

Profile School

Student Handbook

2017-2018

Ben Jellison, Principal
Kyle Jacobs, Assistant Principal

691 Profile Road
Bethlehem, NH 03574

Telephone: 603-823-7411
Fax: 603-823-7490

www.profile.k12.nh.us

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CORE VALUES AND BELIEFS

We, the Profile community, continue to pursue the ideal of providing students with comprehensive educational opportunities. We encourage and prepare young people for responsible community involvement and careers which suit their interests and skills; by inspiring students to pursue excellence and to rise to academic, social, creative, and physical challenges. To this end, we expect that all constituencies, including the faculty, administration, school board, and other community members, will demonstrate the same commitment to the pursuit of excellence.

In addition to this handbook, school board policies are available in the school library and office for review. School Board policies are continuously updated and reviewed. If there are any further questions, please refer to the school board policy manual.

VISION

Through personalized learning with a focus on communication, literacy, and critical thinking, all students will leave Profile School with the knowledge and skills they need for college and/or career readiness.

CORE VALUES AND BELIEFS STATEMENT

We value an educational experience that encourages each student to reach his or her highest level of academic capability. We promote respect, communication, compassion, and accomplishment for each member of our Profile Community. We value collaboration among staff, students, families, and community members to support personal and social development in addition to academic growth in all our students. Therefore, we believe in providing diverse educational opportunities that inspire, engage, and challenge all students to develop the skills and knowledge necessary to be contributing members of their local and global communities.

HABITS OF LEARNING

Profile School has developed a set of challenging and measurable “Habits of Learning” for all students that address 21st century learning expectations. These learning expectations are defined by the school-wide analytic rubrics which target higher levels of achievement. Students will be assessed four times a year, using the rubric below. This does not factor into a student's academic grade, but is included in honor roll eligibility.

Habits of Learning				
	(4) Consistently	(3) Usually	(2) Occasionally	(1) Rarely
Collaboration: contributes to the goals of a group; provides thoughtful ideas and listens to the ideas of others; acts as a leader or exemplary group member; values and encourages all members of group				
Respect: uses acceptable language; is tolerant and respectful of others and their ideas; demonstrates respectful and helpful behavior				
Initiative: demonstrates curiosity and interest in learning; engages in learning activities; perseveres and problem-solves uses available resources or seeks assistance as necessary				
Work Habits: is punctual and prepared; displays a positive attitude stays on task; follows directions; turns work in on time				

SCHOOL OFFICE HOURS

The school office is open from 7:00 a.m. until 3:00 p.m. on school days. You may also leave a message (823-7412) when the office is closed. Work permits for students may be obtained in the office year-round.

NON-DISCRIMINATION POLICY

RSA 354-A:6, Opportunity for Employment without Discrimination a Civil Right

RSA 354-A:7, Unlawful Discriminatory Practices

The Age Discrimination in Employment Act of 1967

Title II of The Americans with Disabilities Act of 1990

Title VII of The Civil Rights Act of 1964 (15 or more employees)

RSA 186:11, XXXIII, Discrimination

RSA 275:71, Prohibited Conduct by Employer

Appendix: AC-R

Revised: September 2014

Revised: July 1998, February 2004, February 2005, September 2008

Approval: January 28, 2015

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

The District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

The Superintendent or his/her designee will receive all inquiries, complaints, and other communications relative to this policy and the applicable laws and regulations concerned with non-discrimination.

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

NHSBA Note, September 2014: Addition of provision prohibiting discrimination on the basis of economic status, per RSA 186:11, XXXIII (effective July 2014). Addition of new paragraph prohibiting discrimination in employment matters against victims of domestic violence, harassment, sexual assault, or stalking, per RSA 275:71 (effective July 2014).

ASSIGNMENT OF STUDENTS TO CLASSES AND GRADE LEVELS

NH Code of Administrative Rules, Section Ed 302.02(I), Duties of Superintendent

NH Code of Administrative Rules, Section Ed 306.14(a), Instructional Program;

Appropriate Assignment of All Incoming Students

Revised: May 2008

New Policy: November 2007

First Reading: April 17, 2014

Second Reading: May 22, 2014

Approval: May 22, 2014

Students will be enrolled in grades and classes in which they can be expected to master established district instructional and learning objectives. All students who are included under the compulsory attendance law must be enrolled and required to attend all classes prescribed by the state and the district unless exempt by the school authorities.

Students will be placed in the grade level and class that best meets the student's academic needs, after consultation between the teacher, school counselor, administration and the student's parent/guardian.

Students transferring into the school district will be placed in the grade level and class that best meets the student's needs, after review of the records from the student's prior school, and after consultation between the school counselor, administration and the student's parents.

Students receiving special education services will be placed in accordance with applicable law.

The decision of the building principal regarding student placement may be appealed to the Superintendent, and then to the School Board. The School Board will give significant consideration to the principal's and Superintendent's recommended placement.

COURSE OFFERINGS

A complete description of all course offerings and academic requirements is contained in the Program of Studies. Copies are given to students in grades eight through eleven each spring. Additional copies are available upon request in the office as well as on our website.

STUDENT ENROLLMENT POLICY

Students may be enrolled or removed from classes only by the principal or school counselor. No student who is not on the original class list should be enrolled without a note from the principal or school counselor.

Students attending Profile School are required to take the prescribed academic program as outlined in the Program of Studies for their grade level.

They must be enrolled in at least seven credits; seniors may be granted flexibility based upon consultation with the school counseling department and administration.

Those students who choose not to participate appropriately in classes and fail due to lack of effort may be placed on a behavioral contract.

ABC's OF PROFILE

Act Respectfully

Behave Responsibly

Cooperate & Care

Positive Behavioral Interventions and Supports (PBIS) is a system that focuses on teaching and modeling positive behaviors, like academic and social skills, to encourage prosocial behavior that develops and displays positive social interactions.

Universal Expectations

1. Use acceptable language
2. Model good manners and personal respect
3. Take pride in yourself and school
4. Look and act like a student
5. Be kind and accepting of others
6. Be a positive member of the Profile community

STUDENT RIGHTS AND APPEAL PROCEDURE

1. Resident students of Bethlehem, Easton, Sugar Hill and Franconia have the right to attend Profile at public expense until graduation.
2. A student has the right to receive an education that is meaningful and useful, and which provides equal opportunity regardless of race, religion, national origin, language, gender or ability.
3. Whenever possible, instruction and/or counseling will be provided for the student if s/he has a long-term illness and cannot attend school.
4. In matters of discipline, a student is entitled to treatment that is fair, consistent, and appropriate to the offense.
5. A student has the right to be informed about the rules and procedures by which the school is run and by which discipline is dispensed.
6. A student has the right to obtain free textbooks and paper needed for his/her courses.
7. A student has the right to due process in disciplinary matters including a fair hearing and appeal.
8. Within the scope of school board policies, a student has the right to participate in decisions affecting his/her education and to be represented by a freely elected student government.
9. A student has the right to attend a school that is safe and promotes good health.
10. A student has the right to free speech and press within the school, provided that it is not obscene or defamatory, does not ridicule, or does not promote unlawful behavior or a serious disruption of the orderly operation of the school.
11. A student has the right to examine opposing ideas while maintaining a politically neutral atmosphere.
12. A student has the right to symbolic political expression, such as wearing buttons, as long as there is no conflict with #10 above.
13. A student has the right to dress as s/he pleases, as long as his/her appearance is clean, non-hazardous, non-disruptive, promotes good health, and does not conflict with the dress code.
14. A student has the right to petition and to organize associations for legal purposes and to gather in accordance with school procedures.
15. A student has the right not to participate in patriotic exercises if they violate earnest personal or religious beliefs.
16. A student has the right to be secure against unnecessary physical force and unreasonable search or seizure.
17. A student has the right to see his/her school records in the presence of the principal or school counselor during the regular school hours by appointment.
18. A student has the right to full disclosure of all information used against him/her in a disciplinary action, unless there is evidence that such would result in physical reprisal, revenge, or retaliation against another student.
19. A student has the right to present his/her side to a teacher and the administration prior to any disciplinary action.
20. A student has the right to have witnesses heard on his/her behalf in a disciplinary action if no adult supervisor was present when the misbehavior allegedly occurred.

Appeal Procedure

A student may appeal the decision of the Principal, or designee, to the Superintendent of schools. The appeal will require the following:

1. The written appeal must be made to the Principal within five (5) calendar days of the initial ruling and the Principal will immediately forward the appeal to the Superintendent of Schools.
2. The Superintendent shall render a decision within five (5) calendar days, in writing, to the student and his/her parent(s) or guardian(s).
3. If still dissatisfied, please appeal to the chair of the Profile School Board.

ADMISSION OF HOMELESS STUDENTS

NH Code of Administrative Rules, Section Ed 306.04(a)(17), Homeless Students

RSA 193:12, Legal Residence Required, No Child Left Behind Act, 2002

McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431, et seq.

Revised: May 2008

Revised: February 2005

The district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently

attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Per the No Child Left Behind Act of 2002, homeless students are defined as those students lacking a fixed, regular and adequate nighttime residence, including:

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

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

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

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

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

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

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

CULTURE AND CLIMATE

ATTENDANCE POLICY

Attendance in classes is a requirement. Under state law, students are allowed 10 half days (5 total days) unexcused absence from school PER YEAR. Exceptions for tardiness or absence to class can be made only by a written excuse from the office, a teacher, or for an illness reported to and subsequently dismissed by the nurse.

TRUANCY

Truancy is defined as the following per RSA 189:35 (a) and HB 154 (effective July 6, 2010):

‘For the purposes of this section, “truancy” means an unexcused absence from class or school. Any absence that has not been excused for any of the reason listed under ‘Excused Absences’ will be considered an unexcused absence.’

*The office will make special consideration for inclement weather. Students involved in co-curricular activities should refer to the Co-Curricular policy for further clarification on participation eligibility.

Truancy Intervention Process

Administrative Action

The Principal shall ensure that the administrative guidelines pertaining to attendance properly address the matter of truancy by implementing a process that identifies students who are habitually truant, as defined by school policy and state legislative guidelines.

When a student has been identified as being at risk of becoming habitually truant, he shall commence an intervention with the student, the student’s parents, and other staff members, as deemed necessary. The process shall include but is not limited to:

1. Investigation of the causes of the student’s truant behavior.
2. Considers, when appropriate, modification of the student’s educational program to meet particular needs that may be causing or contributing to the truancy.
3. Involves the parents or legal guardians in the development of a plan designed to reduce the truancy.
4. Seeks alternative disciplinary measures, still maintaining the right to impose discipline in accordance with the School District’s policies and administrative guidelines on student discipline.

Parental Responsibility

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

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

Excessive Absences:

1. Will be reviewed by the Administration and, if deemed necessary, reported to DCYF
2. **193:7 Penalty.** – Any person who does not comply with the requirements of this section shall be guilty of a violation and any fines collected hereunder shall be for the use of the district.

Excused Absence & Procedure

- Parents/guardians must notify the office between 7am and 8am to report student absence; call 823-7412 to report a student absent prior to 7am, and leave a voicemail.
- A student who is absent due to illness will need medical verification after 3 consecutive days of absence.
- Students arriving late or leaving early must report to the office.
- **A written note is required if a student is late or absent if no call has been made.**
- Chronic absenteeism will be reviewed and dealt with by administration appropriately.
- Unexcused absences may result in loss of grade on assignments, as Incomplete. Many educational activities that occur during an absence cannot be replicated or supplanted by make-up work.
- Chronic absenteeism may negatively affect a student’s grades and should be avoided.

<u>Reason for Absence</u>	<u>Required Documentation</u>
Bereavement	Parent/Guardian Note
College Visits	Admissions Office Verification

Court Appearance	Court Documentation
Hospitalization	Doctor's/Licensed Practitioner's Note
Illness or injury (More than 3 consecutive days)	Doctor's/Licensed Practitioner's Note
Military Appointments	Military personnel's verification
Religious Holidays	Parent/Guardian Note
School Testing	Testing Official's Verification
School-sponsored Activities	Administrative Approval
Extended Family Vacation	Prior Administrative Approval
Suspension From School	Per Administrative Directive

If a student has a chronic health condition that may make them frequently tardy or absent, please contact the school nurse at the start of the school year. Documentation will be requested.

Attendance Policy Continued

Parent/Guardian travel

Parents who leave their children with a guardian please leave the name of the guardian, their phone number and address as well as a telephone number with the office prior to your departure. In addition please leave your contact information as well.

Travel and vacation related absences for students

Students who vacation at times other than scheduled on the school calendar **must** complete a pre-approved absence from school form. Otherwise the absence it may be considered an unexcused absence. The office staff and teachers need to be notified and all homework must be obtained prior to leaving.

Tardiness

Students are expected in class on time. Students will receive a detention after three tardies to any one teacher and for every subsequent tardy during that term (Quarter/Trimester). Individual tardies may be excused with the appropriate pass. Chronic problems will be referred to the administration for disciplinary action, which may include but is not limited to: lunch detention, after school detention, In-School Suspension, Out of School Suspension, and referral to local legal authorities--consistent with state legislation.

*Students who arrive late to school, even for scheduled late arrival, must first report to the office. **Students who are tardy more than three times within a quarter will be assigned to administrative detention for each additional tardy.**

*Attendance to include both excused and unexcused absences and tardies are shown on report cards and on the student's permanent record card that is sent as part of his/her transcripts to scholarship committees, colleges, employers, and the armed forces.

Dismissal Procedures

Dismissal from school

The administration is responsible for each student who is present or absent. Phone dismissals by a parent/guardian must be followed with a written note from a doctor or dentist (see "Excused Absences") to be considered excused. All students must sign in at the office prior to dismissal and upon returning. Students will not be dismissed from a class simply because a guest speaker, special event or substitute teacher is supervising. Events planned in lieu of a typical class schedule enrich student learning and students are expected to remain in attendance during those events.

*Dismissal from a parent by telephone during the day is considered unexcused until proper paperwork is provided to the office staff.

BELL SCHEDULE (Monday & Tuesday)

Middle School

1st Block	7:40-9:10
2nd Block	9:14-10:44
MS Lunch	10:44-11:04
3rd Block	11:08-12:38
4th Block	12:42-2:12

High School 1ST Lunch

1st Block	7:40-9:10
2nd Block	9:14-10:44
3rd Block	10:48-11:33
1st Lunch	11:33-11:53
3rd Block	11:53-12:38
4th Block	12:42-2:12

High School 2nd Lunch

1st Block	7:40-9:10
2nd Block	9:14-10:44
3rd Block	10:48-12:18
2nd Lunch	12:18-12:38
4th Block	12:42-2:12

BELL SCHEDULE (Wednesday - Friday)

Middle School

1st Block	7:40-8:58
Study Block	9:02-9:42
2nd Block	9:46-11:04
MS Lunch	11:08-11:28
3rd Block	11:32-12:50
4th Block	12:54-2:12

High School 1ST Lunch

1st Block	7:40-8:58
Study Block	9:02-9:42
2nd Block	9:46-11:04
3rd Block	11:08-11:44
1st Lunch	11:48-12:08
3rd Block	12:12-12:50
4th Block	12:54-2:12

High School 2nd Lunch

1st Block	7:40-8:58
Study Block	9:02-9:42
2nd Block	9:46-11:04
3rd Block	11:08-12:26
2nd Lunch	12:30-12:50
4th Block	12:54-2:12

EARLY RELEASE AND LATE ARRIVAL

Juniors and seniors may apply for “Early Release” or “Late Arrival” through the high school counselor. Students must be passing all courses at the end of each quarter or the privileges may be revoked. If a student with Early Release privileges wishes to stay on campus for work or meeting purposes, s/he must arrange with a staff member to supervise him/her (i.e., class advisor, librarian, study hall supervisor).

X BLOCK & COMMUNITY MEETING

X Block is held Wednesday through Friday from 9:02-9:42 am. X Block is an opportunity for our students to meet with teachers for enrichment and remediation and also to work with their advisory groups. Community Meetings are held on the first Friday of the month during this block. Attendance is taken.

Vocational students who return to school at 9:15am should report immediately to their X block.

Late arrival students are still expected to attend their X block advisory beginning at 9:02am.

CLOSING OF SCHOOL

In the event of inclement weather or other emergencies, school may be canceled, opening delayed for two hours, or students may be released early. If school is closed, the next day will be the BLOCK day that is on the posted calendar. Parents will be notified of school closings and delays via the **Alert Solutions School Notification System**. Parents will receive information on how to set up the system during the first week of school.

Notice of closing will be made on WLTN 1400 AM, WMTK 106.3 FM, WLTN 96.7 FM, WYKR 101.3 FM, 1100 AM, and WZPK 103.7 FM, Channel 9/WMUR.

Prior to an emergency situation, parents should review with their student what they want them to do in each of these situations. In the case of an early dismissal, if special arrangements are necessary for your son or daughter, please provide your family plans to the office by the end of the first week of school.

DELAYED SCHOOL OPENING SCHEDULE

Block 1	9:40-10:40 am
Middle School Lunch	10:44 - 11:00 am
Block 2 Middle School	11:04 - 12:10 pm
Block 2 High School	10:44 - 11:40 am
High School Lunch	11:44-12:10 pm
Block 3	12:14 - 1:10 pm
Block 4	1:14 - 2:12 pm

CLOSED CAMPUS

Profile School does not have an open campus policy, meaning students must have office permission to leave campus.

FIELD TRIP PERMISSION

Each student must present a permission slip for a field trip signed by a parent or guardian and classroom teachers prior to departure. Those requiring teachers' signatures should be signed at least 24 hours before the trip. Seniors who meet the graduation requirements are eligible to attend the senior class trip if a signed slip agreeing to the rules for the trip is turned in prior to departure. Emergency forms must be on file for field trip participation. In the case of missing permission forms, permission may be granted by a parent or guardian over the phone to a member of the administration, the nurse, or the sponsoring teacher.

BUSES

Since the bus is considered an extension of the school, students are subject to all school rules once they board the bus. Additionally, students are responsible for school bus rules as designated by each school district, the state of New Hampshire, and the individual bus company.

While on the bus, the student is under the supervision of the bus driver. The bus driver will report incidents of inappropriate behavior to the school immediately by completing the written incident report.

Upon a referral, the building principal or assistant principal may impose any of the following consequences for the first or subsequent offenses, depending upon the severity of the offense and the necessity to protect the safety of other students who ride the bus.

A late bus will be available to Bethlehem at 4:15 pm.

Bus Incident Protocol

1st Incident Report: The principal/assistant principal will contact the parent and hold a meeting with the student. The student will be assigned consequences depending upon the nature and severity of the incident. Consequences can range from a warning, detention, or bus privilege suspension.

2nd Incident Report: The principal/assistant principal will hold a meeting with the student and parent and issue up to a 20-day denial of transportation/bus privilege suspension or for the balance of the school year.

3rd Incident Report: The principal will refer the student to the superintendent and the school board with the recommendation of removal of transportation/bus privilege.

Questions regarding buses should be addressed to W.W. Berry Bus Company at 603 636-6100.

CONDUCT BEFORE, DURING, AND AFTER SCHOOL

Although we share one building, the middle school and high school wings are functionally separate and only seventh and eighth grade students are permitted in the middle school wing. High school students are allowed in this wing **only** if they have a class scheduled in a middle school room, or if they have been assigned to in-school suspension.

Students not involved in after-school activities and not under the direct supervision of a teacher or staff member must leave the building by 2:30 pm.

Students staying after school must be supervised by a teacher or staff member.

Both the middle school and high school wing, open at 7:25 am unless a student has an appointment with a teacher. Students who arrive early for school (before 7:25 a.m.) may go to the cafeteria for breakfast or remain in the lobby until 7:25am.

Students are expected to be respectful, civil and polite during the day and while passing in the hallways. Inappropriate display of affection will not be allowed.

PASSES

Passes from office personnel are required if a student is tardy to school. Passes from staff members are required if a student is late to class, dismissed to or from the library, or excused from a class or study hall for any reason. Students leaving from and returning to school must also sign in and out of the office.

STUDY HALL EXPECTATIONS

All of the Profile School Community recognize that reaching one's full academic potential is paramount to success in the workforce as well as in life. Accordingly, it is understood that all Profile students will maximize all opportunities for academic enrichment. Students who have a scheduled study hall understand that this is an opportunity for personal and academic betterment. It is understood that all students will utilize this time wisely and appropriately. Students will be engaged in academically and socially appropriate behavior for the duration of each study block and will adhere to the ABC's of Profile. Students who do not comply to the "ABC's" of Profile and/or the school's policies and procedures, will be subject to all Profile Disciplinary Procedures.

HOMEWORK POLICY (refer to grading policy, page 25-26)

Any student who is in school for any part of the day or participating in a school sponsored event must turn in work due for that day, pick up assignments for the next class meeting, and make appropriate arrangements for tests, quizzes, or other

work. Students may not wait until the next class to get their work if they have been in school for any part of the school day.

DRESS CODE

Appropriate school dress demonstrates respect for oneself, classmates, and faculty and preparation for life outside of school. Clean and tasteful grooming nourishes a sense of pride in self, the school, and in the learning process. By keeping to the spirit of the dress code, students display maturity and dignity. These rules are not comprehensive and the administration will have the discretion to state what is and is not appropriate should an issue arise. Examples of inappropriate clothing include but are not limited to the following:

1. Clothes or accessories advertising or relating to drugs, alcohol, gangs, or other illegal activities, displaying controversial and or socially, politically, or ideologically inappropriate images or wording, represents a danger to any person, causes a substantial disruption, or depicts phrases that are offensive to human dignity, or is deemed by administration as being not appropriate for an educational environment.
2. Shirts that expose bare midriff, breasts or cleavage
3. Undergarments worn as outer garments
4. Bare feet or dangerous footwear (depending on the activity/class)
5. Clothing that is see-through, has holes or is designed to expose the body or undergarments
6. Pants worn low should not expose underwear or backside
7. Shorts, skirts, dresses should provide appropriate coverage (fingertip length with hands at side should be used as a guideline)
8. Hats may be worn in the building but must be removed at teacher/administration discretion

Students not following the dress code will be referred to the Administration where they will receive disciplinary action including but not limited to: a letter home, being asked to cover the garment, go home to change, and/or receive further disciplinary consequences. Absences due to being sent home for dress code violation will be considered unexcused.

Repeated offences will result in disciplinary action including but not limited to:

1. Administrative Detention
2. A mandatory meeting with the student, the student's parent(s), and Administration

TELEPHONES AND CELL PHONES

Cell phones are only permitted for use before school, after school, between classes and during lunch. At the discretion of the classroom teacher, students who have an emergency may use a phone in the office or a teacher's phone with permission. Parents are highly discouraged from calling or texting their child's cell phone during school hours. Repeated infringements of Profile School's Cell Phone Policy will result in the student facing discipline consistent with Profile's Disciplinary Policy.

DISCIPLINE CODE AND OFFENSES WITH RELATED CONSEQUENCES

Profile students are expected to abide by the ABCs of Profile.

Example of progressive discipline model:

- | | |
|-------------------------|--|
| 1 st offense | Confiscate the mobile device for the day, Parent Contact |
| 2 nd offense | Confiscate the mobile device, Parent contact, detention |
| 3 rd offense | ISS, parent meeting, administrative meeting with family |
| 4 th offense | Further administrative action |

Classroom Discipline

In order to meet the objectives listed in Profile's Mission Statement, these expectations are imperative in order to provide a positive learning environment where teachers can teach, and students can learn. With this in mind, teachers are empowered to have a broad range of discretion in handling discipline problems.

Teachers are encouraged to assign their own detentions to students for disrupting their classroom or for any infraction that the teacher determines to be less serious than that which would result in administrative detention or suspension. Teachers should log these on the standard form and turn them into the office, noting that they are initiating a teacher consequence.

Students may be required to serve a teacher detention after school as a consequence for inappropriate behavior whether in the classroom or during any school activity. Generally speaking, progressive discipline is as follows: warning or conference with a student, parent contact, removal from class to in-school suspension, after school detention, out-of-school suspension, and expulsion.

For detentions students will be given at least 24 hours notice, and parents or guardians will be contacted. The student can choose to serve the detention on the same day it is assigned, provided the student has arranged transportation and parents have been contacted. **Students are expected to serve the detention when assigned. Administration reserves the right to adjust the date a student is to serve the detention, contingent upon circumstances to be determined and evaluated by Administration.**

Depending upon the severity of the infraction, the severity of the discipline may be accelerated. Chronic behavior problems will result in progressively increased discipline. In some cases, a community service project, pre-approved by the administration, may supplant part of a suspension.

Any student detained by a teacher three times during one semester who continues to be disruptive in class will be referred to the administration for assignment to administrative detention. If a student fails to attend a teacher detention, the student will be referred for administrative action. No other school or co-curricular activity will take precedence over detention (i.e., rehearsals, games or practices, driver ed class, etc.).

General guidelines for disciplinary infraction

The following is a visual guideline, consistent with Profile Policies and Procedures, that is meant to assist students in understanding the possible consequences for violating school rules and procedures. It is not all inclusive and Administration reserves the right to apply all consequences as deemed necessary.

<u>Offense</u>	<u>Consequence</u>
Technology violation (cell phone/mp3)	Verbal warning, confiscation, parent contact, detention, Loss of privilege
Wearing inappropriate clothing/hats	Verbal warning & parent contact, letter home, detention
Inappropriate language	Verbal warning, parent contact, detention,
Failure to treat people with respect...Disobedience	Verbal warning, parent contact, admin. detention, suspension
Inappropriate displays of affection in public	Warning, parent contact, administrative detention,
Cutting class/study hall, leaving school grounds	Warning, parent contact, administrative detention, loss of driving privileges, suspension. Administrative detention for each class skipped, possible identification & entrance into truancy procedures
Driving to voc./inappropriate driving	Warning, parent contact administrative detention, loss of driving privileges, ISS
Failure to report to a detention	Detention time will double, repeated skipping will result in ISS, then OSS
Possession of tobacco	Administration detentions, parent contact, referral to police
Use of tobacco	Referral to police
Cheating	Parent contact, administrative detention, suspension

Vandalism	Parent contact, restitution, detention & suspension, and referral to police
Gross misconduct	One to ten-day suspension
Fighting/acts of violence	Up to ten-day suspension, mediation, parent conference, referral to police, possible expulsion
Firearms	Suspension with recommendation to Profile School Board for expulsion
Weapons (other than firearms) See appendix for complete policy	Parent conference, three- to five-day suspension, long-term suspension, expulsion
Use or possession of drugs or alcohol	Five-day suspension with referral to superintendent and police for further action. Parent conference, referral to abuse program and /or counseling, removal from all co-curricular activities
Dealing Drugs	Long term suspension with recommendation for expulsion, referral to police.
Harassment	Parent contact, Student/parent conference, administration detention, suspension, expulsion
Any act that causes alarm or panic	Long-term suspension with recommendation for expulsion, referral to police
Inappropriate Parking on Campus	Verbal Warning, Parent Contact, Temporary Loss of Campus Parking, Loss of Campus Parking Privileges

NOTE: Students who are chronically insubordinate to school rules will receive increasingly progressive disciplinary action. Those students who are suspended for ten or more days will be reviewed for referral to the Profile School Board for expulsion.

SEARCH AND SEIZURE

People on school property or participating in school activities are subject to search and may have themselves, their lockers, backpacks, book bags, handbags, or other similar items, including, but not limited to vehicles driven to or parked on school property, searched by the school principal or designee when there is reasonable suspicion that the search will turn up evidence that the individual has violated, or is violating, either the law or school rules.

The lockers, desks, and all furniture and equipment in the school are considered property of the school district; therefore, the principal or designated administrator has the right to inspect and search any part of the school at any time.

CONFLICT RESOLUTION POLICY & CHAIN OF COMMAND - SCHOOL

STEP 1 Student and Teacher Meeting

- Student and teacher meet as soon as possible
- If the issue is unresolved student should meet with their school counselor

STEP 2 Student, Parent/Guardian, and school counselor meet with Teacher

- Please call the Guidance office to set up a meeting with the teacher
- When possible, please submit all concerns in writing to the teacher in advance of the meeting

STEP 3 Student, Parent/Guardian, School Counselor and Teacher meet with Administration

- Please call to set up an appointment with administration only when prior meetings have left concerns unresolved
- When possible, please submit concerns to administration, in writing in advance of the meeting

STEP 4 Parent/Guardian, Teacher, Principal and Superintendent

- Please call to set up an appointment with the Superintendent.
- When possible, please submit concerns in writing to the Superintendent prior to the meeting

STEP 5 Parent/Guardian, Teacher, Principal, Superintendent and School Board Chair

- Please call the Superintendent to set up an appointment with the School Board.
- When possible, please submit concerns in writing 48 hours prior to the School Board meeting and make them available to everyone concerned.

DETENTIONS

The administration may assign after school detentions as a disciplinary consequence. These detentions will be held on Tuesdays and Thursdays after school from 2:30 to 4:10 pm.

Students will not be allowed to loiter on school grounds after serving their detention. Administrative detention will be held in the ISS office and will be supervised by an appointed staff member. If a student fails to serve an administrative detention, the penalty will double. Failure to complete any/all of the consequences will result in more progressive disciplinary action, including In-School or Out-of-School detention.

A late bus to Bethlehem is available to students at 4:15 pm.

Detention Rules

1. Arrive on time and stay the entire time.
2. Follow the ABCs of Profile. Be respectful of yourself and others' time and space. Students who are distracting to others will be asked to leave and will serve time in ISS the following day.
3. Students are encouraged to use their time productively. Be prepared to do homework, work with a teacher (with prior permission), read, or draw. Sleeping and socializing are not allowed.
4. Students who do not successfully complete the assigned detention will have another detention assigned by administration and parents will be notified.

IN-SCHOOL SUSPENSION

In-school suspension will provide students with an alternative to out of school suspension. ISS will assist students in continuing academic progress on classroom assignments. ISS teaches students about appropriate behavior by identifying and discussing inappropriate behavior.

1. Students are responsible for submitting finished assignments to their teachers upon completion of internal suspension.
2. If the student finishes all assigned work, s/he is to read a library book.
3. Students will bring all necessary items (books, pencils, paper, and other school supplies) to the internal suspension room.
4. Students may bring their own lunch or have school lunch in the suspension room.
5. Students will be escorted to the bathroom once in the morning and once in the afternoon.
6. Students may not leave the internal room without permission from the supervising teacher.
7. Students will follow all in-school suspension rules that are posted in the internal suspension room.*
8. Three (3) times sent to ISS from class per quarter is an automatic administrative detention. All additional trips to ISS will result in an additional detention and/or escalating consequences.
9. Failure to follow internal suspension rules will result in external suspension.
10. Failure to report to internal suspension will result in external suspension.

***In-School Suspension Rules**

1. Students are to remain seated and silent.
2. Students will eat and drink only during lunch.
3. Students will keep hands, feet, and objects to themselves.
4. Non-verbal communications such as notes, signs, gestures, etc. will not be allowed.
5. Students will be given two warnings upon breaking any in-school suspension rules. Upon breaking a third, the parent will be called and student sent home.

6. Students will only be allowed to utilize electronic devices, such as their Chromebook, at the discretion of the ISS Supervisor and in accordance with his rules. Students are not allowed to utilize mobile phones or listen to music during In-School Suspension.

SUSPENSION/EXPULSION

A student can be suspended from school by the Profile administration for up to ten days for reasons outlined in the discipline code. The student will be informed of the reasons for his/her suspension. (Suspensions will be assigned either in school or out-of-school at administrative discretion.) Parents or guardians will be notified. The Superintendent of Schools may suspend a student for an additional ten days (up to twenty days). The Profile School Board has the right to exclude a student for longer periods of time. A student has the right to a hearing and an appeal for suspensions or exclusion longer than ten days. A copy of the appeals procedure is available in the office.

Students who are suspended from school including all-day in-school suspensions must leave immediately upon the close of the school day and they may not be on school property or attend any school activities (including athletic contests or performances) either at Profile or off-site until readmitted.

In many circumstances, a re-entry meeting may be required involving the student, a parent or guardian, and a member of the administration.

Students who have chronic disciplinary/attendance issues may also be placed on a behavior contract.

The behavioral contract will outline specifically what is expected of the student in relation to their attendance, behavior, and academic performance. The parents or guardians, the student, and the administration will sign the contract. It will officially notify the student and the parents or guardians that if the student does not improve his or her work and behavior, there will be increasingly serious disciplinary actions. This may lead to a recommendation from the administration to the school board for exclusion from Profile School for a length of time to be determined by the administration. A copy of the behavioral contract will be given to the student's teachers, the superintendent, and placed in the student's administrative discipline file. Students placed on behavioral contracts will not be allowed to enroll in driver education/athletics. As per the rules of the New Hampshire Youth Employment Certificate, students who do not continue to meet a satisfactory level of academic performance after the issuance of the certificate may have their work privileges revoked.

BULLYING - STUDENT SAFETY AND VIOLENCE PREVENTION POLICY

RSA 193 Pupil Safety and Violence Prevention Act

Adopted: February 2001

Revised: December 14, 2010

Definitions

Under NH RSA 193-F:3, Bullying is defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student that:

- Physically harms a student or damages the student's property,
- Causes emotional distress to a student,
- Interferes with a student's educational opportunities,
- Creates a hostile educational environment, or
- Substantially disrupts the orderly operation of the school.

Bullying shall include actions motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by a student's association with another person and based on the other person's characteristics, behaviors, or beliefs.

Cyberbullying: Cyberbullying is defined as any conduct listed as bullying above that is undertaken through the use of electronic devices. *For purposes of this policy, any reference to the term bullying shall include cyberbullying.*

Electronic devices: Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.

Perpetrator: Perpetrator refers to a student who engages in bullying.

School property: School property means all real property, the physical plant, and equipment used for school purposes, including public or private buses, vans, or cars.

Staff: Staff shall include school employees, SAU employees, or employees of a company under contract to the school who have significant contact with students.

Victim: Victim refers to a student against whom bullying has been perpetrated.

Statement prohibiting bullying (RSA 193-F:4)

The Profile School Board is committed to providing all students with a safe and secure school environment. This policy is intended to comply with RSA 193-F. Bullying will not be tolerated and is hereby prohibited.

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

- Occurs on school property

- Occurs at a school-sponsored activity, either on or off school property

- Occurs off school property or outside of a school-sponsored activity if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school sponsored activity.

The Principal is responsible for ensuring that this policy is implemented.

Protection of all students (RSA 193-F:4, II (c))

This policy shall apply to all students and school-aged persons on or off school grounds while participating in school functions, regardless of whether or not such student or school-aged person is a student in the Profile School District.

Disciplinary consequences for violations of this policy (RSA 193-F:4, II(d))

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

In addition to imposing discipline under such circumstances, the Board encourages the Principal and staff to seek alternatives to traditional discipline, including but not limited to early intervention measures, alternative dispute resolution, conflict resolution, and other similar measures.

Distribution, notice and training of this policy (RSA 193-F:4, II(e) and RSA 193-F:5)

This policy will be made available on the school's website as well as in the policy manual at school.

Staff and Volunteers: All staff members will be provided with a copy of this policy annually. In addition, the Principal will ensure that all staff and volunteers receive annual evidence-based training on bullying and related issues.

Students: Students will participate in an age-appropriate anti-bullying program that sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying. Also included in this program will be the District's prohibition of such conduct and the reasons why the conduct is destructive and unacceptable. Students shall also be informed of the consequences of bullying.

Parents: All parents/legal guardians will be provided with a copy of this policy. Information will also be made available to parents for preventing, identifying, responding to, and reporting incidents of bullying.

Procedure for reporting bullying (RSA 193-F:4, II(f))

The Principal or his/her designee shall be responsible for receiving complaints of alleged violations of this policy.

Student Reporting: Any student who believes he/she has been a victim of bullying should report the alleged acts immediately to the Principal or his/her designee. If the student is more comfortable making this report to an adult other than the Principal or his/her designee, the student may tell any staff member or volunteer about the alleged bullying.

Any staff member or volunteer who receives a report of an alleged bullying incident from a student shall inform the Principal or his/her designee as soon as possible, but no later than the end of that school day.

A bullying complaint form shall be filed with the Principal. Forms are available in the office at school. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.

Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of the Investigative Procedure section of this policy.

Staff and Volunteer Reporting:

Staff members and volunteers shall report acts or behaviors they witness that appear to constitute bullying.

Staff members and volunteers shall encourage students to tell them about acts that may constitute bullying. A staff member will assist any student needing help with the reporting process.

Any staff member or volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal or his/her designee as soon as possible, but no later than the end of that school day.

A bullying complaint form shall be filed with the Principal. Forms are available in the office at school.

Upon receipt of a report of bullying, the Principal shall begin an investigation consistent with the provisions of the Investigative Procedure section of this policy.

Parental notification of alleged bullying (RSA 193-F:4, II(h))

Within 48 hours of receiving a report of bullying, the Principal shall inform all parents of students involved in the bullying incident. Such notification may be made by telephone, in writing, or personal conference. The date, time, method, and location (if applicable), of such notification and communication shall be noted in the report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA.)

Waiver of notification requirement (RSA 193-F:4, II(i))

The Superintendent may, within a 48 hour time period, grant the Principal a waiver from the requirement that the parents of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Superintendent deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing. Granting of a waiver shall not negate the school's responsibility to adhere to the remainder of this policy.

Statement prohibiting retaliation (RSA 193-F:4, II (b))

The District will discipline and take appropriate action against anyone who retaliates against a victim, witness, or anyone else that makes a report of alleged bullying or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying.

If the alleged victim or any witness to the bullying incident expresses to the Principal or other staff member that he/she believes he/she may be retaliated against, the Principal shall develop a process or plan to protect that student from possible retaliation.

Statement prohibiting false accusations (RSA 193-F:4, II (d))

The District will discipline and take appropriate action against anyone who falsely accuses another of bullying.

Investigative procedure (RSA 193-F:4, II(j))

Within five (5) school days of receipt of a bullying report, the Principal shall initiate an investigation into the alleged act. If the Principal is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another staff member to conduct the investigation.

The investigation may include documented interviews with the alleged victim, alleged perpetrator, and any witnesses. All interviews shall be conducted privately, separately, and shall be confidential.

If the alleged bullying incident involved cyberbullying, in whole or in part, the Principal may request printed copies of e-mails, text messages, website pages, or other similar electronic communications. If a printed copy is not available, the Principal shall request that the electronic device be brought to school for verification.

The Principal shall complete the investigation within ten (10) school days of receiving the initial report. If the Principal needs more than ten (10) school days to complete the investigation, the Superintendent may grant an extension of up to seven (7) school days. If an extension is granted, the Principal shall notify all parties in writing of the extension.

Response to remediate substantiated instances of bullying (RSA 193-F:4, II(k))

Consequences and appropriate remedial actions for a student who commits an act of bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion.

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

Reporting of substantiated incidents to the superintendent (RSA 193-F:4, II(l))

The Principal shall forward all substantiated reports of bullying to the Superintendent as soon as the Principal's investigation is completed.

Communication with parents upon completion of the investigation (RSA 193-F:4, II(m))

Within five (5) school days of completing the investigation, the Principal will notify, in writing, the parents of the alleged victim and alleged perpetrator of the results of the investigation unless the Superintendent has granted a waiver of parental notification.

In accordance with the Family and Educational Rights and Privacy Act (FERPA) and other laws concerning student privacy, the staff will not disclose to a parent/legal guardian the student records, including the discipline and remedial action, of any other student involved in the bullying incident.

Procedure for state internal reporting requirements (RSA 193-F:6)

In order to satisfy the reporting requirements of RSA 193-F:6, the Principal shall be responsible for completing all New Hampshire Department of Education forms and reporting documents of substantiated incidents of bullying on an annual basis.

SEXUAL HARASSMENT

The administration, school board, and staff at Profile are committed to providing an educational environment in which everyone may work and learn in an atmosphere of respect for the dignity and worth of all. This environment must be free of any physical or verbal harassment, including bullying. It is the goal of the Profile School District to maintain a teaching

and learning environment free from discrimination of any kind. Sexual harassment of any person is a form of discrimination and it will not be tolerated. Any person who sexually harasses another violates the law and risks disciplinary action that may include expulsion or termination of employment.

Sexual harassment is not only illegal, but it is a violation of SAU policy and will not be tolerated. It will be treated as a major disciplinary offense subject to suspension or expulsion.

If a student feels s/he is a victim of harassment, s/he should contact the principal, assistant principal, a school counselor, teacher or school nurse. Patty Baxter is Profile School's Title IX (sexual harassment) coordinator. A complete copy of the Sexual Harassment Policy may be obtained in the school office.

PROHIBITED ARTICLES AND SUBSTANCES

Students will be subject to disciplinary action for having any of the following items in school: weapons, weapon facsimiles, drugs or drug paraphernalia, alcohol, pornographic material, tobacco products, tobacco facsimiles, fireworks, laser pens, matches, lighters, water pistols, items or clothing which promote or advertise drugs, alcohol, tobacco, or sex. The administration may choose to use a Breathalyzer to check on possible alcohol use.

WEAPONS ON SCHOOL PROPERTY

18 U.S.C. § 921, Et seq., Firearms

RSA 193:11, Disturbance

RSA 193:13, Suspension and Expulsion of Students

NH Code of Administrative Rules, Section Ed. 317, Standards and Procedures for Suspension and Expulsion of Pupils Including Procedures Assuring Due Process

Revised: April 2013

Revised: November 1999, February 2005, May 2006, April 2010

20 U.S.C. § 7151, Gun-Free Schools Act

RSA 193-D, Safe School Zones

Approved: August 28, 2014

Guns and Firearms - Students:

Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D:1 without written authorization from the superintendent or designee shall be expelled from school by the local school board for a period of not less than 12 months. This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law.

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

Weapons under control of law enforcement personnel are permitted.

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

Other weapons: For the purposes of this policy, "weapon" includes but is not limited to: sling shot, metallic knuckles, billies, knives, electric defense weapons (as defined in RSA 159:20), aerosol self-defense spray weapons (as defined in RSA 159:20), and martial arts weapons (as defined in RSA 159:24).

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

Weapons are not permitted in school buildings, on school property, in school vehicles or at school-sponsored activities. This policy applies to students and members of the public alike.

Student violations of this policy will result in both school disciplinary action and notification of local law enforcement authorities.

Members of the public who violate this policy may be reported to local law enforcement authorities, if possession of the weapon is used in a threatening, harassing or intimidating manner.

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

DRUGS AND ALCOHOL

Students of the Profile School District shall not possess, use, sell, give, or otherwise transmit, or be under the influence of any drug or counterfeit drug, the possession of which is prohibited by the law. This includes narcotic, hallucinogenic drugs, alcohol, amphetamines, steroids, cocaine, or intoxicants of any kind. The use or possession of any tobacco product is also prohibited.

This policy will be subject to enforcement and/or disciplinary action by the administration or their designee for the defined school year (starts on the day of the 1st co-curricular event and ends on the day of the last school day or sponsored event). Additionally, offenses in violation of this policy are cumulative:

- a) during a student's attendance at the middle school level (7-8)
- b) during a student's attendance at the high school level (9-12)

Violation and Consequences

First Violation

- immediate exclusion from participating and/or attending all school sponsored events for a period of 14 calendar days
- a minimum of 2 sessions with a drug/alcohol counselor to be completed within the exclusion period

Second Violation

- immediate exclusion from participating and/or attending school sponsored events for a period of 30 calendar days
- a minimum of 3 sessions with a drug/alcohol counselor to be completed within the exclusion period

Third Violation

- immediate exclusion from participating and/or attending school sponsored events for a period of 365 days (1 calendar year)
- a minimum of 4 sessions with a drug/alcohol counselor to be completed within the exclusion period

*A student, under suspension, will render an additional consequence if found in violation of the co-curricular policy.

SUBSTANCE POSSESSION AND ABUSE

A student shall not possess, use, transmit, sell, give, manufacture, be in the presence of, or be under the influence of any unlawful drug on the school grounds or at any school-sponsored activity on or off school premises.

For the purpose of this policy, an unlawful drug is defined as alcohol, tobacco, abused or misused prescription drugs/commercial products (e.g. inhalants, over-the-counter medication) illicit drugs, or any other illegal substance.

This policy is based on the conviction that school should be a drug free environment. Effective identification of substance abuse problems begins with consistent consequences incurred for violations of the school's chemical use policy.

Therefore, violations of the substance abuse policy incur simultaneous disciplinary action and referral to the student assistance program, emphasizing both our adherences to the code of conduct, the co-curricular policy, and our commitment to help troubled students.

Students found with illegal or controlled substances (including alcohol and tobacco products) will not only be dealt with administratively, but will be referred to other appropriate authorities.

The school has adopted a policy that prohibits smoking and student possession of tobacco products on school grounds. NO ONE is permitted to smoke on school grounds by state law.

TOBACCO PRODUCTS BAN USE AND POSSESSION IN AND ON SCHOOL FACILITIES AND GROUNDS

RSA 155:64 – 77, Indoor Smoking Act

RSA 126 – K:6, Possession and Use of Tobacco Products by Minors

RSA 126 K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

Revised: February 2004

Revised: November, 1999

Revised: July, 1998

Approval: May 22, 2014

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

Definitions

“Tobacco products” means cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, products containing tobacco, and tobacco in any other form.

"Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, libraries, and storage areas.

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

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

Students

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

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

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

Employees

No employee shall use any tobacco product in any facility in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. The principal may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

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

All other persons

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

Responsibility for enforcement of this prohibition shall rest with all School District employees who may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties

LOCKERS

Students are assigned lockers with combination locks. Switching of lockers is not permitted, nor is the use of personal locks. Lockers are the property of Profile and are open to inspection by school authorities and/or law enforcement officers.

PARKING, DRIVING, AND REGISTRATION

Vehicle registration to park on school grounds is required and forms can be obtained in the office. Driving on school grounds is a privilege, and safe-driving practices will assure retention of that privilege. Reckless driving will not be tolerated. The administration reserves the right to revoke permits for inappropriate use of a vehicle, including reckless driving, parking inappropriately, leaving school grounds without permission, or transporting students who are not appropriately dismissed from school. Students must park in the student-designated area during school hours.

VISITORS

Guests during school hours tend to be disruptive to classroom instruction. Generally speaking, guests will not be allowed to visit with Profile students except under extenuating circumstances as determined by the principal. Requests for a guest to visit the school should be made at least one day in advance. All visitors need to enter through the front doors and check in at the office and pick up a visitor's pass.

DAILY PHYSICAL ACTIVITY

RSA 189:11-a, Food and Nutrition Programs

NH Code of Administrative Rules, Section Ed 306.04(a)(15), Daily Physical Activity

NH Code of Administrative Rules, Section Ed 306.04(l), Daily Physical Activity

NH Code of Administrative Rules, Section Ed 310, Daily Physical Activity

Revised: September 2008

Revised: August 2007

New Policy: February 2007

First Reading: April 17, 2104

Second Reading: May 22, 2014

Approval: May 22, 2014

The Board recognizes that developmentally appropriate daily physical activity, exercise and physical education are ways to minimize health risks created by chronic inactivity, childhood obesity, and other related health problems. The Board recommends that students and staff participate in developmentally appropriate physical activity and exercise at for at least 30 to 60 minutes each day as a way to minimize these health risks. The Board recommends the following:

1. Encourage parents/guardians to support their children's participation in enjoyable physical activities, and recognize that parents/guardians act as role models for active lifestyles;
2. Support special programs such as student and staff walking programs, family fitness events, and events that emphasize lifelong physical activity;

3. Integrate health and physical activity across the school curriculum;
4. Encourage student-initiated activities that promote inclusive physical activity on a school-wide basis;
5. Commit adequate resources that include program funding, personnel, safe equipment, and facilities;
6. Provide professional development opportunities for all school staff that will assist them to effectively promote enjoyable and lifelong physical activity among youth, and that will assist school staff to recognize their influence as role models for active lifestyles;
7. Establish relationships with community recreation and youth sports programs and agencies to coordinate and complement physical activity programs;
8. Encourage physical activity recess periods; and
9. Institute a tracking and evaluation method to ensure that all students are engaging in developmentally appropriate daily physical activity.

FOOD AND DRINK POLICY

Food and drink in the classroom is at the teacher's discretion. Students may eat between classes but it shall not interfere with getting to the next class on time. Breakfast and lunch are served. Food is also available during most X blocks. We now have a food pantry and students in need may see the nurse to access this resource.

SUMMER ACTIVITIES

NH Code of Administrative Rules Section Ed. 306:14(h), Instructional Program; Summer Activities That Support Student Learning

New Policy: November 2007

First Reading: April 17, 2014

Second Reading: May 22, 2014

Approval: May 22, 2014

The Board recognizes that student learning is an ongoing process and that it is important for students to engage in learning activities even when not attending school. Therefore, the Board encourages students to have a plan for summer activities that support student learning. Such activities may include a summer book reading list, attending an education-themed summer camp, engaging in extended learning opportunities, or other activities that support student learning.

ASSESSMENT

ACADEMIC INTEGRITY AND PLAGIARISM

Academic integrity is an important part of a student's taking responsibility for their own learning. That said, students are expected to do their own work whether it's a homework assignment or major paper. Assignments that are found to be copied, plagiarized, or otherwise not a student's own work will receive an automatic zero. The student may have the opportunity to make up the assignment or an alternative one at the teacher's discretion.

GRADES AND HONOR ROLL

Students will receive four grade "snapshot" reports each year. Grades are reported by the following system:

A	90-100
B	80-89
C	70-79
F	69-0

For purposes of computing honor rolls, the following system is used:

Highest Honors 93-100 in all classes, and 3 or 4 in each Habit of Learning for all classes

High Honors	89-92	average, no grade below 80, and 3 or 4 in each Habit of Learning for all classes
Honors	85-88	average, no grade below 80, and 3 or 4 in each Habit of Learning for all classes

Courses marked with a letter grade or pass/fail courses are not used to compute averages. Students who earn an “I” for incomplete are not eligible for the honor roll.

No weighting of grades will be used in calculating the honor roll.

VALEDICTORIAN/SALUTATORIAN

Final Valedictorian and Salutatorian honors will be calculated at the end of third Quarter and awarded to the Seniors with the top two GPAs that have completed at least four semesters of work at Profile School.

GRADING POLICY

Earning Course Credit

In order to earn high school credit for a course, a student must meet the following requirements

1. Earn an overall course grade of 70% or higher.
2. AND earn a 70% on all teacher required assessments

Academic Integrity and Plagiarism

Academic integrity is an important part of a students taking responsibility for their own learning. That said, students are expected to do their own work whether it’s a homework assignment or major paper. Assignments that are found to be copied, plagiarized, or otherwise not a student’s own work will receive an automatic zero. The student may have the opportunity to make up the assignment or an alternative one at the teacher’s discretion.

Grade Calculations

All courses will have only one final grade commonly referred to as a “rolling” grade that will be final only at the end of the course. Final grades will no longer be calculated as an average of quarter grades. At any point in time, when a grade report is needed, the grade reported is a “snapshot” of the current grade based on the student’s progress toward meeting course expectations.

Grade Scale

Year-to-date cumulative final grades will be numerically based on 0-100% grade scale.

Grades may be reported on individual tasks and assignments as:

90-100	80-89	70-79	0-69	NYC	IWS
A	B	C	Failure	Not yet competent 0%	Insufficient work submitted 0%

Quarter Dates

Students and parents are encouraged to log in frequently to PowerSchool, our online grade reporting system, to follow student progress. Teachers will update/verify grades at a minimum of once a week. Any parent wishing to receive paper copies of grade reports should print from PowerSchool or contact the office. Grade reports will be sent home each quarter or trimester. Students in danger of failing a class will receive a failure notice. These reports will be sent home on the following dates:

Quarters	Grade “Snapshot” Dates
1st Quarter August 28, 2017-October 27, 2017	Failure notices September 29th Grade “Snapshot” Week of October 30th
2nd Quarter October 30, 2017-January 12, 2018	Failure notices December 1st Grade “Snapshot” Week of January 15th
3rd Quarter January 15, 2018-March 23, 2018	Failure notices February 23rd Grade “Snapshot” Week of March 26th
4th Quarter March 26, 2018-June 11, 2018	Failure notices May 4th Final grades mailed the week of June 25th

Trimesters	Grade “Snapshot” Dates
1st Trimester August 28, 2017-November 24, 2017	Failure notices October 13th Grade “Snapshot” Week of December 1st
2nd Trimester November 27, 2017-March 9, 2018	Failure notices January 19th Grade “Snapshot” Week of March 12th
3rd Trimester March 12, 2018-June 11, 2018	Failure notices April 20th Final grades mailed the week of June 25th

SCHOOL RESOURCES

COUNSELING SERVICES

Profile has a part-time certified psychologist on staff. We also have a Student Assistance Program. These services are available on an as-needed basis.

GUIDANCE

There is a School Counselor and College/Career Counselor available to students to help with academic matters, personal problems, and college/career planning.

High school students who wish to change classes must see their school counselor within ten school days of the start of the course. Courses dropped after the ten school day window are counted as course failures and will be denoted as a Withdrawal Fail (WF) on the student's official transcript. All course changes require written parental approval.

NURSE

Profile has a nurse on duty during the school day. In the event of illness or injury, students should go to the nurse after notifying their teacher. Taking over the counter medication is discouraged in school and must first be vetted through the student's family, school nurse, and principal; however, students taking prescribed medication **MUST** provide the nurse with written instructions from the doctor and medications in its original container. Any changes in personal medical history should be reported to the nurse. All students are required to have a completed emergency form and an up-to-date immunization record on file with the school nurse by the end of the first week of school. Students will not be allowed to participate in co-curricular activities without an emergency form on file.

LUNCH PROGRAM AND WELLNESS MISSION STATEMENT

Profile School is committed to providing opportunities for students and staff to achieve balanced health and wellness. This balance will be created through a variety of school wide efforts: consistent nutrition education and physical education, nutritional standards set for all foods available in the school, modeling from staff, and regular support to all students and staff as they choose behaviors that foster the development of good nutrition and lifelong healthy habits

Free or reduced lunch is available to all students who are found eligible based upon family income. To be eligible, parents or guardians must complete a free or reduced lunch eligibility form at the beginning of each school year. Parents or guardians are encouraged to apply for free or reduced lunch.

Each student will be given a code at the beginning of the school year in order to purchase lunch. Parents or guardians are responsible for paying the balance on their respective student's account. All students must have a positive balance in order to purchase lunch.

See appendix for "USDA Nondiscrimination Statement"

INTERNSHIP PROGRAM

Students who participate in an internship outside of Profile are expected to attend their internship reliably throughout the year just as they would a regular class in school. If you must be absent from your internship please notify the school and your internship supervisor right away. Internship credit is based on a combination of hours attended and goals and competencies met. Regular attendance is required. For insurance purposes students must ride to their internship alone and cannot ride with any other students.

TITLE ONE

Title I, Part A of ESEA (*The No Child Left Behind Act of 2001*)

Parent's Right-To-Know – (Section 1111(h) (6) (A-C))

Title One is the largest single allocation federal funding for education. Recognizing that children from lower-income families face academic challenges at school, federal funding is provided to schools with higher percent students from low-income families. Profile School uses the federal funding to develop instructional programs that support student achievement.

Parent's Right-To-Know

Requirements – A school that receives Title I funds must provide to each individual parent –

- Information on the level of achievement the child has made on all state assessments; and
- Timely notice that the parent's child has been assigned or taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

Qualifications

At the beginning of each school year, a LEA (Local Education Agency) that receives Title I funds must notify parents of each student attending any Title I school that the parents may request, and that agency will provide the parents on request (and in a timely manner) information regarding the professional qualification of the student's classroom teachers, including at minimum the following:

- Whether the teachers have met State qualifications for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other professional status that the State has waived;
- The degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree; and
- Whether the child is provided services by paraprofessionals and if so their qualifications.

Parent Involvement Policy

Title I budgets money for a parent involvement program.

1. The Parent Involvement Policy will be given to parents at the time they give permission for their child to participate in the Title I program.
2. Title I teachers will report student progress to parents by means of progress reports. Likewise, parents will be provided with a quarterly newsletter and a parent compact on how they may effectively support their child's education at home.
3. The school will hold an informal awards ceremony each quarter to recognize the accomplishments of the Title One students.
4. Parents will evaluate the effectiveness of the parent involvement programs.
5. Parents of students will be informed of the availability of services at the fall Open House Night.
6. The following will be used to document parent activities that have been held: meeting agendas, announcements, summary reports, and attendance verification lists.

SECTION 504 NONDISCRIMINATION POLICY

Applicants for admission and employment, students, parents, employees, sources of referral, and all unions or professional organizations holding collective bargaining or professional agreements with School Administrative Unit #58 are hereby notified that the districts of SAU #35 do not discriminate on the basis of race, color, religion, national origin, marital status, gender, age, or disability in admission, or access to, or treatment or employment in, their programs and activities.

Any person having inquiries regarding the compliance of School Administrative Unit #35 with the regulations or implementation of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act is directed to contact: Pierre Couture, Superintendent, 260 Cottage Street, Suite C, Littleton, NH 03561, 603-444-3925

STATUTE OF LIMITATIONS FOR SPECIAL EDUCATION CLASSES, NOTICE OF RIGHTS PURSUANT TO RSA 186-c:16-B

The state and federal education laws (NH Revised Statutes Annotated Chapter 186-C and Title 20, United States Code, Sections 1400-1415) require that the school district offer a "free and appropriate public education" to all educationally disabled children.

These statutes define educationally disabled children as children suffering from certain enumerated disabilities who are between the ages of three and twenty-one and who have not yet obtained a high school diploma.

A "free and appropriate education" consists of specially designed instruction and educationally related services in accordance with an "individualized education program" developed by the school district in consultation with the student's parents.

If you suspect that your child is educationally disabled and qualifies for such special services, you may make written referral requesting that the school district determine your child's eligibility. Such referrals should be addressed to the Office of the Superintendent of Schools, 260 Cottage Street, Suite C, Littleton, NH 03561, 603-444-3925.

VOCATIONAL TRANSPORTATION

Students who are scheduled for regional vocational programs are to travel to and from these programs on school buses provided for that purpose; they may NOT drive themselves. Students need the approval of a member of both the receiving and sending administrations to self-transport for any reason. Students signing up for these courses must also be on time to school in order to board the bus. Students who miss the vocational bus and are not driven to class by a parent will spend

the vocational time in ISS. Other discipline may also be imposed for absence from vocational class due to chronic lateness.

Failure to adhere to this requirement is a serious infraction that puts the student's program/grade in jeopardy. Other discipline, including detention, may also be imposed.

DANCES

Middle school dances will be open to Profile students only in grades 7 and 8. Senior high students (grades 9-12) wishing to bring a guest to a high school dance must register him/her and complete all required forms at the office at least 48 hours prior to the event. Students must attend school for at least three credited blocks to be eligible to attend.

The administration reserves the right to exclude any guest from attending. All guests must be under the age of 21. All regular dances (other than the prom and winter carnival) will end by 10:00 p.m. Students who leave the building will not be readmitted to the dance.

Winter Carnival is a semi-formal dance and is the only dance open to grades 7-12. Semi-formal attire is dress pants (no jeans or Carhartts), collared shirts, ties, dresses or skirts. Students who have questions about or who are in need of appropriate attire should see their school counselor, nurse, administration, or their class advisor in advance of the event.

Prom is a formal occasion and is designed for Profile juniors and seniors and their dates. Proper formal dress is required. Guests must be approved by the administration at least one week prior to the prom.

No one will be admitted to Profile dances after 8 p.m. without prior administrative approval. Students will not be allowed to leave the dance and re-enter. There is to be no loitering on school grounds. All regular school rules apply at dances.

Middle School Dance Policy

1. Advisor of the group sponsoring the dance is responsible for arranging access to building, clean-up, decorating, appropriateness of music, etc.
2. Open to middle school students from Profile School only. No guests allowed. No students from other schools should be present unless hired as a performer or deejay.
3. Advisor/officers of sponsoring group need to inform 7th and 8th grade advisors about the dance.
4. A minimum of four adult chaperones is required, including one faculty member of each gender.

TITLE IX

Any student or employee of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participating in any district education program or activity may file a written complaint with the Superintendent of Schools, who is the designated Title IX compliance administrator for SAU #35.

The compliance administrator shall review the complaint and respond to the complainant within ten days after receipt of the written complaint. A copy of the written complaint and the compliance administrator's response shall be provided each member of the Profile Board of Education. If the complainant is not satisfied with such response, he or she may submit a written appeal to the board.

The Board of Education shall consider the appeal at its next regularly scheduled board meeting following the receipt of the response. The Board of Education shall permit the complainant to address the Board in a public or closed session, as appropriate and lawful, concerning his or her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

CO-CURRICULAR POLICY CODES OF CONDUCT

Conduct of Students

A firm and fair policy of enforcement is necessary to uphold the regulations and standards as governed by the New Hampshire Interscholastic Athletic Association (NHIAA) and Profile School. The community, school administrators and the staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program.

All students shall abide by a code of ethics which will earn them the honor and respect that participation and competition in the co-curricular program affords. Any conduct that results in dishonor to the student, the team or the school will not be tolerated. Acts of unacceptable conduct, such as, but not limited to theft, vandalism, disrespect, immorality or violations of law, tarnish the reputation of everyone associated with the Profile School.

Penalties For Violation

The Profile School takes student conduct very seriously. The staff involved and the principal (or designee) shall meet and determine the penalty according to the severity of the infraction. The consequence shall range from a minimum of a meeting with the student and the parent(s)/guardian(s) discussing the violation to a maximum of permanent exclusion from co-curricular participation.

High School Co-Curricular Participants

Co-curricular activities are essential to developing well-rounded students. Students who participate in co-curricular activities generally perform better academically, have stronger connections within the school community, and are more engaged overall. Profile School offers a broad range of co-curricular activities including non-academic school activities. Co-curriculars include, but are not limited to athletics, drama, clubs, travel (international and local), and any after school activities. All students, and their parents, participating in any co-curricular activity must sign the co-curricular policy.

Eligibility

To be eligible students must meet the following requirements at each failure notice/report card increment (See “Quarter Dates” pg. 27), students not meeting the following requirements will be ineligible until the next increment:

- students in grades 9 through 12 must pass a minimum of five (5) credits and fail no more than one (1) credit
- seniors who are taking less than five (5) credits: must meet the NHIAA requirements by taking and passing four (4) units of work (4 credits)
- credits achieved for being a student aide do not count towards the five-credit minimum

Example: A student failing two courses on the day failure notices are sent will be ineligible until the next increment, in this case quarter grade, and they meet all eligibility requirements.

In the case of the first quarter activities, fourth quarter of the previous year will be used to determine eligibility.

State-sponsored programs for Driver Education and Hunter Safety are exempt from the eligibility rule.

Attendance

While co-curricular activities are an integral part of students’ lives at Profile, attendance and participation in class is their first priority. To account for unanticipated circumstances, students will be permitted three unexcused tardies per quarter, including tardies due to illness not accompanied by a doctor’s note. Prior to their fourth tardy, students must be in attendance for at least three credited blocks in order to be eligible for any co-curricular activity. **On the day of their fourth unexcused tardy and any tardy thereafter in that quarter, students are automatically ineligible for that co-curricular day’s activity.** The exception will be for excused absences and those pre-approved by the administration. Repeated absences and/or tardies will be reviewed by the Administration and Athletic Director and may result in suspension from events. Parents will be notified of their child’s status.

Behavior

Students must maintain high behavioral standards to be part of co-curricular activities. Students who skip class, are removed from class, or asked to leave class for behavioral issues for more than 15 minutes or are dismissed without a valid excuse will be considered absent from that class, and are thus ineligible to participate in that day’s event. The three block rule does not apply.

Middle School Co-Curricular Participants

Middle school students will be eligible for all co-curricular activities. Since such activities play an important role in a student's development, all students will be encouraged to participate in at least one activity per year. The Profile middle school philosophy maintains, however, that academics shall take priority over all co-curricular activities. If any student is having difficulty in a class, or is behind in his or her work, a teacher may request that a student stay after school for help and/or to make up work. When time conflicts exist between academic needs and co-curricular activities (including, but not limited to, practices, rehearsals, meets, and games), meetings with teachers shall have priority. Any student may be temporarily suspended from practices and/or games until work is brought up to date.

The middle school team will send academic and social progress report home to families on a regular basis, rating the student's progress on a 1-5 scale. Students that receive either a 1 or a 2 in academic or social areas will have a either a brief narrative discussing the areas of concern and/or direct communication with the student's parents/guardian(s). We believe that the above policy will foster positive feelings in students about school, increase students' sense of ownership of the school and its programs, as well as encourage more students to seek assistance from teachers as well as create an environment whereby the student, family, and Profile team work closely to ensure the student's academic success and personal growth.

In order to participate in co-curricular activities during the school day or in the evening, students must be in school for the entire day, including unexcused tardies, unless approved by the administration.

NATIONAL HONOR SOCIETY

Eligibility for the National Honor Society begins after the first semester of the sophomore year for students with an overall average of 90. In addition, academically eligible students must have records of service, leadership, and good character as specified in Profile NHS Bylaws and the National Honor Society Handbook. Selection is determined by a five-member faculty council. Prior to consideration, academically eligible students must submit qualifications. NHS members may be removed for failure to comply with membership requirements.

All actions by the NHS Faculty Council may be appealed to the principal.

PHYSICAL EXAMINATION FOR ATHLETES

In order to participate in athletics, a student must have a physical examination prior to the first practice of his/her seventh and ninth grade years. Students new to Profile must have a physical examination prior to any participation.

CONFLICT RESOLUTION - ATHLETICS

Coaches and administration do realize that sometimes a student-athlete may feel uncomfortable talking to his/her coach. Should this occur, we encourage the student-athlete to talk to his/her parent/guardian and have the parent make the initial contact with the coach.

STEP 1 Student Athlete and Coach

- When possible the student athlete should talk over their concerns with their coach
- If the student is not comfortable doing so please move ahead to the next step

STEP 2 Student Athlete, Parent/Guardian and Coach

- Please call to set up an appointment with the coach
- If the coach cannot be reached, please call the Athletic Director to set up a meeting
- When possible, please submit concerns in writing to the coach prior to the meeting

STEP 3 Student Athlete, Parent/Guardian, Coach, Athletic Director

- Please call to set up an appointment with the Athletic Director.
- Athlete must be present at the meeting.
- When possible, please submit concerns in writing to the Athletic Director prior to the meeting

- STEP 4 Student-Athlete, Parent/Guardian, Athletic Director and Administration
- Please call to set up an appointment with a member of school administration
 - Student athlete must be present at the meeting.
 - When possible, please submit concerns in writing must be submitted to the Principal or Assistant Principal prior to the meeting
- STEP 5 Student Athlete, Parent/Guardian, Athletic Director, Administration and Superintendent
- Please call to set up an appointment with the Superintendent.
 - Student athlete must be present at the meeting.
 - When possible, please submit concerns in writing to the Superintendent prior to the meeting
- STEP 6 Student Athlete, Parent/Guardian, Athletic Director, Administration, Superintendent and School Board
- Please call to set up an appointment with the Superintendent.
 - Student athlete must be present at the meeting.
 - When possible, please submit concerns in writing to the School Board prior to the meeting

PLEASE do not confront a coach before, after or during a practice or game. These can be emotional times for both parent and the coach and this situation does not promote resolution or objective analysis.

TECHNOLOGY

As 21st Century Learners we understand the importance of technology and the communication it allows us. However, we also understand that these devices can be as distracting to the educational process as they are helpful. That said, we require students to adhere to the ABCs of Profile- specifically act respectfully and behave responsibly, in regard to student use of technology.

1. Students are expected to arrive on time, and remain on task for the duration of the instructional period. Devices should be closed and off during class time. Students may use non-school issued devices before school, between classes, during lunch and after school. Unless specifically requested by the teacher for instructional use only and for a specific purpose.
2. If a student is using a non-school issued device, at a non-approved time this will be considered defiance/disrespect/insubordination and will result in the appropriate disciplinary consequence. The teacher will ask student to report to Administration for disciplinary action.
3. Persistent problems and/or failure to follow teacher and administrative guidelines will be referred to the administration for progressive discipline.
4. Parents are encouraged to call the school if they need to reach their child. Phone calls and texts made directly to the child during the day can be distracting and disruptive, and may potentially cause a child to get in trouble if they are trying to return communication at an inappropriate time.
5. Devices used during school hours may be searched if there is reasonable suspicion of inappropriate conduct. This includes, but is not limited to, cyberbullying, "sexting," visiting inappropriate sites, etc. Interfering with a search by disabling a device (password protecting, removing a battery, etc.) will warrant disciplinary action.
6. Students need to be respectful of school filters, firewalls, operating systems, etc. Using proxies, hacking, circumventing, or otherwise tampering with hardware, software or online settings will result in disciplinary consequences and loss of privileges.
7. Students are expected to bring their school-issued device or personal device to school on a daily basis and fully charged.
8. Students are responsible for any damage to their school-issued device.
9. Students must turn in a signed "school-issued device and Internet Acceptable Use Policy (AUP)" prior to using the information technology at Profile.

*See school-issued device and Internet Acceptable Use Policy for full guidelines for these devices.

Network privileges

The use of the Profile School District Network is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. The system administrators will determine what is appropriate use based upon the guidelines established in the Student Internet Agreement Form (see appendix), any subsequent modifications hereto, and Profile School District policies and procedures. The Profile School reserves the right to terminate, suspend, or otherwise limit network access at any time and to inspect or review accounts and files for security purposes. Such decisions of the school are final.

ACCEPTABLE INTERNET USE PROCEDURES - STUDENTS

Purpose

The purpose of the Acceptable Internet Use Procedures is to provide the procedures, rules, guidelines, and the code of conduct for the use of technology and the Internet.

Definition

The definition of “information networks” is any configuration of hardware and software, which connects users. The network includes, but is not limited to, all of the computer hardware, operating system software, application software, stored text and data files. This includes electronic mail, local databases, externally accessed databases, CD-ROM, recorded magnetic or optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. Stand-alone workstations are also governed by this acceptable use procedure.

The School District Services

The School District provides resources for teaching and learning, communication services, and business data services by maintaining access to local, regional, national, and international sources of information. The School District information resources will be used by members of the school community with respect for the public trust through which they have been provided and in accordance with policy and regulations established by the School District. These procedures do not attempt to articulate all required for proscribed behavior by its users.

Successful operation of the network requires that all users conduct themselves in a responsible, decent, ethical and polite manner while using the network. The user is ultimately responsible for his/her actions in accessing network services.

Guidelines

1. Access to the networks and to the information technology environment within the District is a privilege and must be treated as such by all users of the network and its associated systems.
2. Information networks will be used for the purposes of research, education, and school-related business and operations.
3. Any system which requires password access or for which the District requires an accounts, such as the Internet, will only be used by the authorized user. Account owners are ultimately responsible for all activity under their accounts.
4. The resources of the District are limited. All users must exercise prudence in the shared use of this resource.

Unacceptable Use

The District has the right to take disciplinary action, remove computer and networking privileges and/or take legal action, for any activity characterized as unethical and unacceptable. Unacceptable use activities constitute, but are not limited to, any activity through which any user:

1. Violates such matters as institutional or third-party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal.
2. Interferes with or disrupts other network users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer worms or viruses, distributing quantities of information that overwhelm the system, and/or using a District network to make unauthorized entry into any other resource accessible via the network.
3. Seeks to gain or gains unauthorized access to information resources.

4. Uses or knowingly allows another to use any computer or computer system to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
5. Destroys, alters, dismantles or otherwise interferes with the integrity of computer based information and/or information resources.
6. Invades the privacy of individuals or entities.
7. Uses the network for commercial or political activity.
8. Installs unauthorized software for use on District computers.
9. Uses a network to access inappropriate materials.
10. Submits, publishes or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either publicly or privately.
11. Uses a District network for illegal harassing, vandalizing, inappropriate or obscene purposes, or in support of such activities.

School District Rights

The District reserves the right to:

1. Monitor all activity. Notwithstanding FERPA and other related laws, students have no expectation of privacy regarding their use on the school district computer network.
2. Make determinations on whether specific uses of a network are consistent with these acceptable use procedures.
3. Log network use and monitor storage disk space utilization by users.
4. Determine what is appropriate use.
5. Remove a user's access to the network at any time it is determined that the user engaged in unauthorized activity or violated these acceptable use procedures.
6. Cooperate fully with any investigation concerning or relating to the District's network activity.

School District Internet Code of Conduct

Use of the Internet by students and staff of the District shall be in support of education and research that is consistent with the mission of the District. Internet use is limited to those persons who have been issued District-approved accounts. Use will be in accordance with the District's Acceptable Use Procedures and this Code of Conduct. Users are expected to abide by the following terms and conditions:

1. Protect their Internet log from information from others.
2. Respect the privacy of other users. Do not use other users' passwords.
3. Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors.
4. Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.
5. Treat information created by others as the private property of the creator. Respect copyrights.
6. Use any network in a way that does not disrupt its use by others.
7. Do not destroy, modify or abuse the hardware or software in any way.
8. Do not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, "chain" messages, etc.
9. Do not use the Internet to access or process pornographic or otherwise inappropriate material.
10. Do not use the Internet for commercial purposes.

The District reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

School District Internet Access Release Form

As a condition of my right to use the School District network resources, including access to the Internet, students understand and agree to the following:

1. To abide by the District Acceptable Use Procedures and Code of Conduct.
2. That District administrators and designated staff have the right to review any material stored on District computers in files and to edit or remove any material which they, in their sole discretion, believe may be unlawful, obscene, abusive, or otherwise objectionable and students hereby waive any right of privacy which I may have otherwise have to such material.
3. That the School District will not be liable for any direct or indirect, incidental, or consequential damages due to information gained and/or obtained via use of the District's network resources.
4. That the School District does not warrant that the functions of any District network, or any network accessible through the District resources, will meet any specific requirements you may have, or that the network resources will be error-free or uninterrupted.
5. That the School District shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use District networks and resources.
6. That the use of the District network(s), including access to public networks, is a privilege which may be revoked by network administrators at any time for violation of the Acceptable Use Procedures and Code of Conduct. The School District will be the sole arbiter of what constitutes violation of the Acceptable Use Procedures or Code of Conduct.
7. In consideration for the privilege of using the School District network resources and in consideration for having access to the public networks, I hereby release the School District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use, or inability to use, the District network resources.

PROFILE SCHOOL DISTRICT CHROMEBOOK & PERSONAL DEVICE AGREEMENT 2017-2018

CHROMEBOOK USE PROCEDURES

Introduction: If a student elects to borrow a school-issued Chromebook, it will be issued to the student with a charger and sleeve.. Chromebooks are loaned to the students and must be returned at the end of the school year. They remain the property of Profile School District until graduation. Chromebooks issued after 10th grade should be returned upon graduation

Each student and parent must sign the Profile Internet Use Procedures and this Profile School District Chromebook Ude Procedures before a Chromebook can be issued. PSD retains control, Custody and Supervision of all Chromebooks, internet/Network services owned by, leased or loaned to PSD.

General Information: Chromebooks should be brought to school fully charged. Students must realize that using a school-owned device is a privilege, not a right. Any inappropriate or careless use of a Chromebook, charger, or its sleeve needs be reported immediately to a teacher, Technology Coordinator, or administration. Misuse will result in the Chromebook, charger, and sleeve being taken away for a period of time to be determined by designated staff. PSD realizes that accidents can and do happen. PSD would encourage students to be responsible and respectful of their Chromebook, which are valued up to \$300. A list will be kept of all accidents and service required for each Chromebook. Students who have caused damages (accidental or intentional) to a Chromebook will be required to reimburse PSD for the repair or replacement and will participate in a review with the Technology Coordinator, network administrator, administration, and parents to determine if the privilege of having a Chromebook needs to be suspended.

Chromebooks will be collected at the end of the school year, and students will use the same Chromebook from year to year to encourage them to take greater responsibility for the device in their care.

Care of the Chromebook: The Chromebook should be in possession of the student or secured in a locked location (such as a locker with a lock) at all times. There will be disciplinary consequences and/or loss of privilege for Chromebooks left unattended. They must be carried in a Chromebook sleeve. Once the Chromebook is issued to the student, the student is responsible for it at all times.

The normal school rules of showing respect for property apply to the care of the Chromebooks. Please keep the Chromebook, sleeve, and charger clean at all time. Please do not disassemble, tamper with or modify hardware. Students may not remove any labels or stickers applied by the school or vendor.

General Rules, Reminders, and Guidelines: Any downloaded materials should be school appropriate and free of copyright infringement. Please be aware of copyright guidelines as stated in our Profile School District internet/Network Acceptable Use Policy.

PSD reserves the right to monitor all computer and Internet/Network activity by students. Students have no expectations of privacy in their use of technology. Inappropriate use of any Chromebook or internet/network services will result in student's Chromebook and/or Internet/Network or Chromebook privileges being taken away for a period of time. Any inappropriate use of the Internet/Network services with a personal device will result in student's internet/Network privileges being taken away for a period of time,

Unless students are taking an AP course or receive special permission, the Chromebooks will be collected at the end of the school year, **and students will use *the same Chromebook from year to year*** to encourage them to take greater responsibility for the device in their care.

Care of the Chromebook:

The Chromebook should be in possession of the student or secured in a locked location (such as a locker with a lock) at all times. There will be disciplinary consequences and/or loss of privilege for Chromebooks left unattended. They must be carried in a Chromebook sleeve. Once the Chromebook is issued to the student, the student is responsible for it at all times.

The normal school rules of showing respect for property apply to the care of the Chromebooks. Please keep the Chromebook, sleeve, and charger clean at all times (free of marks, personal stickers, etc.) Please do not disassemble, tamper with or modify hardware. Students may not remove any labels or stickers applied by the school or vendor.

General Rules, Reminders, and Guidelines:

Any downloaded materials should be school appropriate and free of copyright infringement. Please be aware of copyright guidelines as stated in our Profile School District Internet/Network Acceptable Use Policy.

PSD reserves the right to monitor all computer and Internet/Network activity by students. Students have no expectations of privacy in their use of technology. Inappropriate use of any Chromebook or Internet/network services will result in student's Chromebook and/or Internet/Network or Chromebook privileges being taken away for a period of time. Any inappropriate use of the Internet/Network services with a personal device will result in student's Internet/Network privileges being taken away for a period of time.

Consequences that involve school-issued device removal or discipline must be directly related to student misuse or unsafe action with his/her school-issued device

A. Minor Student Misuse Infractions

Examples of Minor Infractions include but are not limited to the following:

- Using tools/applications/websites not directly related to class activities during class instruction
- Opening the school-issued device without teacher permission.
- Transporting the Chrome book out of the case.
- Using someone else's school-issued device without permission.

First Classroom Offense: Ask student to re-engage in classroom lesson and quit tool/application/websites that were being misused.

Second Classroom Offense: Student's netbook will be closed and placed on teacher's desk to be handed back to student when class is over. Student will start the next class with a clean slate with no warnings carried over from the previous class.

Third Classroom Offense: If the same student repeats the above infraction during one school week, the following discipline procedure will apply.

- Teacher will contact student's parent and the student will lose his/her school-issued device for **only** that class period/subject for three (3) consecutive days.
- Each of the three suspended days the student will arrive in the class and place the Chromebook on the teacher's desk for only that class period.
- After three days the student will be granted permission for classroom school-issued device use and the above discipline steps would again be followed.

Repeated Classroom Offenses: If a second three-day suspension during your class period occurs, the following discipline procedure will apply.

- A referral will be made to building administration for further discipline action. The regular classroom referral sheet should be used.
- The student will be without the netbook during that class period until further notice. Building administration will intervene with the student and set a consequence timetable when the student can regain access to his/her netbook.
- Each of the suspended days the student will arrive in the class and place the netbook on the teacher's desk for only that class period.

B. Major Student Misuse

Major misuse is when a student uses the Chromebook in an unsafe or dangerous manner.

Examples of a Major Misuse Offenses Include But Are Not Limited To:

- Physically mistreating a school-issued device
- Using a netbook to engage in activity that could lead to harming another student physically or emotionally.
- Using a program or the Internet in a manner, which violates the school's Acceptable Use Policy.
- Neglecting to store school-issued device in a safe place when not in the student's possession.
- Neglecting to submit school-issued device when required by the school technology coordinator or administration.

Major Student Misuse Offense: Students who are using the netbook in an unsafe and dangerous manner or who act inappropriately toward a teacher when asked to re-engage in a classroom lesson due to minor misuse will be referred to the school administration. Consequence for a major misuse incident will include the loss of the Chrome books for a period of time determined by school administration.

APPENDIX

ASBESTOS STATEMENT

All schools within SAU #35 have been inspected for the presence of asbestos-containing materials. The condition of these materials will be reviewed every six months until they have been removed from the building.

Written plans have been developed for managing these materials while they remain in place. These plans have been submitted to the designated contact for the State of New Hampshire at the State Department of Education.

Section 763:93 (g) (4) of the Asbestos Hazard Emergency Response Act of 1986 requires notification of the availability of the management plans to all parents, teachers, and employees. Copies of these plans are on file in each office and are available for review during normal business hours.

USE OF RESTRAINT AND SECLUSION

RSA 126-U, Limiting the Use of Child Restraint Practices

Revised: September 2014

Revised: May 2012

New Policy: September 2010

Definitions:

1. (a) "**Restraint**" means bodily physical restriction, mechanical devices, or any device that immobilizes a person or restricts the freedom of movement of the torso, head, arms, or legs. It includes mechanical restraint, physical restraint, and medication restraint used to control behavior in an emergency or any involuntary medication. It is limited to actions taken by persons who are school or facility staff members, contractors, or otherwise under the control or direction of a school or facility.

(b) "Restraint" shall not include:

- (1) Brief touching or holding to calm, comfort, encourage, or guide a child, so long as limitation of freedom of movement of the child does not occur.
- (2) The temporary holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a child to stand, if necessary, and then walk to a safe location, so long as the child is in an upright position and moving toward a safe location.
- (3) Physical devices, such as orthopedically prescribed appliances, surgical dressings and bandages, and supportive body bands, or other physical holding when necessary for routine physical examinations and tests or for orthopedic, surgical, and other similar medical treatment purposes, or when used to provide support for the achievement of functional body position or proper balance or to protect a person from falling out of bed, or to permit a child to participate in activities without the risk of physical harm.
- (4) The use of seat belts, safety belts, or similar passenger restraints during the transportation of a child in a motor vehicle.
- (5) The use of force by a person to defend himself or herself or a third person from what the actor reasonably believes to be the imminent use of unlawful force by a child, when the actor uses a degree of such force which he or she reasonably believes to be necessary for such purpose and the actor does not immobilize a child or restrict the freedom of movement of the torso, head, arms, or legs of any child.

2. "**Medication restraint**" occurs when a child is given medication involuntarily for the purpose of immediate control of the child's behavior.

3. "**Mechanical restraint**" occurs when a physical device or devices are used to restrict the movement of a child or the movement or normal function of a portion of his or her body.

4. "**Physical restraint**" occurs when a manual method is used to restrict a child's freedom of movement or normal access to his or her body.

5. **"Seclusion"** means the involuntary placement of a child alone in a place where no other person is present and from which the particular child is unable to exit, either due to physical manipulation by a person, a lock, or other mechanical device or barrier. The term shall not include the voluntary separation of a child from a stressful environment for the purpose of allowing the child to regain self-control, when such separation is to an area which a child is able to leave. Seclusion does not include circumstances in which there is no physical barrier between the child and any other person or the child is physically able to leave the place. A circumstance may be considered seclusion even if a window or other device for visual observation is present, if the other elements of this definition are satisfied.

Procedures for Managing The Behavior of Students:

The Superintendent is authorized to establish procedures for managing the behavior. Such procedures shall be consistent with this policy and all applicable laws. The Superintendent is further authorized to establish any other procedures necessary to implement this policy and/or any other legal requirements.

Circumstances in Which Restraint May Be Used:

Restraint will only be used to ensure the immediate physical safety of any person when there is a substantial and imminent risk of serious bodily harm to the student or others.

Restraint will only be used by trained school staff.

Restraint will not be as punishment for the behavior of a student.

Restraint will not be imposed for longer than is necessary to protect the student or others from the substantial and imminent risk of serious bodily harm.

No period of restraint of a student may exceed 15 minutes without the approval of a supervisory employee designated by the director to provide such approval. No period of restraint of a student may exceed 30 minutes unless an assessment of the mental, emotional, and physical well-being of the student is conducted by a trained and authorized employee.

Circumstances in Which Seclusion May Be Used:

The School Board recognizes the statutorily imposed conditions of seclusions and hereby adopts those conditions, as defined by RSA 126-U:5-b.

Seclusion may only be used when a student's behavior poses a substantial and imminent risk of physical harm to the student or others.

Seclusion will be used only by trained school staff.

Seclusion will not be used as a form of punishment for the behavior of a student.

Prohibition of Dangerous Restraint Techniques:

The School Board recognizes and hereby prohibits the use of "dangerous restraint techniques" as defined in RSA 126-U:4.

Reporting Requirements and Parental Notification:

In the event restraint or seclusion is used on a student, the building principal will, within 24 hours, verbally notify the student's parents/guardian of the occurrence.

The building principal will, within 5 business days after the occurrence, submit a written notification/report to the Superintendent. The notification shall contain all the requirements and information as mandated by RSA 126-U:7, II. The Superintendent may develop a reporting form or other documents necessary to satisfy these reporting requirements.

Unless prohibited by court order, the Superintendent will, within 2 business days of receipt of the notification required in the above paragraph, send by first class mail to the child's parent or guardian the information contained in the notification/report. Each notification/report prepared under this section shall be retained by the school for review in accordance with state board of education rules and the department of health and human services rules.

If a school employee has intentional physical contact with a student in response to a student's aggressive misconduct or disruptive behavior, the building principal will make reasonable efforts to inform the student's parent or guardian as soon

as possible, but no later than the end of the school day. The building principal will also prepare a written report of the incident within five (5) business days of the incident. The report will include information required under RSA 126-U:7, V.

Transportation: (RSA 126-U:12)

The school district will not use mechanical restraints during the transportation of children unless case-specific circumstances dictate that such methods are necessary.

Whenever a student is transported to a location outside the school, the Superintendent or designee will ensure that all reasonable and appropriate measures consistent with public safety are made to transport or escort the student in a manner which:

1. Prevents physical and psychological trauma;
2. Respects the privacy of the child; and
3. Represents the least restrictive means necessary for the safety of the child.

Whenever a student is transported using mechanical restraints, the Superintendent or designee will document in writing the reasons for the use of the mechanical restraints.

NHSBA Note, September 2014: Numerous changes to this policy are necessitated by legislative changes to RSA 126-U. Changes include:

Title of policy has changed.

"Seclusion" added to definitions.

Section titled "Circumstances in Which Restraint May Be Used" amended and redrafted in its entirety.

Section titled "Authorization and Monitoring of Extended Restraint" deleted in its entirety.

New section titled "Circumstances in Which Seclusion May Be Used" added.

Section titled "Prohibition of Dangerous Restraint Techniques" amended and redrafted in its entirety.

New paragraph added to end of section titled "Reporting Requirements and Parental Notification."

HIGHLY QUALIFIED TEACHER STATUS

The No Child Left Behind legislation passed in January 2001 emphasizes the important role of parents and our responsibility as a school district to not only keep you informed, but also actively encourages your participation in your child's education. You have the right to know if your child's teacher is highly qualified and you can do this by contacting the SAU office. In addition, there are federally mandated assessments requirements for students in grades 3-8 and 11 that are administered year. If you would like further information about this legislation please feel free to contact the SAU Office or you can go online to the New Hampshire Dept. of Education web site (www.ed.state.nh.us/ESEAinfo.html)

USDA NONDISCRIMINATION STATEMENT

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html. or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of

Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442, or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

August 2014

STUDENT RECORDS AND ACCESS

RSA 91A:5,III, Exemptions, Pupil Records

RSA 189:1e, Directory Information

20 U.S.C. §1232g, Family Educational Rights and Privacy Act

34 C.F.R. Part 99, Family Educational Rights and Privacy Act Regulations

Revised: September 2009

Revised: April 2004, March 2005, November 2006

First Reading: April 16, 2015

General Statement. It is the policy of the School Board that all school district personnel will follow the procedures outlined herein as they pertain to the maintenance of student records. Furthermore, it is the policy of the School Board that all school district personnel will follow the provisions of the Family Educational Rights Privacy Act (FERPA) and its corresponding regulations.

Education Record. For the purposes of this policy and in accordance with FERPA, the term “educational record” is defined as all records, files, documents and other material containing information directly related to a student; and maintained by the school district; or by such other agents as may be acting for the school district. Such records include, but are not limited to, handwriting, videotape, audiotape, electronic or computer files, film, print, microfilm and/or microfiche.

Directory Information. For the purposes of this policy, and in accordance with the provisions of FERPA and New Hampshire RSA 189:1e, the term “directory information” means:

- Student's' name, address, telephone number, date and place of birth, dates of enrollment
- Parents'/guardians' name and address
- Students' grade level, enrollment status and dates of attendance
- Students' photograph
- Students' participation in recognized school activities and sports
- Weight and height of members of athletic teams
- Students' diplomas, certificates, awards and honors received

The District may release or disclose student directory information without prior consent of the student's parents/eligible students. Within the first three weeks of each school year, the District will provide notice to parents/eligible students that the District may publish directory information without their prior consent. Parents/eligible students will be given until [date to be determined by the Superintendent] to notify the District in writing of any or all directory information items that they refuse to permit the District to release or disclose. Notice from a parent/eligible student that any or all direction information shall not be released will only be valid for that school year and must be reissued each school year.

Personally Identifiable Information. “Personally identifiable information” is defined as data or information which makes the subject of a record known, including a student's name the student's or student's family's address; the name of the student's parent or other family members; a personal identifier such as a student's Social Security number; the student's date of birth, place of birth, or mother's maiden name; or other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with a reasonable certainty or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates

Annual Notification/Rights of Parents and Eligible Students. Within the first _____ weeks of each school year Superintendent to determine; NHSBA recommends three or four), the District will publish notice to parents and eligible students of their rights under State and Federal law and this policy. The District will send home with each student a notice listing these rights. The notice will include:

1. The rights of parents or eligible students to inspect and review the student's education records;
2. The intent of the District to limit the disclosure of information in a student's record, except: (a) by the prior written consent of the parent or eligible student; (b) as directory information; or (c) under certain, limited circumstance, as permitted by law;
3. The right of a student's parents or an eligible student to seek to correct parts of the student's educational records which he/she believes to be inaccurate, misleading, or in violation of student rights; this includes a hearing to present evidence that the records should be changed if the District decides not to alter them according to the parent's or eligible student's request;
4. The right of any person to file a complaint with the United States Department of Education if the District violates FERPA; and
5. The procedure that a student's parents or an eligible student should follow to obtain copies of this policy

Procedure To Inspect Education Records. Parents or eligible students may inspect and review education records which they are entitled to. In some circumstances, it may be more convenient for the record custodian to provide copies of records.

Since a student's records may be maintained in several locations, the school principal may offer to collect copies of records or the records themselves from locations other than a student's school, so that they may be inspected at one site. If parents and eligible students wish to inspect records where they are maintained, school principals will determine if a review at that site is reasonable.

Parents/eligible students should submit to the school principal a written request that identifies as precisely as possible the record or records that he/she wishes to inspect. The principal will contact the parents or the eligible student to discuss how access is best arranged for their inspection or review of the records (copies, records brought to a single site, etc.).

The principal will make the needed arrangements as soon as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed within 30 days or earlier after the principal's receipt of the request for access.

If for any valid reason such as working hours, distance between record location sites or health, a parent or eligible student cannot personally inspect and review a student's education records, the principal may arrange for the parent or eligible student to obtain copies of the records.

When records contain information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students. If such records do contain the names of other students, the principal will seek consultation with the Superintendent and/or the District's attorney to determine how best to proceed.

Procedures To Seek To Correction of Education Records. Parents of students or eligible students have a right to seek to change any part of the student's records which they believe is inaccurate, misleading or in violation of student rights. To establish an orderly process to review and correct the education records for a requester, following processes are established.

1. First-level decision. When a parent or eligible student finds an item in the student's education records that he/she believes is inaccurate, misleading or in violation of student rights, he/she should submit a written request asking the building principal to correct it. If the records are incorrect because of clear error and it is a simple matter to make the change, the principal should make the correction. If the records are changed to the parent's/eligible student's satisfaction, both parties shall sign a document/form stating the date the records were changed and that the parent/eligible student is satisfied with the correction.
If the principal believes that the record should not be changed, he/she shall:

1. Provide the requester a copy of the questioned records at no cost;
 2. Ask the parent/eligible student to initiate a written request for the change, which will be forwarded to the Superintendent;
 3. Forward the written request to the Superintendent; and
 4. Inform the parents/eligible student that the matter has been forwarded to the Superintendent for subsequent processing.
2. Second level decision. If the parent/eligible student wishes to challenge the principal's decision to not change the student record, he/she may appeal the matter to the Superintendent. The parent/eligible student shall submit a written request to the principal asking that the matter be appealed to the Superintendent. The principal will forward to the Superintendent the request.

The Superintendent shall, within ten business days after receiving notification of the request:

1. Review the request;
2. Discuss the request with other school officials;
3. Make a decision to comply or decline to comply with the request;
4. Schedule a meeting with the parents/eligible student if the Superintendent believes such a meeting would be necessary; and
5. Contact the parents/eligible student of his/her decision concern the request for amendment.

If the Superintendent determines the records should be amended, he/she will make the change and notify the parents/eligible student in writing that the change has been made. The letter stating the change has been made will include an invitation for the parent/eligible student to inspect and review the records to verify that the records have been amended and the correction is satisfactory. If the records are changed to the parent's/eligible student's satisfaction, both parties shall sign a document/form stating the date the records were changed and that the parent/eligible student is satisfied with the correction.

If the Superintendent determines the records are will not be amended, he/she will notify the parents/eligible student in writing of his/her decision. Such letter will also notify the parents/eligible student of their right to an appeal hearing before the school board.

3. Third level decision. If the parents or eligible student are not satisfied with the Superintendent's decision, they may submit a written request for a hearing before the School Board. The parents/eligible student shall submit the request for a hearing with the Superintendent within ten (10) business days of the Superintendent's written decision in level two. The Superintendent will inform the school board of the request for a hearing and will work with the school board to schedule a hearing within 45 days of receipt of the request. Once the meeting is scheduled, the Superintendent will inform the parents in writing of the date, time and place of the hearing.

The hearing will be held in nonpublic session consistent with the provisions of RSA 91A:3, unless the parent/eligible student requests that the hearing be held in public session, The school board will give the parent/eligible student a full and fair opportunity to present evidence relevant to the issues raised under their request/complaint. Parents/eligible students may be assisted or represented by one or more individuals of their own choice, including an attorney.

The school board will issue its final decision in writing within 30 days of the hearing, and will notify the parents/eligible student thereof via certified mail, return receipt requested. The school board will base its decision solely on the evidence presented at the hearing. The school board's written decision will include a summary of the evidence and the reasons for its decision.

If the school board determines that the student record should be changed or amended, it will direct the Superintendent to do so as soon as possible. The Superintendent will then contact the parents/eligible student for a meeting so they can review and inspect the records to verify that they have been changed or amended. At this meeting, both parties shall sign a document/form stating the date the records were changed and that the parent/eligible student is satisfied with the correction

The school board's decision will be final.

Disclosure of Student Records and Student Information. In addition to directory information, the District may disclose student records and student information without consent to the following parties or under the following conditions.

1. **School Officials With a Legitimate Educational Interest.** School officials with a legitimate educational interest may access student records. "Legitimate education interest" refers to school officials or employees who need to know information in a student's education record in order to perform the employee's employment responsibilities and duties.
2. Other schools into which a student is transferring or enrolling.
3. Officials for audit or evaluation purposes.
4. Appropriate parties in connection with financial aid.
5. Organizations conducting certain studies for, or on behalf of the school district. Student records or student information will only be provided pursuant to this paragraph if the study is for the purpose of: developing, validating or administering predictive tests; administering student aid programs; or improving instruction.
6. Accrediting organizations.
7. Judicial orders or lawfully issued subpoenas.
8. Health and safety emergencies.

Maintenance of Student Records and Data. The principal of each building is responsible for record maintenance, access and destruction of all student records. All school district personnel having access to records shall place great emphasis upon privacy rights of students and parents.

All entries into student records must be dated and signed by the person access such records.

The principal will ensure that all records are maintained in accordance with application retention schedules as may be established by law.

Disclosures Made From Education Records. The District will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits, with some exceptions listed below. This record is kept with, but is not a part of, each student's cumulative school records. It is available only to the record custodian, the eligible student, the parent(s) of the student or to federal, state or local officials for the purpose of auditing or enforcing federally supported educational programs.

The record includes:

1. The name of the person who or agency which made the request;
2. The interest which the person or agency has in the information;
3. The date on which the person or agency made the request;
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made and
5. In the event of a health and safety emergency, the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and the parties to whom the agency or institution disclosed the information.

The District will maintain this record as long as it maintains the student's education record. The records do not include requests for access or information relative to access which has been granted to parent(s) of the student or to an eligible student; requests for access or access granted to officials of the District who have a legitimate educational interest in the student; requests for, or disclosures of, information contained in the student's education records if the request is accompanied by the prior written consent of a parent(s) or eligible student or if the disclosure is authorized by such prior consent or for requests for, or disclosures of, directory information designated for that student.

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IMPORTANT PROFILE SCHOOL DATES 2017-2018

August 22-24	Professional Development for Staff
August 23-24	Freshman Orientation (overnight)
August 24	7th Grade Orientation (8:30-12:30)
August 28	First Day of School
September 1-4	No School- Labor Day
September 9	ACTs @ Profile
September 16	Homecoming and Homecoming Dance (7:00 pm, gr. 7-12)
September 20	Picture Day
September 27	Open House @ Profile (5:30-7:00 pm)
October 6	No School for Students- Professional Development Day
October 7	SATs @ Profile
October 9	No School - Columbus Day
October 11	PSATs @ Profile (Juniors)
October 19	Early Release for students (11:40 am)
October 25	Picture Retakes
October 25	PSATs @ Profile make up (Juniors)
November 10	No School- Veteran's Day
November 14	College Application Day
November 22	Early Release(11:40 am) - Thanksgiving Recess
November 23-24	No School- Thanksgiving Recess
December 25-January 1	Holiday Break
January 15	No School- Martin Luther King Day
February 19-23	Winter Carnival Week
February 23	Winter Carnival & Dance (Semi-Formal, grades 7-12)
February 26-March 2	February Break
March 15	Early Release for Students (11:40 am)
March 16	No School for Students- Professional Development Day
March 21	SAT's @ Profile (Juniors)
March 22	Keene State College Chamber Singers
April 10	SAT's @ Profile make up (Juniors)
April 14	ACTs @ Profile
April 23-27	April Break. Scheduling Matrix Distributed before break.
May 3-17	Smarter Balance Testing 7th, 8th
May 7-18	AP Exams
May 17	Spring Arts Festival

May 28	No School- Memorial Day
May 30	NH Scholar's Day
June 1	Last Day of School for Seniors
June 2	SATs @ Profile
June 5	Academic Awards @ 8:30am
June 8	Profile Senior Celebration and Graduation (6:00 pm)
June 11	Last Day of School for grades 7-11

Quarters

1st Quarter	August 28, 2017-October 27, 2017
2nd Quarter	October 30, 2017-January 12, 2018
3rd Quarter	January 15, 2018-March 23, 2018
4th Quarter	March 26, 2018-June 11, 2018

Trimesters

1st Trimester	August 28, 2017-November 24, 2017
2nd Trimester	November 27, 2017-March 9, 2018
3rd Trimester	March 12, 2018-June 11, 2018

Holidays: September 1, September 4, October 9, November 10, November 22 (early release), November 23, November 24, January 15, May 28

Breaks: December 25-January 1, February 26- March 2, April 23-27

Professional Development days

Full Days (NO SCHOOL for students) – August 22-24, October 6, March 16, June 12

Early Release Days – October 19, March 15

*****School Board Meetings-** Third Thursday of the month @ 5:30 in the Media Center

SIGNATURE SHEET - RETURN TO SCHOOL

Please fill out both forms completely and legibly. The signature of a parent or guardian is required if student is under 18 years of age.

1. ACCEPTABLE INTERNET USE AGREEMENT

I hereby certify that I have read the Acceptable Internet Use Procedures and the Chromebook Use Procedures; that I fully understand their terms and conditions; and that I will abide by the terms and conditions set forth in those documents.

STUDENT NAME (Please print):

STUDENT SIGNATURE:

DATE:

PARENT OR GUARDIAN (Please print):

PARENT OR GUARDIAN SIGNATURE:

DATE:

2. AGREEMENT TO BORROW SCHOOL OWNED CHROMEBOOK, CHARGER, AND SLEEVE

From Aug. 31, 2017 to June 15, 2018

I request the use of the following equipment for the dates and purpose(s) outlined below:

In consideration for the privilege of borrowing school owned equipment, I understand and acknowledge that I am responsible for this equipment while it is in my custody and control, and agree to return the equipment in the same condition in which it was received. I understand that I will be held financially responsible for the replacement or repair of the equipment.

Equipment: Chromebook & Charger # _____

Program Options. Parent Initial one:

___1. Students may use the Chromebook during the school day AND take it home in the evening.

___2. Students may use the Chromebook during the school day, BUT must return it to the school media center at the end of the day.

___3. Students may opt out of the Chromebook program entirely with the understanding that they will be bringing their personal device to school,

STUDENT NAME (Please print):

STUDENT SIGNATURE:

DATE:

PARENT OR GUARDIAN (Please print):

PARENT OR GUARDIAN SIGNATURE:

DATE:

INTERNET ACCESS CONTRACT

Please fill out the appropriate portions completely and legibly. The signature of a parent or guardian is required if student is under 18 years of age.

I HAVE READ THE PROFILE SCHOOL DISTRICT INTERNET/NETWORK POLICY. I understand and will abide by the stated terms and conditions for the Internet/Network. Should I commit any violation, my access privileges may be revoked and school disciplinary actions and/or appropriate legal action may be taken.

STUDENT NAME (Please print): _____

STUDENT SIGNATURE: _____

DATE: _____

PARENT OR GUARDIAN: (If the applicant is under the age of 18 a parent or guardian must also read and sign this agreement). As the parent or guardian of this student, I have read the Profile School District Internet/Network Acceptable Use Policy. I understand that this access is designed for educational purposes and the Profile School District has taken precautions to eliminate controversial material. However, I recognize it is impossible for the Profile School District to restrict access to all controversial materials, and I will not hold them responsible for materials acquired through the Internet/Network. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

PARENT OR GUARDIAN (Please print): _____

PARENT OR GUARDIAN SIGNATURE: _____

STUDENT HANDBOOK ACKNOWLEDGEMENT FORM STUDENT COPY

Please complete the following form and return to your Advisory teacher

Student Name (please print)

Student Signature

Date:

Parent Signature

Date:

*My signature indicates that I have received, read, and understand the
2017-2018 Profile School Handbook.*