

BOW ELEMENTARY SCHOOL



STUDENT HANDBOOK

2011 - 2012

22 Bow Center Road

Bow, NH 03304

(603) 225-3049

<http://www.bownet.org/bes>

This handbook belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

BOW ELEMENTARY SCHOOL

Dr. Deborah L. Winings, Principal
dwinings@bownet.org

Jane Morrill-Winter, Assistant Principal
jmorrill-winter@bownet.org

August 31, 2011

Dear Families,

It is with excitement that we welcome you to the 2011-2012 school year at Bow Elementary School! At the start of each new school year we reaffirm our commitment to providing differentiated learning experiences to all students to support their continuous progress meeting the goals of the curriculum. We deeply appreciate our partnerships with you as we work together to support your child's learning.

This handbook includes the BES procedures and expectations for students and families. Each year we include additions and revisions so please review this handbook carefully and share its contents with your child. Changes or revisions in this handbook include a clarification of bus complaint procedures, a process for acquiring information about purchases made from your child's school lunch account, a review of the Bow School District's bullying policy and guidelines for personal items used in student projects. In addition, we remind parents that students are not allowed to wear heeled shoes or flip flops at school due to safety reasons and that electronic games, music players, cell phones and other electronic devices are NOT allowed at school. Students and parents/guardians are responsible for the procedures included in this handbook and for complying with the expectations outlined. Thank you for your cooperation.

Once again our summer months have been very productive and busy. Summer accomplishments include work on the Common Core Mathematics standards, multiple professional learning opportunities in mathematics, the completion of curriculum work in reading, and additional work with our science curriculum. As you can see, the dedication of our staff to strengthening our instruction and our programs continues during July and August!

On behalf of the entire BES staff, we welcome you to the 2011-2012 school year. We look forward to our work with students and with families.

Dr. Deb Winings, Principal

Jane Morrill-Winter, Assistant Principal

22 Bow Center Road • Bow, New Hampshire 03304 • Tel. (603) 225-3049/Fax (603) 228-2205
www.bownet.org/bes

Office of the Superintendent
Bow School District, SAU #67
32 White Rock Hill Road
Bow, NH 03304-4219

Dr. Dean S. T. Cascadden
Superintendent of Schools
dcascadden@bownet.org

Duane Ford
Business Administrator
dford@bownet.org

Phone: 603-224-4728

Website: www.bownet.org

Fax: 603-224-4111

Dear Parents and Guardians:

2011 - 2012

Bow School District has been very diligent in updating our procedures and preparations for possible emergency, disaster or crisis situations. Should we have an incident during school hours, students will be cared for at their school. Each school and the district as a whole have developed detailed emergency response plans, which have been formulated to respond to possible adverse issues and events.

In an emergency situation, your cooperation will be very important.

1. Do not telephone the school. We know that this is a very difficult request, but telephone lines may be needed for emergency communication. If you have cell phone contact with your child, impress upon your child the need for them to follow the directions of any school personnel.
2. Do not come to the school unless directed to do so. Again this is a difficult request, but heavy traffic could impact the effectiveness of the emergency responders.
3. Use the radio or television for emergency news and directions. Radio stations WZID 95.7, and TV station WMUR (Ch 9) are used for emergency announcements. If students are to be kept at school, radio/TV stations will be notified. The district will also use the Alertnow system for notification.
4. When students are released, we will follow a specific release protocol. If students are held at school during an incident, they will remain there until they can be picked up by an identified, responsible adult who has been noted as such on a School District Emergency form. Students will be released only to parents and persons identified on the School District Emergency form. During an extreme emergency, students will be released at designated reunion sites designated in the crisis response plans

Please discuss these matters with your family. Planning ahead will help alleviate chaos during emergencies.

Sincerely,

Dr. Dean S. T. Cascadden
Superintendent
Bow School District, SAU 67

Bow School District

*** FINAL ***

2011-2012 Student/Staff Calendar

*** FINAL ***

August/September						February					
<u>2011</u>	M	T	W	T	F	<u>2012</u>	M	T	W	T	F
	W	W	31	1	2				1	2	3
	X	6	7	8	9		6	7	8	9	10
	12	13	14	15	16		13	14	15	16	17
22	19	20	21	22	23	18	W/ER	21	22	23	24
Days	26	27	28	29	30	Days	X	X	X		
October						March					
	M	T	W	T	F		M	T	W	T	F
	3	4	5	6	NEA Day					X	X
19	X	11	12	13	14	20	5	6	7	8	9
Days	17	W/ER	19	20	21	Days	12	13	14	15	16
	24	25	26	27	28		19	20	21	22	23
	31						26	27	28	29	30
November						April					
	M	T	W	T	F		M	T	W	T	F
		1	2	3	4		2	3	4	5	6
17	7	8	P/T C (ER)	P/T C	X	16	9	10	W/ER	12	13
Days	14	15	16	17	18	Days	16	17	18	19	20
	21	22	1/2W	X	X		X	X	X	X	X
	28	29	30				30				
December						May					
	M	T	W	T	F		M	T	W	T	F
				1	2						
16	5	6	W/ER	8	9	22	7	8	9	10	11
Days	12	13	14	15	16	Days	14	15	16	17	18
	19	20	21	22	X		21	22	23	24	25
	X	X	X	X	X		X	29	30	31	
<u>2012</u>	January					June					
	M	T	W	T	F		M	T	W	T	F
	X	3	4	5	6						1
20	9	10	11	W/ER	13	10	4	5	6	7	8
Days	X	17	18	19	20	Days	11	12	13	14	W
	23	24	25	26	27		18	19	20	21	22
	30	31					25	26	27	28	29

94 Days

86 Days

- Aug 29-30..... Teacher Workshops (NO SCHOOL)
- Aug. 31.....1st Day for Students
- Sept. 5 Labor Day (NO SCHOOL)
- Oct. 7 NEA Day (NO SCHOOL)
- Oct. 10 Columbus Day (NO SCHOOL – YEAR-ROUND STAFF WORKS)
- Oct. 18 Teacher Workshops - 2 Hr. Early Release of Students
- Nov. 9 Parent / Teacher Conf. - 2 Hr. Early Release of Students
- Nov. 10 Parent / Teacher Conf. (NO SCHOOL)
- Nov. 11 Veterans' Day (NO SCHOOL)
- Nov. 23 ½ Teacher Workshop Day (NO SCHOOL)
- Nov 23-25 Thanksgiving Recess (NO SCHOOL)
- Dec. 7 Teacher Workshops-2-Hr. Early Release Students
- Dec. 23-Jan 1..... Holiday Recess (NO SCHOOL)
- Dec. 26 Holiday for Year-Round Staff (SCHOOLS & OFFICES CLOSED) (NO SCHOOL)

- Jan. 2 Holiday for Year-Round Staff (SCHOOLS & OFFICES CLOSED) (NO SCHOOL)
- Jan. 12 Teacher Workshops – 2-Hr. Early Release Students
- Jan. 16 Martin Luther King / Civil Rights Day (NO SCHOOL)
- Feb. 20..... Presidents' Day (SCHOOL IS IN SESSION – 2-Hr. Early Release for Students – FLOATING HOLIDAY FOR YEAR-ROUND STAFF)
- Feb 27-Mar 2 Winter Break (NO SCHOOL)
- April 11 Teacher Workshops – 2-Hr. Early Release Students
- April 23-27 Spring Break (NO SCHOOL)
- May 21..... Kindergarten Screening Day – NO SCHOOL PRE-K & K
- May 28 Memorial Day (NO SCHOOL)
- June 9 Graduation at Bow High School
- June 14 Last Scheduled Day of School for Students
- June 15 Teacher Workshop Day (NO SCHOOL)

NOTE: 180 days are required for instructional purposes. If no snow / emergency days are needed, the 180th day for students will be June 14, 2012. **Snow / emergency days will be scheduled after June 14, 2012.**

Rev. 3-16-11

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APPENDICES

	Bow Elementary School Student Acceptable Use Agreement
AC	Nondiscrimination
ADC	Tobacco Products Ban
EEBB-A	Non Employee Use of Private Vehicles for Travel to School-Sponsored Events
EGAA	Personal Laptop Usage Policy
IJNDB-R	Internet Acceptable Use Policy
JBAA	Prohibiting Sexual Harassment and Violence – Students
JFABD	Admission of Homeless Students
JICBB	Bullying Policy Pupil Safety and Violence Prevention Policy
JICD	Student Conduct, Discipline and Due Process
JICI	Safe School Zone Policy
JLCF	Wellness
FERPA	Family Education Rights and Privacy Act Acknowledgement Form
IJOC	School Volunteers

Bow School District Philosophy

The Bow School District is committed to providing an academically challenging education. A fundamental core of written and oral communication, reading and mathematics forms the basis upon which all other disciplines are taught. We strive to challenge students to attain their full potential across the curriculum.

Academic learning requires a supportive environment. We seek to create an atmosphere that encourages the students' physical, emotional and social development. These aspects of human life complement intellectual growth.

We believe that our community is best served when our students possess the competencies they need to lead satisfying lives as lifelong learners and productive citizens. It is the goal of the Bow School District to prepare our students for high levels of achievement in a diverse, technological and rapidly changing world.

4/5/95 revised-4/13/95 adopted

Exit Outcomes for Graduates

Through knowledge of the theories and applications of the core curriculum, a Bow graduate will be:

1. An effective critical and creative thinker who acquires, analyzes and applies information to solve problems.
2. A self-directed learner who takes initiative, formulates plans and uses resources to make informed decisions.
3. An effective communicator who observes, listens and reads to derive meaning, and who speaks, writes and represents ideas to convey meaning.
4. A creative producer who uses a variety of methods and materials to express concepts, ideas and emotions.

5. A long range planner who applies life experiences and skills in setting and prioritizing tasks to achieve goals.
6. An effective collaborator who works cooperatively with others to achieve goals.
7. An informed citizen who can use the principles of democracy responsibly.

Bow Elementary School Mission Statement

The mission of Bow Elementary School is to provide a challenging academic setting for all students. The foundation for our success will be that each child feels a sense of community, empowerment, freedom and fun.

Believe in yourself

Enjoy learning

Strive for success

GENERAL INFORMATION

ACCESS TO STUDENT RECORDS

In 1974, the Federal Government passed the Family Educational Rights and Privacy Act (FERPA). The intention of this law is to protect the accuracy and privacy of student educational records. Without prior written permission only parents, legal guardians and authorized school staff, who have a legitimate educational purpose, have access to the educational records of public school students. Under this law and School Board Policy, parents and legal guardians are entitled to the following rights:

- ◆ The right to inspect and review their children's educational records.
- ◆ The right to seek to correct parts of this record if they believe them to be inaccurate or misleading.
- ◆ The right to limit disclosure of information contained in the records.
- ◆ The right to file a complaint if there is a violation of this law.

Also, as permitted under the Family Education Rights and Privacy Act the following information has been designated by the Bow School Board as "directory information".

The Bow School District designates the following items as directory information:

- ◆ student's name, address;
- ◆ major field of study;
- ◆ participation in activities and sports;
- ◆ if participating in athletics, height and weight, when appropriate;
- ◆ degrees and awards received;
- ◆ dates of attendance;
- ◆ most recent previous school attended; and
- ◆ photograph

Information released to promote officially recognized activities and sports, including but not limited to athletic events, competitions, honors, and awards, may be available on the World Wide Web

through the Bow School District web site www.bownet.org. Information released in one venue, such as to the Bow Times, may also be released by the news media in other venues (to other newspapers via the Associated Press, to radio or television stations, to the World Wide Web, etc.).

The District may disclose any of the above Directory Information without prior written consent unless the building principal is notified in writing prior to September 30th by a parent/guardian or student over the age of 18.

If there are any questions regarding these rights or this policy, please contact the Superintendent of Schools at 224-4728.

*The rights and protections given parents under FERPA and this policy transfer to the student when he/she reaches the age of 18 or enrolls in an institution of post-secondary education.

ADMISSIONS POLICY: BOW SCHOOL BOARD

Kindergarten students must be five years of age on or before September 30th in the year of enrollment. First grade children must be six years of age on or before September 30th of the year they are to enter school.

ATTENDANCE POLICY: ABSENCE & TARDINESS

Please notify the main office (225-3049) before 8:00 AM if your child is going to be absent or tardy. For your convenience, you may also leave a voice message during non-school hours using extension 781.

Please state your child's name, his/her teacher's name and reason for absence. In the event that the office has not been notified of a child's absence, an office assistant will call home or work to verify an absence with parents/guardians. These efforts help to secure the whereabouts of all children.

Please notify the appropriate teacher(s) to discuss assignments that will be missed during excused absences. (See Compulsory Attendance below.) Teachers are **not** required to assign specific work during an unexcused absence.

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

New Hampshire state law requires that students ages six to eighteen must attend the public school to which the student is assigned in the student's resident district. Each student must attend full time when his/her assigned school is in session.

Parents are reminded that children are to be in regular attendance at school. Excused absences from school are permitted for illness, bereavement or family emergencies. In addition, some absences or dismissals may be excused on a case-by-case basis. Unexcused absences and dismissals include family vacations and activities that can be scheduled during non-school time. The principal determines whether an absence is excused or unexcused.

Parents are asked to contact the principal at Bow Elementary School to discuss the procedures regarding unexcused absences if planning a family vacation or other activity that will result in their child's absence from school for reasons other than those stated above.

The administration of the Bow School District does not approve or condone unexcused absences and/or early dismissals from school. Sound educational policy and state law requires that students be in attendance at school unless circumstances are unavoidable or of an emergency nature.

BEHAVIORAL EXPECTATIONS

The Safe School Zone and the Bow School District Safe School Zone Policy

In accordance with RSA 193-D-E, the administration may recommend to the Bow School Board the expulsion (dismissal) from school of a student for:

1. Gross misconduct

2. Neglect or refusal to conform to reasonable rules and regulations of the school
3. An act of theft, destruction or violence

In accordance with RSA 193-D-2, The Safe School Zone Act, any student who is in “unlawful possession” of a firearm or other dangerous weapon shall be expelled from the Bow School District for a period of not less than twelve months subject to provisions in the Bow School District Safe School Zone Policy. (A copy of this policy is included in the Appendices.)

BES BEHAVIORAL EXPECTATIONS

It is our responsibility to maintain a safe and respectful learning community in which all students can thrive academically, socially and physically. Our goal is to support the development of students’ independence and self-discipline when making choices about one’s behavior. We strive to be consistent, firm and fair and to extend dignity and respect to students at all times. We appreciate the support of parents as we work with our students to develop and maintain appropriate behavior.

The following expectations apply to all students in every BES environment – classrooms, hallways, playground, buses and bus stops:

- Demonstrate respect for others, adults and students, in your words and your actions.
- Demonstrate respect for your classroom, our school and the things used to learn each day.
- Take responsibility for your work, your learning and your behavior.
- Be honest at all times in your interactions with others.
- Move safely and slowly in the building.
- Use your hands and feet to help, not hurt.
- Be polite, kind and helpful.

Some specific rules are included below:

1. Students have a responsibility to support learning. Students may not interrupt the learning of others or the integrity of the classroom instruction.
2. Students must have the permission of their teacher, an administrator or the supervising support staff member to leave the classroom, the playground or the cafeteria.
3. **The following items should remain at home and are not allowed in school: bug repellent, sunscreen, any aerosol container, electronic toys, personal electronic equipment, cell phones, weapon toys or other items associated with violent play, any other items deemed unsafe and/or distracting or disruptive to the learning process.**
4. Students are responsible for the damage or loss of school books, equipment and materials. Parents will be billed by the office for replacement costs.
5. Students will eat in their classrooms or the cafeteria only. Eating is not allowed in the hallways, the gymnasium or the playground. Approved exceptions to this include end-of-year picnics or other special outdoor events.

Students who violate the BES expectations and rules will be subject to appropriate consequences as determined by the teacher and/or the principal or assistant principal. Consequences may include, but are not limited to, verbal warnings, letters home, loss of privileges or suspension. When appropriate, parents will be contacted to support school personnel in efforts to address and correct inappropriate behavior.

BULLYING GUIDELINES

The Bow School District is committed to providing all students with a safe and supportive environment where all members of the school community are treated with respect. Conduct constituting bullying will not be tolerated and is prohibited by this policy in accordance with RSA 193-F. Bullying (which may include cyberbullying) “is a single significant incident or a pattern of incidents involving written, verbal or

electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

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

Reports of suspected bullying behavior may be made by students, parents, employees and others to the administration for investigation and appropriate response. A pupil who has engaged in bullying conduct prohibited by this policy and other administrative regulations shall be subject to appropriate disciplinary action, which may include but not be limited to suspension and expulsion. Any such disciplinary action shall be in accordance with applicable school board policy and legal requirements. (See policy Appendix JICBB.)

BUS TRANSPORTATION

Students are to ride only the bus to which they are assigned to and from school. **To clarify your child's correct bus number and pick up/drop off schedule, please refer to the Bow School District website (<http://www.bownet.org>).** Students may not change buses except in an emergency, for childcare purposes or with prior permission from the school administration. A bus note is required for a student to ride a bus to which s(he) is not assigned (e.g. for social events or play dates, etc.). Bus notes must include the student's full name, teacher's name and bus number the student is requesting to ride and the destination name and address. These notes must be legible and have a parent's full signature. If, at any time, the number of students on a bus exceeds the allowable capacity, the administration may limit access to only those students regularly assigned to ride that bus.

Please note: **For safety reasons, all buses will have audio/video recording devices beginning in the 2011-2012 school year.**

BUS SAFETY RULES

The following is a list of behavior rules for all students riding the bus. It is expected that students will obey these rules at all times during bus transportation. (Not all rules can be listed. If an action or behavior occurs that is not stated, the consequences would fall within the disciplinary guidelines).

- Students will respect the rights and safety of others.
- Students should arrive at the bus stop at least 5 minutes before the bus arrives.
- Students should wait in a safe place, clear of traffic and away from where the bus stops.
- Students should wait in an appropriate manner and avoid horseplay.
- Students should cross the road or street in front of the bus only after the bus has come to a complete stop and upon direction of the driver (10 foot minimum crossing distance).
- Students should go directly to an available or assigned seat when entering the bus.
- Students should remain seated and keep aisles and exits clear.
- Students should obey the driver promptly and respectfully.
- Students should refrain from throwing objects on, from or into buses.
- Students are permitted to carry only objects that can be held on his/her lap.
- Students should refrain from the use of profane language on the bus.
- Use of tobacco, alcohol, drugs or any controlled substance is prohibited.
- Students should refrain from eating and drinking on the bus.

- Students will not carry hazardous materials, nuisance items or animals onto the bus.
- Students will refrain from leaving or boarding the bus at locations other than the assigned stops at home or school.
- Students should not extend head, arms, legs or objects out of the bus.

Students transported by school bus will be under the authority of the bus driver. Disorderly conduct or significant lack of cooperation with the bus driver will be reported to the administration and appropriate follow-up will occur.

First Offense: This warning must be signed by the parent/guardian and returned to the principal's office. Failure to return the warning may result in the student being denied transportation.

Second Offense: The child may be suspended from riding the bus for a period of up to one week. The parent/guardian must be in contact with the principal or designated representative prior to the child riding the bus again. The terms of the suspension will be determined by the principal or designated representative. The parent/guardian will be responsible for the pupil's transportation to and from school for the period of the suspension.

Third Offense: The child is suspended from riding the bus for a period of up to two weeks. The parent/guardian must be in contact with the principal or designated representative prior to the child riding the bus again. The parent/guardian will be responsible for the pupil's transportation to and from school for the period of the suspension.

Fourth Offense: The child may be suspended from riding the bus for the remainder of the school year. The parent/guardian and the child must meet with the principal or designated representative prior to this suspension from the bus. The terms of the suspension will be determined by the principal or designated representative. The parent/guardian will be responsible for the pupil's transportation to and from school for the period of the suspension.

BUS COMPLAINT PROCEDURES

Concerns/complaints about student behavior on buses should be addressed to the building administrators at 225-3049.

All other concerns/complaints should be addressed to Roberta Lavallo, Transportation Coordinator at 228-2215. The Transportation Coordinator is a regular bus route driver which may necessitate leaving a message. She can also be contacted by email at rlavallo@bownet.org.

Duane Ford is the supervisor of the Bow School District Transportation Department and can be reached at 224-2478 or by email at dford@bownet.org.

COMMUNICATION

It is important that any school questions/concerns be addressed with the appropriate professional.

Classroom and student specific concerns should first be discussed with the teacher, then, if needed, the principal or assistant principal. Broader, more school-wide questions or concerns should be addressed directly with the principal or assistant principal. If questions/concerns persist, parents may contact the Superintendent of Schools (224-4728). Special Education issues should be directed to the Director of Special Education (228-2210 ext. 310). The Bow School Board is the final step in this process.

CONFERENCES

In addition to scheduled conference days, conferences may be scheduled with the classroom teacher and/or other members of a student's team, as needed. To schedule a conference, please contact the appropriate professional staff member in advance to set up an appointment.

DRESS

In an effort to promote safety and a respectful learning environment, appropriate dress is required for all students. We recommend sneakers and shorts/pants for physical education class and outdoor play. **Flip flops and 'heelies'** (sneakers/shoes with wheels) **are NOT allowed at school at any time.**

ELECTRONIC DEVICES

Electronic games, music players, cell phones and other electronic devices are NOT allowed at school.

Exceptions may be granted with permission if a device is needed to support a student's success in the classroom or on the bus.

EMERGENCY CLOSINGS

SCHOOL CANCELLATION & DELAYED OPENING

Decisions to cancel school and/or delay the opening of school are made by the superintendent in response to safety concerns related to weather or other conditions. If conditions are unsafe early in the morning, but are anticipated to improve soon, a two-hour delay will be announced. In this situation buses will pick students up two hours later than usual, however, morning kindergarten and preschool classes will be canceled. For unsafe situations that are anticipated to extend beyond early morning, school will be cancelled for a full day.

In the event of a delayed opening or school cancellation, the district will use Alert Now, the district's emergency notification system. If the superintendent believes that a school delay or closure is generally anticipated due to the weather forecast, then only an email will be sent. If the closure or delay is unexpected, then both a phone call and an e-mail will be sent.

In addition, notices of a school cancellation and/or delayed opening will be posted on the BES web site (<http://www.bownet.org/bes>) and announced over **radio station WZID 95.7 and TV station WMUR (Channel 9)**. Parents may call 225-3049 ext. "3" for information regarding school closings or delayed openings after 6:30AM. This information is updated daily for your convenience.

EMERGENCY EARLY DISMISSAL PROCEDURE

In the event of inclement weather or an emergency situation that requires us to close school early, the following procedure will be followed:

1. Every effort will be made to contact the parent(s), guardian(s) or emergency contact person.
2. Students will be dismissed according to their typical procedure unless directed otherwise by a parent, guardian or emergency contact person.
3. The radio and TV stations listed above will be notified as soon as possible. Please do not call the school office. Phone lines must be available for emergency purposes and for calling parents who need to be notified.
4. Middle and high school students (Grades 5-12) will be dismissed first to allow for an older brother or sister to arrive home before a younger sibling arrives home. Elementary students (Grades K-4) will be dismissed upon return of the middle school buses.
5. In the event of an early dismissal the afternoon kindergarten class will be canceled.

EMERGENCY CONTACTS and FORMS

Emergency forms will be distributed the first week of school. Please be sure to fill them out immediately and return them to school with your child. All students should have a contact person listed other than a

parent to ensure that emergency notification is available at ALL TIMES! It is essential that we have these on file as soon as possible. Students will not be released to anyone who is not listed on a student's emergency form without a written note from the parent/guardian. Be sure to notify the school secretary if, at any time, there are changes in work, home and emergency telephone numbers or addresses, etc. The Bow School District implements an automated emergency contact system, Alert Now. The Alert Now system will be used to contact parents/guardians in the event of a school emergency. Again, please confirm that your contact information is accurate and up-to-date at all times.

GUARDIANSHIP, CUSTODY and OTHER LEGAL DOCUMENTATION

To support the effective management of home-school communication and partnerships, copies of current legal documentation relevant to a student's school experience must be on file in the student's cumulative folder. In the event of a change in custody or guardianship please report this in writing to the office. If you have any requirements regarding this or other legal issues, please inform the school principal or assistant principal immediately.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAM

The Bow School District has a population of students for whom English is not their native language. Federal law requires that each school district provide appropriate instructional services to meet the needs of these students.

The goals of the ESOL program are to ensure:

1. Consistency of services throughout a student's school years;
2. Appropriate assessment of English language development for placement, promotion and exiting of students from ESOL services;
3. Emphasis on cognitive language skills necessary for learning with English speaking peers.

Students with a non-English or limited English proficiency are identified for ESOL services at registration time through the Home Language Survey that parents/guardians complete and by other referrals, such as a teacher questionnaire that is distributed to all teachers in the district. The purpose of ESOL services for limited English proficient students is to allow them to fully benefit from instructional programs and to enable students to attain grade level proficiency in academic English. Please see the ESOL teacher for further information.

FIELD TRIPS

Field trips that enrich the academic curriculum are scheduled throughout the year. All students must have written permission of the parent/guardian to participate in a field trip off school grounds. Bus transportation will be provided by the school district to and from a field trip location.

Parents who elect to transport their own child to or from a school sponsored event MUST have prior written authorization by the Superintendent and/or his or her designee. A form for the Use of Private Vehicle to Transport Students is available in the BES office. (The Bow School District Policy EEBB-A is included in the Appendix). Only the driver named on the form may drive the student to the event and no other students may be transported in the vehicle.

GUIDANCE

One of the primary functions of the school guidance counselor is to support the social, emotional and behavioral development of students and to foster positive learning experiences in school. The guidance counselor delivers a comprehensive guidance curriculum K – 4 aimed at building skills in responsibility, cooperation, problem-solving, positive interpersonal relationships and respectful participation. The guidance counselor may support and/or counsel individuals and may intervene with students experiencing

conflict and/or strong emotions. The guidance counselor helps to facilitate various student transitions and also works collaboratively with teachers, parents, administrators and local social agencies to support the success of students in the school setting.

HEALTH SERVICES

The school nurse at BES is critical to supporting and maintaining the health, well-being and success of all members of our community. The nurse works in partnership with students, families, faculty and staff to promote wellness, to address illness and to respond to emergencies. Information about an individual's health is a confidential record and is housed in the nurse's office.

When you call the school to indicate that your child will not attend school due to an illness, please indicate the nature of the illness. This information assists the school nurse in monitoring illness patterns in our school community.

COMMUNICABLE DISEASES

- **All communicable diseases must be reported to the school nurse.** This includes, but is not limited to; strep throat, influenza, chicken pox and impetigo. If a child is ill, please keep him/her home. The school day is long for youngsters who do not feel well.
- **If your child has a fever he/she needs to remain home for 24 hours after the fever has disappeared.** Please do not bring sick students into the school for school-sponsored events or after school activities to pick up siblings or to gather personal belongings or homework.
- **If your child visits the doctor for a throat culture, please remember that he/she must not return to school until the result is obtained. Once placed on an antibiotic, children must not return to school until they have taken the medication for 24 hours.**
- **Children experiencing vomiting and diarrhea will be dismissed from school.** If a child has been vomiting, they should not return to school until they can tolerate eating solid food.

INDIVIDUAL HEALTH RECORDS

New Hampshire state law requires that each child have a complete physical examination within a one-year period before entry to school. (Exceptions are allowed when a parent or guardian objects in writing on the grounds that such medical examination is contrary to his/her religious beliefs.) In addition, state law requires that every child must meet state requirements for immunizations, except in those cases where a physician determines such immunization will be detrimental to a student's health.

If, at any time, you have additional information concerning your child's health such as: additional immunizations, physical exams, hospitalizations, medications, communicable diseases, glasses prescribed, hearing tests, etc. that occur during the summer or school year, *please inform the school nurse in writing* so the information can be included in your child's individual health record.

MEDICATION POLICY

The New Hampshire Department of Education and the Bow School District require that the following procedure is followed for all students requiring medication during the school day: all medication, OTC (over the counter) and/or prescribed by a health care provider, must be kept in the Health Office in its original labeled container. For prescription medication, the school nurse must be provided a signed statement from the prescribing health care provider detailing the method of administration, dosage, time and number of days it is to be taken before the child may receive medication. Any medication sent to school in envelopes or baggies will not be given.

A written authorization (request) from the parent or guardian of the student indicating the need for a child to take any medication during the school day must also be received by the school nurse before any medication can be administered to a student. This includes any medications prescribed by a health care provider and all OTC (over-the-counter) medications. Medication will not be given without parental permission.

The school nurse must have a written report from the health care provider relative to the limitations required for **children who come to school with splinted, casted, wrapped or immobilized limbs**. At times recess and/or physical education must be limited or modified until the injury is resolved. When the child's limitation is resolved, a written follow up from the health care provider is required prior to resuming normal activities.

Children are not allowed to bring insect repellent or sunscreen to school. Parents are encouraged to apply these remedies at home before a child arrives at school. School personnel will not apply these remedies at school or on field trips.

HOMELESS POLICY

The Bow School district will give special attention to the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided with all district services for which they are eligible. The complete Bow School District policy on the definition of homeless students (as defined in the No Child Left Behind legislation) and the admission of homeless students to school is included in the Appendix section.

HOMEWORK GUIDELINES

The purpose of homework is to reinforce and/or extend learning that occurs in the classroom. Homework also helps students develop independent work skills, organizational strategies and personal responsibility for one's learning. Homework assignments may include, but are not limited to, working with new spelling words, completing map and geography work, solving math problems, writing reports and/or completing a project. Very often homework includes reading for a specified number of minutes per day. While homework is the responsibility of the student, we urge parents' involvement to help, encourage and participate when appropriate. Many teachers ask that parents sign their child's homework assignment sheet or agenda book showing that they have reviewed the homework with their child.

While grade level expectations for homework are very similar, each teacher develops the specific homework procedure for his/her own classroom. Teachers notify students and parents of this procedure during the month of September. Questions about the homework procedure or a specific homework assignment should be directed to your child's teacher.

Excused absences (illness, bereavement, family emergencies) - If your child is absent and you would like homework and/or missed work, please give notice to the teacher. You may request homework when you report your child's absence in the morning. We make every effort to organize homework or missed work for students in a timely manner.

Unexcused absences (vacations or for purposes other than those listed) – **Teachers are not required** to prepare and/or assign specific work during an unexcused absence.

Please note that principals make the decision about whether an absence is excused or unexcused.

INVITATIONS

Student invitations to private birthday, family, or other celebrations **may NOT be distributed at school**. Please manage the distribution of student invitations through the postal service or other delivery method outside of the school setting and the school day.

LITERACY DEVELOPMENT

The goal of the literacy program at Bow Elementary School is to facilitate the reading, writing, speaking, listening and viewing skills of all students. Reading specialists coordinate the literacy program in collaboration with the administration. In addition to working with students needing intervention, Reading Specialists assist teachers by providing resources, modeling instructional strategies, assessing and monitoring student progress and addressing ongoing professional learning needs.

LOST AND FOUND

Lost items of clothing, school bags, lunch boxes, etc. that are subsequently found will be placed in a cabinet near the nurse's office. Small items are turned in to the office. Please encourage your children to look for lost items/clothing. Generally we have many clothing and other items that are not claimed. At regular intervals throughout the year, these items will be donated to a charity or discarded.

LUNCH

Hot lunches, salad bar, milk and healthy snacks are sold on a daily basis in the cafeteria. *We will no longer be selling ice cream at school.* Menus are available on the Bow School District website <http://www.bownet.org/gravy/BES/Menu/menu.html>. Please be sure your child has either a lunch from home or lunch money before he/she leaves for school. In the event a child forgets his/her lunch, lunch will be provided which can be paid for the next day. If a parent/guardian delivers a forgotten lunch, please write the child's name and homeroom on the lunch and leave it in the front office.

COMPUTERIZED ACCOUNT SYSTEM

The Bow School Food Service Department has a computerized payment system. Listed below are the advantages of this program:

- After an initial deposit (\$35.00) it allows parents to prepay bi-weekly, monthly, etc.
- The student does not have to carry money with the possibility of losing it.
- The student does not have to purchase lunch every day, only when s/he chooses.
- Prepayment allows the line to move more quickly, thereby giving students more time to eat.

TO GET STARTED:

- Send in a check for \$35.00 with the student's name and teacher's name in the memo line.
- Checks should be made payable to Bow School Lunch Program.
- The cost of school lunch is \$2.00.
- Milk may be purchased for snack and/or separately at lunch for 50 cents.
- Healthy snacks are also available a la carte for 50 cents.
- The system may be used for all snack, milk and lunch purchases.

Parents may request a printed summary of their child's cafeteria charges by contacting Allison Niedbala, Food Service Director at aneidbala@bownet.org.

FREE AND REDUCED LUNCH

A letter concerning eligibility for free or reduced price lunch is sent home with the information in the "summer mailing". Forms are also available in the nurse's office. Applications are confidential and will be reviewed by the school nurse only. The school nurse will then contact the parents to inform them of their eligibility for the program.

CAFETERIA RULES

In an effort to help create a safe and enjoyable eating atmosphere, our cafeteria is monitored by our dedicated support staff. It is essential that all children are considerate and respectful to other students and to staff at all times during the lunch period. The following expectations are in place for all students:.

- ◆ Be respectful, safe and responsible at all times.
- ◆ Please listen and follow the directions of the adults in the kitchen and the cafeteria.
- ◆ Always keep your hands and feet to yourself.
- ◆ Please use appropriate manners while eating in the lunchroom.
- ◆ Raise your hand and ask permission before getting up or if you need help. (If feeling ill, go immediately to an adult.)

- ◆ Quiet talking is permitted between children sitting near each other.
- ◆ Please go through the lunch lines with hands free of clothing and other objects.
- ◆ Sit at assigned tables except on special earned privilege days.
- ◆ Exit the cafeteria when dismissed by lunch/recess duty supervisors and proceed in a safe and quiet manner out to recess or back to the classroom.

CONSEQUENCES

Students violating the rules as stated above will be subject to consequences that may include reminders, removal from the lunch table, loss of privileges, etc. If the inappropriate behavior continues, parents will be contacted by the teacher and/or an administrator.

PARENT TEACHER ORGANIZATION

Our community is fortunate to have a very active and supportive partnership with our Parent-Teacher Organization. The Bow PTO meets on the second Wednesday of the month at 7:00 PM in the library at Bow Elementary School. The PTO is made up of parents and teachers working together to support our educational programs and to provide enriching opportunities for children. The participation of both teachers and parents is encouraged. Please see their web page for further information at:

<http://www.bownet.org/PTO>

PARKING and TRAFFIC

We ask parents to please utilize the school transportation system to transport children to and from school to limit extra traffic during bus arrival and departure times. We carefully monitor drop-off and pick-up traffic flow in the parking lot but need the cooperation of everyone to maintain the safety of students and staff.

NO VEHICLES are allowed in the bus loop between 7:30 AM – 8:30 AM and 2:00 – 2:45 PM. We greatly appreciate your cooperation in this important safety effort.

We have several staff members on bus duty both in the morning and at afternoon dismissal time. There is also a staff member at the crosswalk between the school and the faculty parking lot. This staff member will help your child cross the bus loop safely. The parking lots closest to the school and at the end of the school near the track are reserved for staff members. All others should park in the side lot between the Elementary and Memorial Schools. To maintain safety and emergency vehicle access, parking is prohibited in the fire lanes at all times during the day.

PERSONAL PROPERTY

Throughout the school year students are asked to make use of materials/items from home to complete projects and/or use in other classroom activities or assignments. It is common practice for student work to

be displayed in classrooms and/or hallways to honor the student's efforts and to enrich the learning of others. We strongly advise students and parents to avoid using materials/items in these assignments that have substantial monetary and/or personal value to your family. While we are dedicated to teaching and managing safe and respectful handling of all school and personally-owned materials/items, we are unable to guarantee the safe return of materials/items to your home. For safety, valuable materials/items are best shared in the company of a parent at home.

PETS

Due to safety concerns and to students with animal allergies, we request that no animals be brought into any part of the building or onto school grounds during school hours.

REACH PROGRAM (*Recognize/Encourage/Achieve/Challenge/Honor*)

The Bow School District seeks to provide all students the opportunity for intellectual and creative growth. We recognize that strengths in one or more of the multiple intelligences are valuable natural resources that should be nurtured. Curriculum development supports intellectual leadership in students and may include curriculum compacting, enrichment programs and specialized learning experiences. Differentiated opportunities throughout the curriculum enable talented students to do in-depth work in the core curriculum of study and/or to accelerate within the core curriculum when appropriate.

The Bow School District does not have a formal process to identify students as gifted/ talented. A variety of services are provided by the REACH program to a wide range of learners. Enrichment lessons are taught in classrooms and in small groups. Some of the activities the REACH program sponsors are: the BES Challenge, Continental Math League (CML), Junior Great Books, Invention Convention, Literary Lunch, the student newspaper and the BES Mentor Program. After school enrichment activities may include Destination Imagination, math clubs, chess club and drama training. The REACH Program continually responds to individual student and staff needs and addresses professional learning opportunities as appropriate.

RECESS

At Bow Elementary School, we are committed to providing opportunities for outdoor play and physical activity every day, weather permitting. Recess and physical activity are important components of our health and wellness program and every class has a scheduled recess time(s) each day. Please be aware that a **written note with an explanation from a physician is required for a student to remain indoors during recess for medical and/or physical reasons.**

The following guidelines will be used in determining if recess will be held outside:

- Students may go outside if there is an intermittent drizzle or snow flurries, but will stay inside if precipitation is steady and/or heavy.
- Students will have indoor recess if the temperature is below 15° or if the wind chill factor is below 10°.

When the temperature and wind chill fall below the ranges listed above, the staff will use their judgment in determining if students can safely take a 5-10 minute outside fresh air break at lunchtime.

Please dress children appropriately for the varying seasonal weather. Boots and snow pants are required for students to play in the snow.

Due to the playground's consistent use during the school day, only Bow Elementary School students may use the playground during school hours. Students are not allowed on any of the playground areas without school supervisors from 7:00am – 3:00 pm on school days.

PLAYGROUND RULES for STUDENTS

- Be safe at all times. Use safe words and keep your body safe.
- Respect all adults, other students and oneself.
- Follow the directions of adults the first time asked.
- Cooperate with both students and adults.
- Take turns on the equipment.
- Be a good sport in every game.
- Take good care of playground equipment and balls.
- Slide down the slide one at a time (no climbing up slides). Swing sitting down, facing front. Swing straight ahead (no twisting). Use your own legs to pump (no pushing others in the swings and no jumping out).
- Play tag and running games on the grass area only. Football is two-hand touch only.
 - Play within the boundaries of the playground. Never leave the playground *for any reason* without the permission of a duty supervisor.
 - Re-enter the building quietly. Move slowly and safely in the hallways.

CONSEQUENCES

Inappropriate playground behavior will be addressed in positive and appropriate ways and will be reported to classroom teachers. Each teacher or grade level team will determine consequences for specific behaviors. Students will be referred to the administration for more serious and/or chronic violations.

RELEASE OF INFORMATION/PHOTOGRAPHS to District and Local Media

Students in the Bow School District are occasionally featured in newspaper articles and/or photographs, on the Bow School District website or shown on tape for purposes of television, videotape or photographic presentations. At the time of initial registration to our school, parents will be asked to ‘opt out’ with a written signature if they DO NOT give permission for their child to be photographed and/or videotaped at school/school events. Parents must notify the school office and their child’s teacher if, at any time, there is a change in the decision regarding photographing/videotaping their child.

The release of educational records/information is addressed in the section “Access to Student Records” on page 7.

REPORT CARDS

Standards-based report cards are issued three times a year on a trimester schedule in grades K - 4. Each trimester will be sixty school days. Report cards are sent home on Thursdays following the close of each trimester. After reviewing your child's report card, please sign the envelope and return it to your child’s classroom teacher. Students are discouraged from sharing their report cards with friends on the bus.

Preschool progress reports are issued twice a year.

SAFETY DRILLS

Fire drills are conducted throughout the year. Students are expected to calmly exit the building in quiet single lines with their teachers. All visitors must exit the building through the nearest door. To ensure the safety of all, personnel are instructed to initiate a fire alarm if there is the least suspicion of fire or smoke.

Lock-Down and **Shelter in Place** drills are opportunities for students to learn safety procedures in the event of a danger inside or outside the building.

Please familiarize yourself with the Emergency Evacuation Plan that was developed in conjunction with the Bow Police and Fire Departments that outlines procedures for school evacuation and parent pick-up. Emergency information is also posted on the BES web site.

SCHOOL HOURS

School begins each day at 7:55 AM and students are dismissed at 2:15 PM each afternoon. Please make every attempt to honor these times when dropping off and picking up students.

Kindergarten sessions are as follows: Morning Session: 7:55 - 10:30; Afternoon Session: 11:40 - 2:15. The BES office is open from 7:30 AM. to 4:00 PM during the school year.

STUDENT ARRIVAL

Students who are transported to school by their parents/guardians should arrive *no earlier than 7:40 AM* when staff supervision begins. Upon arrival, youngsters are to enter the school and wait in the lobby until entering classrooms at 7:45 AM.

In order to provide a safe drop-off area for all students in the morning, parents should discharge their children at the crossing area in the staff parking lot. Please take care to watch for students crossing in front of your car when leaving. Staff will be present to escort children across the bus loop. **NO VEHICLES should enter the bus loop between 7:30 and 8:30 AM and vehicles are not permitted to pass buses in the loop at any time of day.** Please DO NOT park in the bus loop between 7:30 AM and 2:30 PM.

STUDENT DISMISSAL

The official ending of the school day is 2:15 PM. All students attending Bow Youth Center for after school childcare will be dismissed first. Students will gather in the cafeteria and/or the multipurpose room prior to walking to Bow Youth with BYC staff. Following BYC dismissal, students riding school buses are dismissed in two groups (Trip 1 and Trip 2) according to their bus number. Students being picked up by parents or attending after-school programs will be dismissed last for safety reasons.

When picking up students, please use the visitor parking lot in the area between the elementary school and the middle school. Upon entering the building to pick up your child, please sign your child out in the dismissal book near the main entrance. Please wait for your child in the hallway near the office. Students who need to be dismissed early must be picked up before 2:00. No students will be dismissed between 2:00 and 2:15. These procedures will help us provide for the safety of all children. Please note: **NO VEHICLES should enter the bus loop between 1:45 and 2:30 PM.**

If your child must follow a different procedure than usual, please send a note to school with your child. The note should include: student and teacher names, plan for dismissal and name/address of destination, if appropriate. These notes will be recorded in the office and returned to your child at the end of the day. If written notification is not provided, students will be required to follow their typical routine. Teachers and staff assist students to follow their dismissal plans correctly. **This procedure will help facilitate a smooth transition at dismissal time.**

If you have not already done so, please develop a plan with your child (such as going to a neighbor's home, or using a hidden key to unlock the house) in the event that s/he arrives home prior to your arrival. During emergency evacuations, parents attempting to drop off or pick up their students will be stopped at the entrance to the elementary parking lot. Please keep your children in the car and out of the way of emergency vehicles while the evacuation takes place.

SPECIAL EDUCATION

The goal of the Special Education Department is to address the individual needs of students who are identified with educational disabilities and students who are at-risk. Regular education teachers, special education teachers and other specialists work together in collaborative teams to support the success of every student. When children experience success, that success is internalized and becomes the intrinsic motivation for continued learning.

At Bow Elementary School, we are committed to supporting all students' progress in reaching the goals of the regular education curriculum. A variety of approaches and/or strategies may be implemented to help

each student reach high standards. If you have questions about our special education services and/or procedures, please contact the principal or assistant principal at 225-3049 or the Bow School District Special Education Coordinator at 228-2210 x310.

CHILD FIND NOTICE

As mandated by the Individuals with Disabilities Education Improvement Act (2005), public schools must provide a free, appropriate special education for all children determined to have an educational disability beginning at age three years. This law applies to all children including those in non-public schools, pre-schools and hospital settings.

If at any time you suspect your child might have an educational disability and might benefit from support services, you are encouraged to contact Bow Elementary School to discuss your concerns. School personnel will provide you with information on the procedures for determining if a child is educationally handicapped and in need of special education services.

For more detailed information about the policies, procedures and services established in your school district for special education, the *Bow School District Special Education Plan* is available for review at the Superintendent's office.

SPECIAL PROGRAMS

ART

The Bow Elementary School Art program emphasizes the development of fundamental art skills/concepts using a variety of media and an understanding of the relationship between art and culture. Through hands-on experiences, students learn about various forms of art and explore drawing, painting, printmaking, three dimensional clay work, collage and others. The study of significant artists and their work helps to develop an appreciation for art through history and fosters student creativity.

MUSIC

Students experience music through singing, listening, playing instruments, moving and creating. The basic fundamentals of music theory are discussed at increasingly complex levels by grade level. Students learn about meter, tempo, direction, dynamics, form, register, style, texture and tone color. Students (1-4) participate in one (or more) musical performances (vocal, instrumental and/or dance) each year under the direction of our music teachers.

PHYSICAL EDUCATION

The Bow Elementary School Physical Education program is designed to meet the needs of the students while helping them develop skills necessary for active participation in lifelong activities. Through second grade, students are introduced to and develop competence in all fundamental motor skills. They also demonstrate an understanding of basic movement concepts. As movement skills and concepts are developed at increasingly complex levels, students in the third and fourth grade begin to apply them to specialized activities. Presented in a noncompetitive atmosphere, the Physical Education program focuses on cooperation, problem solving, decision making, personal responsibility, creative thinking, collaboration and organization.

LIBRARY

The library is a wonderful and welcoming place in which to read or study during school hours. Students come to the library with their class three times monthly, but may also visit the library individually at other times. Books are checked out for one week and may be renewed. Students are asked to treat books carefully and with respect; students must pay for lost or damaged books. Students are encouraged to use library materials for reference work.

Bow Birthday Books: Families who wish to donate a book to our school library in honor of a child's birthday or other special occasion may call (225-3049 ext. 509) to make arrangements. The Library Media Specialist will be happy to help you choose a book to add to our growing library collection. A special bookplate will be affixed to the inside cover of the book stating the donor's name and the date and occasion for which it was given. Donated books will also be recognized in the monthly school newsletter.

STUDENT ASSESSMENT

The assessment of student learning is important for monitoring student progress and for designing differentiated instruction. Formal and informal assessment methods are used at every grade level and address a range of skills and concepts. These assessments may include curriculum-based measures, quizzes and tests, projects, presentations, reports, demonstrations, various written and oral activities, etc. The Rigby reading benchmarks administered four times yearly are an example of curriculum-based assessment completed with all students.

In the fall, students in grades three and four take the New England Common Assessment Program (NECAP) tests in reading and in math. Fourth grade students also take the NECAP science test in May of each year. These tests are administered to students throughout our state and align with the NH Curriculum Frameworks and the GLEs (grade level expectations).

In addition, students in grades two, three and four take a computerized assessment in reading, language arts and math in September and again in May. These assessments, the MAP (Measuring Academic Progress), help teachers identify strengths and needs in a student's learning profile.

If you have questions about our assessment practices, please contact the principal or assistant principal.

STUDENT TRANSFERS

Please notify the school office if you are planning to move. If you are moving to another home within the Bow School District, please notify the office of your new address. If you are moving away from the Bow School District, the office will handle the transfer of student records upon request from the new school that your child will be attending.

TELEPHONE USE

Student telephone use is not encouraged and **student cell phones are not allowed at Bow Elementary School.** When necessary, a student may get permission from the classroom teacher and/or the office staff to use the telephone at school.

TITLE I

Bow Elementary School benefits from Title I services for eligible students. Title I is a non-discriminatory federally funded program passed in 1965 as part of the Elementary and Secondary Education Act, now part of the No Child Left Behind legislation. Those students who demonstrate the greatest needs must be considered for participation in the program. A copy of the Title I grant is available and accessible in the BES office.

Title I complaints will be managed in the same way as other complaints at the school. (Please see the communication section of this handbook.)

Any Title I complaint not resolved at the district level may be presented to the New Hampshire Commissioner of Education within 30 days of a final decision by the Bow School Board. For more information regarding New Hampshire's Complaint Rules, please refer to the following link:

<http://www.gencourt.state.nh.us/rules/ed200.html>

VISITORS

ALL visitors are required to sign in at the office upon entering the building and to wear a visitor tag. When a parent is dropping off an item it should be tagged with the student's full name and homeroom teacher's name and left at the office. The office staff or educational assistants will arrange for your child to receive it. Parents wishing to speak with their child can arrange to do so through the office.

Our teachers are working diligently to educate your children and we encourage partnerships with parents to support student success. If you need to speak with a teacher, please contact the teacher **in advance** to set up an appointment.

Parents are asked not to enter the playground during recess time. Because our staff is not familiar with all parents, please check in at the office if you need to see your child.

Student visitors are not permitted. Only students currently enrolled at the school may attend classes.

VOLUNTEERS

Volunteers at Bow Elementary School are a highly valued and integral part of the educational setting. This is a rewarding way to be part of your child's educational experience. Our PTO is actively involved in the coordination of our volunteer program. A form is sent home early each school year and may be filled out and returned by anyone interested in volunteering. Volunteers are asked to sign in to the "log book" (located in the main office) when entering the building and to wear their nametags. It is our expectation that volunteers will respect the full confidentiality and privacy of every member of the Bow Elementary School community.

Volunteers and chaperones are under the direct supervision of the teacher in charge of the activity, event or field trip. The supervising teacher will clearly schedule and communicate what duties, assignments and responsibilities the volunteers will have. Volunteers and chaperones are expected to follow and reinforce Bow School District policies and behavioral expectations as part of their work.

Under Bow School District Policy IJOC, any person who will be in direct contact with students and not under the direct supervision of a school district employee will be subject to fingerprinting and a background/criminal records check.

WELLNESS

The Bow School District Wellness policy emphasizes the importance of physical activity, health and nutrition education, prevention of illness, and food choices that maximize health. Classroom celebrations and parties should include a variety of healthy food choices and limit sugar-based foods and beverages.

APPENDICES

Bow Elementary School Student Acceptable Use Agreement

AC	Nondiscrimination
ADC	Tobacco Products Ban
EEBB-A	Non Employee Use of Private Vehicles for Travel to School-Sponsored Events
EGAA	Personal Laptop Usage Policy

IJNDB-R	Internet Acceptable Use Policy
JBAA	Prohibiting Sexual Harassment and Violence Students
JICBB	Bullying Policy Pupil Safety and Violence Prevention Policy
JICD	Student Conduct, Discipline and Due Process
JICH	Student Drug and Alcohol Policy
JICI	Safe School Zone Policy
JLCF	Wellness Policy
FERPA	Family Education Rights and Privacy Act
IJOC	School Volunteers

Bow Elementary School
Student Acceptable Use Agreement

Dear Parent and/or Guardian,

As part of the school department's continuing effort to provide all students with high quality, up-to-date educational resources, we now have Internet access on many of the computers in all Bow Schools, including our elementary school.

Please know the entire administration and staff of the school department is committed to ensuring our students use computers and Internet access for only educationally sound and productive learning activities. During school activities teachers and other staff will guide students toward appropriate materials. Furthermore, it is the policy of the Bow School District that students will be actively monitored by an adult staff member or volunteer whenever they use a school computer with Internet access.

The School Board has adopted an updated Acceptable Use Policy to comply fully with the federal Children's Internet Protection Act. A copy of that policy is included with this agreement.

Your son/daughter's teacher or your school's computer teacher will review the information in the Acceptable Use Policy in age-appropriate language before allowing him/her to use the Internet on a school computer. We also request that you review the policy with your child to reinforce the importance of Internet safety for all children. One rule that we consistently emphasize is that students should never give out personal information (home address, phone #, etc.) about themselves or others when using the Internet. Please reinforce this rule with your son/daughter.

Please complete the blanks below to indicate you grant permission for your son/daughter to use the Internet on school computers and that you have reviewed the Acceptable Use Policy with your child. Please return this form to school as soon as possible so there will be no delays in your child's computer use.

Thank you for your help and cooperation.

Print: _____
(Print Student's Name)

Signed: _____ Date: _____
(Parent/Guardian Signature)

Grade: _____
(during 11/12)

NOTE: This agreement will be in effect for as long as the student attends Bow Elementary School, and may be revoked at any time by the parent/guardian by contacting the school at 225-3049. If you do not want your child's picture or work published on the school's website, you must file a Privacy Form with the school's administration.

NONDISCRIMINATION

The School District shall not discriminate in its education programs, activities or employment practices on the basis of race, color, national origin, age, sex, sexual orientation, religion or handicap under the provisions of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, and Title IX of the Education Amendment of 1972, and Section 504 of the Rehabilitation Act of 1973. Any person having inquiries concerning the School District's compliance with the regulations implementing these laws may contact the Superintendent of Schools at SAU #67, 32 White Rock Hill Road, Bow, NH 03304-4219, (603) 224-4728.

Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office for Civil Rights, US Department of Education, JW McCormack POCH, Room 222, Boston, MA 02109-4557.

Statutory Reference:

RSA 354-A:7.

Appendix: AC-R

Revised and approved 11/12/98

BOW SCHOOL DISTRICT Policy Also ADB, GBEC, GBED, JICG & KHADC**TOBACCO PRODUCTS BAN****USE AND POSSESSION IN AND ON SCHOOL FACILITIES AND GROUNDS****USE OF TOBACCO PRODUCTS STRICTLY PROHIBITED IN/ON ALL SCHOOL FACILITIES AND/OR GROUNDS**

No person shall use any tobacco product in any facility maintained by the Bow School District, nor on any of the grounds of the District.

Tobacco products mean cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, products containing tobacco, and tobacco in any other form.

"Facility" is any place which is supported by public funds and 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, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, storage areas, and all work places.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

It is the responsibility of the building principal(s), or designee, to initially enforce this policy by requesting that any person who is violating this policy to immediately cease the use of tobacco products. After this request is made, if any person refuses to refrain from using tobacco products in violation of this policy, the principal or designee may call the local police who shall then be responsible for all enforcement proceedings and applicable fines and penalties.

Students

No student shall purchase, attempt to purchase, possess or use any tobacco product 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.

Employees

No employee shall use any tobacco product 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. 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.

The principal will develop and implement the appropriate means of notifying employees of the possible disciplinary consequences of violating this policy. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. In addition, fines or other penalties may result from enforcement of these prohibitions by other law enforcement officials.

All other persons

No visitor shall at any time use tobacco products in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

Responsibility for enforcement of this prohibition shall rest with all school District employees who 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.

Statutory References:

RSA 78:12-b I. (b)

RSA 155:68, 155:70, 155:76

RSA 126-I, Effective January 1, 1998

Reviewed and approved by the Bow School Board on May 4, 2006

BOW SCHOOL DISTRICT Policy	EEBB-A
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NON EMPLOYEE USE OF PRIVATE VEHICLES FOR TRAVEL TO SCHOOL-SPONSORED EVENTS

A. When district transportation is provided:

1. Students are expected to use school transportation for all school-sponsored trips when provided. Parents may submit a written request to transport their own child(ren) to / from school-sponsored events to the Principal or his / her designee.
2. Those providing transportation must have a valid driver's license and must transport the student in a vehicle which has a current NH inspection sticker. A commercial license is required for any vehicle that has a capacity of 16 or more.
3. For off-campus activities, parents will sign students in with the advisor / coach if they have not previously checked in at the school.
4. Parents may check students out of an off-campus activity / event with permission of the coach / advisor. This is considered a dismissal. A written request to the Principal or his / her designee may be made for students to travel with a non parent / adult (over age 21) and a decision will be made on a per event basis.
5. When a student has a conflict between two school-sponsored events. A written request to the Superintendent of Schools for an exception may be made, and a decision will be made on a case-by-case basis.

B. When district transportation is not provided:

1. Transportation shall be the responsibility of the student and his / her family.

Reviewed and Approved by the Bow School Board on June 7, 2007

PERSONAL LAPTOP USAGE POLICY

The Bow School District has a right to protect its network and technical resources. Thus, any network user who brings his / her own personal laptop into the school building is required to sign a copy of the Bow School District Personal Laptop Usage Agreement (as found at <http://www.bownet.org/tech>), file it with his / her building's Technology Staff, and comply with its laptop usage conditions.

Reviewed and approved by the Bow School Board on June 7, 2007

THE BOW SCHOOL DISTRICT**INTERNET ACCEPTABLE USE POLICY****Use of Facilities**

The Bow School District's Network system, BowNET, has a limited educational purpose. Activities that are acceptable on BowNET include classroom activities, career development, and high-quality personal research. You may not use BowNET for entertainment purposes (except for those periods of time that the school has designated as "open access"). BowNET is not a public access service or a public forum. The Bow School District has the right to place reasonable restrictions on the material you access or post through the system.

You are expected to follow the rules set forth in the Bow School District's disciplinary code and the law in your use of BowNET. You may not use BowNET for commercial purposes. This means you may not offer, provide, or purchase products or services through BowNET. You may use the system to communicate with elected representatives and to express your opinion on political issues, but not for political lobbying.

Responsible Personnel

The School District Technology Coordinator is responsible for administration and monitoring of BowNET. Any decisions involving significant changes to the system will be made together with the Superintendent.

The School District Technology Coordinator is responsible for the oversight and management of the Bow School District web site. School Building Web Masters are responsible for the oversight and management of school building web sites. Teachers are responsible for the oversight and management of their teacher web sites and any student produced websites they oversee.

Materials on all web sites sponsored by the district must be updated on a monthly basis or as needed to remain current. The Bow School District reserves the right to remove any published content from any website sponsored by the district.

All users with access to BowNET must sign a User Agreement acknowledging the receipt of this AUP. All executed user agreements will be maintained in individual school building administrative offices. Disciplinary issues will be dealt with by the appropriate district personnel.

Network Access

Users of BowNET are those students and employees of the Bow School District with a signed User Agreement on file. Users of the Bow School District will be allowed access to BowNET during class time as well as during other periods designated as "open access". Users of BowNET are prohibited from sending or receiving the following types of material on the Network:

- Any materials which are profane or obscene (pornography, advocates or condones unlawful or dangerous acts, advocates or condones violence or discrimination towards other people (hate literature));
- Materials without an educational purpose such as for the purposes of entertainment (except during periods designated as “open access”);
- Personal information on students. * See FERPA below.

The Bow School District is in receipt of federal education funding and has installed Internet filters on BowNET. Students and staff should self-monitor to determine appropriateness of material and activities. It is not our intent to curtail any academic freedom to use appropriate materials for educational purposes; however, all staff should be confident in evaluating material accessed on the Internet for use in the classroom. Staff will monitor students for inappropriate use of the Network. Special authorization may be obtained from the School District Technology Coordinator to allow exceptions to prohibited material in cases of legitimate research.

Students needing access for class projects have highest priority for access to the Network. Students should immediately notify supervising staff if they mistakenly access prohibited material. The Bow School District cannot monitor in accord with a multitude of different family values; therefore parents are encouraged to discuss values with their children. Parents are responsible for monitoring any remote access provided by the Bow School District.

District web pages will comply with the Americans with Disabilities Act (ADA) (1994). See <http://www.usdoj.gov/crt/ada/adahom1.htm>. Hyperlinking web pages must be made with caution, as any hyperlinked sites will be subjected to the same scrutiny as all other material posted on any district web pages.

Privacy

The BOWNET is maintained and managed by the system administrator in such a way as to insure its availability and reliability in performing its educational mission. Users have no reasonable expectation of privacy concerning any materials transferred over or stored within the BOWNET. E-mail messages are subject to district review at any time.

Copyrighted and other proprietary materials:

All users shall respect copyright and proprietary interest of any materials accessed through the BOWNET. Users may not duplicate copyrighted software, including school owned software, without permission from the copyright holder, whether for personal use or the use of others. Duplicating copyrighted materials or the issue of such materials are offenses subject to criminal prosecution. Any distance learning courseware developed by the Bow School District is owned by the District.

Disciplinary Actions

When inappropriate use of the Internet is determined through due process the result will be the cancellation of those privileges or any other disciplinary action as appropriate. The Building Administrators will deem what is appropriate use and their decision is final. The Technology Coordinator may close an account at any time as required. The administration, faculty, and staff may request the administrator to deny, revoke or suspend specific user accounts. Any student identified as a security risk may be denied access.

Limitation of Liability

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Parents may be held financially responsible for any harm to the system as a result of a student's intentional misuse.

* Family Educational Rights of Privacy Act (FERPA): Information on student Internet activity that may be traced to

a particular student may constitute "personally identifiable information" about a student. Parents of minor students are entitled to access this information. Placement of personally identifiable information on the web site concerning a student raises significant FERPA issues.

NH RSA 189:1-e Directory Information is the NH state law that enhances the effect of FERPA:

A local education agency, which maintains education records, may provide information designated as directory information consistent with the Family Educational Rights and Privacy Act (FERPA). Each year schools shall give parents public notice of the types of information designated as directory information. By a specified time after parents are notified of their review rights, parents shall request in writing to remove all or part of the information on their child that they do not wish to be available to the public. Such approval shall be renewed on an annual basis. Items of directory information, which is information not generally considered harmful or an invasion of privacy if disclosed, may include:

- Name and address of a student
- Field of Study
- Weight and height of athletes
- Most recent previous school attended
- Date and place of birth
- Participation in officially recognized activities and sports
- Dates of attendance, degrees, and awards.

Reviewed and approved by the Bow School Board on April 3, 2008

BOW SCHOOL DISTRICT Policy	JBAA
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Also GBAA

PROHIBITING SEXUAL HARASSMENT AND VIOLENCE-STUDENTS

General Statement of Policy

The Bow School District is committed to providing all students and staff with a safe and supportive school environment. Members of the school community are expected to treat each other with mutual respect. It is the policy of the Bow School District to maintain a learning and working environment that is free from all harassment and or violence. The School District prohibits any form of harassment and/or violence based on an individual's religion, ethnicity, disability, racial, sexual orientation and prohibits all forms of sexual harassment and/or violence.

Bow School District Policy GB/JBA specifically defines and addresses racial, religious, ethnic, disability and sexual orientation harassment and/or violence. This policy (JBAA) will specifically define and address student sexual harassment and sexual violence. This policy should not be read to abrogate other District policies prohibiting other forms of unlawful discrimination, inappropriate behavior, and/or hate crimes within the District. It is the intent of the District that all such policies be read consistently to provide the highest level of protection from unlawful discrimination in the provision of educational services and opportunities.)

It shall be a violation of this policy for any pupil, teacher, administrator, or other school personnel of the School District to harass any student through conduct or communication of a sexual nature.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict sexual violence upon any student.

It shall be a violation of this policy for any pupil, teacher, administrator, other school personnel or member of the public during any school related activity including sporting events or other extra curricular activities to engage in harassment through conduct or communication of a sexual nature or to engage in any violence.

The Bow School District will respond to incidents of sexual harassment and/or violence when they occur. The response will be done in a manner that effectively deters future incidents and affirms respect for individuals. The School District will investigate all complaints, either formal or informal, verbal or written, of sexual harassment or violence and will discipline or take appropriate action against any pupil, teacher, administrator, school personnel or member of the public who is found to have violated this policy.

Sexual Harassment and Violence Defined

A. Sexual Harassment Definition

For purposes of this policy, sexual harassment of a student consists of unwelcome and unsolicited sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

- (i) a school employee causes a student to believe that s/he must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee or third party agent of the School District causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct; or,
- (ii) any unwelcome sexual conduct or communication has the purpose or effect of substantially or unreasonably interfering in the student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, hostile or offensive education environment.

Examples of conduct which may constitute sexual harassment include, but are not limited to:

1. Sexual advances
2. Touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex
3. Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts
4. Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another
5. Graffiti of a sexual nature
6. Sexual gestures
7. Sexual or "dirty" jokes
8. Touching oneself sexually or talking about one's sexual activity in front of others
9. Spreading rumors about or rating other students as to sexual activity or performance
10. Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact. This prohibition does not preclude legitimate, non-sexual, physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as a teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student.
11. Other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by, implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment.
12. Sexist remarks about an individual's clothing, body or sexual activities, leering or ogling of an individual's body, constant brushing up against an individual's body, public or offensive display of sexually suggestive objects or pictures. Sexual harassment is illegal under both state and federal laws and all forms of sexual harassment are violations of this policy. Any behavior of a sexual nature (verbal or non-verbal) that is unwanted or unwelcome is a form of sexual harassment.

B. Sexual Violence Definition

Physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. Sexual violence may include, but is not limited to:

- (i) touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- (ii) coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
- (iii) coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or;
- (iv) threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse on another;
- (v) threatening or forcing exposure of intimate apparel or body parts by removal of clothing.

Complaint Reporting Procedures

Any student who believes he or she has been the victim of sexual harassment and/or violence by a pupil, teacher, administrator, or other school personnel or by any other person who is participating in, observing or otherwise engaged in any school related activity including sporting events or other extracurricular activities should report the alleged acts immediately to an appropriate School District official designated by this policy. Complaints of sexual harassment or violence should be initiated within six (6) months of the incident.

Any person with knowledge or belief of conduct which may constitute sexual harassment and/or violence toward a pupil should report the alleged acts immediately to an appropriate School District official designated by this policy. Any teacher, administrator or other school official who has received notice that a student has or may have been the victim of sexual harassment and/or violence is required to report the alleged acts to an appropriate school official designated by this policy.

The School District encourages the use of the report form available from the principal of each building or available from the School district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting sexual harassment or violence directly to a District Human Rights Officer or to the Superintendent.

Any student who feels s/he has been sexually harassed by another student or adult, or who has knowledge or belief of conduct which occurred that might be sexual harassment should speak to any school personnel s/he trusts. (For example, teacher, nurse, counselor, principal, or s/he should tell his/her parents who then should notify school personnel.)

School District staff is reminded that any incident involving alleged or suspected sexual abuse of a student shall be immediately reported to appropriate state agencies, including but not limited to, the Division for Children and Youth Services and the local police department.

A. In each school building. The building principal is the person responsible for receiving oral or written reports of a sexual harassment or violence at the building level. Any adult School District personnel who receives a report of sexual harassment or violence shall inform the building principal immediately. Upon receipt of a report, the principal must notify the School District Human Rights Officer immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. If a written complaint is received by the principal, it will be forwarded as soon as practicable by the principal to the Human Rights Officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the Human Rights Officer

Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Human Rights Officer by the reporting party or complainant.

It is suggested that complaints be put on the complaint form, either by the complainant or the building principal. A written complaint will include the following:

- (i) the name of the complainant
- (ii) the name of the alleged offender
- (iii) the nature of the allegations
- (iv) location and frequency of the offenses
- (v) a detailed description of the incidents(s) including verbal comments made by either party
- (vi) a list of all known witnesses
- (vii) the date and signature of the complainant and the person receiving the complaint.

A completed complaint form is a confidential document. Only those individuals conducting an investigation will have access to the complaint form.

B. In the District. The School Board hereby designates the Director of Special Education as the School District Human Rights Officer to receive reports or complaints of sexual harassment or violence. If the complaint involves the Human Rights Officer, the complaint shall be filed directly with the Superintendent.

The School District shall conspicuously post the name of the Human Rights Officer, including mailing addresses and telephone numbers.

C. Submission of a good faith complaint or report of sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.

D. Use of formal reporting forms, as set forth above, is suggested but not mandatory.

E. The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

F. Confidentiality. The School District will, to the extent possible, honor a student complainant's request that his/her name be withheld if this can be done consistent with the School District's obligation to remedy the harassment and if it will allow the accused to adequately defend him/herself.

The School District shall consider the following facts: the age of the student, the seriousness of the alleged harassment, whether there have been other reports of harassment by the alleged harasser, the possibility of harm to other students, and the rights of the accused individual to receive information about the accuser if a formal proceeding may result. Confidentiality of the injured party, the alleged harasser, and any witnesses is to be maintained unless release of their identities is required to conduct a thorough investigation and to resolve the matter. The parents or guardians of students who allege harassment are to be notified when the best interests of the student so require. If a student is found guilty of harassment (consistent with current interpretations of FERPA), information with regard to subsequent disciplinary action taken against the student will not be released to the complainant or his/her parents unless the information directly relates to the complainant. For example, an order requiring the student harasser not to have contact with the complainant.

Investigation

By authority of the School District, the Human Rights Officer, upon receipt of a report or complaint alleging sexual harassment or violence, shall immediately undertake to authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint, a review of records when appropriate to determine the existence of previous reports. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

A. Informal Procedure: It may be possible to resolve an offensive situation informally without an extensive and involved investigation, particularly when the incident occurs between two or more students. (However, any involved parties may request a formal investigation at any time based on the seriousness of the charge. The Human Rights Officer may also decide that a formal investigation is most appropriate to address the issues. If informal procedures are utilized, those procedures will be documented by the Human Rights Officer.) The Human Rights Officer may conduct the informal process in a variety of ways which may result in several possible resolutions. They are optional. Some examples are:

- (i) instituting the school's discipline policy
- (ii) facilitating a conversation between the two parties where the complainant may tell the respondent that the behavior is offensive and must stop
- (iii) assisting the complainant in writing a letter to the respondent saying the behavior is offensive and must stop
- (iv) the Human Rights Officer having separate conversations with the complainant and the respondent.

Examples of possible resolutions are verbal statements of apology, letters of apology, assurances that the offensive behavior will end, and/or disciplinary action. Factors which may be considered in deciding whether or not the use of informal procedures is appropriate are:

- (i) the age and developmental level of the students involved
- (ii) the nature of the behavior reported
- (iii) the frequency of the behavior
- (iv) the behavioral history of the students
- (v) the opportunity for the students to develop awareness and sensitivity to the issue of harassment

through education and/or training.

The informal procedure will be attempted to be completed within five (5) school days. During this time, the Human Rights Officer will notify all involved parties of the result of the informal process. If all parties involved in the informal process feel that the resolution has been achieved, this discussion will remain confidential and no further action will be taken. Documentation of the informal procedure and the resolution will be kept in a confidential file separate from the student's file. If any of the parties feel that resolution has not been achieved, the parties will engage in the formal procedure. Investigative deadlines may be extended under extenuating circumstance such as illness, or an excessive number of individuals to interview.

In determining whether alleged conduct constitutes a violation of this policy, the School District will consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a

particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

In addition, the School District may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged sexual harassment or violence.

When a formal investigation is initiated, it will be completed as soon as practicable and in most instances within ten (10) work days. The School District Human Rights Officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. The report will include, but not be limited to, the following information:

- (i) all facts and circumstances of the incident
- (ii) a summary of the investigation of all allegations, which will include interviews with the individual(s) reasonably believed to have relevant information: the complainant, the respondent, witnesses and anyone else who may have been the victim of similar conduct
- (iii) a description of any actions already taken and/or proposed by the Human Rights Officer
- (iv) a summary, including the Human Rights Officer's decision and rationale.

V. School District Action

A. Upon receipt of a report that a violation has occurred, the School District will take prompt appropriate formal action (as set forth above) to address, and where appropriate remediate the violation. Appropriate actions may include but are not limited to counseling, awareness training, parent-teacher conferences, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, New Hampshire and federal law and School District policies.

B. The result of the School District's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District in accordance with state and federal law regarding data or records privacy.

C. Right of Appeal: If the results of the School District's evaluation of a complaint of harassment or violence results in a conclusion that an individual has engaged in unlawful harassment or violence in violation of this policy, or that the School District personnel have failed to report harassment or violence as required herein, that individual may appeal this determination by use of established School Board procedures for appealing other adverse personnel and/or education related actions. If the results of the School District's evaluation of a complaint of harassment or violence results in a conclusion that no unlawful harassment or violence has occurred, an individual who was allegedly subjected to harassment or violence and believes that this conclusion is erroneous may appeal this determination by use of established School Board procedures for appealing other adverse personnel and/or education related actions.

Reprisal

The School District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Right to Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the New Hampshire Human Rights Commission, 163 Loudon Road, Concord, NH (603) 271-6053 or the Office for Civil Rights, J.W. McCormack Office and Courthouse Building, Room 222, Boston, Massachusetts 02109-4557 (617) 223-9662, initiating civil action or seeking redress under state criminal statutes and/or federal law.

Sexual Harassment or Violence as Abuse

Under certain circumstances, alleged sexual harassment or violence may also be defined as abuse under New Hampshire law. If so, the duties of mandatory reporting under New Hampshire law may be applicable.

Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence or abuse.

Dissemination of Policy and Training

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall appear in the student handbook.
- C. The school district will develop a method of discussing this policy with students and employees
- D. This policy shall be reviewed at least annually for compliance with state and federal law.
- E. Students will receive education to include recognizing sexual harassment and violence, reviewing the District policy, learning how to report complaint, developing positive social skills to prevent harassment and violence from occurring, and developing strategies to avoid and respond to offenders when appropriate.
- F. All administrators, supervisors and teachers will receive appropriate training in the identification and prevention of sexual harassment and violence.

Reviewed and approved by the Bow School Board on November 4, 1999

BOW SCHOOL DISTRICT Policy

JFABD

ADMISSION OF HOMELESS STUDENTS

To the extent practical and as required by law, 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 pre-school programs, Title I, similar state programs, special education, bilingual 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, including:

1. Sharing the housing of other persons due to the loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Abandoned in hospitals;
5. Awaiting foster care placement;
6. Living in public or private places not designed for or ordinarily used as a regular sleeping accommodation for human beings;
7. Living in cars, parks, public spaces, abandoned buildings, sub-standard housing, transportation stations, or other similar settings;
8. Are migratory children living in conditions described in previous examples.

The Superintendent shall designate an appropriate staff person to be the District's liaison for homeless students and their families.

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in which attendance area the student is actually living, or other schools.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student does not have immediate access to the immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district, but will attend his/her school of origin in this district, the districts will make reasonable efforts to coordinate the transportation services necessary for the student.

The district's liaison for homeless students and their families shall coordinate with local social services agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and local and state housing agencies responsible for comprehensive housing affordability strategies. The district's liaison will also review and recommend to the district policies that may act as barriers to the enrollment of homeless students.

Statutory References:

No Child Left Behind Act, 2002

RSA 193:12

New Policy: April 2003

Revised and Approved by School Board June 5, 2003

BOW SCHOOL DISTRICT Policy

JICBB

Pupil Safety and Violence Prevention Policy
BULLYING

I. General Statement of Policy

The Bow School District is committed to providing all pupils with a safe and supportive environment in which all members of the school community are treated with respect.

This policy is intended to comply with RSA 193-F, which specifically identifies "bullying" as a form of pupil harassment. Conduct constituting bullying will not be tolerated, and is prohibited by this policy in accordance with RSA 193-F.

II. Bullying Defined

Bullying is conduct that subjects a pupil to insults, taunts or challenges, whether verbal or physical in nature, which are likely to intimidate, provoke a violent or disorderly response, or cause a student to do something they would not normally do as a result of being treated in this manner. Bullying in violation of this policy may not rise to the level of unlawful harassment or discrimination under the Title IX of the Education Acts of 1972, the Americans with Disabilities Act, Title VI, the Rehabilitation Act of 1974, or the District's sexual harassment policy. Further, reporting may be required under New Hampshire's Child Abuse Protection Act (RSA 169-C).

III. Reporting Procedures

Any school employee or employee of a company under contract with the district or a school in the district, who has witnessed or has reliable information that a pupil has been subjected to "bullying" as defined in II. above, shall report such incident to the principal or his/her designee, who shall in turn report the incident to the Superintendent of Schools. Any parent or other individual who has witnessed or has reliable information that a student has been the victim of bullying should report the incident to the student's principal or a designee. The Superintendent shall in turn notify the School Board of the incident. Additionally, the principal or designee, shall by

telephone and in writing by first class mail, report the occurrence of any substantiated incident of bullying as defined by this policy to the parent or legal guardian of all pupils involved within 48 hours of the occurrence of such incident unless this requirement is waived by the Superintendent when such a waiver is deemed to be in the best interest of the student. Any waiver granted shall be in writing and any such notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). The notice shall advise the individuals involved of their due process rights, including the right to appeal to the State Board of Education.

The Principal is initially responsible for receiving oral or written reports of violations of this policy. The Principals may designate, in writing, an additional person to receive such reports.

After receiving any such report, the Principal shall report the incident to the Superintendent of Schools. If the Principal received the information verbally, s/he shall reduce the report s/he received to writing within twenty-four hours of receiving the information, and forward it to the Superintendent. If the Principal received the information in writing, s/he shall forward what s/he received to the Superintendent within twenty-four hours of receipt.

The District will make available forms for reporting incidents of bullying and shall encourage the use of these forms. Such forms shall be available in the Principal's office in each building and from the Superintendent of Schools' office.

IV. Investigation

The Superintendent shall direct an investigation to be made of reports of bullying. The investigation will be carried out by the Principal or his/her designee. The investigation may consist of personal interviews with the person affected, the individual allegedly responsible for the bullying and others who may have knowledge of the alleged incident or circumstances giving rise to the incident, a review of records when appropriate to determine the existence of previous reports. The investigation may also consist of any other methods and documentation deemed pertinent by the investigator.

V. Training

The Superintendent may develop age-appropriate methods of discussing the meaning, substance, and application of this Policy with staff and students in order to minimize the occurrence of bullying, and for staff to effectively respond to any such incidents.

VI. Notice of Policy

The Superintendent of Schools shall provide notice to students and staff of this policy through appropriate references in the student and employee handbooks, or through other reasonable means. The Superintendent shall also make all contractors contracting with the district aware of this policy. At the beginning of each school year, the Superintendent or designee shall, in writing, inform parents, legal guardians, or other persons responsible for the welfare of a pupil, of the District's pupil safety and violence prevention policy and the appeals process available at the local and state levels.

VII. Discipline / Remediation

If an investigation pursuant to IV. above concludes that a pupil engaged in bullying conduct prohibited by this policy and implementing administrative regulations, the pupil shall be subject to appropriate disciplinary action, which may include but not be limited to, suspension and expulsion, reprimand, detention, in-school suspension, out-of-school suspension, long-term suspension.

Any such disciplinary action shall be taken in accord with applicable school board policy and legal requirements. As per RSA 193-F:3, the Board shall notify all parties of their rights, including their right to appeal to the State Board of Education. The State Board of Education shall, in writing, notify all parties involved of its decision.

Reprisal

The School District will discipline or take appropriate action against any pupil who retaliates against any person who reports alleged bullying, or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relative to such bullying. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Immunity

A school employee, or employee of a company under contract with a school or school district, who has reported violations of bullying to the principal or designee shall be immune from any cause of action which arises from making the report or the failure of the school to remedy the reported incident.

Statutory and Regulatory References

RSA 193:13, Suspension and Expulsion of Students

RSA 193-F, Pupil Safety and Violence Protection

NH Code of Administrative Rules, Section Ed 317, Procedures of Suspension and Expulsion of Pupils

Revised and approved at 5-4-06 School Board Meeting

BOW SCHOOL DISTRICT Policy **JICD**

STUDENT CONDUCT, DISCIPLINE AND DUE PROCESS

The Board endorses the following principles of student conduct:

1. Respect for law and those given the authority to administer it shall be expected of all students. This includes conformity to school rules as well as to general provisions of the law regarding minors.
2. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall be expected of all members of the school community.
3. Respect for real and personal property, pride in one's work, and exemplary personal standards of courtesy, decency, honesty, and wholesome attitudes shall be maintained.
4. Respect for individual worth is expected of all members of the school community.

The Board expects student conduct to be such as to contribute to a productive learning climate. Individual rights are to be honored and protected in all instances; however, the rights of one individual shall not take precedence over those of another individual or of the group itself, and all pupils shall have equal rights and equal responsibilities in the classroom or at any school-sponsored activity.

The Board further recognizes the right of each school to establish disciplinary procedures in accordance with RSA 193:13 and RSA 193-D through the development of administrative procedures which are approved by the Superintendent of Schools or his/her designee. Due process and equal protection of the law shall be afforded to any pupil involved in a proceeding which may result in suspension, exclusion, or expulsion. Students expelled from school may be reinstated by the Board under the provisions of RSA 193:13.

Statutory Reference:

RSA 193:13 - effective January, 1998

See Appendix: JICD-R

Reviewed and approved

9/09/99

BOW SCHOOL DISTRICT Policy **JICH**

STUDENT DRUG AND ALCOHOL POLICY

The New Hampshire State Statute prohibits persons under the age of 21 from possessing or consuming alcoholic beverages; prohibits persons 21 years of age or over from providing alcoholic beverages to persons under 21; prohibits the possession, use or distribution of illegal drugs.

Possession/Use

No one shall possess or ingest alcohol or a controlled substance, nor be under the influence of alcohol or a controlled substance, as defined by the laws of New Hampshire, on school property during school hours, or while participating in interscholastic events or any activity sponsored by the school, or enroute to or from such events.

No one shall possess a “lookalike” controlled substance for any purpose on school property during school hours, or while participating in interscholastic events or any activity sponsored by the school, or enroute to or from such events.

No person shall sell, share or give to another student alcohol or a controlled substance or any “lookalike” substance on school property during school hours, or while participating in interscholastic events or any activity sponsored by the school, or en-route to or from such events.

Consequences

Each violation shall be reported to the student’s parents or guardians, and the matter will be brought to the attention of other proper authorities.

Student(s) may be suspended from school for ten (10) days by the principal or his/her designee. Student(s) will be referred to the superintendent and may be suspended for an additional ten (10) days.

Students(s) may be required to participate in an approved drug and alcohol educational program and/or treatment. Successful participation in such a program or treatment plan may be required before being admitted back to school.

Approved: 11/12/92

Reviewed: 10/13/94

Revised and approved: 01/08/98

Revised and approved 9/09/99

BOW SCHOOL DISTRICT Policy	JICI
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SAFE SCHOOL ZONE POLICY

Introduction

It is the policy of the Bow School District that all school buildings, premises, bus stops and routes and associated areas shall be safe environments for students, free of danger posed by the presence of weapons or conduct which threatens harm by means of weapons or objects used as weapons. It is the policy of the Bow School District that the provisions of RSA 193-D:2, the so-called Safe School Zone Act, be carried out in all respects. Should any portion of this policy conflict with state law or regulations issued pursuant thereto, it is the intention of the Bow School District that its policy be read in such a manner that it conforms to such law or regulation. This policy replaces the “Weapons Policy” previously adopted by the District.

Weapons in the Schools

Weapons (such as but not limited to firearms, explosives, incendiaries, martial arts weapons (as defined by RSA 159:20), clubs, billies, metallic knuckles or containers containing chemicals such as pepper gas or mace) or other objects used as weapons are not permitted on school property, on school buses or at school sponsored activities. “Weapons” shall mean any object whose use at the time or whose primary purpose is to cause or, by intimidation, to threaten to cause, bodily harm or injury to any person. Student violations of this policy will result in both school disciplinary action and notification of the local police. Suspension or expulsion could result.

In addition, any student who is determined to have brought a firearm (as defined by 18 U.S.C. 921) to school without prior written approval 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 and district policy.

Weapons under control of law enforcement personnel are permitted.

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

ll. Definitions

- A. “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. “Firearm or other dangerous weapon” means any firearm or weapon as defined
 - (1) in section 921 of Title 18 of the US Code, and any weapon prohibited by RSA 159, including but not limited to dangerous weapons listed in RSA 159:16, and any object when used as a weapon.
- C. “Gross misconduct” means an act which:
 - 1. Results in violence to another person or property;
 - 2. Poses a direct threat to the safety of others in a safe school zone; or
 - 3. Is identified in RSA 193-D:1, I.
- D. “Neglect”, in the context of RSA 193:13, I and II, means the failure of a pupil to pay attention to an announced, posted or printed school rule.
- E. “Pupil” means a child through age 21 in attendance at a school during the school day.
- F. “Refusal”, in the context of RSA 193:13, I and II means the willful defiance of a pupil to comply with an announced, posted, or printed school rule.
- G. “Safe school zone” means “safe school zone” as defined in RSA 193-D:1, II.
- H. “School day” means:
 - 1. for a pupil who takes the school bus, the time period beginning when a pupil boards the bus in the morning to the time when a pupil disembarks from the bus in the afternoon; and
 - 2. for a pupil who walks to school or arrives by private car, the time period beginning when the pupil arrives on the school grounds to the time when the pupil leaves the school grounds.
 - 3. all pupils are expected to respect the persons and property of other pupils and citizens while traveling to and from school.
 - 4. While school is closed or not in session, pupils entering the premises will conform their behavior to these rules.
- I. “School employee” means any school administrator, teacher, or other employee of any public or private school, school district, school department, or school administrative unit, or any person providing or performing continuing contract services for any public or private school, school district, school department, or school administrative unit.
- J. “School property” means all real property, physical plant and equipment used for school purposes, including but not limited to school playgrounds and buses, whether public or private, and including any premises temporarily used for or by the school district.
- K. “School purposes” means school-sponsored programs, including but not limited to educational or extra-curricular activities.
- L. “Superintendent” means the school Superintendent or chief administering officer, or a representative designated in writing as authorized under RSA 193:13, I.
- M. “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 announced, posted, or printed school rules.
- N. “Unlawful possession” in RSA 193-D:1, I(e) shall include but not be limited to:
 - 1. having control over a weapon or an object used as a weapon during any part of a school day;
 - 2. transporting the object to school;
 - 3. storing the object anywhere on the school premises, whether in the student’s locker or any other student’s locker, or any other place on the premises; or
 - 4. doing any other act which causes or contributes to causing the object to be school premises, or which causes or contributes to causing an object to be used as a weapon as defined by the school board.

II. Expulsion for Violent Acts or Weapon Violations

- A. Any pupil who engages in or commits any of the following acts shall be subject to expulsion as described in Section III below:
 - 1. Homicide under RSA 630;

2. (a) Any first or second degree assault under RSA 631;
(b) Any simple assault under RSA 631:2-a
 3. Any felonious or aggravated felonious sexual assault under RSA 632-A;
 4. Criminal mischief under RSA 634:2;
 5. Unlawful possession or sale of a firearm or other dangerous weapon under RSA 159;
 6. Arson under RSA 634:1;
 7. Burglary under RSA 635;
 8. Robbery under RSA 636;
 9. Theft under RSA 637;
 10. Illegal sale or possession of a controlled drug under RSA 318-B;
 11. Gross misconduct or neglect or refusal to conform to the reasonable rules of the school under RSA 193:13, II;
 12. Possession of a pellet or BB gun or rifle under RSA 193:13, III;
- B. Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D:1 without written authorization from the Superintendent or designee shall be expelled from school by the school board for a period of not less than twelve months. Any expulsion shall be subject to review by the Superintendent in accordance with district policy if requested by a parent or guardian and further, any parent or guardian shall have the right to appeal any such expulsion by the board to the State Board of Education (RSA 193:13, III)

III. Disciplinary Procedures

- A. The following levels of discipline are available to school officials in enforcing this policy:
1. Short-term suspension by a principal which lasts between one and ten school days.
 2. Long-term suspension by a Superintendent which lasts longer than ten days.
 3. Expulsion by the school board for a period determined in writing by the board under RSA 193:13, II. Expulsion by the school board may be appealed to the state board.
 4. Expulsion by the school board for a period of not less than 12 months under RSA 193:13, Expulsion by the school board may be appealed to the state board.
- B. The following due process procedures shall be followed:
1. In a short-term suspension:
 - a. The principal shall inform the pupil of the purpose of the meeting;
 - b. Oral or written notice of the charges and an explanation of the evidence against the pupil;
 - c. An opportunity for the pupil to present his/her side of the story;
 - d. A written statement to the pupil and at least one of the pupil's parents or guardian explaining any disciplinary action taken against the student;
 2. In a long-term suspension of a pupil:
 - a. Written communication to the pupil and at least one of the pupil's parents or guardian, delivered in person or by mail to the pupil's last known address of charges and an explanation of the evidence against the pupil;
 - b. The principal's written or oral recommendation for student action to correct the discipline problem;
 - c. A hearing in accordance with III, B, (3) g. (page 4)
 - d. A written decision which includes the legal and factual basis for the conclusion that the pupil should be suspended; and
 - e. The decision may be appealed to the local school board under RSA 193:13, I;
 3. In an expulsion by the school board, due process shall include the minimal requirements:
 - a. A formal hearing shall be held before any expulsion;
 - b. Such hearing may be held either before or after the short-term suspension has expired and pending the expulsion hearing;
 - c. If the hearing is held after the expiration of a short-term suspension, the pupil shall be entitled to return to school after the short-term suspension has expired and pending the expulsion hearing;

- d. The school board shall provide written notice to the pupil and at least one of the pupil's parents or guardian, delivered in person or by mail to the pupil's last known address, of the date, time and place for a hearing before the local board;
 - e. The written notice required by d. above shall include:
 - (1) A written statement of the charges and the nature of the evidence against the pupil; and
 - (2) A Superintendent's written recommendation for school board action and a description of the process used by the Superintendent to reach his/her recommendation;
 - f. This notice shall be delivered to the pupil and at least one of the pupil's parents or guardian at least 5 days prior to the hearing.
 - g. The following hearing procedures shall apply;
 - (1) The pupil, together with a parent or guardian may waive the right to a hearing and admit to the charges made by the Superintendent;
 - (2) If the pupil is 18 years of age or older, the concurrence of a parent or guardian shall be unnecessary unless the pupil is subject to a guardianship which would prevent the pupil from waiving the right to a hearing.
 - (3) Formal rules of evidence shall not be applicable, however, school officials shall present evidence in support of the charge(s) and the accused pupil or his/her parent or guardian shall have an opportunity to present any defense or reply;
 - (4) The hearing shall be either public or private and the choice shall be that of the pupil or his parent or guardian; and
 - (5) During the hearing, the pupil, parent, guardian or counsel representing the pupil, shall have the right to examine any and all witnesses;
 - h. The decision of the school board shall be based on a dispassionate and fair consideration of substantial evidence that the accused pupil committed the act for which such expulsion is to be imposed and that such acts are, in fact, a proper reason for expulsion;
 - i. The decision shall state whether the student is expelled and the length of the expulsion. If the decision is to expel the pupil, the decision shall include the legal and factual basis for the decision;
 - j. The decision shall contain a procedure for how the pupil, parent or guardian, if available, may request a review of the board's action prior to the start of each school year, including procedures for how the board will make timely response to the request which shall be no later than 30 days from the receipt of the request. The procedure shall also provide for a transition plan, if applicable, detailing actions the student will be required to take as a condition for reentry into the school at a date later than the start of the school year; and
- C. All appeals to the state board allowed under RSA 193:13, II or III shall be filed within 20 calendar days of receipt of the written decision of the local school board and shall be in accordance with RSA 541-A and Ed 200.
- D. In all cases, appropriate adjustments shall be made to account for the age and grade level of the pupil being disciplined.

IV. Notification of Students

In accordance with RSA 193:13 the following notification procedures will be followed:

- A. The student handbooks for the middle school and high school pupils shall contain a summary of RSA 193:13 (as amended) and a summary of this policy. Copies of the statutes and this policy shall be available in the principal's office. Notice of the policy and the location of copies shall be displayed in a prominent place on each school's notice board.
- B. Copies of the statutes and school policy will be given to all teachers and other school employees.
- C. Copies of the statutes and school policy will be given to any student being disciplined pursuant to its terms.

V. Waivers, Appeals and Review

In accordance with RSA 193:13 the following waiver, appeal and review procedures shall be followed:

- A. In the case of short or long term suspensions the appeal rights shall be as contained in RSA 193:13,I.
- B. In the case of expulsion pursuant to RSA 193:13, II and this policy, written application may be made to the board through the Superintendent's office no later than one month prior to the start of each school year. The application shall contain a statement in the pupil's own words explaining why he/she should be considered for readmission. The application shall be accompanied by at least one recommendation from a member of

the community, such as a counselor, minister or employer who has observed the pupil's behavior during the period of expulsion. The application shall also be accompanied by the Superintendent's and building administrator's recommendation to the board, which may include conditions for phased readmission.

- C. The Superintendent may, upon written application of an expelled pupil and on a case-by-case basis, recommend to the board modification of the expulsion requirements of paragraphs III, (A), (3) and (4) above. Prior to consenting to such a modification, the pupil shall be required to submit to the Superintendent sufficient evidence in the form of letters, work history or other documents or testimony demonstrating that it is in the school's best interests and the pupil's best interests to allow a modification. In making such a decision due regard will be given to other pupils and staff whose safety and well being shall be of paramount importance.

VI. Reporting Procedures

- A. In accordance with RSA 193-D:4, each written report by a supervisor to the principal relating to an act of theft, destruction, or violence in a safe school zone shall be on standardized form Ed 317.
- B. The report by a supervisor to a principal on Form #Ed 317 shall contain all the statutory information required by RSA 193-A:4;
- C. Form #Ed 317 shall be completed and filed with the Commissioner of Education on or before June 30th of each year.

- D. Form #Ed 317 shall contain the following information:

- | | |
|--|---|
| 1. School name; | 12. Address of suspect; |
| 2. School address; | 13. Gender of suspect; |
| 3. School telephone number; | 14. Name of victim; |
| 4. Name of school principal; | 15. Grade in school of victim; |
| 5. Date of incident involving an act of theft, destruction, or violence, or the possession of a firearm; | 16. Address of victim; |
| 6. Time of incident in (5) above; | 17. Gender of victim; |
| 7. Location of incident in (5) above; | 18. Name of employee reporting incident; |
| 8. Alleged offense; | 19. Date report was completed by employee; |
| 9. Description of incident; | 20. Date report was filed with local law enforcement authority by school principal. |
| 10. Name of suspect; | |
| 11. Grade in school of suspect; | |

VII. Student with an Educational Disability

- A. Any suspension or expulsion of a student with an educational disability as defined in Ed 1102.31 shall be in accordance with Ed 1119.11.
- B. If, under the provisions of Ed 1119.11[c], the special education placement team determines that the behavior leading to the suspension or expulsion is not a direct result of the student's educational disability, Sections Ed 317.01 through Ed 317.05 shall apply, unless otherwise required by federal law.
- C. In the case of a student with an educational disability who is determined to have brought a firearm or other dangerous weapon into a safe school zone as defined in 18 U.S.C.921 (a)(3), the federal requirement of section 615(e) of Public Law 101-487 shall apply, and the student may be placed in an interim alternative educational setting for the time periods determined by that Public Law.

Bow School District Wellness Policy

The mission of the Bow School District is (to provide an optimal educational environment so that every student can reach his or her maximum potential). An important educational component of this must include nutrition and education, food choices that maximize health and well-being, physical activity, and the ability to assess health problems and manage chronic medical conditions.

The Bow School District will accomplish these goals by:

1. Integrating nutrition education into the K-12 curricula by an informed staff.
2. Serving as a model for good food choices and preparation through its cafeteria program, vending machines and other nutritionally related activities. This includes all fundraisers and school store sales that include food or drink items. Providing daily opportunities for all students to learn about and enjoy physical activity that will foster an understanding for the need for lifelong fitness and health in a safe environment.
3. Follow best food practices for content, quantity, variety and balance in food offerings.
4. Maintain appropriate health monitoring by school nurses; proactively seek to prevent health problems; and to provide adequate counseling services to meet the needs of students.
5. Partner with families, vendors, townspeople and other school contacts to maintain adequate education about nutrition and physical activity for all students (to provide information about the value of appropriate nutritional intake and vigorous, sustained physical activity for all students).
6. Minimizing the use of foods and beverages as rewards such as for parties and celebrations.
7. Recommending that all students in all schools participate in a minimum of 30 minutes of developmentally appropriate physical activity each day.
8. A bi-annual wellness report will be made to the Board.

Statutory Reference:

RSA 190:11-a

Approved by School Board @ 5-4-06 Meeting

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

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

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): School officials with legitimate educational interest;

- o Other schools to which a student is transferring;
- o Specified officials for audit or evaluation purposes;
- o Appropriate parties in connection with financial aid to a student;
- o Organizations conducting certain studies for or on behalf of the school;
- o Accrediting organizations;
- o To comply with a judicial order or lawfully issued subpoena;
- o Appropriate officials in cases of health and safety emergencies; and
- o State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as:

- o a student's name, address, and telephone number;
- o date and place of birth;
- o honors and awards; and
- o dates of attendance.

However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

BOW SCHOOL DISTRICT Policy

IJOC

SCHOOL VOLUNTEERS

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

The recruitment, selection and scheduling of volunteers will be coordinated by the PTO's School Volunteer Coordinator(s). The Coordinators will work with the building principal in determining the need for and assignment of volunteers.

The voluntary help of citizens should be requested by staff through administrative channels to assist in conducting selected activities and/or to serve as resource persons. Staff members shall receive training in assignment of duties and supervision and evaluation of volunteers.

Volunteers shall:

A. Complete an application form describing their skills, interests and availability.

B. Designated Volunteers defined as follows will be subject to a background investigation/criminal records check. Any person who, on an unsupervised basis (1) comes in direct contact with pupils on a daily basis for any period of time, (2) meets regularly, e.g., once or twice a week, with students, including, but not limited to art, music, or physical education activities, (3) any other persons whom the superintendent believes, by virtue of their duties and contact with students, should appropriately undergo a Criminal Record Check.

C. Serve in the capacity of helpers and not be assigned to roles which require specific professional training. Instructional services shall be rendered under the supervision of certified staff.

D. Sign a confidentiality agreement, and refrain from discussing the performance or actions of a student except with the student's teacher, counselor or principal.

E. Refer any student problem which arises, whether of an instructional, medical or operational nature, to a regular staff member.

F. Receive orientation, including:

1. General job responsibilities and limitations.
2. Information about school facilities, routines, and procedures, including safety and evaluation.
3. Work schedule and place of work.
4. Expected relationship to regular staff.

G. Be provided appropriate training at the building level, consistent with their tasks and existing District standards. This training shall be developed under the leadership of the Principal in consultation with the volunteer coordinator.

H. Have assignments and activities carefully defined in writing. Examples of suggested duties for volunteers may include:

1. Bulletin Boards;
2. Preparation of materials for art, science, math classes;
3. Clerical duties including typing of dittos, stencils, inventories, putting booklets together, newsletters and related activities, student lunchroom counts and attendance and class records;
4. Clean-up activities;
5. Library and audio visual duties;
6. Assistance with physical education exercises;
7. Instructional activities appropriate to the volunteer's training and classroom needs, such as monitoring math assignments, listening to oral reading, and others;
8. Assistance with vision and hearing testing and approved medical surveys;
9. School activities supervision, and playground supervision with at least one staff member.

I. Receive acknowledgment for their services.

J. Be terminated when:

1. Program and/or duties are no longer needed;
2. They are replaced by paid staff; or
3. In the sole judgment of the administration, their conduct does not meet the standards of the District.

Volunteer coaches of individual sports must be certified in that sport and be in compliance with the standards set by NHIAA.*

Volunteers should only function under direct supervision of a school employee.

Originally Reviewed and approved September 9, 1999
Reviewed and Amended by School Board December 6, 2007



Student Handbook Review Form

Please detach this section, sign and return to your child's classroom teacher.

Student Name _____ Teacher _____

Signature below indicates that you have read the 2011-2012 student handbook and understand the behavior expectations and consequences if guidelines are not followed.

Parent Signature _____ Date _____

Student Signature _____ Date _____