

# **Student Parent Handbook 2022-2023**



**Gilford  
Middle School**

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*Welcome Letter from Mr. Sawyer:*

*August 2022*

*Dear Students and Families,*

*Welcome to the 2022-2023 school year at Gilford Middle School. Our school community is focused on making this a great year of learning and growth for every student. An important part of this work has begun with the identification of four qualities that we believe are important to the success of every student at GMS. Students and staff members were involved in the selection of these qualities. You will be hearing more about our efforts to support our students as they work to develop as **RESPONSIBLE, RESOURCEFUL, RESPECTFUL**, and **CONFIDENT** learners and members of their grade level teams and school.*

*The Student Handbook is a resource for students and their families. After reviewing this important information with their families, all students are expected to return the sign off sheet found at the end of the handbook. You may also share your contact information on the sign off sheet to indicate your interest in volunteer efforts at GMS.*

*Let the journey begin. We are looking forward to an exciting year of learning.*

*Sincerely,*

*Peter Sawyer, Principal*  
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Ext. 403

## INTRODUCTION

### **Gilford Middle School Information:**

At Gilford Middle School, we embrace and appreciate this unique time in the lives of children as they progress through adolescence. *Our goal is for all GMS students to develop the habits, qualities and values to become **Responsible, Resourceful, Respectful and Confident learners**.* This common goal for students will be embedded in all we do. Students and parents will know the clear expectations for the children of GMS as they progress through their middle school years.

### **Mission:**

The Mission Statement of the Gilford School District is to provide innovative education, creating pathways to success for all learners.

### **Vision:**

The Gilford School District (GSD) aspires to prepare each learner to thrive as an adaptable citizen by providing a rigorous education, while supporting the whole child. GSD expects our learners to be self-directed and engaged. We succeed when we each:

- demonstrate critical and creative thinking;
- persevere through challenges and solve problems;
- communicate and collaborate as a learner and community member

### **The Pillars of the Gilford School District:**

- teaching and learning
- leadership, governance, and community engagement
- resource management
- safety, health, and wellness

### **The Core Values and Beliefs of the Gilford School District:**

- We believe all people can learn and that individuals need to be offered diverse learning opportunities that are rigorous, personalized, authentic, and relevant to their future; learning takes place in a variety of settings.
- We believe that the teaching and learning environment in the Gilford School District must be physically and emotionally safe where risk-taking and failures are supported and successes celebrated while providing multiple pathways to future goals. We know challenges provide opportunities for self-reflection, perseverance, and growth.
- We believe that partnerships in an engaged community are critical in supporting teaching and learning. We value the relationship between the communities of Gilford and Gilmanton.
- We believe our educators are essential in helping learners develop the intellect and strength of character necessary to live in an ever-changing world. We believe collaboration, respect, perseverance, personal growth, creativity, and excellence are central to achieving our mission relevant to their future; learning takes place in a variety of settings.

### **Gilford School District Strategic Plan:**

**Goal 1:** Develop a Portrait of a Learner (POL) and embed it so that it guides teaching and learning and students are receiving feedback on their employment of the skills and dispositions.

**Goal 2:** Develop / revise an assessment system that is aligned with competencies and curricular goals on the K-12 Curriculum Map, allowing for personalization in every building.

**Goal 3:** Choose a Student Information System (SIS) that best supports best grading and reporting practices and that best-aligns with the Gilford School District's program and personalized learning goals.

**Goal 4:** Secure a renewed AREA agreement with the Gilmanton School District.

**Goal 5:** Develop a communication plan that focuses on the dissemination of information about Gilford schools and the Gilford School District.

**Goal 6:** Work collaboratively with the Budget Committee and the School Board to develop a fiscally responsible budget that addresses the needs and goals of the Gilford School District.

**Goal 7:** Continue to develop staffing, capital improvement, and resource needs/allocation plans.

**Goal 8:** Build facilities (locker and rest rooms) that support athletics and spectators at the Meadows.

**Goal 9:** Work with community partners to provide information, programs, interventions and supports for learning and the health and well-being of students in the Gilford - Gilmanton community.

**Goal 10:** Based on the Homeland Security report, update facilities, the safety plan, and safety.

**Expectations of the Gilford School District:**

- Provide a disciplined, respectful, and safe environment that promotes learning.
- Provide students with a dynamic curriculum that prepares them for careers and further education.
- Ensure that all students can learn and will meet yearly curriculum competencies.
- Recognize and adapt curriculum to meet individual student learning styles.
- Actively engage families in the educational process.
- Promote personal responsibility, accountability and wellness as an integral part of the educational process.
- Develop strong business and community partnerships to support a broad range of opportunities and positive influences for students.
- Establish a plan for students to participate in community service projects to develop character and citizenship.
- Promote open communications that promote accountability.
- Expect employees to excel in their roles and will support their efforts for continuous improvement.
- Examine the use of all resources to maximize impact and effectiveness.

## **GENERAL INFORMATION**

### **INSURANCE:**

Student insurance forms are distributed at the opening of school. You must carry this insurance or have similar family coverage in order to participate in interscholastic sports.

### **MIDDLE SCHOOL MEDIA CENTER:**

The media center is a resource for the middle school and is open from 7:00 AM to 3:30 PM each day. The media center is available to students and staff for research, quiet study and reading as well as computer access. Magazines and daily newspapers are available to all.

**Student ID's are required to check out all media materials.** Media center expectation sheets, signed by students and parents/guardians, are required for independent media center use. Students may work in the media center before school, during a study hall, or after school. During the school day, a signed pass is required for students to come to the media center. Students must sign in and out and engage in work while present. If a student leaves before the end of the period, a pass signed by a media center staff member is required.

Books are checked out for a two-week period with options for renewal, except when in high demand. Students will be held accountable for all material checked out in their name. Replacement costs will be charged if the book is lost.

The media center materials are shared by all. We expect all students to treat the media center, staff and volunteers with respect.

### **FOOD SERVICES:**

Payment for meals is expected in advance or at the time of service. Payments for food purchases may be made with cash at the time of purchase or with funds deposited in a debit account set up for each student either as the student comes through the line or with a credit card payment made on-line (see website for details). If assistance is needed in setting up an on-line account, contact the School Food Service Director. Refunds will be made only with a written request from a parent/guardian. Students will be required to use their student ID to purchase meals or any food items.

Applications for free/reduced price meals will be available at the beginning of each school year. Renewal applications are due by October 7, 2022. New applications may be submitted at any time throughout the school year. If a student is approved for free lunch, they are also eligible to receive a free breakfast. Cost for reduced price meals are \$.30 for breakfast and \$.40 for lunch. Food prices are subject to change.

### **Breakfast:**

Breakfast will be available for all students from 7:10 a.m. – 7:25 a.m. in the Cafeteria. The price of a breakfast meal is to be determined then will be posted in the Food Service section of the schools website.

### **Lunch:**

Nutritionally balanced meals are available to all students. The price of a lunch is to be determined then will be posted in the Food Service section of the schools website.

### **Free and reduced:**

Applications for free/reduced price meals will be available at the beginning of each school year. Renewal applications are due by October 7, 2022. New applications may be submitted at any time throughout the school year. If a student is approved for free lunch, they are also eligible to receive a free breakfast. Cost for reduced price meals are \$.30 for breakfast and \$.40 for lunch. Food prices are subject to change.

### **GILFORD SCHOOL DISTRICT FOOD SERVICE CHARGING POLICY:**

The Gilford School District realizes that the primary responsibility of the Food Service Department is to provide nutritious meals to all students, and to do so in a financially responsible manner. A major component in realizing this goal is that the families in the District have the responsibility of keeping their student's lunch account in good standings.

Low balance statements will be sent home via email or with students on a weekly basis. Parents are encouraged to monitor their child's lunch account by going to [myschoolbucks.com](http://myschoolbucks.com). They may also call the Food Service Director (524-7146 x 442) or the Kitchen Manager of each school. Students may also check his/her balance as they go through the serving line during lunch.

When a student's account reaches the point of owing the amount equal to two full price lunches, an email will be sent home informing the parent that their child is approaching the charge limit of three full price lunches. If there is not a valid email address on file, the Food Service Director will contact the family by telephone. When a student's account reaches a negative balance equal to the value of three full price lunches, the student will receive alternate breakfast and lunch meals of the district's choosing, that meet USDA nutritional guidelines. The student will be charged the same price for this alternate meal as the established meal price.

When a student's account reaches a negative balance of \$20.00, a letter will be generated and sent from the building Principal. If any individual student lunch account should reach a negative balance of \$ 50.00, the District reserves the right to pursue legal action up to and including filing in small claims court.



Charging of a la carte items at Gilford Middle and High School: If any student has a negative balance, or their account will be placed in the negative by the purchase of an a la carte item, they will not be able to purchase that item or any other a la carte items until their account is brought into good standing.

Outstanding balances at the end of the school year, the food service director shall provide a list of the negative balances from each school to the respective principal. At that time the debt will become the responsibility of the school to collect and payment will be made from the school to the food service department. The cost of any meals that were wasted due to the enforcement of the district's charging policy shall also be charged to the respective schools at the end of the school year.

### **BUS SERVICES AND CONDUCT:**

The bus driver has the responsibility for maintaining order and safety on the bus. The safety of all students while riding in school buses is of major concern. Misconduct on the bus can result in the loss of riding privileges or other disciplinary action. Students are expected to behave in a courteous and safety-conscious manner while on the bus. Students are to obey the directions of the driver and to conduct themselves in a reasonable and orderly manner.

Students must make arrangements for transportation if they wish to stay after school. **NO STUDENT IS TO REMAIN AFTER SCHOOL UNLESS TAKING PART IN A SUPERVISED ACTIVITY.** Middle school students who need to stay after school can also obtain a bus pass to leave at 3:00pm and ride the elementary bus home. Students who need to ride another bus or get off at a different stop must provide the office with a note from their parent(s) and a bus pass will then be issued. Please do not give parent notes to the bus drivers, as bus passes come directly from the school office.

In the interest of student safety, parents will not be allowed on board school buses without permission from the building principal or their designee.

### **SCHOOL BUS RULES:**

1. Follow the driver's directions at all times.
2. Be on time. Do not fool around at the bus stop.
3. Stay in your seat while the bus is moving.
4. Keep buses clean – no papers, mud, or dirt.
5. Keep your head, hands and arms inside the bus at all times.
6. Absolutely no eating or drinking on the bus.
7. Be courteous; talk quietly.
8. Treat bus and equipment with respect.
9. Absolutely no smoking/chewing tobacco.
10. Cross in front of the bus at driver's signal only.
11. All school rules apply when students are waiting for and/or on the bus.

In the event of an infraction of the rules, a Transportation Disciplinary Report may be filed resulting in disciplinary action, up to and including suspension, given at the discretion of the Principal or designee (GSD Policy reference EEAEC 5275).

### **STUDENT MESSAGES:**

Please discuss transportation plans, work schedules, game practice times, play rehearsal schedules, reminders of doctor's appointments, etc., at home before your child leaves for school. If an emergency arises that you must leave a message or item for your son/daughter, we will do our best to deliver them.

### **CONFERENCES & OPEN HOUSE:**

Conferences with parents are an important part of our middle school program. The Middle School Open House will be scheduled for September 9th, 4:30 to 6:00 p.m. and Learner-Led Conferences will be scheduled on November 4th, 8:00 a.m. to 3:00 p.m. All important dates will be published **and posted on the school website**. Conferences with grade level teams or teachers may be scheduled at any time by contacting the middle school counselor, grade level team leader and/or the individual teacher.

### **NO SCHOOL OR DELAYED OPENING OF SCHOOL:**

If it is necessary to delay the opening of school or to cancel school because of bad weather, the announcements may be heard after 5:30 a.m. on WLNH 1350AM, 98.3FM, WEMJ 1490AM, WMRQ 104.9FM, WEVO 89.1FM, or by checking WMUR. **Please make sure that all your information is current with our main office in order to receive our automated calls in case of emergency.**

When delayed openings occur, classes will begin at 9:25 a.m.

In the event we have a delayed opening due to weather on the same day an early release day is scheduled, we will have school until 2:20 p.m. and not conduct our early release.

### **EARLY RELEASE DAYS:**

Dismissal will be at 12:20 p.m. on all early release days unless otherwise noted. In the event we have a delayed opening due to weather on the same day an early release day is scheduled, we will have school until 2:20 p.m. and not conduct our early release.

### **LOCKERS:**

Students will be assigned a locker. Only school locks may be used and students should not share their combinations with fellow classmates. Students are to use their locker for backpacks, jackets, hats, and personal items to avoid carrying them during the school day. Please note: **\*Lockers are the property of the school. School authorities maintain the right to inspect lockers in order to maintain the safety and well-being of the student body.**

### **BICYCLES:**

If students choose to ride a bike to school, they must wear helmets and the bike must be parked in the racks located near the cafeteria. The parking lots are very busy so **for student safety, bikes MUST BE walked on school grounds**. Be sure to secure the bike with a chain and lock at the bike racks provided. Bicycles may not be ridden during the school day, nor should anyone disturb bicycles belonging to other students.

### **LOST AND FOUND:**

All found items should be turned into the lost and found in the cafeteria. If students lose any books or personal items, they may check there at lunch, break, or before and after school. Items will remain in lost and found for two weeks prior to disposal.

### **VISITORS:**

Student visitors are not permitted during the school day without prior approval from the GMS principal or assistant principal.

### **SAFETY DRILLS:**

Periodic announced and unannounced drills will be held during the school year. Students are expected to quietly follow the teacher's instructions, moving to the nearest exit/assigned safe area. Students are expected to remain quiet and orderly throughout the drill.

## **GRADING:**

The Gilford Middle School will be using a Competency-Based Report Card. This is an exciting step for our school as we work towards ensuring that all students are successful at meeting grade-level standards.

The competencies describe what a student should know and be able to do in each course. Instead of the traditional letter grades, report cards will report out using the following competency-based education language.

Key	Proficiency Rating	Proficiency Statement
NA	Not Yet Assessed	This competency is not currently being assessed.
IE	Insufficient Evidence	The student has not yet produced sufficient work to assess competence.
NC	Not Meeting Competency	The student is not meeting course level competencies and is working below grade level standards.
AC	Beginning to Meet Competency	With assistance, the student is beginning to meet course level competencies and is approaching grade level standards.
MC	Meeting Competency	The student is meeting course level competencies, independently, and is working at grade level standards.
EC	Exceeds Competency	The student consistently and independently applies learned competencies in multiple ways and is working above grade level standards.

Students who are struggling behaviorally or academically will meet with administration and guidance to develop a plan for success.

## **GRADE REPORTING:**

ALMA parent and student portals are an easy way to keep up to date on academic progress online. Once the student and/or parent account is activated, ALMA can be used to:

- obtain current grades
- identify missing work/assignments and read notes/updates from teachers
- obtain copies of worksheets/class materials when available

Regularly checking ALMA and communicating with teachers give students an opportunity to assess, adjust, and improve their work prior to the end of the marking period. Report cards are issued at the end of each **trimester**.

## **STUDENT ACTIVITIES AND SERVICES**

### **GUIDANCE:**

The Middle School Counselors are available to all students and their families. Services include individual and small group counseling, large group instruction and special projects. The focus of all activities is to help young adolescents develop a better understanding of themselves and to continue developing a positive self-image. Concerns regarding a child's academic or social progress may be shared with his/her counselor, in addition to the classroom teachers.

### **HEALTH:**

- The school nurse is on duty during the school day for emergencies, first aid and counseling in areas related to personal health and hygiene.
- Any prescription medicine must be kept in the health office. Students may not self-medicate under any circumstances.
- A student who becomes ill or has an accident during the school day should report directly to the health office for assistance. The nurse will assess the injury or illness and contact the parent/guardian if dismissal and/or referral become necessary.
- If the nurse is not in the health office, students should report immediately to the main office for assistance.
- All health related absences from class will be verified daily by the nurse and the school office.
- Parents are encouraged to make all necessary doctor, dentist and orthodontic appointments for their children after school.

### **PARTICIPATION IN EXTRA CURRICULAR & SCHOOL-SPONSORED EVENTS:**

**All students are strongly encouraged to participate in co-curricular activities.**

- You must be in school for the full day in order to participate in any activity or competition (unless you have an approved appointment).
- Detention/work obligations must be met prior to participation.
- Students must adhere to proper behavioral expectations in order to participate.
- A student suspended from attending classes by the administration for any period of time will not participate or play in school-sponsored events on the day of the infraction. **This applies to both In-School and Out-of-School Suspension.**

### **MATHALON:**

Mathalon competition is divided into two **levels**: a grade 6 team and a grades 7 & 8 team. There may be as many as five meets per year taking place at various schools in the Lakes Region.

### **SPELLING BEE AND GEOGRAPHY BEE:**

Any interested student may compete in these annual events.

### **STUDENT COUNCIL:**

GMS has a volunteer-based student council. The Student Council provides the opportunity for students to work together to benefit the growth and improvement of the middle school.

### **BAND:**

Band is available to students in the middle school at each grade level. Band meets during the regular school day, although lessons may occur beyond the school day. Public evening performances are an important part of the band experience. Time and dates will be publicized on our school calendar and on our website.

### **CHORUS:**

Students who like to sing and are interested in improving their ability should join the chorus. Chorus is available at each grade level and meets during the regular school day. Public evening performance dates are listed on our school calendar and on our website.

### **SOCIALS & DANCES:**

Grades 5 and 6 conduct after-school socials involving games and activities. Grades 7 and 8 socials are evening dances. **School rules and dress code are in effect during all socials.** Students whose behavior has been unacceptable during the school day or who have been absent from school are not allowed to attend a social unless approval is given by the Principal or Assistant Principal. Students may be sent home from socials and prevented from attending future events if behavior is inappropriate. Socials are scheduled from 7:00 – 8:30 PM. Guests (must be in grade 7 or 8) may be approved by the Principal or Assistant Principal in advance of the event.

### **DRAMA & THEATRE:**

Each year the middle school presents a dramatic production. All students are encouraged to try out for a role and/or help out on the technical crew.

### **YEARBOOK CLUB:**

Yearbook Club is open to any student who is motivated, responsible, independent, and able to put in the hard work it takes to create a yearbook. The group meets after school once a week at the beginning of the year, and often meets twice a week towards the deadline. Hard workers are urged to join!

### **HOMEWORK GROUP:**

The GMS Library is open Monday – Thursday afternoon until 4:00 to provide supervised academic support for students. The starting date of homework club will be announced at the beginning of the year.

### **ATHLETICS:**

It is school practice to allow as many students as possible to participate in the variety of sports offered at the middle school level. The goal of our middle school athletic program is to provide opportunities for the individual to develop his/her capabilities, a positive self-image and the essentials of working as a member of a team. Student athletes are representatives of their school and the community of Gilford. Athletes must be respectful of other team members, coaches and officials. A physical examination, completed by a physician, is required to participate in the MS Athletic Program. **Only one physical is necessary throughout the middle school years.** We recommend all children have a current physical on file beginning in the fifth grade year.

The following athletic activities are offered:

#### **Fall**

MS Boys' Soccer  
MS Girls' Soccer  
MS Cross Country Boys & Girls  
MS Field Hockey  
MS Girls' Volleyball

#### **Winter**

MS Boys' Basketball  
MS Girls' Basketball  
MS Boys' & Girls' Alpine Skiing  
MS Boys' & Girls' Cross Country Skiing  
MS Boys' & Girls' Unified Basketball

## **Spring**

MS Boys' Baseball  
MS Girls' Softball  
MS Boys' & Girls' Tennis  
MS Boys' & Girls' Track  
MS Boys' & Girls' Unified Soccer

## **ATTENDANCE**

### **OVERVIEW:**

Regular, consistent school attendance and punctuality are important to a student's overall success. School attendance is required by law (RSA 193:1). All students are expected to attend school regularly unless he/she is ill or there is a family emergency. It is the responsibility of parents or guardians to assure the punctual and regular attendance of their children. Chronic absenteeism, deemed excessive, even with parental approval, will be interpreted as truancy.

We encourage planning all appointments and activities for after school hours whenever possible. If it does become necessary to schedule an appointment during school hours, please send your child to the office with a note prior to the start of the school day, and a pass will be issued excusing the child from class at the scheduled departure time.

Students who are absent from school may not participate in any extra-curricular activities on the day of absence, unless approved by administration.

### **ABSENCES FROM SCHOOL:**

**Parents are requested to report absences via the link on the GMS website or by calling 527-2460 by 8 AM.** If a call from a parent is not received explaining the absence, parents will be contacted. If a note or call has not been received, the absence will be considered unexcused.

1. **Excused Absence:** "When a student is absent from school and a judgment must be made by the administration regarding the legitimacy of the absence, an absence can be considered 'excused' only if it is because of:

- a. Illness (The principal reserves the right to request a doctor's note for any absence.);
- b. Death in family;
- c. Religious holiday;
- d. Emergencies (at the discretion of the administration).

This is not a complete list of acceptable reasons. Each principal will establish a procedure for monitoring student absences.



2. **Authorized Absence:** "... When a student is considered in attendance but cannot attend a particular class due to other in-school commitments." Examples of authorized commitments include school approved field trips, testing, meetings, and guidance appointments.

3. **Unexcused Absence:** "...When a student is absent from school and the reason for the absence is not legitimate. Parents/guardians who approve the truancy of their children for reasons other than those listed as acceptable create difficulty and conflict for the student, the school, and other students and parents who comply with the state laws and with the Gilford School District policies on attendance. Unexcused absences may include baby-sitting, job hunting, and general parental permission for absences other than the four areas of excused absences stated above. In the case of unexcused absence no make-up will be offered. Exceptions may include major tests, projects and reports which will be determined by the individual school principal." 18

### **PREARRANGED ABSENCES:**

In the best interest of everyone concerned, families of students in grade K-12 are urged to plan absences around the published school calendar. It is understood that absences are incurred at the discretion of the parent(s) with awareness of and responsibility for the added degree of difficulty imposed upon their child's progress as a result. The Gilford School Board also recognizes that some absences cannot be scheduled by parents in accordance with the calendar. In those circumstances, the following procedures shall be followed by students/parents seeking academic credit for missed work.

1. **Absences of Seven (7) Consecutive Days or Less:** Parents will notify the school office prior to the planned absence whenever possible. An Absence/Credit Request form must be completed to document and support the students' absence and to request that they be given opportunities to make up work for academic credit. Requests that meet these requirements will be approved only once in a given school year.
2. **Absences Beyond Seven (7) Days:** In unique circumstances in which more than seven (7) consecutive days absence are being requested, and where academic credit is being sought, parents will need to submit a written information/plan in support of the student(s) extended absence. This information should be submitted in a timely manner (when possible) prior to the absence. This will include the length of the absence, the rationale, the activities (when applicable), and the steps to be taken in arranging for student's collection/completion of make-up work. (This may vary by grade level and subject.) The principal will review the materials submitted and forward these materials with recommendations to the superintendent of schools for review and a decision concerning eligibility for academic credit. Requests for assignments must be made twenty-four hours in advance.

Requests that meet these requirements will be approved only once in a given year. The recommendation will be based upon:

- student's academic standing/teachers(s) input;
- number of days missed to date; and
- rationale for the request.

The Superintendent may meet with parents. They will be notified of the decision in a timely manner.

Students granted approval for excused absences are responsible for making up all missed assignments as determined by and at the discretion of their classroom teacher(s). Students are responsible for gathering information on upcoming assignments, material to be covered, and pre-assigned work from their classroom teachers prior to their absence. (It should be noted that there is no 19 expectation that a "day by day, lesson by lesson" list of activities be provided by teachers in this situation.)

The student will be responsible for arranging for make-up work on his or her first day back to class.

Students will be provided with one day for every day missed in which to make up work. The exceptions to this shall be approved in advance by the teacher/principal.

Copies of completed Attendance/Make-up Work Requests and administrative responses shall be included in the student records folder/file.

Academic grades/credit will be based on work completed. In the event that a student does not fulfill his/her make-up assignment responsibilities, they shall receive a failing grade for incomplete assignments. Consideration will be given to special/extenuating circumstances when applicable. In the event that there is no advance notification provided or written request submitted for vacation absences, the student's absence will be considered as unexcused and no credit or make-up work will be provided.

3. **Attendance Appeals:** Appeals to decisions made relating to attendance should be submitted in writing to the attention of the Gilford School Board.

The Gilford School Board will act in a manner consistent with its authority under state law and administrative rules.

This policy/procedure is to be published in the parent/student handbook and made available through the school office upon request.

4. **Monitoring of Absences:** a. Absenteeism is monitored by the office. After eight (8) absences, a letter of concern will be sent home. Upon the sixteenth (16) absence, the student and parent may be required to meet with the principal or assistant principal. Continued absences will result in additional follow up from the school and possible referral to the Superintendent. b. Students who are absent from school without the prior knowledge and consent of their parents will be considered truant from school. This will result in immediate notification of the parents and the School Resource Officer.

### **TARDINESS TO SCHOOL:**

The GMS school day begins at 7:25 am and students are required to be at their attendance block at that time. Tardiness will be excused with parental confirmation of illness, family emergencies, or doctors' appointments. Unexcused tardiness of more than 1 hour will deem a student ineligible from participation in extracurricular activities for that day, unless approved by administration.

### **TARDINESS TO CLASS:**

Students are expected to be in class on time. Classroom tardiness will be addressed by teachers. Parents will be contacted and appropriate consequences will be assigned.

### **EARLY DISMISSALS:**

School ends at 2:20 p.m. Notes requesting early dismissal from school must:

1. be written and signed by parents/guardian;
2. be turned into the office before school; and
3. state the reason(s) for the dismissal.

**PARENTS MUST PHYSICALLY ENTER THE BUILDING AND SIGN OUT STUDENTS FOR DISMISSAL.** Students are expected to sign back into the school upon their return.

### **WITHDRAWAL FROM SCHOOL:**

If you plan to transfer from Gilford Middle School you should:

1. Notify the office as soon as possible; obtain a withdrawal form from the middle school office.
2. Clean your locker and return all school materials and Chromebook & charger to the appropriate teachers.

### **BEHAVIORAL EXPECTATIONS:**

Gilford Middle School values learner growth and believes in a positive school environment that provides consistent and clear expectations for all learners. GMS believes that most learner behaviors can be maintained through positive, universal interventions. Some students will need targeted interventions, while chronic or extreme behavior may need individual interventions. Interventions will be provided by administration, guidance, teachers, case managers, parents, the students themselves, and if needed, outside resources. Behavior that interferes with the learning climate of the classroom or orderly operation of the school will not be tolerated. Disciplinary action may range from warnings to suspension based on the severity and frequency of the behavior.

**PROFANITY:**

Parents will be notified and students will be suspended (ISS or OSS) for profanity towards staff. For other swearing, disciplinary action will be based upon the severity of the offense.

**INSUBORDINATION:**

Refusal to follow the reasonable request of any staff member may result in detention, in-school suspension, or other consequences as appropriate.

**THEFT:**

Any student who is found guilty of theft of school or personal property will receive, depending upon the nature of the incident, up to five days of suspension. Full restitution is to be made prior to returning to regular classes. A parent conference may be required. Any cases of theft should be reported immediately to the classroom teacher. All reports will be referred to the administration and the Gilford Police Department when appropriate.

**VANDALISM:**

Acts of vandalism are crimes against the school district and the community, which supports the school. Students who willfully destroy, damage, and/or deface school property shall be subject to disciplinary action, and may be prosecuted to the fullest extent possible under the Law. Such students and/or his/her parents or guardians will be required to pay for the damage.

**TOBACCO PRODUCTS:**

Smoking or vaping is forbidden on school grounds at all times. Smoking or vaping on school grounds will result in a suspension. The cartridge in the electronic vaporizer may be tested by the Gilford Police Department to determine the contents.

**FIGHTING:**

Settling differences through physical altercations is unacceptable social behavior that endangers other students. Any act of physical aggression, including but not limited to: pushing, tripping, hitting, punching, choking or kicking will not be tolerated on school property or at school- related functions. Consequences vary on the severity of the infraction.

## **DRESS CODE:**

The Board recognizes that student individual dress is primarily a parental responsibility that should reflect concern for health and safety of students, staff and others. When the dress of an individual student constitutes a health problem, is unsuitable for school wear, is a danger to any person, or causes a substantial and material disruption or substantial disturbance, the principal (or designee) shall take appropriate action to correct the situation. Clothing that is inappropriate or distracting is unacceptable. This includes, but may not be limited to clothing containing violent imagery, language depicting drugs, alcohol, tobacco or other illegal substances, hate speech, profanity, pornography, sexual or vulgar innuendo, inappropriate language & graphics, pajamas, low riding pants, shirts with bare backs, midriffs, overly revealing clothing, transparent or see-through clothing, and revealing articles of clothing of any type that allow for undergarment to be visible.

Students are not allowed to wear sunglasses, hats, bandanas, headbands greater than ½ inch wide, or other forms of headgear in school.

Students who violate this policy will be given an opportunity to correct the situation by either changing the clothing, removing the clothing (if appropriate), wearing it inside-out, or other means as determined by the principal (or designee) so the student is in compliance with this policy. Students who repeatedly violate this policy may face more severe punishment, including detention, in-school suspension, or out-of-school suspension.

Students are not allowed to wear flip-flops or sandals in science labs at any time. Shoes with wheels and other types of roller blades are prohibited. Any clothing deemed inappropriate by the administration is also prohibited.

The GMS dress code applies to all school events including, but not limited to, special events, field trips, concerts, and dances.

## **DISPLAYING AFFECTION:**

Public displays of affection are contrary to the maintenance of a meaningful school atmosphere. In case of referral for such behavior, a warning will be given followed by parental notification for repeated offenses.

## **ELECTRONIC EQUIPMENT:**

Parent/child communication is an important part of the developing adolescent. Gilford Middle School has phones available for student/parent communication during the school day. Cell phones are not permitted by students during school hours without adult permission. Cell phones should be powered off and either in their lockers or concealed within their back pack during the school day. Cell phones/communication devices may never be used in either bathrooms or locker rooms.

Violation of the above will result in confiscation (by staff member) of the offending device. First offense, if students are found to have cell phones or other electronic devices without teacher or administrative permission, they will be taken and turned into the office. Students may pick them

up at the end of the day (verbal warning). A second offense will result in the student having to turn an electronic device into the office at the start of the day as well as a consequence.

- 1<sup>st</sup> offense - verbal warning
- 2<sup>nd</sup> offense - Turn into the office in the am – 2 weeks
- 3<sup>rd</sup> offense - Turn into the office in the am – 4 weeks
- 4<sup>th</sup> offense - Turn into the office in the am – 6 weeks
- 5<sup>th</sup> etc.....

### **RECORDING DEVICES:**

Students are prohibited from bringing any electronic listening or recording device into a classroom without the prior consent of the teacher and/or administration. **The use of any device to take pictures or videos including cell phones and other communication devices is prohibited without prior permission of the administration.** Taking unauthorized pictures on school grounds is prohibited. Cell phones/communication devices may never be used in either bathrooms or locker rooms. Violators will be subject to disciplinary action up to and including suspension from school.

### **FOOD/BEVERAGES:**

Students may carry a clear water bottle containing water throughout the school day. This is a privilege and, if abused, will be rescinded. No other open containers are allowed and should not be brought into the building, except as part of lunch. All food and beverages (excluding water) must be consumed in the cafeteria. Responsible gum chewing is allowed.

### **OFF CAMPUS/LEAVING SCHOOL GROUNDS/IN UNAUTHORIZED AREA:**

Gilford Middle School is a closed campus school. Students are not permitted to leave the school during the school day without parental permission.

### **CLASS ATTENDANCE:**

Attendance in all classes is important in order for students to gain the maximum benefit from each course. A student who is in attendance but fails to attend a class/study hall, or enters class/study hall late after it has begun without a pass will be addressed by the teacher. Consequences may be given as appropriate.

### **MISSING DETENTION:**

If a student misses a teacher detention, parents will be contacted and administrative detention will be assigned along with serving the original teacher detention. Missing administrative detention will result in doubling the detention time. Further violations may result in ISS.

## **HARASSMENT:**

Parents are encouraged to report incidents of harassment, bullying, and teasing to the principal or assistant principal.

The Gilford School District has an obligation to provide a safe environment for its students and employees. To that end, the district believes it is essential to have a foundation based on respect for all, and a commitment to fostering respect for diversity throughout the school community at large. Discrimination and harassment are not tolerated. The administration will practice due diligence in regard to reports of harassment.

Harassment refers to any conduct that has the purpose or effect of substantially interfering with an individual's academic/work performance, social development, or emotional stability by creating an intimidating, hostile, or offensive school/work environment. Teasing, threats, racial threats, racial comments, inappropriate physical contact, coercion, spreading false or malicious rumors or gossip, pranks, tampering with personal property, or similar behaviors are considered harassment and will be dealt with in accordance with established disciplinary procedures. Each allegation of harassment reported will be investigated by the administration and fully documented. Disciplinary action for students may include suspension and/or referral to appropriate authorities.

GMS is committed to providing an environment that is free from all forms of harassment. This includes sexual harassment, which is defined as unwelcome verbal, written or physical conduct of a sexual nature. Due to the seriousness of this issue, consequences may range from mediation to ten (10) days OSS and referral to the Superintendent.

Students and parents should be aware that acts of bullying or harassment (including cyber bullying and phone texting) which take place off school grounds may be subject to the jurisdiction of the GMS administration if those acts substantially interfere with the ability of a student or students to access the educational or co-curricular program. In these cases, the acts will be treated as if they occurred on school grounds.

## **SCHOOL FUNCTIONS:**

Any student identified as engaging in behavior considered to be disruptive, dangerous or detrimental to the Gilford School Community at any athletic, social, or cultural event involving representatives of the school, or on any bus identified as transporting Gilford Middle School students, shall forfeit participation in, or admittance to such events for a length of time to be determined by administration. All school rules and consequences apply at all school-sponsored events.

## **FALSE FIRE ALARMS:**

Pulling the fire alarm when there is no fire is an extremely serious infraction, which compromises the safety of many. Appropriate disciplinary action will be taken.

## **SKATEBOARDING/ROLLERBLADING/ROLLERSKATING/SCOOTERS:**

Skateboards/roller blades/roller skates and/or scooters are not allowed on school grounds between the hours of 7:00 a.m. and 5:00 p.m. when school is in session to ensure student safety. These activities, occurring at regulated hours, should be done in a responsible manner and at students' own risk. The school is not responsible for any injury, theft or damage as a result of these activities.

## **TELEPHONE USE:**

A phone is located in the office for student access before and after school. Students will be allowed to use the office telephone to contact home as necessary during the school day. We encourage students to use lunch or study hall time to access the phone. Students are not permitted to carry cell phones on their person during the school day unless being used within a classroom setting with teacher permission. Cell phones must be turned off and stored in lockers or backpacks.

## **SEARCHES:**

The administration reserves the right to inspect student lockers at any time with or without reasonable suspicion. Students and their possessions located on school property may be searched whenever there is reasonable suspicion that the search may uncover evidence that a student is violating School District policies, school rules, or the law.

If a search produces evidence that a student has violated or is violating the School District's policies, school rules, or the law, such evidence may be seized by school officials, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Recognizing the danger that contraband poses to society, and students in particular, the School District reserves the right to conduct unannounced random searches at any time with the assistance of qualified law enforcement officers and trained canines. Qualified law enforcement officers and trained canines may be used periodically upon request of the Superintendent and the principal to sniff lockers, common areas, vacated classrooms, backpacks, and school grounds.

Because matters of safety are involved, any students who refuse to allow an administrator to inspect their lockers, conduct a search of their possessions located on school property, or fail to follow rules/instructions during a random search may be suspended for up to five (5) school days.



### **CAFETERIA EXPECTATIONS:**

1. Appropriate language, manners, and behavior are expected during the lunch period.
2. Table groups will consist of 8-12 students. Students will clean their table and floor before being dismissed by the lunch duty teacher(s).
3. Except for getting food or throwing away trash, all students will remain seated.
4. Students needing to leave the cafeteria should ask permission from a duty teacher.
5. Students may not use another student's ID card.
6. Lost ID cards need to be replaced at a cost of \$5.00 per card.

### **COMPUTER LAB:**

Use of the GMS computer network system is a privilege. This privilege can be revoked at any time for violation of the following rules:

1. Your password is to be kept confidential. Under no conditions should you provide your password to another person. You are responsible for the use of your individual account. Do not allow others to use your account under any circumstances or log in under another student's name.
2. Working on a group assignment is not an acceptable reason to access other students' accounts or to have them access your files. You should each have a copy of the assignment on your account. See a teacher if help is needed.
3. Your account is for storing school related files only. Locked files are not permitted.
4. No games are allowed.
5. Tampering with the network or hard drive system setup is prohibited.
6. You are not to use any language on the computer that is obscene, rude, threatening or disrespectful to anyone. Do not write any prejudicial or discriminatory remarks.
7. Notify the network administrator immediately of any security problems you experience,
8. Accounts will be cleaned out at the end of each marking period. If you have files on the network at that time, you will need to save them to a CD or thumb drive if you do not want to lose them.
9. Any other actions considered inappropriate by the network supervisor will result in a penalty ranging from a warning to the loss of computer account.

## **DISCIPLINE DEFINITION:**

- a) **Level I** offenses include minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel. Parents will be contacted by the teacher via writing or phone to discuss the inappropriate behavior. Parents will be given a twenty-four hour notice prior to a student being held after school.
  
- b) **Level II** offenses are of a more serious nature and are addressed by the principal or assistant principal. Consequences for Level II behaviors range from lunch detentions to OSS.
  - 1. **Detention Guidelines:** Office Detentions range from one- hour to two (2) hours depending on the infraction.
    - a. Students must check in their cell phone at the front desk upon arrival.
    - b. Students must sit quietly and work on assigned school work.
    - c. Students must behave according to behavioral expectations.
  
  - 2. **In-School Suspension (ISS) Guidelines:** Students are expected to complete assigned school work while in ISS. Students will be given credit for all completed work. Students are not allowed to participate in any school function(s) from the time the student is notified of the suspension until the completion of his/her suspension.
    - a. Students must check in their cell phone at the front desk upon arrival.
    - b. Students must sit quietly and work on assigned school work.
    - c. Students must behave according to behavioral expectations.
  
  - 3. **Out-of-School Suspension (OSS):** A student serving an OSS will be able to receive credit for all completed work upon his/her return. A student who has been issued an OSS is not allowed on school grounds and is not allowed to attend any school sponsored activity including events which take place off school grounds. Students are not allowed to participate in any school function(s) from the time the student is notified of the suspension until the completion of his/her suspension. Any student who violates these guidelines will be reported to the police, as per RSA 193:15. Snow days and other non-school days do not count as suspension days.

### **DISCIPLINE CONTINUUM:**

At the point when school interventions are not successful, administration may recommend a meeting with the Superintendent. Further school infractions may result in a request for expulsion.

### **PLAGIARISM/CHEATING:**

This procedure is in place to communicate to students and parents that cheating and plagiarism are not acceptable at GMS. All students are expected to adhere to the highest standards of personal integrity in their work. Work that is presented for credit in all classes must be original. Cheating is defined as using dishonest methods to gain an advantage. This includes using any means of gaining information for use on quizzes, tests or homework. Plagiarism is defined as passing off the ideas and words of another as one's own. It is literary dishonesty. For example, turning in a paper retrieved from any internet source or including information from a book, magazine, web site, etc. without citation is plagiarism. A paper is considered plagiarized if any part of it is taken from another source without proper citation.

#### **Examples of Plagiarism/Cheating:**

1. Copying homework or class work with the purpose of submitting it as your own.
2. Handing in someone else's work as your own or allowing someone else to present your work as their own.
3. Looking onto another's test or quiz or letting another student look on a test or quiz or asking another for answers.
4. Using any method of giving or getting answers on a test or quiz to others whether successful or not.
5. Taking information from another source that is not properly cited (words, images, programs, etc.).
6. Handing in a paper written for another class without permission (self-plagiarism).
7. Working with others or sharing tasks on an assignment that was meant to be done individually.
8. Submitting papers from the Internet, other publications, or other students. Allowing another student to submit work you have done as his or her own.

#### **First Offense:**

The assignment will be redone by the student after a student/teacher conference has taken place and the parent has been contacted by the teacher. Students will receive a grade without penalty for the first offense only.

**Additional Offenses:**

No credit on the assignment, student/parent teacher conference with the administration, possible ISS and additional days of ISS needed for the student to complete the original assignment without plagiarizing (once completed the student will still receive no credit on the assignment).

## **SCHOOL DISTRICT POLICIES**

### **MEDICATIONS IN SCHOOL:**

The following policy has been developed to provide for the proper, supervised use of medications that require administration in the school setting.

1. Students will not carry medications on their person with the exception of inhalers for asthma, an Epi-Pen, insulin for diabetes or medication for prescribed allergies. The appropriate parent and physician, APRN or PA permission forms must be on file with the school nurse. The school nurse may require a student to receive training and to sign a contract to ensure that the student, as well as other students, is safe. A copy will be placed in the student's health file.
2. Other than in an emergency situation, school personnel will not administer medications to school children unless all of the following conditions or requirements are met:
  - a. The school nurse confirms that the medication is appropriate for the child's condition and necessary during school hours.
  - b. Written authorization and a medication order have been provided by the student's parents or guardian and prescriber. These authorizations must be renewed at the beginning of each school year, and whenever there is a change in the dose or medication.
3. Medications must be delivered to the school nurse by parents or a responsible adult. All medications must be in their original container. The pharmaceutical container must state the patient's name, the name of the medication, the dose to be administered, and the name of the prescribing physician. Should further information be required, the school nurse may contact the child's physician and/or pharmacist.
4. Students are responsible for coming to the school nurse for regularly prescribed medications. Parents will be informed if a student misses more than two consecutive doses of a medication.
5. Students who request over-the-counter medications during school hours must have signed permission from a parent or guardian on their completed annual health update. The decision to administer an over the counter medication will be based on each individual student's complaint, assessment by the school nurse and health history. Alternative measures to achieve comfort such as rest, nourishment, ice packs or heat may be tried prior to administering medications.
6. If the medication is not already in the health office, it is the responsibility of parents to provide medications and written authorization for medications needed

on field trips. The parent should deliver doses of the medication needed for the trip only, in a properly labeled pharmaceutical container, to the school nurse or official prior to the trip. The nurse will then give this container, with the appropriate instructions, to a responsible adult who is on the trip. A responsible adult on the field trip will then assist the child to ensure that it is taken correctly

7. Discontinued medications, or medications left over at the end of the school year will be left with the nurse, not be sent home with students. Parents may pick them up within 2 weeks of the last dose given at school. If not picked up, or if no arrangements have been made with the school nurse or the principal, the medications will be discarded in accordance with accepted nursing practice.
8. The school nurse will maintain a written record of the medication administration in accordance with standard nursing practice.
9. Medications will be kept in a locked cabinet within the school nurse's office, with the exception of rescue medication. (i.e. inhaler, epi-pen)
10. It is understood that the nurse's professional judgement will be exercised in the implementation of this policy as specific circumstances/student needs warrant.

**(Adopted: 4/08/75) (Revised: 7/7/03, 6/03/2013, 2/1/2016)**

## **DRUG/ALCOHOL PARAPHERNALIA/POSSESSION/USE/SALE:**

Gilford Middle School has zero tolerance for alcohol and drugs. Violators will be suspended in accordance with the Safe School Act, and the following district policy:

*The Gilford School District recognizes that substance abuse has a serious negative impact on society that extends beyond the individual. The board also recognizes the responsibility of the Gilford School District to commit to a drug-free school environment. It is necessary to maintain a strong educational program, to establish firm guidelines for the protection of the school population from exposure to substance abuse/abusers while ensuring the rights of all. The Gilford School Board reaffirms its commitment to work cooperatively with students, parents, the police, social agencies and the community, in general, to address this issue as it affects individual students and the total school population.*

### **Procedures:**

It is the responsibility of each staff member to immediately report any suspicion of drug or alcohol use, possession and/or sale thereof, to a building administrator who will take appropriate action, including but not necessarily limited to:

- a. appropriate medical attention
- b. notification of the parent
- c. notification of the police
- d. any other action deemed necessary

### **Penalties for violation:**

1. Any student selling drugs will:
  - a. be immediately suspended from school. The student's parents and the Police Department will be notified
  - b. be referred to the School Board for expulsion and
  - c. be required to show proof of appropriate counseling approved by the school administration, before re-admittance is considered.
2. Any student found to be under the influence of drugs/alcohol, transporting such substances, or found in possession of drugs or alcohol within the jurisdiction of the school district shall:
  - a. be suspended from school by the Principal and/or the Superintendent; and/or be recommended to the Superintendent by the school administration for expulsion from school for the remainder of the school year.
  - b. be reported to the Gilford Police Department or appropriate authorities, and be required to participate in an appropriate counseling program approved by the administration.

### **PUPIL SAFETY AND VIOLENCE PREVENTION (“Bullying”):**

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 strictly prohibited. The Gilford School Board is committed to providing a safe school environment in which all members of the school community are treated with respect. Conduct in which students are subject to insults, taunts, or challenges whether verbal or physical in nature, which are likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner, is prohibited. Such behavior will result in disciplinary action.

### **SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY:**

Gilford Middle School is committed to providing an environment that is free from all forms of harassment. This includes sexual harassment that is defined as unwelcome verbal, written or physical conduct of a sexual nature. Due to the seriousness of this issue, consequences may range from mediation to five days of out-of-school suspension.

#### **General Statement of Policy:**

Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Acts of 1964, as amended, 42 U.S.C. 2000e, et seq. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose. It is the policy of the Gilford School District to maintain a learning and working environment that is free from sexual harassment and sexual violence. The Gilford School District prohibits any form of sexual harassment and sexual violence. It shall be a violation of this policy for any student to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy. It shall be a violation of this policy for any student to be sexually violent to a student or an employee. The Gilford School District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence, and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the Gilford School District. The School District will also investigate all complaints of Title IX violations to ensure gender equity.



## **Sexual Harassment/Sexual Violence Defined:**

### **A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:**

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile education environment.

### **B. Sexual harassment includes, but is not limited to:**

1. verbal harassment and/or abuse of a sexual nature including spreading sexual rumors, including graffiti and homophobic references, attempts to look at or expose another's private parts or deliberately exposing one's own;
2. subtle pressure for sexual activity;
3. inappropriate touching, patting or pinching;
4. intentional brushing against a student's body;
5. demanding sexual favors accompanied by implied or overt threats concerning an individual's educational status;
6. demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
7. any sexually motivated unwelcome touching; or
8. sexual violence which is a physical act of aggression that includes a sexual act or sexual purpose.

## **Reporting Procedures**

Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee or the School District, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence, should report the alleged acts immediately to an appropriate School District official as designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the title nine coordinators in each building or available from the Director of Student Services office.

- The School District shall conspicuously post the names of the Title IX coordinators.
- Submission of a complaint or report of sexual harassment or sexual violence will not affect the individual's future grades or work assignments.
- Use of formal reporting forms is not mandatory.

The School District will respect the confidentiality of the complainant and the individual(s) against whom the complainant is filed as much as possible, consistent with School District's legal obligations and the necessity to investigate allegations of sexual

allegations of sexual harassment and sexual violence and take disciplinary action when the conduct has occurred.

### **Investigation and Recommendation:**

By authority of the Gilford School District, the Title IX Coordinator acting in concert with the building administrator, shall, upon receipt of a report or complaint alleging sexual harassment or sexual violence, immediately inform those involved and begin an investigation. This investigation may be conducted by Gilford School District officials or by a third party designated by the School District. The investigation party shall provide a written report of the status of the investigation within 10 working days to the Building Principal. If the Building Principal is the subject of the complaint, the report shall be submitted to the Superintendent.

In determining whether alleged conduct constitutes sexual harassment or sexual violence, the Gilford School District should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment or violence requires a determination based on all the facts and surrounding circumstances.

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. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. In addition, the Gilford School District may take immediate steps, at its discretion, to protect the complainant, students pending completion of an investigation of alleged sexual harassment or sexual violence.

### **Gilford School District Action:**

1. Upon receipt of a recommendation that the complaint is valid, the Gilford School District will take such action as appropriate based on the results of the investigation.
2. The School District will report the result of the investigation of each complaint filed under these procedures in writing to the complainant. The report will document any disciplinary action taken as a result of the complaint.

### **Reprisal**

The Gilford School District will discipline any individual who retaliates against any person who reports alleged sexual harassment or sexual violence or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment or sexual violence complaint. 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 Commissioner of Education, initiating civil action or seeking redress under state criminal statutes and/or federal law.

## **Sexual Harassment or Sexual Violence as Sexual Abuse**

Under certain circumstances, sexual harassment or sexual violence may constitute sexual abuse under New Hampshire law. In such situations, the Gilford School District shall comply with said law. Nothing in this policy will prohibit the Gilford School District from taking immediate action to protect victims of alleged sexual abuse.

## **Discipline**

In accordance with district policy, when appropriate, disciplinary action will be taken to end the harassment and prevent its recurrence. This might include warning, suspension, or expulsion.

## **Investigation**

All complaints deserve a prompt and thorough investigation. Students should look to any adult to make a complaint: teachers, guidance counselors, nurse and administrators. The adults will then refer all student complaints directly to the appropriate administrator in the building or at the SAU level. Investigations will be as thorough and confidential as possible. Faculty and staff complaints will be processed through the Title IX procedures. In all cases, retaliations of any kind against any person involved in the complaint process are prohibited.

**To review the District Policy go to:** (add hyperlink for dist. policy)

## **WEAPONS/DANGEROUS OBJECTS:**

Students in possession of weapons/dangerous objects of any kind will be immediately suspended from school in accordance with the Safe Schools Act and following district policy:

- Behavior, which poses a direct threat to the safety of others, is unacceptable. Immediate referral is required in these situations.
- Examples covered by these policies include, but are not limited to: possession and use of fireworks, possession of weapons, setting fires, false alarms, and assaults.
- The administration will determine the appropriate discipline for violations of this policy, subject to the following paragraph regarding possession of weapons.
- Students who are in possession of weapons are subject to expulsion from school, pursuant to the provisions of RSA193:13 and RSA193-D:1. These statutes are included below.

Weapons include, but are not limited to: (1) a firearm (see 18 USC Section 921) to include a pellet or BB gun; (2) any object prohibited, licensed, or regulated under RSA 159; and/or (3) a knife and/or any other substance or object which, in the manner it is used, intended to be used, or threatened to be used, is known to be capable of producing serious injury.

## **NON-DISCRIMINATION:**

The Gilford School District does not discriminate in its educational programs, activities, or employment practices on the basis of race, color, national origin, age, gender, handicap or disability in compliance with the provisions of Title VI of the Civil Rights Act of 1964, and the Age Discrimination Act of 1967, Title IX of the Education amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Education for all Handicapped Children Act of 1975, and the McKinney-Vento Act of 2002.

Any person having inquiries concerning the Gilford School District's compliance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Acts of 1972, and 34 C.F.R. Part 106 or Section 504 of the Rehabilitation Act of 1973 may contact: Kirk Beitler, Superintendent of Schools, SAU #73, 2 Belknap Mountain Road, Gilford, NH 03249, (603) 527-9215, or the Assistant Secretary for Civil Rights, U.S. Dept. of Education, Washington, D.C. and or the Regional Director, U.S. Dept. of Education, Office for Civil Rights, Region 1, Boston Massachusetts.

### **RESIDENCY:**

Gilford Middle School students must be residents of the town of Gilford. All registration documents must list specific street or highway addresses. *Parents must provide proof of residency upon request of the school administration.* Proof of Residency must be obtained at Gilford Town Hall. Any non-resident student wishing to attend GMS must make a formal request to the Gilford School Board through the Superintendent of Schools. Students who change their residency during the school year must notify school officials immediately.

### **CHILD FIND NOTICE:**

As mandated under the Individuals with Disabilities Education Act, public schools must provide special education for all children between the ages of 3 and 21 who are educationally disabled. The law also requires school districts to identify such children from birth through two years of age. The law applies to all children, including those in non-public school, preschools, and hospital settings. If at any time you suspect a child might have an educationally disabling condition, you are encouraged to contact the child's school to discuss your concerns. School personnel will provide you with information on the procedures for determining if a child is educationally disabled and in need of special education services. For additional information, please contact Esther Kennedy, Director of Student Services, at (603) 527-9215.

### **INDIVIDUALS WITH DISABILITIES ACT:**

The Individuals with Disabilities Act requires that public schools provide special education for children ages 3 to 21 that are determined to be educationally handicapped. This law applies to all children including those in non-public schools, preschools and hospital settings. The law also requires school districts to identify children from birth through two years of age who are potentially educationally handicapped. Parents should contact Gilford School District's Special Education of Student Services for additional information.

### **DRUG FREE WORKPLACE:**

The Gilford School District complies with all of the provisions required under the Drug Free Workplace Act of 1988. The public is hereby notified that the manufacture, distribution, possession, sale, and/or use of any controlled substance or look alike by any student or staff member are strictly prohibited. A copy of this policy is on file and can be obtained through the Principal's office. Gilford Middle School, in accordance with state law, is a smoke free environment. Smoking is prohibited on school grounds at all times.

## **DISABILITY ACCESSIBILITY:**

This policy is designed to assure that school facilities and programs provide access for physically handicapped students, parents and guests. Handicapped parking spaces are clearly marked on the parking lot near the main entrance. Directions regarding handicapped parking and entrances are located at other entrances and in other parking areas. The main entrance is handicapped accessible and centrally located in the facility. Laboratories, shops, gym, auditorium, cafeteria, and multipurpose classrooms are accessible to the physically handicapped. Students in wheelchairs or on crutches are assigned an adult tutor/aide or student assistant. These assistants help handicapped students move throughout the facility. Handicapped students and their assistants are familiarized with traffic patterns, handicapped routes and evacuation procedures in case of emergencies. The barrier-free handicapped restroom, located near the main entrance is available whenever a function is held at Gilford Middle School. The entrance is appropriately marked and a key is available in the main office.

## **SAFE SCHOOL ZONES: Chapter 193-D**

1. "Act of theft, destruction, or violence" means an act set forth in the following statutes regardless of the age of the perpetrator:
  - a. Homicide under RSA 630.
  - b. (1) Any first or second degree assault under RSA 631. (2) Any simple assault under RSA 631:2-a.
  - c. Any felonious or aggravated felonious sexual assault under RSA 632-A.
  - d. Criminal mischief under RSA 634:2.
  - e. Unlawful possession or sale of a firearm or other dangerous weapon under RSA 159.
  - f. Arson under RSA 159.
  - g. Burglary under RSA 635.
  - h. Robbery under RSA 636.
  - i. Theft under RSA 637.
  - j. Illegal sale or possession of a controlled drug under RSA 318-B.
2. "Safe school zone" means an area inclusive of any school property or school buses.
3. "School" means any public or private elementary, secondary, or secondary vocational-technical school in New Hampshire. It shall not include home schools under RSA 193-A.
4. "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.

5. "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.
6. "School purposes" means school-sponsored programs, including but not limited to educational or extra-curricular activities.

### **CONFLICT RESOLUTION POLICY:**

If a parent or adult student does not agree with a decision made by school administrators, an appeal may be made first to the Superintendent of Schools and, if resolution is not reached, to the Gilford School Board via request to appear on the agenda of their next scheduled meeting. Decisions on all policy matters made by the Gilford School Board are considered final. Out-of-school suspensions of three (3) days or less cannot be appealed to the Superintendent or Gilford School Board.

### **ACCESS TO STUDENT RECORDS:**

In compliance with Public Law 93-380 and School Board Policy, the following procedures will govern student/parent access to a student's educational records:

1. Parents of students under eighteen (18) years of age or students eighteen (18) or older may request, in writing, from the Principal, the right to see the appropriate student record.
2. Upon receipt of written request, the Principal will contact the parent or student to arrange a mutually agreeable time for the school to formally review the information contained within the student's records. The school, by law, has up to forty-five (45) days after receipt of request to make records accessible; however, the Principal will make every attempt to schedule a mutually agreeable time for review within fifteen (15) school days.
3. After formal review of a student's records has been conducted by either the Director of Student Services or the Principal, the parent and/or student, if eighteen (18) years of age or older, may have full access to the individual student's records for his/her personal review.
4. In the event that a parent and/or student eighteen (18) years of age or older wishes a hearing to determine that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the established grievance procedures of the Gilford School District will be followed, Grievance procedures shall follow the Title IX grievance procedures adopted by the Gilford School District. Parents and/or students eighteen (18) years of age or older who wish to initiate grievance procedures shall notify the Superintendent of Schools. Upon receipt of written request for grievance procedure information, a copy of the Supervisory Union #30 Title IX Grievance Procedure Policy shall be immediately

sent to the parent and/or student eighteen (18) years of age or older. Any grievance by a parent and/or student eighteen (18) years of age or older shall follow these adopted procedures.

### **VIDEO AND AUDIO RECORDING DEVICES ON SCHOOL BUSES AND VIDEO SURVEILLANCE ON SCHOOL PROPERTY:**

To ensure the safety of and secure environment for District students, the Gilford School Board authorizes the use of video and audio recording devices by the District on any or all buses or other vehicles (hereinafter “bus”) used to provide transportation for District students. This authority shall extend additionally to all vehicles owned by the District or contracted by the District for the transportation of its students. In addition the Gilford School Board authorizes the use of video only (no audio) surveillance cameras in public areas on school grounds including but not limited to classrooms, hallways, gymnasium, auditorium, cafeteria, and all exterior areas of the school buildings (hereafter “School Property”). The School Board authorizes the Superintendent to establish and maintain guidelines and procedures for the retention, viewing, and listening when applicable, the recordings in accordance with this policy.

#### **NOTICE:**

The presence of video and audio recording devices on a school bus shall be announced by signage displayed prominently on the bus and will indicate that the recording equipment is being used to record student behavior and that the recordings may be used in future disciplinary actions in the event of any misconduct. No additional notice of video cameras on school grounds is required. The District shall provide notice of this policy annually to students and parents in the student/parent handbooks.

#### **CONFIDENTIALITY:**

All recordings are considered confidential and will be viewed only on an “as needed” basis by those individuals authorized by federal and state law and this policy.

#### **CUSTODY AND MAINTENANCE OF VIDEO/AUDIO RECORDINGS:**

All recordings are the property of the Gilford School District and shall be maintained in accordance with federal and state law and this policy.



## **STORAGE AND RETENTION OF VIDEO/AUDIO RECORDINGS:**

### *Recording on a School Bus*

After a recording on a school bus has been made, the District's transportation carrier will retain the recordings in a secure location for a period of ten (10) school days. If no request by an authorized District official for a recording is made within ten (10) school days of the recording, the District's transportation carrier shall erase and reuse the recorded media. Recordings requested by an authorized District official (the superintendent, or designee, building principal, or the District's transportation coordinator/contractor official) will be provided to and be retained by the District only pursuant to federal and state law and this policy. The District may use recordings in discipline/prosecution of students, staff and the public and the recordings shall be retained by the District until the final resolution of any discipline/prosecution, including the timing for appeal or a court ordered retention period (if any). Recordings not used for discipline, law enforcement or court action, will be erased and the recorded media reused at the direction of the Superintendent or designee.

### *Recording on School Property and in a School Building*

After a video recording on school property has been made; (audio recording is not permitted) the superintendent or the superintendent's designee will retain the recording in a secure location for no more than 120 days provided, however, that the District's video recording equipment is on a looping system and video recordings may not be preserved for the full 120 days. The District's video recordings will be constantly reused. Therefore, if a District official wishes to request a recording to be reviewed, the request should be made as soon as possible but in no case may it be made more than 120 days after the date of the incident. Recordings requested by an authorized District official will be retained and reviewed by the District only pursuant to federal and state law and this policy. The District may use recordings in discipline/prosecution of students, staff, and the public. All recordings requested for review shall be retained by the District until the final resolution of any discipline/prosecution, including the time for appeal or court ordered retention (if any). Recordings that have been requested for review that are not used for discipline, law enforcement or court action will be erased and the recorded media will be reused at the discretion of the Superintendent or designee.

## **VIEWING AND LISTENING OF VIDEO/AUDIO RECORDINGS:**

Any request for the viewing and listening of all the recordings must be approved by the Superintendent or designee. The Superintendent or designee will determine if an individual requesting to view and listen to the recording is considered authorized pursuant to federal and state law and this policy. A recording shall only be reviewed if there is a report of a serious incident as determined by the Superintendent or designee or a complaint relative to conduct. The Superintendent or designee will be responsible for maintaining a log of the date and names of all individuals who review a recording. Recordings may be reviewed by any of the following only as expressly authorized by the Superintendent or designee:

- Superintendent or designee
- Assistant Superintendent/Business Administrator
- Building Administrator
- Law Enforcement Officers
- Transportation Coordinator/Contractor Official
- Students, parents of students, and staff members directly involved in a particular incident or a complaint.

Video and audio recordings used as part of disciplinary investigations or other proceedings regarding students shall be considered an educational record for purposes of the Family Educational Rights and Privacy Act ("FERPA"). Release of such video and audio recordings will only occur pursuant to disclosure requirements of FERPA and such recordings may not be released to parents without the permission of the parents of all identifiable students. Use of the audio portion of any bus tape is limited by RSA 572-A:2(k), therefore, only that portion of the audio recording which is relevant to the incident or complaint will be reviewed or released in accordance to state and federal law and this policy.

No audio recordings, other than on school buses, are permitted. For cases involving law enforcement or court requirements to review a recording, the Superintendent or designee will review the case and will decide the appropriateness of the request based upon federal and state law. In the event a law enforcement officer or a court requires the release of the recording regarding a student in accordance with FERPA, and whenever a copy is requested, the

Superintendent or designee will, to the extent permitted, release only a copy of the recording and will maintain the original recording pending the outcome of the law enforcement or court action.

### *Legal References:*

*RSA 189: 15; 193-F: 3; and 570-A: 2 (k) 570-A:2*      **(Adopted: 09/08/2009)**

## **STUDENT ABSENCES AND EXCUSES:**

Students between the ages stated in RSA 193:1 are required to maintain regular and punctual patterns of attendance. Each building principal is responsible for overseeing attendance procedures and for ensuring that:

1. Attendance is accurately checked, recorded, and reported to the school office each day for each class.
2. All student absences are recorded.
3. All permanent records of student attendance are maintained at either the school district or SAU central office.

An unauthorized absence is considered truancy and will be treated as such. Truant students may be subject to school disciplinary measures in line with applicable Board policies.

Absent students not having parent/guardian permission are considered as being truant. Students so identified will be contacted by either a school official or the juvenile officer and brought to school. The school administration will send a letter to parents/guardians of the truant student. If the truancy problem continues, the school administrator will send by registered mail a letter to the parents of the truant student, indicating the nature and seriousness of the problem and enclose a copy of RSA 193:1.

### **Legal References:**

*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*

**(Adopted: 10/5/2009)**

## **STUDENT CONDUCT, DISCIPLINE AND DUE PROCESS SAFE SCHOOL ZONE:**

Inappropriate student conduct that causes material and substantial disruption to the school environment interferes with the rights of others, or presents a threat to the health and safety of others will not be tolerated. Students are expected to exhibit appropriate classroom behavior that allows teachers to communicate and educate effectively.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

Suspension means an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

Expulsion means an action by the Board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the Board.

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

The Superintendent may modify expulsion requirements as provided in RSA 193:14, IV.

Students receiving special education services will be disciplined in accordance with the student's IEP and all applicable provisions of the Individual with Disabilities Education Act (IDEA).

At all times, students are required to conduct themselves in accordance with behavioral standards set forth in Policy JIC and all other applicable Board policies.

Students and parents will be notified annually of this policy.

**Legal References:**

*RSA 193:13, Suspension & Expulsion of Pupils*

*NH Code of Administrative Rules, Section Ed 306.04(a)(3), Student Discipline*

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

*NH Code of Administrative Rules, Section Ed 317.04(b), Disciplinary Procedures*

**(Adopted: 4/20/09)**

***All GSD policies are available at the [www.sau73.org](http://www.sau73.org) or by request from the SAU office.***

## **Gilford School District** **Chromebook User Agreement**

This agreement is intended to promote the responsible use of school-issued Chromebooks. Whether on or off-campus, all district provided technology must be used in accordance with the mission and philosophy of the Gilford School District as well as the Acceptable Use Agreement. Teachers may set additional requirements for use in their respective classes. Above all, Chromebook are an academic resource, and the practices governing the use of the Chromebook support its academic application.

Chromebooks and chargers will be assigned to each student for school use. Students will have the same Chromebook for their entire four year school career whether in middle or high school. Students are expected to bring their Chromebook to school each day charged and ready for use. Students shall take their personally assigned Chromebook home each night. **Students who choose to leave them at school in their locker are still responsible for their assigned Chromebook and to have them charged for use the next day. Each classroom will have a power strip available for charging during class time with the student's charger.**

Students that join their own mobile device to the network will not have a Chromebook issued to them.

Under no circumstance should any student allow others to use their Chromebook or share passwords.

### **Expectations for Caring and Use of Chromebook:**

1. Chromebooks issued to students are the property of the Gilford School District and are made available as learning tools; therefore, there is no assumption of privacy. The use of the Chromebook is at all times subject to monitoring and inspection. All student web browsing on their Chromebooks will be monitored/filtered whether at school or home.
2. Chromebooks and chargers will be labeled with the student's name and with a library asset tag. These labels shall not be removed. If damaged, please go to the library for replacement tags.
3. Students / parents are responsible for the care, security, and proper operation of any and all devices assigned to them. This includes protecting those devices from damage by cold, heat, or moisture; and when necessary, cleaning the screen with a soft, dry, anti-static cloth.
4. If the Chromebook is damaged or malfunctions, or if the device is lost or stolen, students must immediately inform the technology or library staff. Misuse or vandalism of the Chromebook may result in loss of school assigned technology use and or disciplinary action deemed appropriate by administration.

5. Students/Parents are not permitted to repair, alter, modify, or replace Chromebooks. Students/Parents are responsible for the cost of damaged and/or lost/stolen Chromebooks.
6. SD will facilitate any necessary computer repairs. Loaners for devices in the “repair shop” may be available for daily checkout from the library. This agreement becomes binding in relation to any borrowed Chromebook for as long as the student is using that device. Damage due to a manufacturer's issue will be addressed by the School District at no cost to the parent/student. All other damage will result in a repair fee to be assessed per incident with approximate pricing. Pricing may be found on the GHS Media Center page and on the GMS Library & Resources page.
7. GSD devices and accessories must be in proper working condition and reasonably presentable upon their return at the end of the school year. Students who depart GSD before the end of the school year must return their devices and accessories before departure. Accordingly, a fee relative to replacement cost /repair will be assessed for missing devices or accessories or to bring the device to proper working order and in acceptable condition.
8. Students may not remove or circumvent the management system installed on each Chromebook. If the sau73.org login does not load upon turning the device on, please report it to the library or technology staff immediately.
9. Students may only connect to the internet via the wireless network provided by the Gilford School District while at school.
10. Printers are available throughout the building for limited student use as directed by a teacher. Students are encouraged to share all work with their teachers through Google Classroom when possible to avoid excessive printing costs.
11. Educational apps will be provided by the school. The software /apps originally installed by Gilford School District must remain on the Chromebook in usable condition and be easily accessible at all times. Only the school may add apps.
12. It is the student's responsibility to respect and adhere to all copyright, trademark, and other intellectual rights.

### **Loaners / Loaner for Repair Chromebooks**

1. If a Chromebook is being repaired, a loaner may be given to the student. All loaner Chromebooks must be returned each day to the library.
2. If a Chromebook is out for extended repair, the loaners will be allowed to go home.

3. **No** loaners will be available for students that have forgotten their Chromebook or forgotten to charge their Chromebook. A charging station is located in the cafeteria for student use.

## **Terms**

1. The Chromebook is property of the Gilford School District and as such, permission to possess and use it may be revoked at any time, with or without notice or cause. Students are responsible for all repair costs for the Chromebook if damaged or for the replacement cost if lost or stolen. Students and their parents / guardians agree that the Chromebook will be returned to the District immediately upon request.
2. By signing the Student Handbook, it indicates that you have read, discussed with your child, and agreed to accept these terms.



## **Gilford Middle School Student Threat Response Plan**

This process is to be used when:

- A student threatens to harm others at school
  - A student threatens self-harm at school
1. Once the school is aware of the threat, it will be brought to the immediate attention of the Principal, Assistant Principal, and School Resource Officer. The student and the parent will be notified of their exclusion from school pending a comprehensive threat assessment. The front desk secretary will be made aware of the student's exclusion from school, including after school events.
  2. A multidisciplinary team meeting will take place as soon as possible, including, but not limited to: administrator(s), school resource officer, school and student assistance counselor, school psychologist, teachers, nurse, and other professionals with direct knowledge of the student and/or situation. The purpose of this meeting is to gather information about the student, and the specific threat, and determine if further/clinical assessment is warranted. At this time, a point person for family contact will be determined.
  3. A. A threat assessment will be performed by a licensed clinical psychologist or psychotherapist, in cooperation with local law enforcement. This may include a thorough review of the students' social media communication patterns, a firearm safety check of the students' home, and other measures as deemed appropriate by the psychologist and law enforcement officers. This may include, but is not limited to, a records review, meetings with parents or guardians and student, a psychological evaluation (including social/emotional functioning and a mental status examination). Recommendations will be documented in a written report.  
B. The multidisciplinary team will facilitate interventions to continue academics during the student's exclusion from school.
  4. The multidisciplinary team will meet to review the recommendations and to plan for the implementation and for the students' re-entry into school (if indicated). A timeline for implementing these recommendations/conditions will be developed. These recommendations will be shared with the family by a school administrator.
  5. Once a plan is developed for all recommendations or conditions for return to school to be implemented, members of the multidisciplinary team will hold a re-entry meeting to facilitate a safe and supportive transition back to school for the student. The composition of the re-entry team will be determined on a case by case basis, and will include parents and students. This team could be administrators, psychologist/psychotherapist, School Resource Officer, counselors, case managers, teachers, nurses. This team will also facilitate notification to teachers, school secretary, and any pertinent stakeholders in the process. If counseling is indicated, the family will be asked to sign a release of information so that communication between the school and counselor can occur.

## Computer Network, Internet & 3rd Party Sites Application for Accounts

Your Name (printed) \_\_\_\_\_ Year of Graduation (YOG) \_\_\_\_\_ Date \_\_\_\_\_

**\*\* Return only the first page to the front desk unless otherwise directed by your teacher.**

### Computer Network, Internet & 3rd Party Sites Application for Accounts

I, \_\_\_\_\_, a student in Gilford School District agree to abide by the Agreement for Use of Computer Accounts and the Network guidelines. I understand that if I violate the guidelines that I may lose my account on the network and be removed from my computer courses.

**Requesting Internet & 3rd Party Sites Accounts** - On acceptance of an account, users will be given an account name and password. User name will be the two last numbers of your year of graduation followed by your last name and the initial of your first name.

I understand and will abide by the Gilford School District Acceptable Internet Use Guidelines and electronic mail guidelines on pages 2 -4. I further understand that any violation of this policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked; district disciplinary action and/or appropriate legal action may be taken.

**\*\*\* PRINT NEATLY!** If we cannot read your name or password, we will not process your request.

Example: Name: Byron Johnson (Class of 2024) Login Name will be: 24johnsonb

USER NAME \_\_\_\_\_ Network & Google Password: \_\_\_\_\_ (Print neatly) (Minimum of 8 characters with 1 number and ALL LOWER CASE)

\_\_\_\_ Check here if you are a NEW student to Gilford School District Student

Signature \_\_\_\_\_ Date \_\_\_\_\_ DIGITALLY SIGNED

### Guardian Permission

**If you are under the age of 18 or a dependent student, a parent or guardian must also read and sign this agreement.**

**Network:** I have read the guidelines for the computer network on page 2 and understand that my son/daughter may lose their computer account if he/she violates these guidelines and will be removed from their computer courses.

**Internet / 3<sup>rd</sup> Party Accounts for Classroom Use:** As the parent or guardian of this student, I have read the *Internet Acceptable Use Guidelines & E-mail Guidelines* on pages 2-4. I understand that this access is designed for educational purposes. I recognize it is impossible for Gilford School District to restrict access to all controversial materials and I will not hold the district responsible for materials acquired on the network or for access to third party resources that require logins such as Google Core Services for Sau73.org, Eureka Math, Padlet, Typing Club, Code.org, Kahn Academy, Google Maps/Earth, Youtube, Google Takeout/Transfer and additional Google services. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue accounts for my child for internet access and 3<sup>rd</sup> party accounts that are for educational purposes and certify that the information contained on this form is correct. For a more comprehensive list of apps / software, please contact the GSD Tech Dept. at [support@sau73.org](mailto:support@sau73.org)

Guardian's Name \_\_\_\_\_

Guardian's E-mail Address: \_\_\_\_\_

Guardian's Signature \_\_\_\_\_  
**DIGITALLY SIGNED**

Date: \_\_\_\_\_

## Agreement for Use of Computer Accounts, 3rd Party Sites & Internet Access

Gilford School District has a computer network for staff and student use. Certain guidelines must be followed in order for individuals to have an account on the network. Carefully read the guidelines before signing on the application form.

1. Your accounts are for storing data files of schoolwork only. You may not have any programs, games, network, zipped, or hidden files in your account.
2. Appropriate use of the computers, network, & internet is expected of all students. It is NOT appropriate to alter the files or settings on individual computers, send messages, or access other peoples' files etc. If you have any doubts about the appropriate use of an account, please check with Ms. McGee, Technology Director
3. Access to your network account is limited to the network supervisors, staff and yourself. Your files are not private.
4. If you lose the privilege of using the network for any length of time, all of your files will be deleted.
5. Accounts will be cleaned out at the end of the year. If you have files on the network at that time, you should upload them to your google drive. Games and/or music files are not allowed to be played on the network or downloaded at any time unless for computer course work.
6. Users may not login under any account other than their own or allow other individuals to use their accounts.
7. Users may not copy software to or from the network or local hard drives.
8. Users are not allowed to grant rights to other users or obtain directory rights from another user.
9. Users may not deliberately damage the computer network or equipment. Users will be responsible for the repair costs of the damage.
10. Any other **actions deemed inappropriate by the network supervisors** may result in a penalty ranging from a warning to the loss of your computer account for a length of time deemed appropriate by the network supervisors.

Each offense will be considered individually and consequences may result in the loss of the computer network privilege and removal from your computer courses.

## **Gilford School District Internet Acceptable Use Guidelines**

### **Overview & Philosophy**

The Gilford School District has adopted a 1-to-1 Chromebook Program which includes the use of [GSuite for Education](#), an extensive collection of productivity and collaborative tools used in our classrooms to enhance teaching and learning in innovative ways. In addition to GSuite, our teachers use a variety of other online educational apps/tools with students. In today's technological landscape, there are inherent risks with online technology use particularly as it relates to student data privacy and security. The Gilford School District recognizes its ethical and legal responsibility to adequately protect student data and privacy as required under federal and state laws and district policies. In addition, the District believes that transparency with all district stakeholders with regard to its policies and practices around technology use and student data and privacy is important.

Electronic information, however, alters the information landscape for schools by opening doors to an unlimited array of resources. In the past, instructional materials have been screened and approved, consistent with district guidelines and the developmental levels of students. The internet makes available electronic information that has not been screened for content, curriculum, or age level.

Staff will provide guidance and instruction in the use of material gleaned from electronic sources. Electronic research skills are now fundamental to citizenship and employment in the Information Age. In addition, students are responsible for appropriate behavior on the school computer networks and their mobile devices, just as they are in the classroom or any school facility. Access is provided to those students who agree to act in accordance with the standards for behavior and communication.

Electronic communication opens the world to our students. The benefits to our school community of these resources far exceed the disadvantages. However, the Gilford School District recognizes that parents and guardians are ultimately responsible for determining the standards for minors to follow in regard to information sources. For that reason, the District recognizes and respects the rights of families to decide whether or not to apply for access to the information network available at school.

### **Acceptable Use for Internet Access & Related Tools**

1. Use of software or web sites that bypass or ignore network or internet security is prohibited.
2. All Acceptable Use Guidelines must be followed for utilization of 3rd party sites / tools. Usernames and passwords must be given to the staff member utilizing the 3rd party sites and not change.
3. All use of the internet must be in support of education and research and consistent with the purposes of the Gilford School District. Streaming videos, TV

shows, movies or YouTube and related services are restricted for educational use only.

4. Use of web based email accounts, other than the school's, is prohibited on the school network.
5. Computer accounts are to be used only by the authorized owner of the account for the authorized purpose. Users shall not allow other individuals to access the system through their accounts. Attempts to use another person's account will result in cancellation of user privileges.
6. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent themselves or other users on the network.
7. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
8. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
9. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited on the network.
10. The illegal installation of copyrighted software for use on district computers is prohibited.
11. Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited.
12. Do not reveal your personal address, phone number, last name or date of birth of you or others on the network.
13. If you identify a problem on the network, you need to notify a system administrator immediately. Do not show or identify the problem to others.
14. Any user identified by the network administrators as a security risk or having a history of problems with other computer systems in the school may be denied access to the Internet.
15. Playing games and downloading files including shareware is prohibited.
16. Network administrators will log your internet use.
17. Any use of the network for commercial or for-profit purposes or personal and private business is prohibited.
18. Any use of the network for product advertisement or political lobbying is prohibited.
19. Attempts to logon to the network or Internet as system administrator will result in cancellation of user privileges.

### **Electronic Mail Account Guidelines:**

Students will have an electronic mail account to use as a tool for communications. Middle school students will have an electronic mail account to use for internal school use only. You should be responsible for checking and reading messages on a regular basis at least once a day. Communications over the network are often public in nature therefore general rules and standards for professional behavior and communication will apply. Copies of all emails that are sent and received to any sau73.org account are archived.

Network administrators will review files and communications to maintain system integrity and to ensure that students are using the system responsibly. Users should **not** expect that files stored on the district servers would be private. There have been occasions when your email was erroneously sent to the wrong individuals.

The following behaviors are not permitted on the district network:

1. Using the e-mail for other than academic / school use
2. Profile pictures should be pictures of yourself or an icon representing yourself. Photos of other individuals or material are not allowed.
3. Altering of your displayed name or other email settings with your account.
4. Sending or displaying offensive messages or pictures or funny stories/jokes or chain letters or using obscene language
5. Harassing, insulting or attacking others in your e-mail communications
6. Forgery or attempted forgery of electronic messages
7. Using others' passwords or trespassing others' folders, documents, or files
8. Engaging in practice that threatens the network (e.g., loading files that may introduce a virus)
9. Violating copyright laws
10. Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition
11. Employing the network for commercial purposes
12. Promoting, supporting or celebrating religion or religious institutions

Whenever you send e-mail, your name and user ID are included in each mail message. You are responsible for all email originating from your ID. By accepting an account, the applicant acknowledges that the designated system administrators will have access to the applicant's e-mail and that e-mail may be made available to district, local, state and federal officials in conjunction with any investigation.

**Violations will result in a loss of email access and disciplinary action.** When applicable, law enforcement agencies will be involved.

From time to time, Gilford School District will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

**Sanctions:**

1. Suspension or revocation of network / internet access privileges
2. Removal from a class project or activity
3. Removal from a course for the remainder of the year
4. Student detention, suspension or expulsion
5. Referral to appropriate legal authorities for possible criminal prosecution
6. School and district administrators will make the final determination as to what constitutes unacceptable use and their decision is final.

## **Procedures for Use**

Users may encounter material that is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. It is the user's responsibility not to initiate access to such material. If it is accidentally accessed, the user shall inform the instructor immediately and then access an acceptable area.

## **No Warranty**

The Gilford School District makes no warranties of any kind, whether expressed or implied for the service it is providing. The district will not be responsible for any damages a user may suffer, including loss of data, no-deliveries, mis-deliveries or service interruptions. The District will not be responsible for the accuracy or quality of information obtained through this Internet connection. All terms and conditions as stated in this document are applicable to all users of the network.

## **Suicide Prevention and Response**

The School Board is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; to establish methods of prevention, intervention, and response to suicide or suicide attempt ("postvention"); and to promote access to suicide awareness, prevention and postvention resources.

District Suicide Prevention Coordinator: Kelley Caravona, Crisis Counselor  
Gilford Middle School Guidance Counselor: Chelsea Abare and Chantelle Moynihan

### **Other Resources:**

*The New Hampshire Department of Education's Bureau of Student Wellness, Office of Social and Emotional Wellness (OSEW), provides resources and technical assistance to school districts to work collaboratively with their community to respond to the needs of students through a multi-tiered system of support for behavioral health and wellness. For further information, visit the website.*

- *American Foundation for Suicide Prevention (AFSP)*
- *Suicide Prevention Resource Center*
- *The National Suicide Prevention Lifeline*
- *The Trevor Project* \_

## **Code of Conduct**

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

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

## **Behavior Intervention Plans**

The Code of Conduct will include a graduated set of age appropriate responses to misconduct

and will set forth standards for short term suspensions up to five (5) school days, short term suspensions up to ten (10) school days, long term suspensions up to 20 school days, and expulsion. Such standards will make reference to the nature and degree of disruption caused to the school environment, the threat to the health and safety of pupils and school personnel, and the isolated or repeated nature of incidents forming the basis of disciplinary action.

## **Five (5) Cumulative Days of Suspension: Tier-1 intervention plan**

The tier-1 intervention plan is for any student who has been suspended more than **five (5) cumulative school days in any school year**. The intervention plan will be designed to proactively address the student's behaviors. The student's academic team will meet to determine specific measures to be taken to support the student from exhibiting those problematic behavior(s) leading to the student being suspended from school.

Upon returning to school from the 5th day of suspension, the student will be required to participate in a re-entry meeting for the purpose of:

- Welcoming the student back to school
- Review past student infractions pertaining to suspensions
- Review Parent/Student Handbook expectations and District Policies pertinent to suspensions
- Develop a plan to support the student from exhibiting the problematic behavior(s) through setting forth future guidelines/expectations and possible restrictions and/or modifications to the student's school day.
- Develop a plan for the student to meet with their school counselor and/or other designee on a predetermined basis to review the student's progress. The school counselor or designee will check in with the student on an as needed basis.



### **Ten (10) Cumulative Days of Suspension: Tier-2 intervention plan**

The tier-2 intervention plan is for any student who has been suspended more than ten **(10) cumulative school days in any school year**. The intervention plan will be designed to proactively address the student's problematic behaviors. The school psychologist will meet with the student's academic team to determine possible next steps, as well as to establish whether or not the student should be evaluated to determine eligibility to receive special education services and/or if a Functional Behavioral Assessment (FBA) is warranted. Based on the team's recommendations, specific interventions will be put into place to support the student in correcting their problematic behavior(s).

### **Long Term Suspension**

The School Board, or the Superintendent, as the School Board's designee, may extend a student's suspension for up to an additional ten (10) consecutive school days. A long-term out-of-school suspension may be imposed for egregious violations, such as, but not limited to:

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

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

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

### **Expulsion**

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

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

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

**For further information of the Behavior and Suicide Prevention policy see this link:**  
(add hyperlink with web address.)

## **FERPA Statement**

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.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office; U.S. Department of Education; 600 Independence Avenue, SW; Washington, DC 20202-4605.

**PLEASE REVIEW, SIGN AND DETACH THIS SIGNATURE  
PAGE AND RETURN TO THE MAIN OFFICE**

**PARENT SIGNATURE:** \_\_\_\_\_

**STUDENT SIGNATURE:** \_\_\_\_\_

Gilford Middle School Student/Parent School Handbook  
Signature Page

It is important that we know you have reviewed the Middle School Student/Parent Handbook and understand the school's expectations for students. It has not been uncommon in the past for some parents/guardians to indicate that they never received the Student/Parent Handbook. It is therefore reasonable to understand that these parents/guardians will be at a disadvantage in assisting the school in providing a purposeful, safe, and orderly school environment for all students. An electronic version of this form will be shared with all students and must be signed no later than Friday, September 9th, 2022. If you have any questions or concerns, please contact Sean Walsh, Assistant Principal.