

BOW

Memorial School



603-225-3212

<http://www.bownet.org>

20 Bow Center Road
Bow, NH 03304

2011-2012
Student/Parent
Handbook

**BOW MEMORIAL SCHOOL STUDENT/PARENT HANDBOOK
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BOW MEMORIAL SCHOOL
STUDENT/PARENT HANDBOOK
2011-2012

Dear Parents:

Welcome to Bow Memorial Middle School. Our school is populated by 483 students in grades five through eight. The students are capably instructed by a professional teaching staff of 44 who are supported by assistants and para-professionals.

Bow Memorial is a middle school that places a premium on student achievement within the context of a rigorous academic climate. An outstanding array of co-curricular activities supports the school curriculum.

The entire Bow Memorial community is proud of our rich tradition of student achievement and our commitment to a quality learning environment for each of our students.

This handbook has been developed to provide you with easy access to general school information. We have compiled and placed in the handbook information that we feel will be helpful to you during the school year. In addition, grade-level team booklets that will provide you with more specific grade-level information will be issued to your child during the first few days of school.

Sincerely,

Kirk C. Spofford
Principal

Donna A. Girard
Assistant Principal

**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 PHILOSOPHY

The Bow School District is committed to providing an academically challenging education. A fundamental core of written and oral communication, reading, and mathematics form 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 which encourages the student's 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.

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.

04/13/95 Adopted

BOW MEMORIAL FACULTY AND STAFF

<u>Faculty/Staff Member</u>	<u>E-mail address</u>	<u>Voice mail extension</u>
<u>MAIN OFFICE</u>		
Mr. Kirk Spofford, Principal	kspofford@bownet.org	403
Mrs. Donna Girard Assistant Principal	dgirard@bownet.org	404
Mrs. Evelyn Judkins, Secretary/Bookkeeper	ejudkins@bownet.org	402
Mrs. Diane Lowe, Secretary/Receptionist	dlowe@bownet.org	419
<u>GRADE 5</u>		
Mrs. Janis Eskeland	jeskeland@bownet.org	429
Mrs. Amanda Hartung	ahartung@bownet.org	438
Mrs. Cathy Martone	cmartone@bownet.org	447
Mrs. Josephine Scupp	jscupp@bownet.org	431
Mrs. M. Sue Shore	sshore@bownet.org	453
<u>GRADE 6</u>		
Mr. Sean Costello	scostello@bownet.org	435
Mrs. Bridget DeAngelis	bdeangelis@bownet.org	426
Mrs. Kara Hinck	khinck@bownet.org	420
Ms. Edith Perkins	eperkins@bownet.org	442
Mrs. Sue Pribis	spribis@bownet.org	450
Mrs. Anita Shaw	ashaw@bownet.org	452
<u>GRADE 7</u>		
Mrs. Paula Bailey	pbailey@bownet.org	421
Mrs. Marie McMillen	mmcmillen@bownet.org	476
Mrs. Heidi Proulx	hproulx@bownet.org	446
Ms. Wendy Wetterer	wwetterer@bownet.org	456
Mr. James Vulgamore	jvulgamore@bownet.org	459
<u>GRADE 8</u>		
Mrs. Sarah Arndt	sarndt@bownet.org	468
Mrs. Katharine Deacon	kdeacon@bownet.org	425
Ms. Terri George	tgeorge@bownet.org	422
Mrs. Kay Graves	kgraves@bownet.org	436
Mrs. Katherine Haubrich	khaubrich@bownet.org	439

SPECIALISTS

Mr. Curtis Edwards, Tech Ed	cedwards@bownet.org	347
Ms. Kate Estefan, Guidance	kestefan@bownet.org	417
Mrs. Elaine Giguere, Chorus/Music	egiguere@bownet.org	434
Mrs. Muriel Hall, Computer Literacy	mhall@bownet.org	437
Mrs. Donna Ireland, Nurse	direland@bownet.org	406
Mrs. Maryanne Irish, Band/Music	mirish@bownet.org	454
Ms. Ilsiya Khasanova, French	ikhasanova@bownet.org	702
Ms. Deborah Liebson, Health	dliebson@bownet.org	444
Mrs. Christine O'Brien, Art	cobrien@bownet.org	448
Mr. George Pinkham, Physical Education	gpinkham@bownet.org	449
Mrs. Christy Romano, REACH	cromano@bownet.org	416
Mrs. Janine Rousseau-Evans, Media Specialist	jrousseau@bownet.org	412
Mrs. Marcia Trexler, Consumer Education	mtrexler@bownet.org	457
Mrs. Linda Vincent, Guidance	lvincent@bownet.org	405

SPECIAL EDUCATION

Mrs. Kelly Ardita, Special Education	kardita@bownet.org	423
Ms. Gayle Gardner, Special Education	ggardner@bownet.org	432
Ms. Sheri Hatfield, Psychologist	shatfield@bownet.org	407
Ms. Helene Begley, Reading Specialist	hbegley@bownet.org	396
Ms. Barbara Girard, Special Education	bgirard@bownet.org	
Mrs. Joan Hopf, Reading Specialist	jhopf@bownet.org	440
Mrs. Pauline LaLiberte, Social Worker	plaliberte@bownet.org	414
Mrs. Katherine Michaud, Special Education	kmichaud@bownet.org	427
Mrs. Karin Obolewicz, Special Education	kobolewicz@bownet.org	441
Ms. Adeana Silfies, Special Education	asilfies@bownet.org	470
Mrs. Amanda Winch, Occupational Therapist	awinch@bownet.org	571
Mrs. Liz Worth, Special Education Secretary	lworth@bownet.org	490

DISTRICT PERSONNEL

Dr. Dean Cascadden, Superintendent	dcascadden@bownet.org	201
Mr. Duane Ford, Business Administrator	dford@bownet.org	202
Mr. Dan Ferreira, Special Education Coordinator	dferreira@bownet.org	310
Mrs. Roberta Lavalley, Bus Coordinator	rlavalley@bownet.org	228-2215
Mrs. Allison Neidbala, Food Service Supervisor	aneidbala@bownet.org	316
Mr. Tom Klapproth, Supervisor of Custodians/Grounds/Maintenance	tklapproth@bownet.org	323

SCHOOL DAY PROCEDURES

SCHOOL DAY: 8:30 a.m. – 3:10 p.m.

ARRIVALS

Students who are transported to school, walk, or ride bicycles, should not arrive before 8:25 a.m. Students who arrive prior to 8:25 a.m. on the school grounds are **not** supervised by school personnel. Students may not enter the building prior to 8:30 a.m., unless prior arrangements have been made with a teacher and the teacher has issued the student a pass to come in early. Teachers who have students arrive prior to 8:30 a.m. will meet these students in the front lobby. Students who wish to ride the elementary bus must have a bus pass signed by teacher who has made the arrangements. Students **may not** ride the elementary bus without a signed pass.

DISMISSALS

- All student dismissals will be made from the main office.
- Students being dismissed should bring a note from their parents/guardians to the main office before going to their first class. This note shall state the time of dismissal and identify who will be picking up the student. Students will be issued a dismissal pass.
- Students being dismissed during the school day will show the teacher their dismissal slip and go to the main office to sign out and wait for pick-up.
- Students sent home through the nurse’s office should also sign out in the dismissal book.
- Parents must not enter the playground during recess time. Please check in at the office if you need to pick up your child.

ABSENCES AND TARDINESS

Please notify the school office at 225-3212 if your child is going to be absent or tardy. In the event that the office has not been notified of a child’s absence, a secretary will call home/work with notification of an absence. If the school has been able to reach a parent, or a parent has called and notified the school of a student’s absence or tardiness, we will **not** require a note.

Attendance and School Activities – Students who are absent during the school day will not be able to participate in co-curricular activities or attend dances scheduled on the day they are absent.

SCHOOL ATTENDANCE

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

- A parent of any child at least 6 years of age and under 16 years of age shall cause such child to attend the public school to which the child is assigned in the child’s resident district. Such child shall attend full time when such 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.
- RSA 186-34-36 NH State Law defines “habitual truancy” as ten half days of unexcused absences.
- 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 require that students be in attendance at school unless circumstances are unavoidable or of an emergency nature.
- Parents who are planning vacations and/or their child’s absence from school for purposes other than those noted as an excused absence are asked to notify the administration and classroom teachers two (2) weeks in advance.
- The Principal will make a determination as to whether that stated reason for the student’s absence constitutes good cause, and is therefore excused.
- Students will be given one make-up day to complete assigned work for each day of an excused absence. Responsibility to complete assignments rests with the student.

STUDENT/PARENT GENERAL INFORMATION

ACTIVITIES

Bow Memorial School offers a variety of co-curricular and sports activities for students. These activities include: Yearbook, Student Council, Mythology Club, Drama, Computer Club, Math Team, Newspaper, Basketball (boys & girls in grades 7 & 8), Baseball (boys in grades 7 & 8), Softball (girls in grades 7 & 8), Field Hockey (girls in grades 7- 8), Soccer (boys and girls in grades 7 & 8), and Track and Field (girls & boys in grades 6 - 8).

ATHLETIC ELIGIBILITY FOR 2011-2012 CO-CURRICULAR ACTIVITIES PARTICIPATION

Academic Standards: The following academic standards will apply to all students participating in school-sponsored co-curricular activities. A student who has an academic average of 69 or lower in ANY subject will be declared ineligible for practice/competition in sports and ineligible to attend meetings or participate in any related activities for clubs/council, etc. for a minimum of five (5) school days. Academic checks will be done weekly.

- **Academic check:** Teachers will identify ineligible students and notify the office of any students who are ineligible by 2:00 p.m. on the first day of the school week. The office staff will be responsible for advising the coaches and students of ineligibility from following day and for the five days (example: student told Monday he/she would be ineligible on Tuesday through the following Monday).
- **Behavior check:** Students who exhibit deportment problems during the school day may be declared ineligible by the Administration of Bow Memorial School.

BOOKS

Students are responsible for text and reference books which are assigned to them or checked out of the library for which they have occasion to use. Students must cover books assigned to them and keep them covered throughout the school year.

CHEATING/PLAGIARISM

Academic cheating and plagiarism make use of information incorrectly. Common forms of cheating during tests and/or quizzes involve copying from others with or without their knowledge, plagiarizing passages, using notes that are not allowed by the instructor or using electronic devices to gain an advantage. Tests and assignments that involve cheating will be graded as a “zero” and/or a “major” will be given to the student.

CHANGE OF ADDRESS/GUARDIANSHIP

Parents/students must report any change of guardianship, address, or telephone number to the main office. In some cases you may be asked to document these changes. Students who do not meet the residency requirements as a result of these changes, must attend school elsewhere or apply to the Bow School Board for continued enrollment.

CHILD FIND NOTICE

As mandated by the EDUCATION FOR ALL CHILDREN ACT – public schools must provide a special education for all children determined to be educationally handicapped. The law also requires a school district to identify such children from birth through two years of age. 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 educationally handicapping condition, you are encouraged to contact your child’s 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.

CONFERENCES

If you wish to schedule a conference with your child’s teachers, please call the office at 225-3212, and a secretary will arrange your conference. Conference times are 8:05 a.m. or 3:15 p.m.

Parents/guardians wishing to speak with a teacher should first check at the office to determine the teacher's availability. If a teacher is unavailable, then a message for the teacher may be left or a parent/teacher conference will be scheduled if you prefer.

DANCES AND DANCE ELIGIBILITY

Dances will be scheduled throughout the school year for BMS students in grades 7 & 8. The date, time, and theme for the dance will be announced in advance by the Student Council.

Dance tickets will be sold in the cafeteria during lunches. Only students with signed permission slips will be permitted to attend the dance. Students who are absent from school on the day of a dance may not attend and money paid for tickets purchased in advance will be refunded. **Dance tickets may not be purchased at the door.**

If a student who has purchased a permission slip is not present at the dance, his/her parents will be called to verify an absence. Parents who wish to pick up their child before 9:50 p.m. need to check in with an administrator or send in a signed note. Students may not leave early with a parent other than their own without permission from their parents. Students will not be allowed to enter the dance after 8:00 p.m. without prior authorization from the administrator.

Any student who receives a bus suspension, a major detention within ten (10) school days of a school dance will not be allowed to attend the dance. Students who receive a school suspension or Saturday Detention within fifteen (15) school days of the school dance will not be allowed to attend the dance.

DELAYED OPENING OR SCHOOL CANCELLATION

If a decision to cancel or delay school has been made, information will be provided using:

- ALERT NOW Notification System (Email and voicemail)
- RADIO: WZID-FM 95.7
- TELEVISION: WMUR-TV Channel 9

The Superintendent of Schools will decide if there will be a delayed opening or school cancellation. Parents will be notified via AlertNow, the district's rapid notification system, in addition to the other notification procedures. 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 email will be sent.

DELAYED OPENINGS

All delayed openings shall be 2-hours after the regular starting time. All buses in the Bow School District will make student pick-ups 2 hours later than the usual time.

DRESS

It is impossible to prescribe dress regulations that cover every contingency. In the majority of cases, discretion and good taste should be guideline enough.

In the event a particular style of dressing detracts from the educational process/atmosphere, constitutes a threat to the safety and health of others, or is in violation of lawful statutes, the school shall take corrective action.

DROPPED OFF ITEMS

When a parent/guardian is dropping off an item at the office, the item should be tagged. The secretaries or assistants will arrange for the student to receive the item. Parents may also leave a message for their child through the office.

Parents may not drop off or distribute items for children other than their own without prior approval from classroom teachers and/or administrators.

EATING/DRINKING

Students may drink water in the classrooms. Eating and drinking other beverages is only allowed in the classrooms during "snack time" and in the cafeteria during lunch.

ELECTRONIC EQUIPMENT

Students may bring a personal laptop or other electronic devices to school for academic purposes or assignments. Each teacher will determine when, or if, the use of personal electronics will be allowed in the classroom. Electronics are to be used in the classroom as directed by the teacher for that period only. There can be no recording of teachers or lessons.

Students who wish to utilize their personal electronic devices in the classroom are required to fill out and abide by the Bow School District Personal Laptop Usage Agreement and register their device's MAC address with the Technology Department.

Neither the school nor law enforcement will accept responsibility for lost, damaged, or stolen electronic devices. Unregistered electronics and those, not being used properly will be confiscated and sent to the office for parent pick up.

EMERGENCY DRILLS AND PROCEDURES

Lock Down drills are practiced to prepare students for an intruder in or around the building or a dangerous situation.

- **Shelter in Place** drills are practiced to prepare students for a natural disaster or accident. The purpose of this response is to physically protect individuals from harm.
- **Building Evacuation** (previously called fire drills) Students practice a quick and safe exit from the building which generally is a response to the fire alarm.
- **Reverse Evacuation Students** may also practice a reverse evacuation, where they are advised to return to the building in a safe and efficient manner. This may be followed by either a lock down or shelter in place drill.
- **Other practice drills** as determined by District or BMS Emergency Response Team.
- **EMERGENCY BEFORE OR AFTER SCHOOL:** All teachers, students, and staff present will follow administrative directions as deemed appropriate by the situation.

FOOD SERVICE

The Bow School Food Service Department offers a daily choice of many complete and nutritious meals made in accordance with the USDA Dietary Guidelines. There is also a great selection of a la carte items (salads, soup, bagels, and sandwiches) available every day. Free and reduced lunch applications are included in the summer mailing (you may apply for free and reduced lunch any time throughout the year), forms are available through the school nurse, and on the food service website (www.bownet.org/gravy/). These forms should be returned to the nurse upon completion. If you would like a print-out of your child's cafeteria charges you may contact Allison Niedbala, Food Service Director, at aneidbala@bownet.org.

Menus are sent home monthly and are on the bownet.org website under Food Service Department. The cost of hot lunch is \$ 2.50 and milk is \$.50.

The Bow School Food Service Department utilizes a computerized payment system.

- 1) After an initial deposit of \$35.00 you may prepay bi-weekly, monthly, etc.
- 2) The student does not have to carry money around with the possibility of losing it.
- 3) The student does not have to purchase lunch every day, only when he/she chooses to.
- 4) Prepayment allows the line to move much quicker, allowing students more time to eat.

We strongly encourage you to participate in this program for its success is contingent on the percentage of prepayment participation.

To get started send in a check for \$35 made out to the **Bow School Lunch Program** with the student's name and grade or student's ID number on the memo portion of the check.

If you have any other questions regarding the program please feel free to contact the Food Service Director at 228-2210, extension 316.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability.

GOOD CITIZENSHIP/POSITIVE RECOGNITION PROGRAM FOR BMS

The Positive Recognition Program Committee for BMS has been working to enhance our program to recognize students for outstanding citizenship. It is our hope that this program will positively affect our school climate. Through student, parent, faculty, and administrative feedback, we have devised the following program:

- **Principal's Positive Phone Call Home** – Teachers identify students who have shown positive behavior or effort by filling out a form which is sent to the Principal. The Principal then calls the student's parents to inform them of this outstanding achievement.
- **Teacher's Positive Note Home** – Teachers recognize students who have displayed outstanding behavior or effort by mailing home a note to the student's parents to inform them of this outstanding achievement.
- **WOW Ticket** – Is used as immediate recognition of outstanding citizenship or effort by a student. All adults in the building will be given coupons known as WOW tickets. When an adult observes a student doing something out of the ordinary that positively affects the student or the school climate, the staff person can give that student a WOW ticket, which is redeemable for a free item from the General Education Assistant's cart.
- **Good Citizenship Movie** – After each of the first 3 quarters, students who have not received a major infraction will be allowed to go to Bow High School auditorium to see a movie. The movie will be "G" or "PG" rated.

Students who qualify will be given parent/guardian permission slips indicating the movie title and the date that it will be shown. No student will be allowed to attend without a signed permission slip.

The school counselors, Mrs. Vincent and Mrs. Estefan, will coordinate the use of the high school auditorium, permission slips for students, and adult supervision for this event. Permission slips need to be turned in by the requested time for students to be eligible to attend the movie.

GRADES

Report cards go home four times a year (a quarter = approximately 45 days). Halfway between each quarter, progress reports will go home (approximately 23 days into a new quarter). These dates will be posted on the sign in front of the school. Specials progress reports are issued midway through each Specials rotation.

****Dates listed below are guidelines which may be adjusted if needed.****

ANTICIPATED REPORT CARD CLOSING DATES AND DISTRIBUTION FOR 2011-2012

MARKS CLOSE

Thursday, November 3, 2011
Tuesday, January 24, 2012
Tuesday, April 3, 2012
Thursday, June 14, 2012

REPORT CARDS GO HOME

Wednesday, November 9, 2011
Tuesday, January 31, 2012
Tuesday, April 10, 2012
mailed home

ANTICIPATED PROGRESS REPORT CLOSING DATES AND DISTRIBUTION

Note: *May be subject to change due to Parent Portal Use

MARKS CLOSE

Monday, October 3, 2011
Monday, December 12, 2011
Friday, February 24, 2012
Friday, May 11, 2012

PROGRESS REPORTS GO HOME

Tuesday, October 11, 2011
Monday, December 19, 2011
Friday, March 9, 2012
Friday, May 18, 2012

HONOR ROLL

The academic honor roll will recognize students in grades 7 & 8 using the following criteria:

1. All classes offered at Bow Memorial School shall count toward the Honor Roll.
2. The academic Honor Roll will be divided into two categories, High Honors and Honors.

HIGH HONORS – a student must earn a grade of 90% or above in each subject area including Specials, Band, and/or Chorus.

HONORS – a student must earn a grade of 83% or above in each subject area including Specials, Band, and/or Chorus.

INCOMPLETE GRADES – Students may be granted up to ten (10) school days from the date marks close to complete all required work for the marking quarter. Students failing to meet this deadline will receive no credit for the missing work.

HOMEWORK

After an absence of **more than one day**, you may request homework assignments when you notify the office of your child's absence. For one day absences we encourage students to call a classmate to get homework assignments.

HOMEWORK POLICY

- Homework should have different purposes at different grade levels. For younger students, homework should foster positive attitudes, habits, character traits, and knowledge development. For older students, it should facilitate knowledge acquisition in specific topics.
- In order to provide for the varying purposes of homework, younger students (fifth and sixth graders) will complete assignments during the school week. Older students (seventh and eighth graders) may be asked to complete assignments over the weekend.
- Parents should create a home environment that values education and facilitates student study.
- Homework will not be used to teach complex skills. Rather, it should focus on simple skills and material or on the integration of skills already possessed by the student.
- Not all homework assignments will be formally evaluated; however, teachers will review student homework and check it for completeness. This procedure demonstrates that homework is taken seriously and has a purpose.
- Homework will not be assigned over vacations in order to provide students time with their families, as well as to provide opportunities for students to engage in extracurricular activities and interests.
- When appropriate, students will be given time to start homework in school. This ensures that students are able to receive clarification and assistance from teachers and/or peers.
- Students will be given one make-up day to complete assigned work for each day of an excused absence.

LOST AND FOUND

Our Lost and Found area is located in across from the Nurse's office. Two (2) weeks prior to each vacation the Lost and Found items are displayed in the cafeteria so that students and parents can look for their lost items. At the start of each vacation, any items not claimed will be taken to a charitable organization.

PETS

Due to student allergies and safety concerns we request that no animals be brought into the building without prior permission from the administration.

PICTURES

School pictures will be taken on Tuesday, September 20, 2011.

P.T.O. MEETINGS

This organization supports Bow Elementary, Bow Memorial, and Bow High School. The Executive Board of the P.T.O. is in charge of the organization. Meetings are generally held the second Wednesday of each month beginning in September/October. You may visit the Bow PTO website at www.bownet.org/pto for more information. You are encouraged to sign up on the website for the PTO newsletter for updated information and activities.

SCHOOL BOARD MEETINGS

Regular School Board meetings are held each month at 7:00 p.m. Date, time, and location for each meeting will be posted at each school.

SPECIAL EDUCATION

Special Education services are available for those students who meet criteria under the Individuals with Disabilities Education Act (IDEA). The delivery of these services is consistent with the inclusionary model supported throughout the Bow School District. For this reason, support and assistance is provided within the classroom setting as much as possible and adheres to the principle of a least restrictive environment. A support study hall, staffed with appropriate personnel, is available at every grade level. Continuous communication and collaboration occur between classroom teachers and special educators in an effort to provide an appropriate learning environment for all students.

STANDARDIZED TESTING

All students will take standardized testing as prescribed by the State of NH and the "No Child Left Behind Act." Students will also participate in NWEA (MAP) computerized testing as determined by the district.

TELEPHONE

Students may get permission from the lunchroom supervisor to use the pay phone during their lunchtime or from their study teacher during study time. The office will make change or loan students \$.50 so that they can use the pay phone. Students should not be released from class to use the telephone or cell phones during the school day. Please see Discipline Code for consequences for unauthorized phone use during the school day.

VISITATIONS

Parents/guardians are always welcome to visit the school. Please make arrangements with the teacher at least 24 hours in advance before visiting your child's classroom. All visitors are required to sign in at the office upon entering the building. All exterior doors to the school are locked from 8:30 a.m. until 3:10 p.m., except the main office door. All visitors, volunteers, and substitute teachers are required to sign in at the office and wear identification badges.

Students may be allowed visitors (out-of-town students) for only part of the school day, 8:30 – 12:00 or 12:00 – 3:10 p.m. when deemed appropriate by the administration. Requests for visitations must be received in advance before approval will be granted. Visitors will be required to leave the school if they cause any disturbance or if they are interfering with the educational process.

VOLUNTEERS/CHAPERONES

The work of volunteers and/or chaperones is appreciated by the Bow School District. Students are expected to treat these adults with respect and courtesy. 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 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.

WHEELED EQUIPMENT

Wheeled devices such as skateboards, rollerblades and “heelines” are not allowed at Bow Memorial School for safety reasons. (Necessary medical equipment is exempt from this protocol.)

BMS ACADEMIC PROGRAM

SPECIALS

In addition to the core curriculum grade level subjects of mathematics, language arts, reading, science, and social studies, students at Bow Memorial School are also provided with eight specials courses throughout the year.

- Computer Literacy
- Health
- Family and Consumer Science Education
- Music
- Art
- Physical Education
- Technology Education
- Transition(Grade 8)
- Decision Making(Grade 7)
- DARE(Grade 6)
- Conflict Resolution(Grade 5)

Eighth graders are also offered Spanish and French electives and participate in a career awareness program. Additionally, a four-year Band and Chorus program is available to all students at Bow Memorial School.

GUIDANCE DEPARTMENT

The Guidance Department provides services for students through developmental, comprehensive, prevention, and intervention programs. The primary task of a school counselor is to help students become better learners by providing individual and group counseling, classroom life skills training, and helping to create a positive school-wide learning environment for all students. (Classroom topics taught through Guidance classes may include: conflict resolution, social skills, teaching tolerance, goal setting, drug and alcohol prevention education, character development, decision making, and transition to high school.) School counselors also assist in providing an important link between school and home. Consultation with school staff and parents can be helpful in supporting students in becoming successful learners. Parents are encouraged to contact the Guidance Department with student issues and concerns.

READING SUPPORT PROGRAM

A love and appreciation for literature is fostered through a variety of school-wide motivational programs such as **Drop Everything And Read (DEAR)**, an annual book exchange, Newspapers in the School, promotion of the Great Stone Face Award books, the Scholastic Book Fairs, Participation in the Read Across America program includes our “Picture Books for Patients” community initiative with Capital Region Family Health Center at Concord Hospital. Visiting authors are invited to share their enthusiasm for literature, and community members are given the opportunity to demonstrate the importance of reading skills relative to their jobs.

The reading specialist promotes literacy by providing a variety of services, including direct individualized reading instruction, small group instruction for review and reinforcement of specific skills, and large group instruction in cooperation with classroom teachers. The individual needs of students are determined through the administration of individualized assessments and the implementation of school-wide standardized reading testing.

REACH PROGRAM

The Bow School District is committed to a philosophy that all children have the right to discover and develop their potential. At BMS we seek to provide all students with the encouragement they need to REACH new heights in their learning, to stretch their thinking, and to exercise their minds. We offer opportunities for students both in and out of the classroom to encourage their varied interests and abilities.

One of the REACH program's missions is to expand the learning experience for students through a mentoring program. Students who want to pursue a certain area of study beyond what they are learning in the classroom are matched with a mentor who also has those same interests. Our mentors include staff members, parents, community members, school board members, and high school students.

Historically, REACH has offered additional opportunities for students interested in creative writing and art (Literary Magazine), science (Invention Convention), creative thinking/Problem solving (Destination Imagination), math (continental Math League), and music (recital). BMS also offers a wide range of activities such as band, chorus, drama, newspaper, yearbook, computer club, math team, mythology club, technology club and chess club.

Other competitive and creative academic opportunities are possible, and students are always encouraged to suggest new activities. Programs vary from year to year based upon the interest of the students and the availability of volunteers and resources. The REACH Program Coordinator works with classroom teachers to provide extension activities for our high-ability students. These activities are continually evolving due to the varied interest and needs of the students.

LIBRARY MEDIA CENTER/LMC

The BMS Library Media Program is an extension of Bow Elementary School's program. Students may borrow up to three items for up to two weeks, with unlimited renewals if the items are not on a reserve list. The Library Media Specialist and Library Assistant provide help to students to ensure wise use of all library resources. Materials that can be found in the library consist of approximately 10,000 items in support of our school curriculum: books (print, audio and e-books) magazines, databases, and DVD's/videos.

Special Reading promotion highlights include offering the complete selection and exposure to the Great Stone Face and Isinglass Awards with students voting in April, as well as the Newbery Award winning books. Also, biannual Scholastic Book Fairs, and other book celebrations like National Library Week and daily or weekly contests are held.

The library maintains a flexible schedule where library facilities are used as instructional needs dictate and students have access to the library during all hours of operation.

To insure the appropriate supplemental resources are available to support student research and classroom instruction, the librarian provides bibliographic instruction, reference, inter-library loan, maintains up-to-date resources, and collaborates with teachers. The library staff also provides video taping and audio visual equipment services.

The LMC is under the leadership of the Media Specialist with part-time support from the Library Assistant and functions as an integral part of the entire school program. Library resources are essential tools that contribute to the development of the students as critical thinkers, lifelong readers, and socially responsible learners. Please stop by and check out what's new!

HEALTH SERVICES

Physical Exams: A physical exam by a physician is required in 5th or 6th grade according to Bow School District Policy. A physical exam needs to be on file before the first practice of any school sport in Grades 6, 7, and 8.

Forms are available in the office or can be downloaded form the school nurse's webpage
www.bownet.org/direland

Medications: Parents should update any orders for medications that their child may require during the school year. **Forms are available in the office or can be downloaded from the school nurse's webpage (www.bownet.org/direland).** Be sure to keep medications in the original containers. Parents must bring medicine to school, as students are not supposed to carry any medication. Prescription medications require a doctor's signature. Exceptions for carrying inhalers and epipens should be discussed with the nurse.

Health Conditions/Illness: Parents should report any changes in their child's physical condition or immunization status so that the school health records may be kept up-to-date. Remember, communicable diseases, such as chicken pox, strep throat, scarlet fever, impetigo, ringworm, head lice, flu, etc. should be reported to the school nurse as they occur throughout the year. Children feeling ill while at school should go to the health office. Children with a fever and a cough should remain at home until 24 hours after the fever has subsided. Good hand-washing and cough etiquette are encouraged for all. There is hand sanitizer available when sinks are not readily accessible in the classrooms. Students are allowed to carry individual water bottles and use cough drops at school with parent permission.

Emergency Forms: Be sure that an Emergency Form signed by you is on file in the health office. Please update as needed throughout the year.

Accidents: If your child needs to be seen by a doctor as a result of a school accident, be sure to notify the school nurse as soon as possible. If an accident has happened outside of school that resulted in an injury, it would still be important to let the school nurse know. Often there are concerns of pain, mobility, cast monitoring, physical assistance, or modifications to academic programming that may need to happen. A doctor's note of clearance may be required at times, such as after a concussion, for returning to full participation in gym, school sports, or even recess play.

Physical Education: Students are expected to participate in physical education classes unless they have a written excuse from their doctor stating for how long they need to be out and when they can safely return.

Head Lice: Please check your child's head periodically for signs of head lice or nits (tiny whitish eggs attached to hair shafts). Report suspicions immediately to the school nurse so the transmission to others may be minimized. The nurse screens for head lice at various times during the year if problems arise.

Vision and Hearing: Vision and hearing screenings are done upon request.

Scoliosis Screenings: Scoliosis screening to detect signed of curvature of the spine is done annually as time allows. Any deviations will be referred for recheck by the child's physician. Please feel free to call the school nurse at any time with questions and concerns. The extension is #406. You may need to leave a message if the nurse is busy and she will get back to you. If your concern is not of an urgent nature, you may send an email to direland@bownet.org.

BUS TRANSPORTATION

Pupils transported by school bus will be under the authority of the bus driver. Disorderly conduct or significant lack of cooperation with the bus driver may be sufficient reason for a pupil to be denied transportation. Concerns or complaints about student behavior on school buses should be addressed to school building administrators. All other concerns or complaints should be addressed to the Transportation Coordinator Roberta Lavalle. She can be reached at 228-2215 or by email at rlavalle@bownet.org. The Transportation Coordinator is also a regular bus route driver which may necessitate the leaving of a message. Duane Ford is the supervisor of the Bow Transportation Department and can be reached at 224-2478 or by email at dford@bownet.org

BUS SAFETY RULES

The following is a list of behavior rules for all students riding school buses. 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.) Buses may be monitored with video and/or audio devices

1. Students should arrive at the bus stop at least 5 minutes before the bus arrives.
2. Students should wait in a safe place, clear of traffic and away from where the bus stops.
3. Students should wait in an appropriate manner and avoid horseplay.
4. 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).
5. Students should go directly to an available or assigned seat when entering the bus.
6. Students should remain seated and keep aisles and exits clear.
7. Students should obey the driver promptly and respectfully.
8. Students should refrain from throwing or passing objects on, from, or into buses.
9. Students are permitted to carry only objects that can be held on their laps.
10. Students should refrain from the use of profane language on the bus.
11. Use of tobacco, alcohol, drugs, or any controlled substance is prohibited.
12. Students should refrain from eating and drinking on the bus.
13. Students will not carry hazardous materials, nuisance items, or animals onto the bus.
14. Students will respect the rights and safety of others.
15. Students will refrain from leaving or boarding the bus in locations other than the assigned stops at home or school.
16. Students should not extend head, arms, legs, or objects out of the bus.

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 (2) 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 TRANSPORTATION GUIDELINES

Students are to ride only their own bus to and from school. Students may not change buses except in an emergency, for childcare purposes, or with prior permission from the school administration. Students may get a pass at the office to change buses if they have a signed note from their parents. Due to space restrictions on the buses, affairs such as birthday parties, overnight stays, after school visits, or other social events need to be accommodated through carpooling. The bus route list is online at http://bownet.org/SAU/busroutes2009_10.pdf Bow Memorial students may not ride the Bow Elementary School buses ("early bus") in the morning without a pass from the teacher who has made arrangements to meet with the student.

CAFETERIA GUIDELINES

Consequences for failure to comply with the cafeteria guidelines fall within the School-Wide Discipline Code. They may also include the student being assigned a seat or being excluded from eating in the cafeteria.

- Students may choose a seat unless they have been assigned to one.
- Seven students may sit on each side of the table.
- Students should use good manners and be respectful of other students and adults.
- Students should wait to be called by table to the lunch line by cafeteria supervisors.
- Students should return to the seat they have chosen.
- Students should handle food appropriately.
- Students should handle drinks and drink bottles appropriately.
- Students should stay seated and talk at an acceptable level.
- Students should take a pass and sign out and in for bathrooms, office, and/or telephone use.
- Students should empty their trays correctly and clean their own eating area.
- Students should take turns bringing the trays from the table up to the cooks.
- Students should wait for their table to be dismissed to class.

DISCIPLINE

SCHOOL-WIDE DISCIPLINE CODE

*This policy applies to all discipline infractions committed before, during, and after school hours. Discipline infractions are divided into **minor** and **major** offenses. A teacher may decide, depending upon the severity of the incident, whether an offense should be considered minor or major. Not all infractions have been listed. If an action or behavior occurs that is not stated, the consequences will fall within the disciplinary guidelines.*

MINOR OFFENSES

Two minor infraction notices will result in an after-school detention but they will not be counted toward suspension, nor will they affect eligibility to attend school dances.

- Being in an unauthorized area
- Being in the halls without a pass
- Chewing gum
- Disrupting class
- Entering building without permission
- Inappropriate corridor behavior
- Inappropriate recess behavior
- Late to class
- Rough-housing
- Squirting liquids
- Using a phone or other electronic device without permission

MAJOR OFFENSES

Major offenses will result in an automatic after school detention and, if skipped, an out-of- school suspension may be assigned. School detentions are held from 3:10-4:00 on Tues., Wed., and Thurs. afternoons.

- Cheating
- Cutting class
- Damage to school property
- Disrespect to an adult
- Disruptive behavior that may result in injury
- Extortion
- Fighting
- Forgery
- Harassment of others
- Inappropriate cafeteria behavior
- Lying
- Misuse of a school pass
- Skipping detention
- Spitting
- Stealing
- Throwing snowballs
- Using inappropriate language

The School-Wide Discipline Code for all students in grades 5-8 at the Bow Memorial School will be as follows:

1. If a student receives either two minor infraction notices or one major infraction notice during one quarter, the student will serve one after-school detention. Detentions are held on Tuesdays, Wednesdays, and Thursdays from 3:15 p.m. to 4:00 p.m. If the student is absent from school on the day of an assigned detention, he/she will be expected to serve the detention on the next scheduled detention night.
 - a. Written notification of a school infraction will be given directly to the student.
 - b. A student with a major detention will be immediately assigned to the next scheduled after-school detention.
 - c. The office will assign students to detention when two (2) minor infractions notices have been accumulated.
 - d. The detention notification must be signed and returned to the office the day of the detention.
 - e. A student who does not return a signed detention form will be asked if his/her parents know of this detention. If yes, he/she may stay for the detention and bring in the signed slip to the office the following day. If the parents do not know of this detention, the student will be sent home and will be considered to have “skipped” the detention. The student will be assigned an additional (major) detention. Parents of a student who has not returned a signed detention slip to the office will be called to verify their knowledge of the detention.
2. If a student receives a third detention for a major infraction (Minor offenses do not count toward suspension or eligibility to attend dances) in any one quarter, the student will be asked to serve a Saturday Detention from 8am-12 noon. Serving the “Saturday Detention” shall act as the consequence for the third major detention. Failure to serve a Saturday Detention will result in a School Suspension on the following Monday.

For more serious behaviors, students may be assigned a Saturday Suspension, or an out-of-school suspension at the discretion of the administration.

- Students who are suspended are given the opportunity to do missed work at home, for full credit if they pass it in to the teacher(s) the day of their return.
 - If work is not passed in the first day of the student’s return, he/she will receive zeros for the assignment given during his/her absence.
 - For multiple day suspensions, parents should call the office @ 225-3212 on the morning of each suspension day to see if there is additional assigned work to be picked up.
 - Students will also be given an opportunity to make up tests that were missed due to suspension, or turn in long-term projects on the day they return.
 - If a test is scheduled for the day the student returns, he/she is expected to take the test along with the class.
3. Students serving an out-of-school suspension will meet with a Guidance Counselor to develop a plan to improve behavior before returning to classes. The Guidance Counselor will oversee the implementation of the plan.
 4. For suspensions of fewer than ten days, students are afforded due process rights, which include the right to notice of the charges against them, an explanation of the evidence, and an opportunity to tell their side of the story.

Additionally, in cases of serious misconduct, for which more serious disciplinary actions may be imposed, the student is entitled to written notification of the charges. The written notification of charges must be given to the student and his/her parents. Such notification should include a statement of the evidence against the student as well

as the possible punishment, and the notification should be given early enough to allow the student time to adequately prepare a response to the charges.

NOTE:

1. This policy is designed to handle situations out of the classroom; however, should an incident take place in the classroom that is covered by this policy, the classroom teacher, an assistant, or substitute teacher may issue a notice of an infraction.
2. Copies of suspension and/or expulsion letters will be included in the student's cumulative file. A detention earned in any given quarter and not served will be served in the following quarter.

*This policy applies to all discipline infractions committed before, during, and after school hours. Discipline infractions are divided into **minor** and **major** offenses. A teacher may decide, depending upon the severity of the incident, whether an offense should be considered minor or major. Not all infractions have been listed. If an action or behavior occurs that is not stated, the consequences will fall within the disciplinary guidelines.*
*This policy applies to all discipline infractions committed before, during, and after school hours. Discipline infractions are divided into **minor** and **major** offenses. A teacher may decide, depending upon the severity of the incident, whether an offense should be considered minor or major. Not all infractions have been listed. If an action or behavior occurs that is not stated, the consequences will fall within the disciplinary guidelines.*

GRADE LEVEL DETENTIONS

These detentions will vary in length and will be assigned by the classroom teacher or other school staff for infractions as established by each teacher or team. These offenses are separate from the school-wide discipline system and will not be recorded on the student's report card nor counted toward suspension or dance participation.

POLICY APPENDIX

AC	Nondiscrimination
ADC	Tobacco Product Ban
EEBB	Employee Use of Private Vehicles to Transport Students
EEBB-A	Non Employee use of Private Vehicles to Travel to School Sponsored Events
EGAA	Personal Laptop Usage Policy
IJNB-R	The Bow School District Internet Acceptable Use Police
IFK	High School Graduation Policy
GB/JBA	Prohibiting Harassment and Violence
IJOC	School Volunteers
JBAA	Prohibiting Sexual Harassment and Violence – Students
JH	Attendance, Absenteeism and Truancy
JICBB	Pupil Safety and Violence Prevention Policy and Bullying
JICD	Student Conduct, Discipline and Due Process
JICH	Student Drug and Alcohol Policy
JICI	Safe School Zone
JLCF	Bow School District Wellness Policy

BOW SCHOOL DISTRICT Policy**AC****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**ADC***Also ADB, GBEC, GBED, JICG & KH***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 means 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 1. (b)

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

RSA 126-I, Effective January 1, 1998

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

BOW SCHOOL DISTRICT Policy

EEBB

EMPLOYEE USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS

1. Any use of private vehicles for transportation of participating students as part of school sponsored events must have prior authorization by the Superintendent or his or her designee. Unauthorized student transportation will not be permitted.
2. Any employee using his/her own or a rented vehicle to provide school-authorized student transportation must have auto liability insurance of not less than \$500,000 Combined Single Limit. The District will maintain liability insurance, which will be in excess of the owner's primary insurance for authorized student transportation.
3. A person under contract to transport one or more children to or from school, or as part of school sponsored events must have a valid School Bus Driver Certificate from the Department of Safety. This person's vehicle must be approved by the N.H. Department of Safety as meeting all applicable school bus safety standards.
4. Those providing transportation on an incidental basis, i.e., not specifically as part of a contract to transport, must have a valid driver's license, and a vehicle which has a current N.H. inspection sticker. A commercial license is required for any vehicle that has a capacity of 16 or more.
5. The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Superintendent or his or her designee.
6. All employees who regularly transport students must have a School Bus Driver Certificate.
7. No student shall be sent on school errands using any vehicle. No student will transport another student in place of school authorized transportation or for any school authorized purpose.

8. Reimbursement for use of private vehicles may be made at the standard IRS reimbursement rate, but only if the employee or other person has prior approval of the designated administrator.

Reviewed and approved by the Bow School Board on March 8, 2007

BOW SCHOOL DISTRICT Policy

EEBB-A

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 Accepted by the Bow School Board on June 7, 2007

BOW SCHOOL DISTRICT Policy

EGAA

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

BOW SCHOOL DISTRICT Policy

IJNDB-R

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 BOARD Policy

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HIGH SCHOOL GRADUATION POLICY

The Bow School District Standard Academic diploma has a minimum of 24 credits required for graduation:

Humanities	8 credits
Math, Science, Technology	8 credits
B.E.S.T.	2.5 credits
Electives	<u>5.5 credits</u>
Total	24 credits =====

A .5 Credit in Information, Communications and Technology must also be accounted for.

Non-Credit Requirements:

Digital Portfolio, Senior Project, Sophomore Project,

20 hours of Community Service, 20 Hours of Career Exploration

A Basic Core Diploma based on the State of New Hampshire minimum requirements of 20 credits can be awarded in special circumstances. The approval of the school administration and Superintendent is required to be considered for this diploma. The requirements for the Basic Core Diploma are:

English	4 credits
US and NH History	1 credit
US and NH Government / Civics	.5 credit
Economics	.5 credit
World History, Global Studies or Geography	.5 credit
Arts Education	.5 credit
Math	3 credits
Physical Sciences	1 credit
Biological Sciences	1 credit
Physical Education	1 credit
Health Education	.5 credit
Information and Communications Technologies	.5 credit
Electives	<u>6 credits</u>
Total	20 credits =====

Non-Credit Requirements:

Digital Portfolio, 20 hours of Community Service, 20 Hours of Career Exploration

Permission to pursue a regular/core diploma will be obtained via a recommendation from the Guidance Department and must have the approval of the Principal and Superintendent. All incoming students will be encouraged to meet the requirements of the standard / academic diploma, and approval for the core / regular diploma will not be considered prior to the fall of the junior year.

Awarding of Credit:

A unit of credit, or fraction thereof, shall be given upon satisfactory mastery of course competencies. This is usually accomplished via completion of a course or learning experience in compliance with the District-specified curriculum and assessment standards. In some cases, course credit may also be awarded for non-school activities based on demonstrated mastery of the required competencies for the course. Assessment of mastery will be the responsibility of the building Principal or designee and will be in accordance with Policy ILBAA, Competency Assessments. Credit will be awarded only once for a specific required course with the same content during the secondary school experience.

Alternative Credit Options:

Course sequences that satisfy graduation requirements are delineated in the High School's Program of Studies. In some cases, credit may be earned through alternative methods outside of regular classroom-based instruction offered by the District schools. Awarding of credits to be applied toward High School graduation will be determined by the High School Principal or designee and will be granted according to the provisions of Policy IMBC, Alternative Credit Options.

Legal Reference:

NH Code of Administrative Rules, Section Ed. 306.04(a)(14), Policy Development

NH Code of Administrative Rules, Section Ed. 306.14(f), Basic Instructional Standards

NH Code of Administrative Rules, Section Ed. 306.27(d, m), Required Subjects and Unit of Credit for High School Graduation

Revised and Approved by Bow School Board on June 3, 2010

Revised and Approved by Bow School Board on May 1, 2008

Revised and Approved by Bow School Board on September 7, 2006

(See Minutes of 9-7-06 Meeting for Further Clarification Regarding Grade 8 Students)

PROHIBITING HARASSMENT AND VIOLENCE**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 or violence based upon an individual's religion, ethnicity, disability, race, or sexual orientation.

Bow School District policies **GBAA** and **JBAA** will define and address harassment and/or violence based upon an individual's race, religion, ethnicity, disability, and sexual orientation. (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 a pupil, teacher, administrator or other school personnel through conduct or communication regarding religion, sexual orientation, race, ethnicity, or disability.

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 any act of violence upon any pupil, teacher, administrator or other school personnel because of an individual's religion, race, ethnicity, sexual orientation, or disability.

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 because of a person's religion, race, ethnicity, sexual orientation or disability or to engage in any violence.

Bow School District will respond to incidents of 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 harassment or violence based upon religion, race, ethnicity, sexual orientation or disability. The District 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.

Harassment and Violence Based on Religion, Race, Ethnicity, Sexual Orientation or Disability

Defined:

A. Religious Harassment - Definition

Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

- (i) has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
- (ii) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- (iii) otherwise adversely affects an individual's employment or academic opportunities.

Examples of conduct which may constitute harassment because of religion include but are not limited to derogatory comments regarding surnames, religious traditions or religious clothing or religious slurs or graffiti.

B. Racial Harassment-Definition

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

- (i) has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment
- (ii) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- (iii) otherwise adversely affects an individual's employment or academic opportunities.

Examples of conduct which may constitute harassment because of race include but are not limited to nicknames emphasizing stereotypes, racial slurs, comments on manner of speaking, and negative references to racial customs.

C. Ethnic Harassment - Definition

Ethnic harassment consists of physical or verbal conduct relating to an individual's ethnicity or country of origin of the individual's parents, family members or ancestors when the conduct:

- (i) has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- (ii) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- (iii) otherwise adversely affects an individual's employment or academic opportunities.

Examples of conduct which may constitute harassment because of ethnicity include but are not limited to: negative comments regarding surnames, manner of speaking, customs, language or ethnic slurs.

D. Sexual Orientation Harassment - Definition

Sexual orientation harassment consists of physical or verbal conduct relating to the person's sexual orientation, when the conduct:

- (i) has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- (ii) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- (iii) otherwise adversely affects an individual's employment or academic opportunities.

Examples of conduct which constitutes harassment because of sexual orientation include but are not limited to: negative name calling and imitating mannerisms.

E. Disability Harassment - Definition

Disability harassment consists of physical or verbal conduct based on the person's disabling mental or physical condition, when the conduct:

- (i) has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- (ii) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- (iii) otherwise adversely affects an individual's employment or academic opportunities.

Examples of conduct, which may constitute harassment because of disability, include but are not limited to: imitating manner of speech or movement, or interference with necessary equipment.

F. Violence Based on Race - Definition

Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

G. Violence Based on Religion - Definition

Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

H. Violence Based on Ethnicity - Definition

Ethnic violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity.

I. Violence Based on Sexual Orientation - Definition

Sexual orientation violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, sexual orientation.

J. Disability Based Violence - Definition

Disability violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, disability.

K. Violence - Definition

Violence is a physical act of aggression or assault upon another and as used in this policy includes an act of theft, destruction or violence as defined in RSA 193-D: 1.

L. Assault - Definition

Assault is:

- (i) an act done with intent to cause fear in another of immediate bodily harm or death;
- (ii) the intentional infliction of or attempt to inflict bodily harm upon another; or
- (iii) the threat to do bodily harm to another with present ability to carry out the threat.

Reporting Procedures

Any person who believe he or she has been the victim of religious, racial, ethnic, sexual orientation or disability harassment and/or violence by a pupil, teacher administrator, 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.

Any person with knowledge or belief of conduct which may constitute religious, racial, ethnic, sexual orientation or disability harassment and/or violence toward a pupil, teacher, school personnel or any person participating in, observing or otherwise engaged in any school related activity 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 harassment based on religion, race, ethnicity, sexual orientation or disability 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 harassment or violence directly to the District Human Rights Officer or to the Superintendent.

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 receive 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 described 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.

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 religious, racial, ethnic, sexual orientation or disability harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.

D. Use of formal reporting forms is 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.

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.

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.

The investigation will be completed as soon as practicable and in most instances within ten (10) working days. If circumstances arise causing the process to proceed past 10 working days, all parties will be notified. 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.

V. School District Action

A. Upon receipt of a report that a violation has occurred, the School District will take prompt appropriate formal action 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 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.

Harassment or Violence as Abuse

Under certain circumstances, alleged 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 member.
- 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.

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

BOW SCHOOL DISTRICT Policy

JBAA

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 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 a 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 a 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.

Approved 11/04/99

BOW SCHOOL BOARD Policy

JH

ATTENDANCE, ABSENTEEISM, & TRUANCY

Absences

The Board requires that school-aged children enrolled in the District attend school in accordance with all applicable state laws and Board policies. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in the District during the days and hours that school is in session, except that the Principal may excuse a student for temporary absences when receiving satisfactory evidence of conditions or reasons that may reasonably cause the student's absence.

The Board considers the following to be excused absences:

1. Illness
2. Recovery from an accident
3. Required court attendance
4. Medical and dental appointments
5. Death in the immediate family
6. Observation or celebration of a bona fide religious holiday
7. Such other good cause as may be acceptable to the Principal or permitted by law

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

In the event of an illness, parents must call the school and inform the District of the student's illness and absence. For other absences, parents must provide written notice or a written excuse that states one of these reasons for non-attendance. The Principal may require parents to provide additional documentation in support of their written notice, including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance.

If parents wish for their child to be absent for a reason not listed above, the parent must provide a written explanation of the reason for such absence, including why the student will be absent and for how long the student will be absent. The Principal will make a determination as to whether the stated reason for the student's absence constitutes good cause and will notify the parents via telephone and writing of his/her decision. If the Principal determines that good cause does not exist, the parents may request a conference with the Principal to again explain the reasons for non-attendance. The Principal may then reconsider his initial determination. However, at this juncture, the Principal's decision shall be final.

Family Vacations/Educational Opportunities

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

Truancy

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence.

Ten half-days of unexcused absence during a school year constitutes habitual truancy.

A half-day absence is defined as a student missing more two hours of instructional time and less than three and one-half hours of instructional time.

Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence. The Principal or Truant Officer is hereby designated as the District employee responsible for overseeing truancy issues.

Intervention Process to Address Truancy

The Principal shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process that identifies students who are habitually truant, as defined above.

When the Principal identifies a student who is habitually truant or who is in danger of becoming habitually truant, he/she shall commence an intervention with the student, the student's parents, and other staff members as may be deemed necessary. The intervention shall include processes including, but not limited to:

1. Investigates the cause(s) of the student's truant behavior;
2. Considers, when appropriate, modification of his/her educational program to meet particular needs that may be causing the truancy;
4. Involves the parents in the development of a plan designed to reduce the truancy;
5. Seeks alternative disciplinary measures, but still retains the right to impose discipline in accordance with the District's policies and administrative guidelines on student discipline;

Parental Involvement in Truancy Intervention

When a student reaches habitual truancy status or is in danger of reaching habitual truancy status, the Principal will send the student's parent a letter which includes:

1. A statement that the student has become or is in danger of becoming habitually truant;
2. A statement of the parent's responsibility to ensure that the student attends school; and
3. A request for a meeting between the parents and the Principal to discuss the student's truancy and to develop a plan for reducing the student's truancy.

Developing and Coordinating Strategies for Truancy Reduction

The Board encourages the administration to seek truancy-prevention and truancy-reduction strategies along the recommendations listed below. However, these guidelines shall be advisory only. The Superintendent is authorized to develop and utilize other means, guidelines and programs aimed at preventing and reducing truancy.

1. Coordinate truancy-prevention strategies based on the early identification of truancy, such as prompt notification of absences to parents.

2. Assist school staff to develop site attendance plans by providing development strategies, resources, and referral procedures.
3. Encourage and coordinate the adoption of attendance-incentive programs at school sites and in individual classrooms that reward and celebrate good attendance and significant improvements in attendance.

Parental Notification of Truancy Policy

Prior to adopting this policy, the Board will place the item on the agenda of a public school board meeting and will allow two weeks for public input as to the policy's provisions. Any public input shall be advisory only and final adoption as to the policy's provisions will remain solely with the Board.

Additionally, the Superintendent shall also ensure that this policy is included in or referenced in the student handbook and is mailed to parents annually at the beginning of each school year.

Legal References:

- RSA 189:34, Appointment*
- RSA 189:35-a, Truancy Defined*
- RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil*
- RSA 193:7 Penalty*
- RSA 193:8, Notice Requirements*
- RSA 193:16 Bylaws as to Nonattendance*
- NH Code of Administrative Rules, Section Ed 306.04 (a)(1), Attendance and Absenteeism*
- NH Code of Administrative Rules, Section Ed 306.04 (c), Policy Relative to Attendance and Absenteeism*

Statutory References:

- RSA 193:1,2,7 and 16*

Reviewed, Revised & Approved by School Board @
November 4, 2010 School Board Meeting

Reviewed and approved 9/09/99

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

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

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

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.

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

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.

Reviewed and approved 9/09/99

BOW SCHOOL DISTRICT Policy

JLCF

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

STUDENT RECORDS AND ACCESS

The Bow School Board is intent upon maintaining an adequate individual student record system designed to benefit the education of every student and to assist school staff in this process.

It is the responsibility of school personnel to collect and maintain data to assume such benefit and data required by statute and/or State Department regulations. This data shall be presented in a format that meets the needs of students. Emphasis is placed upon accuracy in reporting.

Where the parents of a student are separated or divorced, or for some other reason the student is not in the joint custody of both of his parents, information concerning the student shall be disclosed to both natural parents or persons having legal custody of the student, and to a person having written authority from the legal custodian of the student.

Student records are to be kept in the custody of the principal and may not be transferred outside the district without written permission of the parent in accordance with state and federal laws.

The parents, or legal guardian, shall have access to the student record, and may have copies of any information in the record. Authorized school personnel shall have access to the student records. In general, no information in a student record shall be disseminated without the specific informed written consent of his/her parent. A log shall be kept to record the dissemination of any information in the student record.

The parents, or legal guardian, shall have the right to add information or other relevant material to the record. They shall have the right to request deletion or amendment of any information in the record. The principal, or his designee, will make a decision which may be appealed first to the superintendent and then to the school board.

If a parent or legal guardian wishes to review his/her child's school records, he must complete the appropriate form available from the school secretary. The principal or the counselor will then supervise the gathering of records and meet with the parents to review the contents. The parent/guardian must give a minimum of 24 hours notice before reviewing records.

General source: NHSBA Policy JO, adopted 4/88

Adopted: 8/25/88

Reviewed: 10/13/94

Revised & Accepted by School Board: June 5, 2003

**STUDENT RECORDS ACCESSIBILITY
Policies and Procedures****Definitions:**

For the purpose of this policy, the Bow School District has the following definitions of terms:

Student-any person who attends, or has attended a school, or is tuitioned by the Bow School District to another educational setting.

Eligible Student-a student or former student who has reached age 18 or is attending a post secondary school.

Parent-either natural parent of a student, a legal guardian, or an individual who is legally empowered to act as a parent or guardian in the absence of the student's parent or guardian.

Education records-any record (in handwriting, print, tapes, films or other medium) maintained by the Bow School District or an agent of the district which is directly related to a student, EXCEPT:

1. A personal record kept by a school staff member if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except that staff member's temporary substitute.
2. An employment record which is used only in relation to a student's employment by the Bow School District.
3. Alumni records which contain information about a student if s/he is no longer in attendance at the District and the records do not relate to the person as a student.

Annual notification-A school district is required by Section 99.7 of the FERPA (Family Educational Rights and Privacy Act) regulations to provide parents annual notification of their FERPA rights. If the parents have a primary or home language other than English, the district must effectively notify them. Its policy must include the method it will use to inform the parents. Parents of Bow students will be notified of their FERPA rights annually by publication in the student handbook and/or by school newsletter.

PROCEDURE TO INSPECT EDUCATION RECORDS

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

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

The principal (or other appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.

REFUSAL TO PROVIDE COPIES

With an understanding that it cannot deny parents access to their children's records, a school district is required to describe the circumstances in which it may deny parents a COPY of a student's education record. For the Bow School District, the following are examples:

- ❖ The district will not provide a parent or eligible student a copy of the student's education record unless failure to do so would effectively prevent the parent or eligible student the right to inspect and review their records.
- ❖ If the student record involves answers to a standardized test, the district will not provide a parent with a copy of standardized test questions.

FEEES FOR COPIES OF RECORDS

The fee for copies will be \$.20 per page. Postage is not included in the fee.

TYPES, LOCATIONS, AND CUSTODIANS OF EDUCATION RECORDS

The following is a list of the types of records that the district maintains, their locations and their custodians:

Type	Location	Custodian
Cumulative school records	Guidance office	Guidance Counselor
Cumulative school records- former students	Guidance office	Guidance Counselor
Health records	Nurse's office	School nurse
Special ed. confidential records	Principal's office	Ass't principal/Spec. Ed Dir.
School transportation records	School bus garage	Transportation Coordinator

DISCLOSURE OF EDUCATION RECORDS

The Bow School District will disclose information from a student's education records only with the written consent of the parent or eligible student, EXCEPT:

1. To school officials who have a legitimate educational interest in the records.

A school official is a person elected to the School Board; a person employed by the district as an administrator, supervisor, instructor or support member; a person employed by or under contract to the district to perform a special task, such as an attorney, auditor, medical consultant or therapist.

A school official has a legitimate education interest if the official is: performing a task related to a student's education; performing a task that is specified in his or her position description or by a contract agreement; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, or job placement.

2. To officials of another school in which a student seeks or intends to enroll upon request of such official.
3. To certain officials of the US Dept. of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported programs.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. If required by a state law requiring disclosure that was adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the district.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who claim the student as a dependent for income tax purposes.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.

The Bow School District will maintain a record of all requests for and/or disclosure of information from a student's education records, excluding request of school officials and requests for directory information. The record will indicate the name of the party making the request, any additional parties to whom it may be disclosed and the legitimate interest the party had to requesting or obtaining the information. The records may be reviewed by the parents or eligible student.

DIRECTORY INFORMATION

The Bow School District designates the following items as directory information: student name, address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. The district may disclose any of those items without prior written consent, unless notified in writing to the Building Principal by September 30 of each school year.

MILITARY RECRUITERS

Military recruiters or institutions of higher learning shall have access to secondary school students' names, addresses, and telephone listings unless a secondary student or the parent of the student requests that such information not be released without prior written parental consent. The district shall notify parents of the option to make such a request and shall comply with any requests received.

CORRECTION OF EDUCATION RECORDS

Parents or eligible students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for requesting correction of records:

1. Parents or the eligible student must request the Bow School District to amend the record. They should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy or other rights.
2. The Bow School District may comply with the request or it may decide not to comply. If it decides not to comply, the District will notify the parents or eligible student, reasonably in advance, of the date, place, and time of the hearing.
3. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the district. The parents or eligible student will be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The parents or student may be assisted by one or more individuals, including an attorney.
4. The Bow School District will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reason for the decision.
5. If the Bow School District decides that the challenged information is not inaccurate, misleading, or in violation of the students'
6. right of privacy, it will notify the parents or eligible student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
6. This statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the Bow School District discloses the contested portion of the record, it will also disclose the statement.
7. If the Bow School District decides that the information is inaccurate, misleading or in violation of the student's right of privacy, it will amend the record and notify the parents or eligible student, in writing, that the records has been amended.

Adopted: 04/11/91
Reviewed: 10/13/94

Revised & Accepted by School Board: June 5, 2003

5 of 5

Parent/Guardian Request to Review Student Records

I hereby do request to review records for the following student:

The records to be reviewed are:

_____ Academic records

_____ Special education records

Signature

Relationship to student

Date of Request

Adopted: 08/25/88

Reviewed: 10/13/94

Revised and Accepted by School Board: June 5, 2003

Family Educational Rights and Privacy Act (FERPA)

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

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

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

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

For additional information 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**

(Copied from ED.GOV FERPA website)