individual feels a violation of the Federal Requirements has been made, that person may make a written complaint which will be handled at the local level, then an individual may have it reviewed by the Title I Project Manager. Forms are available for this purpose in each school office. Programs included in this procedure are Title I Parts A and D and Migrant Education.

## **TOBACCO PRODUCTS BAN** **USE AND POSSESSION IN AND ON SCHOOL FACILITIES AND GROUNDS** **(BPS Policy JICG)\***

State law prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District

#### A. Definitions.

“Tobacco product(s)” means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, smokeless cigarettes, products containing tobacco, and tobacco in any other form, as well as any other product or item included in RSA 126-K:2, XI as the same may be amended or replaced from time-to-time.

“E-cigarette” means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that provides a vapor of pure nicotine mixed with propylene glycol to the user as the user simulates smoking. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, under any other product name as well as any other product or item included in RSA 126-K:2, II-a as the same may be amended or replaced from time-to-time.

“Liquid Nicotine” means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a as the same may be amended or replaced from time-to-time.

“Facility” is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, restrooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, libraries, and storage areas. Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

#### B. Students

No student shall purchase, attempt to purchase, possess, or use any tobacco product, ecigarette, or liquid nicotine in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Enforcement of this prohibition shall initially rest with building principals, or their designees, who may report any violation to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

The principal will develop regulations which cover disciplinary action to be taken for violations of this policy. These regulations will be communicated to students by means deemed appropriate by the principal. In addition to disciplinary actions taken by the school, criminal penalties for fines may result from violations of this policy.

#### C. Employees

No employee shall use any tobacco product, e-cigarette, or liquid nicotine, in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law

enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law. The principal may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties

#### D. All Other Persons

No visitor, contractor, vendor or other member of the public, shall use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

The building principal(s), and where appropriate, other site supervisor (athletic director, vehicle driver, etc.), or their designee(s), shall have the initial responsibility to enforce this section by requesting that any person who is violating this policy to immediately cease the use of tobacco products, E-cigarettes or liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the principal, site supervisor, or designee may call the local police who shall then be responsible for all enforcement proceedings and applicable fines and penalties.

#### E. Implementation and Notice – Administrative Rules and Procedures.

The Superintendent shall establish administrative rules and procedures to implement this policy, which rules and procedures may be building level and/or district-wide. Rules and procedures relating to student violations and resulting disciplinary consequences should be developed in consultation with building principal(s).

The Superintendent, working with the building principal(s), shall provide annual notice to employees, students, and parents of the pertinent provisions of this policy (e.g. student or staff handbook) along with applicable administrative regulations and procedures, which may include prescribed consequences for violations of this policy. Such notice should include information that violation of this Policy could lead to criminal or other such proceedings.

### **TRUANCY (BPS Policy JHB)\***

Unauthorized absence from school is considered truancy and will be treated as such in accordance with the rules of the Parent-Student Handbooks. Absent/Tardy students not having parent/guardian permission are considered by the school as being truant. The school administration will send a letter to parents/guardians of the truant student. If the truancy problem continues, the school administrator will send a second letter indicating the nature and seriousness of the problem and enclose a copy of RSA 193:1 Duty of Parent: Compulsory Attendance by Pupil and RSA 169-D:2 II a, Definitions, Subject to compulsory school attendance.

### **UNAUTHORIZED COMMUNICATION DEVICES- (BPS Policy JICJ)\***

Student use of cell phones, camera phones, pagers, beepers, and other similar electronic communication devices is strictly prohibited during the school day unless approved under the JICL

policy. This includes lunch periods and passing periods, as well as on school sponsored trips and drivers education classes. Such devices are to be kept in a student's assigned locker with the power turned off. The board recommends that these devices not be brought to school.

The contents of an electronic communication device may be searched to determine ownership or to identify emergency contacts. Upon reasonable suspicion that a school rule or law has been violated through the use of such a device, an administrator may also search for evidence of suspected wrongdoing in accordance with RSA 275:72. Any refusal on the part of a student to comply with a request to surrender the device may result in disciplinary action.

Additionally, it is prohibited for students to take, store, disseminate, transfer, view or share obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including, but not limited to texting and e-mailing. Any student found to have engaged in such conduct may be reported to local law enforcement authorities and may face criminal penalties in accordance with applicable law. School administrators may refer such matter to local law enforcement if the administrator believes the student action in the regard involves illegal activity (e.g. pornography).

The board may grant an exception to this policy for medical or emergency reasons. This exception requires a written report from the student's medical provider explaining the need for the exception. Also reference policy JICL.

Students participating in extra-curricular activities or athletics must contact their sponsor or coach for his/her rules involving cell phone use after hours or on after-school bus trips. Sponsors and coaches will set their rules and establish their consequences for the use and/or misuse of these devices.

The school district will not be responsible for loss, damage, or theft of any electronic communication device brought to school.

Violations of this policy may result in the student's loss of possession of the electronic communication device for the remainder of the school year. The student's parent/guardian must pick up the cell phone from the principal's office. At the principal's discretion, the student may receive detention, in-school, or out-of-school suspension not to exceed five (5) days.

### **VANDALISM**

Any student who shall in any way damage, deface or destroy any school property, shall be liable to suspension, expulsion or other punishment, according to the nature of the offense. Expenses incurred by the school district in replacing or repairing school property lost, damaged or destroyed by a student, shall be paid to the district by the student, parents or guardians and must be reported to the Berlin Police Dept. if the value exceeds \$50.00.

### **VIDEO AND AUDIO SURVEILLANCE ON SCHOOL PROPERTY (BPS Policy EEAA)\***

The board authorizes the use of video and/or audio devices on district/city property to ensure the health, welfare, and safety of all students, staff, and visitors to district property and to safeguard district buildings, grounds, and equipment. The superintendent will approve appropriate locations for the surveillance devices. Placement of the video cameras will be based on the presumption and belief that students, staff, and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view. However, such devices are not to be placed in bathrooms or locker rooms.

Signs will be posted on school buildings to notify students, staff, and visitors that video cameras may be in use. At the superintendent's discretion, parents and students may also be

notified through the student handbook. Students will be responsible for any violations of school rules caught on tape by cameras.

The district will retain copies of video recordings until they are erased, which may be accomplished by either deletion or copying over with a new recording. The superintendent will consult with the necessary personnel to determine how and when such recordings should be deleted.

Videos containing evidence of a violation of student conduct rules and/or state or federal law will be retained until the issue of the misconduct is no longer subject of review or appeal as determined by the board policy or applicable law. Any release or viewing of the video will be in accordance with the law.

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

### **VISITORS**

All visitors, parents included, must first report to the office. All parents/visitors must sign in and wear a visitor pass while in the building. Parents and older siblings waiting for students at dismissal time should wait outside of the yellow barricades. No one should linger near classrooms, nor should anyone walk freely to and from classrooms. During entry and dismissal time, family members should not be on the playground areas. Violation of this policy is a charge of trespassing. **Anyone who is not an employee or student in the school system MUST report to the office and state their purpose for visiting before getting permission to go anywhere in the building.**

### **VOICE MAIL**

When calls are placed to Berlin Elementary School, you will first hear a menu of options:

- Press 1: Office for Grades PK - 2
- Press 2: Office for Grades 3 - 5
- Press 3: Nurse K-2
- Press 4: Nurse 3-5
- Press 5: School Counselor
- Press 8: For Attendance Reporting
- Press # (pound)1: If you want to search for a specific extension by alphabetical order

Our phone number is (603)752-5328. Each teacher has their own voice mailbox and will be able to be contacted via voicemail.

### **VOLUNTEER PROGRAM**

The purpose of the Berlin Elementary School Volunteer Program is: To assist teachers in providing more opportunities for individual attention and enrichment of students; To increase student motivation and appreciation for the value of continual learning through both schooling and experiences beyond the classroom; To provide the community an opportunity to become involved with the education system through direct and positive participation in the schools.

Anyone wishing to be a school volunteer may complete the form in PowerSchool and we will contact you as needed.

### **WEAPONS ON SCHOOL PROPERTY (BPS Policy JICI)\***

Weapons are not permitted in school buildings, on school property, in school vehicles or at school sponsored activities. This policy applies to students and members of the public alike. Student violations of this policy will result in both school disciplinary action and notification of local law enforcement authorities. Members of the public who violate this policy may be reported to local law enforcement authorities, if possession of the weapon is used in a threatening, harassing or intimidating manner.

**Guns & Firearms – Students:** Any student who brings or possesses is determined to have brought a firearm (as defined by 18 U.S.C.§921) to school will be expelled for not less than one year (365 days). This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law.

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

Weapons under control of law enforcement personnel are permitted.

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

**Other Weapons:** For the purposes of this policy “weapon” includes but is not limited to; firearms (rifles, pistols, revolvers, pellet guns, BB guns, etc. ), knives, sling shots, metallic knuckles, firecrackers, billies, knives, explosives, incendiaries, electric defense weapons (as defined in RSA 159:20), aerosol self-defense spray weapons (as defined in RSA 159-20), and martial arts weapons or self-defense weapons (as defined in RSA 159:24).

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

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

### **WELLNESS POLICY (BPS Policy ILCF)\***

The Berlin School Board recognizes the importance of proper nutrition and developmentally appropriate physical activity as ways of promoting healthy lifestyles, minimizing childhood obesity, and preventing other diet related chronic diseases. The Board also recognizes and is committed to supporting the Berlin School system in its efforts to serve as a resource and model for wellness for students, staff and the community. It is therefore a goal of the Board that the learning environment be aligned to positively influence a student’s understanding, belief and habits as they relate to good nutrition and physical activity.

A healthy school environment goes beyond school meals in the cafeteria. The district further recognizes that oral health and mental health are a part of overall wellness. A healthy lifestyle and



maintaining a healthy weight requires a combination of healthy food choices and appropriate amount of physical activity. All foods made available on school campuses should offer children nutritious choices, and physical activity should be incorporated into the school day as often as possible. The healthy, physically active child is more likely to be academically successful.

#### K-12 Goals:

1. The district shall teach, support and encourage healthy eating habits for students.
2. The district shall teach, support and encourage appropriate daily physical activity.
3. The district shall educate students, staff, and community members to the important benefits of a healthy lifestyle.
4. The district shall integrate the nutrition guidelines outlined in this policy.
5. The district will promote good oral health.
6. The district will promote resources to help support mental health.

#### NUTRITION

The Berlin district's nutritional standards are based upon standards established by the USDA guidelines. These nutrition guidelines, apply to all foods available to students on school grounds during the school day, including but not limited to, the school breakfast and lunch program, snacks during and after school programs, foods and beverages sold in vending machines/ school stores and as part of classroom lessons/activities, parties, celebrations or fundraising efforts.

#### EDUCATION

The district shall follow the Health Curriculum Guidelines set forth by the NH Department of Education. This curriculum will provide the student with the knowledge and skills needed to engage in sound nutritional behavior. This includes students of all abilities. Nutrition education will be made available to parents/ guardians and the community.

#### STAFF QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT

All school nutrition program directors, managers, and staff will meet or exceed hiring and annual continuing education/ training requirements in the USDA Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

#### PROMOTION OF HEALTHY NUTRITION

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages through schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students is most effective when implemented consistently through a comprehensive and multi-channel approaches by school staff, teachers, parents, students, and the community.

The district will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. The district will further ensure 100% of foods and beverages promoted to students meet the USDA Smart Snack in School nutrition standards. Additional promotion techniques are available at

<http://www.foodplanner.healthiergeneration.org>

## SCHOOL MEALS

School meals served in the Berlin district shall meet or exceed the nutrition requirements established by the USDA laws and regulations. Administration of the school meal program will be by a qualified school service staff. School lunches and breakfast programs will offer a variety of foods and healthy choices for students and staff. Nutritional information about school meals will be available for students and parents through menus, monthly newsletters and other appropriate school media. Eligibility for and distribution of free and reduced price meals will be provided with confidentiality in accordance with state and federal requirements. In order to meet the nutritional needs of children and enhance their ability to learn, all schools in the district provide a breakfast program in addition to their lunch programs. Elementary schools participate in the USDA Fruits and Veggies Snack Program.

## COMPETITIVE FOODS AND BEVERAGES

The district is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. The foods and beverages sold and served outside of the school meal programs (ie; “competitive” foods and beverages) will meet the USDA Smart Snacks in school nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information are available at:

<http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks> . The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at: [www.healthiergeneration.org/smartsnacks](http://www.healthiergeneration.org/smartsnacks) .

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the day will meet or exceed the USDA Smart Snack nutrition standards. These standards will apply in all locations and through all services where food and beverages are sold, which may include, but are not limited to, a la carte options in cafeterias, vending machines, school stores, and snack or food carts.

All food items available through schools and school functions should meet or exceed nutritional standards. Most foods sold individually outside the reimbursable school meal programs (including those sold through vending machines, school stores, concessions, fundraising, etc.) to students during the school day, will meet the nutrition and portion size standards as stated in the John C. Stalker Institute of Food and Nutrition known as the JSI A-List or Nutrition Calculator.

## FUNDRAISER ACTIVITIES

School sponsored activities should include healthy choices for foods and beverages sold.

## FOOD AND BEVERAGE MARKETING IN SCHOOL

The district is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The district strives to teach students how to make informed choices about nutrition, health, and physical activity. \*These efforts will be weakened if students are subjected to advertising on district property that contains messages inconsistent with the health information the district is imparting through nutrition education and health by permitting advertising and marketing for

only those foods and beverages that are permitted to be sold on school campus, consistent with the district.

**\*All efforts will be made to permit only those advertisements that impart consistent messages about nutrition education and health which is the district's mission.**

Schools will monitor use of foods or beverages as rewards for academic performance or good behavior and will not withhold food from breakfast or lunch as punishment.

Snacks served during the school day or in after-school programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage.

School Store items should be non-food items or food items that meet the guidelines of this policy. School store cannot sell food items to students when the school food services are open for sales and service.

Celebrations should limit any that involve food during the school day. Each party should include only food that meet the guidelines set in this policy.

Subject area lessons involving food preparation should follow nutritional guidelines as part of the instruction of the lesson. School staff involved in food related events are encouraged to communicate with school food services to assist with planning. Where possible staff will order food through food service managers.

Classroom activities shall limit the use of food items for instructional purposes unless it is essential to the curriculum area.

## PHYSICAL EDUCATION AND PHYSICAL OPPORTUNITIES

Berlin Public Schools will follow the New Hampshire K-12 Physical Education Curriculum Guidelines provided by the NH Alliance for Health, Physical Education, Recreation and Dance, and the NH Department of Education.

Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities such as watching television. Opportunities for physical activities will be incorporated into other subject lessons. Student involvement in other activities involving physical activity (e.g. interscholastic or intramural sports) will not be substituted for meeting physical education requirements. The district will encourage students K-12 to participate in supervised physical activities, either organized or unstructured, that are intended to maintain physical fitness and to foster understanding of the short-term and long-term benefits of a physically active and healthy lifestyle.

Students will spend at least 50% of physical education class time participating in moderate to vigorous physical activity.

School staff will not withhold participation of physical education class as a punishment.

## IMPLEMENTATION AND EVALUATION

Each building principal is charged with the operational responsibility for ensuring that their school follows the guidelines set forth in this policy and implements strategies for achieving the targets set forth by the superintendent. The Wellness Committee will periodically assess the nutrition and physical activity environment throughout the district and provide input to each building principal and superintendent regarding progress on the current targets, recommend any new targets and identify strategies in support of the goals stated in this policy. The superintendent and building principals will decide upon the targets and strategies in support of the goals stated in this policy. Periodic progress reports will be provided to the school board.

## COMMUNITY INVOLVEMENT

The board will establish a Wellness Committee that will periodically assess the nutrition and physical activity environment throughout the district. This group will assess progress on the current goal targets, recommend any new goals targets and identify strategies for achieving them. The committee will be established on a voluntary basis with representation from all building levels. The committee will consist of a group representing parents, students, the school's food service program, the school administrators, regular and wellness related faculty and staff, as well as members of the public with wellness related expertise. The purpose of this advisory committee is to provide content area expertise and community input. Content and implementation of the Local Wellness Policy will be available to the public.

## ANNUAL NOTIFICATION OF POLICY

The district actively informs families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The district will make this information available via the district website ([www.sau3.org/staff/wellness](http://www.sau3.org/staff/wellness) or [www.sau3.org/parents/wellness](http://www.sau3.org/parents/wellness) ) and/or district-wide communications. The district will provide as much information as possible about the school nutrition environment.

## POLICY UPDATE, REVISION, AND PROGRESS ASSIGNMENTS

At least once every three years, the district will evaluate compliance with the wellness policy to assess the implementation of the policy include:

- The extent to which the schools under the jurisdiction of the district are in compliance with the wellness policy.
- The extent to which the district wellness policy compares to the Alliance for a Healthier Generations model wellness policy; and
- A description of the progress made in attaining the goals of the district wellness policy.

The district will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or school district priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges, and new Federal or State guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years following triennial assessment.