

# **Gonic School**

## **2023-2024**

### **Student/Family Handbook**



**10 Railroad Ave  
Rochester, NH 03867**

**PHONE 603-332-6487**

**Fax 603-332-2004**

**[School Website](#)**

*This handbook is meant to serve as a guide for students and families. Not every circumstance or event can be anticipated; therefore, students are subject to all district rules and policies and the interpretation by school officials thereof.*

*A copy of all Rochester School Board Policies is available on the District's Website at*

*[www.rochesterschools.com](http://www.rochesterschools.com)*

Follow the Rochester School Department on Twitter: @RochNHSchool

## **Our Mission**

*The mission of the Gonic School community is to provide a rich academic experience, create a foundation for life-long learning and to instill character in a safe and nurturing environment.*

## **We are a MTSS-A & MTSS-B school**

**MTSS-A** stands for Multi-Tiered Systems and Support in the area of Academics. **MTSS-B** stands for Multi-Tiered Systems and Support in the area of Behavior. The two systems work hand in hand in supporting our students and school as we work towards an innovative and supportive learning environment.

- **MTSS-A** is a 3 tiered system which allows us to support all of our students academically at the level they are at by providing research-based core instruction (Tier 1) and strategic/intensive interventions (Tier 2 and Tier 3).
- **MTSS-B** is also a 3 tiered system which allows us to teach school-wide, and targeted, routines for expected behavior; creating a positive school climate that enhances learning and pro-social growth. Additional information regarding the district MTSS expectations and the work we do here at Gonic School will be forthcoming!

## **PTA**

The PTA provides families with another opportunity to get involved with the school and your child's education. Please support your child, our school, and the PTA by joining today. The webpage will post all important information and upcoming events so you can stay connected and involved! Feel free to follow them on Facebook, Gonic PTA, or look for classdojo announcements!

## Remote Learning Days

Remote Learning days are ways for students and teachers to use snow days for learning opportunities. All classroom teachers have a Google Classroom which your child is assigned to and can be accessed through our Single-Sign-On system, Clever.

Students are expected to complete the Remote Learning work the day of the snow day and engage in the remote learning sessions provided by the teacher. Any work not completed will be considered incomplete and the student will receive a marked absence for that day. Students are only responsible to do the activities for Art, Music, Physical Education, and Technology if they are scheduled for the class on the day the Remote Learning Day is called. On Remote Learning days, your child may access all learning materials and Google Meet sessions on their teacher's Google Classroom. This information will be provided by the classroom teacher at the beginning of each school year. Classroom teachers will provide a remote learning day schedule, with the day starting at 8:30am. Your child's Google Classroom is used extensively throughout the course of the school year, providing your student with numerous opportunities to navigate and use the site with ease.

## Security and Visitors

Please note the following: All visitors must check in with the secretary upon entering the building. A visitor badge will then be issued. **Our goal is to ensure the safety of all students and adults in our building.**

We kindly ask that you call or email a teacher to make an appointment to review any questions or concerns you may have regarding your child's education. Please remember, first and foremost, we are a school. In order to continue providing high quality instruction to our children, teachers will not be able to meet with parents/guardians during the academic day. We value your time and investment into our school community and want to continue to ensure

appropriate preparation is made when discussing any questions or concerns you may have. School wide safety drills occur on a regular basis.

## **Guidance Services**

Guidance services are available and are provided at school on an as needed basis. Social skills classes will be available for those students requiring assistance in making positive choices and creating positive peer and adult relationships. If you have any questions or concerns regarding your child's participation in our guidance program, please contact our school guidance counselor at 603-332-6487.

## **Arrival Expectations**

The school doors open at 8:15 am for all students. Students are not permitted on school grounds prior to 8:15 am. A staff member will be on duty from 8:15 am - 8:25 am to ensure that all students enter the building safely. Buses will drop off students in the front of the school and they will enter using the main entrance. Students who are being dropped off, should be dropped off in the back of the school using the loop.

## **Breakfast**

*Breakfast will be offered Monday – Friday from 8:15 -8:25. Students who arrive late and are in need of breakfast will be able to receive breakfast. Students will be able to take their breakfast with them back to class.*

## **Dismissal Expectations**

The dismissal procedures have been designed for the safety of all students. Please, help us keep all children safe by complying with these procedures.

3:00 pm: Car riders are dismissed through the back door. Students are expected to follow all directions of staff for safe delivery to waiting vehicles. Vehicles are required to wait in the car lineup in the loop until they reach the dismissal zone. This procedure is to decrease the chances of an accident, prevent potential traffic jams and to protect all students.

Walkers: Students will be walked as a group with an adult to the crosswalk. Students are encouraged to cross the street with extreme caution and are not permitted to ride their bike until they are off school grounds.

3:00 – 3:15 pm: Bus students are dismissed over the intercom as the buses arrive. The front entrance will be supervised with staff to ensure a safe transition onto the buses.

Please remember to provide the secretary with either a written note and/or phone call if your child is being dismissed differently than previously arranged. Please know that without a written notice or a phone call of a change in routine **and** the parent cannot be reached to confirm this, the child will follow their regular procedure for dismissal.

## **Recess**

The temperature for outdoor recess is 20 degrees or above. Students are expected to be dressed in a manner that is appropriate for the school environment as well as for the weather. We want students to be able to enjoy recess even during the cold winter months. Students need a coat, hat, boots, and mittens or gloves. If a student does not come dressed appropriately for the weather, they will not be permitted to go outside for recess. Our playground has a wood chip covered safety surface. Sneakers and boots are the preferred choice of shoe for this surface.

## **Toys**

Students are encouraged NOT to bring their personal toys such as Pokémon Cards, Legos, etc. to school. They cause a distraction to the learning environment and many times lead to disagreements. Instead, we encourage students to engage in discussion, play cooperative games and be creative. The school is not responsible for any toys that are lost or stolen.

## **Calling in an Absence Policy**

### **STUDENT ABSENCES AND EXCUSES**

Regular and punctual patterns of attendance will be required of each student enrolled in the district. An adequate and comprehensive system of attendance records will be maintained for each student. Each teacher is responsible for accurate reporting of daily attendance in his/her classroom. The building principal is responsible for submitting attendance information to the Superintendent's office. It is recognized that absences from school may be necessary under certain conditions. However, every effort should be made by students, parents, teachers, and administrators to keep absences and tardiness to a minimum. A documented absence is illness, death in the student's immediate family, participation in school activities, or other approved reason that has been verified with a written note from a physician or other qualified health professional who is treating the student, or from a school official. Students are not excused from any academic requirements for grading, regardless of the reason for the absence, except for reasonable modifications as required in an Individualized Education Plan (IEP) pursuant to the Individuals with Disabilities Education Act and/or Section 504 of the Rehabilitation Act of 1973. Failure to complete work for days when internet instruction has been directed will result in an undocumented absence. The Board recognizes three kinds of absence: documented absence, undocumented absence, and truant. A student who skips or leaves a class without permission after reporting to school is truant. Truancy is an intentional, unjustified, unauthorized absence from compulsory education and usually does not refer

to those absences related to medical conditions. Any student who is absent from school without the knowledge and permission of his/her parents and/or school authorities is truant. Absences, even with the approval of the parents/guardians, which are excessive, ten days, and/or which interfere with the student's educational program will be interpreted as truancy and follow-up legal procedures may be instituted. See RSA 193:1, 7 and 16. Student attendance is the responsibility of the parents/guardians and the student. In order for the parents to fulfill their responsibility the school must keep them informed of student absences: If a student is absent, a phone call/email will be sent to the parent/guardian. If a student accumulates 10 undocumented or truant absences, the guidance counselor/administrator is notified, a letter advising of absences is mailed to the parent/guardian; which includes district attendance policy and RSA 193:1-7. If a student accumulates 15 undocumented or truant absences, the guidance counselor and school administrator is notified. After 15 cumulative days of absence during a given school year, a parent meeting will be required. Failure of the student or student's parent/guardian to appear at scheduled meetings does not preclude school administrators from implementing a plan to address a student's absence. If a student accumulates 20 undocumented or truant absences, the guidance counselor, administrator and district administrator is notified. The district administrator mails a 20-day letter which includes; district attendance policy, RSA 193:1-7 and the updated attendance intervention plan. This may result in a referral to DCYF or the Rochester Police Department for prosecution under N.H. RSA 193:1-7. The School District will inform parents/guardians if a referral to the Rochester Police Department for prosecution under N.H. RSA 193:1-7 is made.

**Documented Absence:**

1. Illness or injury requiring a doctor's visit or consultation. (Official documentation from a doctor is needed upon return to school.)
2. Legal matters, death of relative or friend, religious holidays, and college visitations must be verified by official documentation.
3. School sponsored field trips/athletic events must be verified by the staff member in charge of the event.
4. Family vacations at the elementary school, middle school and high school must be

submitted to the Principal one month in advance of the trip and students must be in good academic standing. The Principal may recommend that the student not miss school. A student may not have more than five days excused for a family vacation.

5. All suspension days will be considered as documented absences at Spaulding High School, Rochester Middle School and Rochester Elementary Schools

**Dismissals:**

1. The only grounds for dismissal are medical, funeral, approved work co-op or senior privilege at Spaulding High School, legal, and/or extenuating family circumstances.
2. Parents/guardians are strongly urged to schedule medical/therapeutic appointments outside of the school day.
3. If a student is dismissed for more than one hour of class time at the Middle School and Elementary School level he/she is considered absent for one half of a day.
4. If the school nurse at the high school and middle school, and the school nurse or building principal at the elementary school dismisses a student for illness, it is considered a documented absence. If, in the opinion of the school nurse or building principal, the cause of the student's dismissal and subsequent absence justifies multiple days of absence, no additional note from a physician, parent or other professional will be required.

Adopted: April 8, 1993

Reviewed/Amended: August 12, 1999; August 14, 2008; October 14, 2010; February 14, 2013

November 8, 2018; February 14, 2019; Pending July 2020; August 13, 2020, July 8, 2021



## **Student Substance Abuse**

The Rochester School Board recognizes that substance abuse has a serious negative impact on our society that extends beyond the individual. The board also recognizes the responsibility of the Rochester School District to commit to a substance-free school environment. It is necessary to maintain a strong educational program, to establish firm guidelines for the protection of the school population from exposure to substance abuse/abusers while ensuring the rights of all.

The Rochester School Board reaffirms its commitment to work cooperatively with students, parents, the police, social agencies, and the community in general to address this issue as it affects individual students and the total school population.

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

1. appropriate medical attention
2. notification of the parent
3. notification of the proper authorities
4. any other action deemed necessary
  - a. In cases where a student appears to be severely under the influence, if the parents will not or cannot come to school or if deemed necessary, the principal is authorized to call an ambulance to transport the student to a hospital. Parents will be notified of this action and be responsible for the incurred expenses.

Students requiring prescription or other medication are expected to follow policies EBBA 1 and EBBA 3.

## **PENALTIES FOR VIOLATION:**

1. Any student selling/distributing illegal drugs or non-approved substances on school property will:

- a. be immediately suspended from school. The student's parents and the Rochester Police Department will be notified.
- b. be referred to the Discipline Committee for possible long-term suspension or expulsion
- c. be required to show proof of appropriate counseling approved by the school administration before re-admittance is considered.

2. Any student found to be under the influence of illegal drugs/alcohol, transporting such substances, or found in the possession of drugs or alcohol including paraphernalia within the jurisdiction of the school district shall:

- a. On the first offense, be suspended from school by the principal for ten days and referred to the Discipline Committee. The suspension will be reduced to five days if the student enrolls in and successfully completes all requirements for Teen Drug Court or if the family can adequately demonstrate that the student is enrolled in and attending counseling approved by the administration to address the substance abuse concern.

The student's parents and the Rochester Police Department will be notified.

- b. On a second offense, be referred to the Discipline Committee for possible long-term suspension or expulsion. The student's parents and the Rochester Police Department will be notified.

3. Any student in possession of non-approved substances may at the discretion of the principal be disciplined or referred to the Discipline Committee.

The above penalties for violation of these policies shall be cumulative throughout the school career of the individual student.

## **NON-APPROVED SUBSTANCES:**

The definition and examples of non-approved substances are included in the student handbooks.

*(Policy JFCI, September 12, 2013)*

## **Non-Discrimination/Equal Opportunity**

The school district does not discriminate on the basis of sex or other protected categories in its education programs and activities, as required by federal and state laws/regulations.

Discrimination against and harassment of school employees because of age, sex, gender identity, sexual orientation, race, creed, color, ancestry or national origin, marital status, familial status, physical or mental disability, religion, or genetic information are prohibited.

Discrimination against and harassment of students because of age, sex, gender identity, sexual orientation, race, creed, color, ancestry or national origin, marital status, familial status, physical or mental disability, religion or economic status are prohibited.

The Board directs the school administration to create and implement a continuing program designed to prevent, assess the presence of, intervene in, and respond to incidents of discrimination against all applicants, employees, students and other individuals having access rights to school premises and activities. The school district has designated and authorized a Human Rights Officer/Title IX Coordinator who is responsible for ensuring compliance with all federal and state requirements relating to nondiscrimination, including sexual harassment. The Human Rights Officer/Title IX Coordinator is a person with direct access to the Superintendent.

The school district has implemented complaint procedures for resolving complaints of discrimination/harassment and sexual harassment under this policy. The school district provides required notices of these complaint procedures and how they can be accessed, as well as the school district's compliance with federal and state civil rights laws and regulations to all applicants for employment, employees, students, parents and other interested parties

*(School Board Policy AC – Non-Discrimination/Equal Opportunity, amended October 8, 2020)*

## **Assurances**

In accordance with applicable federal and state laws and Rochester School Department Policies, the Rochester School District does not discriminate on the basis of race, gender, or disability and does not permit its staff or students to do so. If you believe that your child has been subjected to discrimination and you have not been able to resolve this through the building principal, or prefer not to do so, you may contact the following:

### **Gender-based discrimination; Disability-based discrimination**

#### **Title IX Coordinator - Section 504 Coordinator**

##### **– Director of Student Services**

Rochester School Department

150 Wakefield Street, Suite #8

Rochester, NH 03867 Tel. 3323678

## **Asbestos in School Buildings**

A thorough investigation of Rochester school facilities in 1988 determined that asbestos-containing building materials were used in the construction and/or renovation of all buildings. In order to protect the health of our students, staff and visitors, a management plan has been developed for each school building to assure that asbestos is either removed from the building or maintained in a safe condition. The records of the

original inspection and the management plan for each building are maintained in the Principal's Office and Superintendent's Office and are available for public inspection. All other documents related to asbestos are maintained by the Superintendent's Office and are also available for public inspection. For an appointment, please telephone 332-3678.

## **Bomb Scares**

Bomb scare emergencies will be handled in accordance with the School Board policies (EBCC, Threats to Safety and Property 08/09/2018). Current policy permits only those students who have written permission for dismissal signed by their parents or guardians and placed on file with the school administration to leave school for the remainder of the day.

**WARNING:** Students are reminded that **false alarms for fire or bombs are a criminal offense and such crimes will be severely dealt with by the police and courts.**

## **Bullying**

### **POLICY UNDER RSA 193-F: 3**

It is the policy of the Rochester School Department that its students have an educational setting that is safe, secure, peaceful and free from bullying. The Rochester School Department will not tolerate bullying as defined in RSA 193-F: 3

Refer to School Board Policy [\*JICK, Pupil Safety and Violence Prevention – Bullying\*](#) (6/12/2014)

## **Rochester School Department Transportation Services**

Elementary students are assigned to schools based on an East/West dividing line. This line follows Route 108 through Main Street to Route 11 North. The four schools on the West Side of town include, Gonic, McClelland, Maple and William Allen Schools. The East Side schools are East Rochester, The Nancy Loud, School Street and Chamberlain Street Schools. Students will be assigned based on home residence, classroom sizes, and bus routes.

1. Students in grades 1, 2, and 3 may be required to walk one mile to school, or to a school bus stop.
2. Students in grades 4 and 5 may be required to walk one and a half miles to school, or to a school bus stop.
3. Only students covered under the above regulations are eligible to ride a school bus.
4. Special permits may be issued on a temporary basis.
5. The privilege for a child to ride a school bus may be revoked for unsatisfactory conduct on a bus.

If you need to request a school bus change, please contact the Superintendent's office, 332-3678. Please allow more than one-day notice, and understand that most requests cannot be honored because of School Board Policy and bus capacities. Sending a note into the school will not replace the need to contact the Superintendent's office.

## **OPERATION OF THE SCHOOL BUS SYSTEM**

A. **Bus routes** shall be established by the Superintendent, subject to review by the School Board. Routes will be over the most direct roads practical for bus travel to serve those entitled to transportation service. Routes will be designed to employ, as nearly as practical, the full carrying capacity of each school bus. New routes will be established only when full capacity of the bus on the existing routes has been reached or is imminent.

B. In so far as educational requirements permit, school schedules shall be adjusted to allow maximum utilization of each bus in the system by alternating elementary and high school trips with the same fleet of buses.

C. **Bus stops** shall be established under the direction of the Superintendent in cooperation with the operator of the bus system. A bus stop so established will be designated as authorized when the School Board has approved its designation as such. **The operator may not permit the school bus drivers to load or unload pupils at other than authorized and assigned school bus stops.**

D. **Authorized bus stops** shall be located at convenient intervals in places where pupils may be loaded and unloaded, cross highways and await arrivals of buses with the utmost

safety permitted by highway conditions. **The number of bus stops on each trip shall be limited**, consistent with the policy stated as to service, so as to enable buses to maintain a reasonable average speed.

## **Walking Distances**

### **1. Pupils in grades K, 1, 2 and 3:**

Walkers: Pupils may be required to walk up to 1 mile to get to their assigned school;

Bus riders: Pupils who live **beyond 1 mile** from their assigned school may ride a school bus; pupils living within a busing area, may be required to walk up to 1 mile to get to the nearest school bus stop. Pupils may not walk from a walk zone into a school bus zone in order to ride a school bus.

### **2. Pupils in grades 4 and 5:**

Walkers: Pupils may be required to walk up to 1 and 1/2 miles to get to their assigned school;

Bus riders: Pupils who live **beyond 1 and 1/2 miles** from their assigned school may ride a school bus; pupils living within a busing area, may be required to walk up to 1 and 1/2 miles to get to the nearest school bus stop. Pupils may not walk from a walk zone into a school bus zone in order to ride a school bus.

*Excerpts from Policy EEA, Student Transportation Services (08/08/2019)*

IMPORTANT: Any questions or comments regarding bussing, please call Assistant Superintendent, Dr. Sandie MacDonald at 332-3678 **or** Student Transportation of America at 509-2904.

## **Bus Regulations**

1. No student shall be put off the school bus while traveling to and from school. Parents shall be notified and the daily trip completed before the student can be removed from the transportation services.

2. Only authorized riders will be permitted on the buses.

3. Video cameras are used on school buses, in accordance with School Board Policy EEACB-A, Use of Surveillance Cameras.

4. Students must be at their bus stop before the bus arrives. The driver will not wait at the bus stop for students who are not at the bus stop.

5. Students must always cross the street in front of the bus at a distance sufficient to allow the driver to see them. After getting off the bus, students (if they must cross the roadway), shall go to the front of the bus and wait until the bus driver directs them to cross the roadway.

6. Students walking on the roadway to a bus stop should always walk on the left of the roadway on the shoulder of the road facing traffic and shall not run alongside the bus when it is moving. When crossing the roadway to board a bus, students shall walk, not run.

7. Where a bus travels both ways on any given road, pick-ups will be made on both sides of the road. If the bus travels only one way on a road, students will wait on their own side of the road until the bus comes to a complete stop. At that time, the students will cross in front of the bus while the red flashing lights are blinking.

8. Once a student has boarded the bus, he/she may not get off except at his/her destination. (Exceptions will be made only with a note from a parent or Principal.

9. The driver is authorized to assign seats to any student at any time.

10. The law allows, and students are expected to sit, three passengers per seat.

11. Students must promptly take their seats and stay in their seats until the students have reached their designated stops, and the bus has come to a complete stop. Students are not permitted to change seats when the bus is in motion.

12. Anything that would create a safety hazard for the passengers, or the vehicle, will not be permitted.

13. Students are not permitted to smoke on any school bus at any time. This includes all charter trips.



14. Students are not permitted to use any profane language or obscene gestures. Excessive noise, fighting, wrestling, or acts of physical aggression will not be tolerated.
15. Students must keep their head, hands, feet, etc. inside the school bus at all times.
16. Students are not permitted to eat food or drink beverages on the bus.
17. Students are not permitted to mark up or deface the bus in any way.
18. Students and their parents will be held responsible for any and all damage to the bus.
19. Students shall not shout or wave to pedestrians or occupants of other vehicles, nor throw objects out or within the bus.
20. Students shall keep the aisles clear which includes not placing lunch boxes or other objects in the aisle of the bus.
21. There shall be no throwing of snowballs or other objects at school buses at any time.

**Failure to abide by these rules will mean:**

A. A referral notice will be issued by the school bus driver to the:

- a. The school bus company;
- b. The School Administrator;
- c. The Assistant Superintendent of Schools.

B. The School Administrator shall conference with the student and notify the student's parents and assign consequences, if appropriate. Depending on the nature of the violation, consequences may include, but not limited to: conference with a school administrator, detention, restitution, suspension from the bus, suspension from school, and/or referral to the Assistant Superintendent.

The school administration will make the decision to suspend a student from riding on the school bus (N. H. - R.S.A. 189:9-a) based upon the recommendations received from the school bus driver, school bus company, and/or others close to the situation. The suspension will be for a period of time appropriate for the rule violation with consideration being given to the circumstances of each individual student. Suspensions may be for one day, two days, or up to twenty days. Suspensions beyond twenty days must be approved by School Board action. Disciplinary action for behavior on the school bus can lead to out of school suspension or other disciplinary action.

**C. For severe rule violations:**

- a. The Assistant Superintendent may immediately suspend a student from riding on the school bus.
- b. Referral to the School Board Discipline Committee: May be made for recommendations to the full School Board for extended suspension, or expulsion from riding on the school bus.
- c. Referral to the School Board: Referrals to the full School Board shall come through the School Board Discipline Committee and may be made for action on recommendations of extended suspension, or expulsion from riding on the school bus.

*(School Board Policy EEACC-R (Also JFCC-R), amended September 10, 2020)*

## **Bus Routes**

Routes are published in each August online at: [Bus Routes](#)

## **Calendar**

The 2023-2024 School Calendar is attached to this handbook and is also available online:

[Rochester School District](#) Calendar

All early release days in the district will have an 11:30 am dismissal time for middle and high school students and a 12:15 pm dismissal for elementary students.

## **Chorus, Band**

Elementary students in grades 4 and 5 are able to join the school chorus, which practices once a week during the school day. Fourth and fifth graders may also take instrumental lessons during the day. Each school with grades 4 and 5 will have an instrument demonstration in September, followed by an Open House. At the Open House, students will be able to pick up instruments to rent for the school year. Information will be distributed to students at the instrumental demonstration about the date, location and time of the Open House.

## **Field Trips**

Parents/guardians are often asked to chaperone field trips and school activities. **All parents/guardians chaperoning a field trip, must complete a background check and fingerprinting at our Superintendent's Office prior to the trip occurring.**

Many of these functions would not be possible without the assistance of parents/guardians.

Because parents/guardians assume a responsibility of supervising the students, **we do not allow siblings to attend field trips.** No exceptions can be made. Also, it is expected that the student will return the permission slip when it is due. We hope to have all children attend these trips and that is why getting the permission slip in on a timely basis is appreciated. **The school reserves the right to determine whether a student can participate in a field trip and/or if a parent/guardian must attend.** Students are expected to be safe, respectful, and responsible on all field trips.

# Forms of Discipline

## Rochester School District Policy JICD: Suspension and Expulsion

**I. (a).** The superintendent, or a representative designated in writing by the superintendent, may suspend pupils from school for a period not to exceed 10 consecutive school days for behavior that is detrimental to the health, safety, or welfare of pupils or school personnel; or for repeated and willful disregard of the reasonable rules of the school not remediated through the imposition of the district's graduated sanctions. (See RSA 193:13).

Conduct specifically prohibited shall include, but not be limited to, habitual truancy, verbal or physical abuse toward any student, faculty, or staff member, disobedience of reasonable demands of staff or faculty members, possession of controlled drugs and/or alcoholic beverages on school property, disrupting classroom atmosphere, impeding classroom decorum, causing disturbances among other students in attendance, distracting other students so as to interfere with the educational process, and disrupting the disciplinary process.

**(b).** The school board, or a representative designated in writing may, following a hearing, extend the suspension of a pupil up to 10 additional consecutive school days for an act that constitutes an act of theft, destruction, or violence as defined in RSA 193-D; bullying pursuant to school district policy when the pupil has not responded to targeted interventions and poses an ongoing threat to the safety or welfare of another student; or possession of a firearm, BB gun, or paintball gun. The school board's designee may be the superintendent or any other individual, but may not be the individual who suspended the pupil for the first 10 days.

**(c.)** Any suspension in excess of 10 school days imposed under subparagraph (b) by any person other than the school board is appealable to the school board, provided that the superintendent or school board received such appeal in writing within 10 days after the issuance of the decision being appealed. The school board shall hold a hearing on the appeal, but shall have discretion to hear evidence or to rely upon the record of a hearing conducted under subparagraph (b). The suspension under subparagraph (b) shall be enforced while that appeal is pending, unless the school board stays the suspension while the appeal is pending.

**II.** Any pupil may be expelled from school by the local school board for an act that poses an ongoing threat to the safety of students or school personnel and that constitutes:

- (a)** A repeated act under subparagraph I (b);
  - (b)** Any act of physical or sexual assault that would be a felony if committed by an adult;
  - (c)** Any act of violence pursuant to RSA 651:5, XIII;
  - (d)** Criminal threatening pursuant to RSA 631:4, II(a); or
  - (e)** Possessing a firearm.
- III.** (a) A student who has been expelled shall not attend school until reinstated by the local board. All expulsions shall be made in accordance with RSA 193:13.

**III.** Any expulsion shall be subject to review by the school board that issued the expulsion if requested prior to the start of each school year and further, any parent or guardian has the right to appeal any such expulsion by the local school board to the state board of education at any time while the expulsion remains in effect. All appeals of final action by the state board of education shall be in accordance with RSA 541.

**IV.** Any student who brings or possesses a firearm as defined in 18 USC § 921 in a safe school zone as defined in RSA 193-D:1 without written authorization from the superintendent or designee shall be expelled from school by the School Board or its designated committee for a period of not less than twelve (12) months.

**V.** The school district shall make educational assignments available to a suspended student during periods of suspension. Except as provided in paragraphs II and IV, the school district shall provide alternative educational services to a suspended student whenever the student is suspended in excess of 20 cumulative days within any school year. Any time a student is suspended more than 10 school days in any school year, upon the student's return to school the school district shall develop an intervention plan designed to proactively address the student's problematic behaviors.

### **Graduated Response to Student Discipline**

**A. Teacher:** Teachers may and are encouraged to handle their own detention or other disciplinary measures for misconduct in their classes.

**B. Social probation:** The denial of a student to attend and/or participate in extracurricular activities, school dances or any other form of after-school activity.

**C. Detention:** A student is assigned to a specific supervised room during and/or after school hours.

**D. In-School Suspensions:** a student will attend school but will be temporarily isolated from one or more classes while under supervision.

**E. Out-of-School Suspensions:** A student is denied attendance at school or school functions for a designated number of days in accordance with the provisions of Policy JICD.

Short-term suspension pursuant to RSA 193:13,I(a) is for a period not to exceed 10 consecutive school days; Long-term suspension pursuant to RSA 193:13,I(b) is for a period not to exceed 20 consecutive school days;

A student is not permitted on school property at any time during the duration of an out-of-school suspension.

**F. Expulsion:** Expulsion will be made only by School Board

Due process standards for short-term suspensions, long-term suspensions, and expulsions will adhere to the requirements of Ed 317.04.

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

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

### **Notice and Dissemination.**

This policy and school rules which inform the student body of the content of RSA 193:13 shall be printed in the student handbook and made available on the District's website to students,

parents, and guardians. The Principal or designated building administrator shall also inform the student body concerning this policy and school rules which address the content of RSA 193:13 through appropriate means, which may include posting and announcements. See: Ed. 317.04(d).

**Legal References:**

18 U.S.C. § 921, Et seq., Firearms

20 U.S.C. § 7151, Gun-Free Schools Act of 1994

RSA 189:15, Regulations

RSA 193:13, Suspension & Expulsion of Pupils

RSA Chapter 193-D, Safe Schools Zones

RSA 631:4, Criminal Threatening

RSA 651:5, XIII “Act of Violence”

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

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

NH Code of Administrative Rules, Section Ed. 306.04(g), Suspension & Expulsion

NH Code of Administrative Rules, Section Ed 317.04, Suspension and Expulsion of

Pupils Assuring Due Process Disciplinary Procedures In re Keelin B., 162 N.H. 38, 27

A.3d 689 (2011)

**Adopted:** April 10, 1997 Amended: May 10, 2012; January 9, 2014; September 10, 2015;

November 8, 2018; May 13, 2021

## **Rochester School District Policy JICD-R: DUE PROCESS PROCEDURES**

The Rochester School Board adopts these procedures in conformance with New Hampshire Educational Administrative Code, Part Ed 317, and RSA 193-D.

**“Out-of-school suspension”** means the temporary denial of a student's attendance at school for a specific period of time. It includes short-term and long-term out of school suspensions.

**a.** Short-term suspension. A “short-term suspension” means an out-of-school suspension of ten (10) consecutive school days or less. RSA 193:13, I (a).

The Superintendent or his/her written designee is authorized to suspend a student for ten (10) school days or less.

Before any short-term suspension may be imposed, a student is entitled to the minimum due process (notice before meeting of the charge and explanation of evidence, notice of the possibility of suspension, opportunity for the student to respond, and a written decision explaining the disciplinary taken). See New Hampshire Department of Education Rule Ed 317.04(f)(1).

**b. Long-term suspension.** A “long-term suspension” is the extension or continuation of a short-term suspension for a period not to exceed an additional 10 days beyond the duration of the short-term suspension.

The Superintendent is authorized to continue the suspension and issue a long-term suspension of a pupil for a period in excess of ten (10) school days, unless the Superintendent issued the original short-term suspension, then the School Board may designate another person to continue the short term suspension and issue the long-term suspension.

Prior to a long-term suspension, the student will be afforded a hearing on the matter. The informal hearing need not rise to the level and protocol of a formal hearing, but the process must comply with the requirements of Ed 317.04 (f)(2), and (f)(3)(g), including, without limitation, the requirements for advance notice and a written decision.

**“Expulsion”** means the complete denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II and IV. An expulsion may be for either a stated duration or permanent.

**a. Due Process to Be Afforded Prior to Expulsion.** Prior to any expulsion, the District will ensure that the due process standards set forth in Ed 317.04(f)(3) through 317.04 (m) are followed.

**b. Duration of Expulsion.** An expulsion will run for the duration stated in the written decision or until the School Board or Superintendent restores the student's permission to attend school as provided in School District policy. An expulsion relating to a firearm in a safe school zone shall be for a period of not less than 12 months.

**c. Educational Services.** The Superintendent is authorized, but not required, to arrange for educational services to be provided to any student residing in the District who has been expelled by the District or by any other school.



**Appeals to State Board of Education.** Any decision by the Board (i) to expel a student, (ii) not to reinstate a student upon request, or (iii) enroll a student from another state who had been expelled for a violation of the Gun Free Schools Act, may be appealed to the State Board of Education at any time that the expulsion remains in effect, subject to the rules of the State Board of Education.

Notwithstanding any other deadline in Ed 200 all appeals to the state board from school board decisions under Ed 317.04 (f),(2) and (f)(3) shall be filed within 20 calendar days of receipt of the written decision of the local school board and shall be in accordance with RSA 541-A and Ed 200.

**Sub-committee of Board.** "Board" or "School Board" may either be a quorum of the full Board, or a subcommittee of the Board duly authorized by the School Board.

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

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

**Adopted:** April 8, 1993 **Amended:** April 10, 1997 **Amended:** May 10, 2012, January 9, 2014, May 13, 2021

## **Dress Code**

### **Guidelines**

The responsibility for the appearance of the student rests with the parents and the students themselves.

They have the right to determine such a student's dress, providing that such attire is not destructive to school property, complies with the health code of the State of New Hampshire, is appropriate, and does not interfere with the educational process.

Students should not wear clothing or hair styles that can be hazardous to them in their school activities such as shop, lab work, physical education, and art. Articles of clothing

that cause excessive maintenance problems; for example, cleats or boots, shoes that scratch floors, and trousers with metal rivets that scratch furniture, are unacceptable.

The Building Principal will communicate the school's dress code to parents on a yearly basis. Any changes to the dress code will be communicated to parents.

The following apparel is not to be worn during the school day (this list is not all inclusive):

- caps, hats, and other headgear; tank tops;
- clothing with offensive, vulgar, or racist language or pictures;
- tops that do not completely cover the mid-section;
- clothing that glorifies, encourages or promotes the use of alcohol, drugs, or gangs.

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

School attire must adhere to the generally accepted standards of the community. Obscene and inappropriate dress will not be acceptable. When a question as to the appropriateness of the attire exists, the principal will make the decision. (School Board Policy JFCA, Student Dress Code 7/11/13)

## **Food Services Meal Program**

**For information regarding the Rochester School District Food Service Program, go to: <https://www.rochesterschools.com/page/food-service>**

**For additional information or questions please contact:**

David Guinane - [guinane.d@sau54.org](mailto:guinane.d@sau54.org)  
130 Wakefield Street  
Rochester, NH 03867

Telephone – (603) 332-0757 Ext. 2129  
Fax - (603) 335-5345

## Health Services

The major focus of the School Health Services, in conjunction with the home, school, and community is to help students achieve and maintain the highest possible standard of health, which will enable them to function in school, to practice sound health habits and to live healthier lives. The Health Services will seek to improve and protect the health of the child by identification and assistance in removal or modification of health related barriers to the learning process. The aim is to prevent illness and the early detection and correction of health problems. Periodically children will be screened for visual and hearing problems, growth status, scoliosis, and high blood pressure. Health Records, (including immunizations as required by state law) are maintained on each child. We encourage parents to contact their child's school nurse through their school if they have questions or concerns.

## Illness or Injury

If a student is ill or there has been an injury, the school will make every attempt to reach a parent/guardian, or a contact person listed on the student's emergency medical slip (again, please notify the school immediately if information changes). If necessary, the school will call 911 for assistance.

## Medication

When other arrangements can be made, **medication should not be taken during school hours**. Most prescription medications can be regulated around school hours. When medication has to be taken during school hours, it must be prescribed medication. Aspirin, over the counter cough syrups, cough drops, etc., can be taken before and after school.

If a prescribed medication must be taken during school hours, the school nurse must have the following three items:

1. **A prescription written by the doctor** stating what the medication is, the dosage, and that it is necessary for the child to take it in school. The prescription should also state the length of time the child needs to take the medication.
2. **A properly labeled bottle (from a drug store)** containing no more than one week's dosage (5 days).
3. **A note from the parent** or guardian giving permission for the school nurse, or her designated choice, to observe the child taking his or her medication.

Questions regarding school health policies should be directed to the school nurse through the individual school office.

## **Head Lice**

Having head lice is a medical condition that requires attention. Head lice are easily treated and are generally not associated with any serious condition. Uncleanliness is *not* a factor in transmitting lice.

The school nurses check students on a regular basis and more frequently in those classes where there has been a suspected problem. If you suspect your child may have head lice, consult your physician or pharmacist for treatment. The school nurse also has information available upon request on how to examine for lice, and treatment.

*A Message from the Rochester School Nurses:* "In order to keep head lice under control, parents must be checking their children's hair weekly, year round. We will check the children's hair during the first month of school and thereafter in those classes where there has been a suspected problem. Head lice can only be controlled with the help of all the parents. If you find head lice, please notify your child's school nurse and those people who have had close contact with them (i.e., relatives, friends, childcare workers, neighbors, etc.).

Children playing in close contact or a simple exchange of hats, clothing, brushes, combs, pillows and other personal articles can transmit head lice from one child to another. If your child has come home with head lice, don't panic. You will need to treat this condition but head lice will not create a medical emergency. Lice can be effectively treated. Medication to treat head lice can be obtained without a prescription. Treatments can be found at most any store. If the over the counter treatment you have used seems ineffective, you should call your doctor for further advice.

With continual attention year round from you at home and us at school, the problem should be kept under control. If you have any questions or would like more information about this communicable condition, please call your child's school nurse."

### **Report Cards/Competency Based Grading**

The Rochester School District has adopted a *Competency-Based Learning Model* for students in grades K—12. This means that student learning is driven by clear learning targets (*competencies*) that students are expected to master by the end of each grade-level/course. At regular intervals parents will receive feedback on where their child is on his/her journey to meet each competency.

In addition, parents will receive regular feedback on their child's *Work Skills Competencies*. These habits are the essential personal and interpersonal qualities such as self-direction, communication, collaboration and creativity. These skills are not only necessary for a successful educational experience, but are essential for lifelong skills.

For more information and details please visit the Rochester School District website at [Rochester School District](#).

## **Retentions**

Discussion regarding possible retention of a student will begin by mid-year (no later than the third quarter for first grade students) and may be initiated by the teacher, the parent or the principal. The recommendation for retention will come from school personnel, and parents, but *the final decision to retain will be made by the principal*, based upon the belief that this action will benefit the student. For more information, please see Rochester School Policy IKE, Promotion Policy (5/09/13).

## **Special Education Services**

Special education services are provided as required by Public Law 101-476 called the Individual with Disabilities Education Act or IDEA. The intent of this law is to assure that all children with disabilities receive a free and appropriate public education. Each school conducts evaluations for students suspected of having an educational disability and, if found eligible, an Individual Education Plan (IEP) is developed for the child. Services and placement are determined through the Special Education/Placement Team meeting. The services consist of an academic component and possibly related services such as speech therapy, consultation to staff, occupational therapy, and interpretative services or others as determined by the certified staff or qualified examiners. Parents who have questions about the child's educational progress should first discuss the issue with the classroom teacher. Whenever a known disability is present and there are serious questions about its effect on educational performance a referral may be considered

## **Kindergarten**

Rochester School District now provides a whole day (8:30 AM – 3:00 PM) in 7 of its 8 elementary schools. Students who are age 5 by September 30 may be enrolled. To register, call 332-3678.

## **Assessments**

The Rochester School District participates in locally designed, nationally normed, benchmark and state level assessments. The results of the various assessments assist in designing instruction to meet the needs of our various learners.

### **Local Assessments (Grades K-5)**

#### *Formative*

In order for a teacher to measure student progress toward mastery of performance indicators, formative assessments are used to gauge student understanding and to provide feedback for further learning. Formative assessments are informative for the teacher; the teacher uses the student learning data gained from formative assessments to shape his/her instruction for the students. These assessments help students move forward in their learning toward a specific goal and measure individual progress.

#### *Summative*

In order to measure a student's mastery of the competencies, summative assessments are used. Summative assessments provide cumulative data that indicate the level of student learning for reporting purposes. They allow teachers to make judgments about student achievement at the end of a sequence of instruction. Summative assessment tools may include tests, quizzes, projects, performances and/or products. These assessments are rigorous and include a variety of opportunities to demonstrate depth of knowledge.

## **Northwest Evaluation Education Association – Measures of Academic Progress**

***(Grades 2-5: Reading, English Language Arts (ELA), Math      Grade 1: Teacher Discretion)***

The NWEA - Measures of Academic Progress® (MAP®) creates a personalized assessment experience by adapting to each student's learning level. This computer adaptive assessment provides the opportunity to measure student progress and growth for each individual.

### **Dynamic Indicators of Basic Early Literacy Skills (DIBELS - 8) (Grades K-5)**

DIBELS are measures that help teachers and schools determine how students are performing on important reading skills. These measures are designed for students in grades K-6.

## **NH SAS**

Along with student work on classroom assignments, projects, essays, and local formative and summative assessments, NH statewide summative assessment (SAS) results provide teachers and parents with important information about where students are on their path toward academic success.

[https://nh.portal.cambiumast.com/-/media/Project/Client-Portals/New-Hampshire/PDF/Parent-Notification-Assessment-Letter\\_2021](https://nh.portal.cambiumast.com/-/media/Project/Client-Portals/New-Hampshire/PDF/Parent-Notification-Assessment-Letter_2021)

## **iPad & Chromebook Assignments**

**\*\*\* Each student and parent/guardian will be responsible for reading and signing the Rochester School District Chromebook and/or iPad Loaner Agreement Form prior to bringing a school issued device home \*\*\***

### **Grades K - 1**

- Students in Kindergarten and 1st grade will be assigned an iPad for that school year.

### **Grade 2**

- Students in grade 2 will be assigned a Chromebook for that school year.

### **Grades 3 - 5**

- Each student will be assigned their own Chromebook in grade 3, which they will keep through grade 5.
  - These Chromebooks will be returned at the end of each school year for updates and inventory.
  - Changing schools will also change the assigned Chromebook.
- Chromebooks will be left in school overnight to charge.
  - Devices will be sent home (if needed) with students if a remote learning day/snow day is expected.

## **Volunteers**

The New Hampshire State Legislature enacted a law that took effect on August 2, 1997. It states that all employees who come in contact with students must be fingerprinted and have a complete criminal records check. The law also encourages, but does not mandate, that volunteers who work with students should also be fingerprinted. We support the



philosophy of the law, knowing that in this day and age, we must take all precautions necessary to protect our children. All volunteers who work with children on a regular basis (more than 3 times a year), must be fingerprinted at the Superintendent's Office. If you have any questions or concerns, please do not hesitate to contact the office.

### **Guidelines for Parent Volunteers:**

§ Volunteers will complete a volunteer registration form.

§ Interviews may be required, and references may be requested.

§ Unsupervised tasks require volunteers to have a full background check completed before the first day of assignment.

§ Volunteers will make an appointment with the personnel department at the Superintendent's Office to be fingerprinted.

The school department will pay for the expense of the background check.

## **Release of Directory Information**

### **WHAT IS FERPA?**

FERPA stands for Family Educational Rights and Privacy Act (sometimes called the Buckley Amendment). FERPA allows the district to provide directory information without specific parental permission.

Directory Information is: *name, address, and phone, dates of attendance, degrees received, major program, height and weight of athletes.*

If you wish to have directory information remain confidential, please submit a letter to the Building Principal on an annual basis. Please describe any directory information that you would like to remain confidential.

The district's policies on access to student information are in compliance with the federal regulations entitled "*Family Educational Rights and Privacy Act*" (FERPA).

### **What is general directory information?**

Certain information is made available to most other individuals only with parental written permission.

Activities such as awards, scholarships, college/technical school information and various school publications such as yearbooks and athletic programs, however, require the use of some general information about students. Such information is called general directory information. Examples of general directory information are:

- Name
- Address, Date and place of birth
- Major field of study
- Participation in activities and sports sponsored by the school
- Dates of attendance at a school within the school district
- Degrees and awards received
- Previous school most recently attended by the pupil

**Parents who do not wish such information disclosed by the school or district should submit their request in writing to the school principal by October 1st of each school year.**

### **What information can parents see regarding their children?**

Parents have the right to see any documents or materials directly related to their children that are kept within the school or in the School District offices.

### **Who may obtain such information?**

- All parents and legal guardians. In the case of divorce, custodial and non-custodial parents have access to the child's record, unless a legally binding document declares differently.
- Children over the age of 18, emancipated minors, or those attending post-secondary institutions.

- School officials with a legitimate educational interest.
- School officials in a district to which the child intends to transfer.
- Individuals within the juvenile justice system or having court orders that allow them to see such records

### **Can the school legally refuse to show parents any records?**

Personal notes kept by a teacher, principal, psychologist, or other school employee for the sole use of that person are not considered part of the child's record. Such personal notes are not retained in the cumulative record.

### **How do parents look at such information?**

Ask! Schools will make an appointment for parents to review their child's educational records.

Parents have a right to an explanation of any forms, test scores or educational language that they don't understand. If the principal or the appropriate school staff member is not available to answer questions, the parents should schedule a meeting in advance at a more appropriate time.

## **Safe School Zone**

Each citizen of the district, students, and members of the Police Department are urged by the Board to cooperate in reporting any act of theft, destruction or violence as defined in RSA 193-D:1, Paragraph I, that is committed on school premises or on a school bus, hereinafter referred to as a "safe school zone," and the name(s) of the person or persons believed to be responsible.

Each employee of the district shall report, in writing, to the principal of the school or his/her other immediate supervisor, every act of theft, destruction or violence known to him or her, and if known, the names of those responsible. The principal receiving such a report shall immediately file it with the Rochester Police Department. The report shall include (1) the name and home address of any person suspected of committing an act of theft, destruction or violence in a safe school zone, and (2) identification of the act that was allegedly committed.

The written report may be waived if there is a law enforcement response at the time of the incident, which results in a written police report.

The Superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property or other acts of theft, destruction or violence, when s/he has legal standing to do so, and is further authorized to delegate, as s/he sees fit, authority to sign such complaints and press charges. (School Board Policy ECAC, Safe School Zone 12/11/08)

## **Search and Seizure**

According to School Board Policy KNAJ, *Procedure for Interrogation and Searches* (amended: 02/16/17), students are entitled to the guarantees of the Fourth Amendment, and they are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of a particular student and school property when there is reasonable cause to believe that the student may be in possession of drugs, weapons, alcohol, or other materials in violation of school policy or state law. School property shall remain under the control of school officials and shall be subject to search.

### **Smoking**

The use of tobacco products is prohibited on all properties of the Rochester School Department, in accordance with New Hampshire State law. (*School Board Policy GBED, 1/10/2019*)

Students are not to use, store or have in their possession any tobacco products in school buildings, on school property or at any school function

## **Internet Use: Computer & Communications Policy Statement**

### ***Introduction***

The Rochester School Board recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the Board encourages the responsible use of computers, computer networks, including the

Internet, and other electronic resources, in support of the mission and goals of the Rochester School Department and its schools.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control fully. Therefore, the Board adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on School Department-owned equipment, School Department affiliated organizations, and personal devices.

Policies, guidelines and rules refer to all computing devices including but not limited to computers, mobile web enabled devices, iPads, MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones or ECDs (electronic communication devices), digital cameras, etc., as well as technology infrastructure, associated peripheral devices and/or software.

Policies, guidelines, and rules refer to any computing or telecommunication devices owned by, leased by, in the possession of, or being used by students and/or staff that are operated on the grounds of any district facility or connected to any equipment at any district facility by means of web connection, direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, infrared and/or wireless.

This Technology Acceptable Use Policy also applies to any online service provided directly or indirectly by the district for student use, including but not limited to: Google Apps for Education accounts, Email, Calendar, and Infinite Campus (Parent/Student Access to Student Information System).

### ***School Department Rights and Responsibilities***

It is the policy of the Rochester School Board to maintain an environment that promotes ethical and responsible conduct in all computer and communications equipment activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of computer/communications equipment use. Within this general policy, the School

Department recognizes its legal and moral obligation to protect the well-being of students in its charge. To this end, the School Department retains the following rights and recognizes the following obligations:

1. To monitor the use of computer networks and the communications network activities. This may include real-time monitoring of Internet access and/or maintaining a log of Internet activity, or attempted activity, for later review.
2. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to School Department owned equipment and, specifically, to exclude those who do not abide by the School Department's acceptable use policy or other policies governing the use of school facilities, equipment, and materials.
3. To restrict on-line destinations, including in-coming signals, through software or other means.
4. To remove a user's access, a device, or connection to the network that is not approved and secure.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing on-line, wide-area, and local use of computers and communication equipment.
6. Prior to allowing user access, a signed statement of compliance will be executed, certifying that the user understands and agrees to comply with Rochester School District policy.
7. School district reserves the right to "block" at any time any sites or services that could cause bandwidth issues that affect the overall stability of the network.
8. The district may establish a retention schedule for the removal of e-mail. The district makes a best effort to retain email for 90 days.
9. Guests/Contractors are not automatically eligible for a district e-mail account. Email or network access accounts may be granted if directly sponsored by a district administrator and approved by the Superintendent or designee.

The Superintendent or designee shall develop and implement administrative procedures that ensure students are educated on network etiquette and other appropriate online behavior, including: interaction with other individuals on social networking web sites and Cyberbullying awareness and response.

### **Staff Responsibilities**

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the Rochester School District.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.
3. Ensure all student and non-school system users are informed of the district's electronic communications policy and administrative regulations. All such agreements will be maintained by the school office or as part of the student agenda. All students using **Google Apps for Education** must have a signed permission form.

### **User Responsibilities**

Use of the computer and communication equipment provided by the School Department is a privilege that offers a wealth of information to improve research and productivity. Where it is available, these resources are provided to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

1. The School Department reserves the right to monitor, review, and copy any communications at any time.
2. Failure to report breaches of this policy is itself a violation.
3. Users will be individually responsible for their own behavior and violation of this policy may result in discipline actions in the form of written reprimand, suspension, expulsion, termination of employment, or others forms decided by the school board and superintendent.

4. Staff will be responsible for maintaining their own systems for reliability, integrity, availability, and for physical protection.
5. Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate local, state, and federal laws. Violation of local, state, and federal laws will be reported to the proper enforcement authorities.
6. By accessing the district's Internet, computers and network resources, users acknowledge awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use and may use tracking systems to track and recover lost or stolen equipment. (Chromebooks, iPads)
7. Users are responsible for the use of their individual access account(s) and should take all reasonable precautions to prevent others from being able to use their account(s), including coworkers, friends or family.

#### **Acceptable Use**

1. All use of the computer and communications equipment must be in support of educational and research objectives consistent with the mission and objectives of the School Department.
2. Proper codes of conduct in electronic communication must be used. All users are representing the Rochester School District and must use polite and respectful language in any dealings through this equipment.
3. Use network etiquette, being polite and using network resources in a safe and legal manner.
4. Use of the network is a privilege, not a right.
5. Confidential information will be sent under a secure medium.
6. Protect your own data.
7. Use extreme caution to verify messages go to the correct address/user.
8. Any software/hardware must be pre-approved by the CIC Staff.
9. Immediate notification to CIC Staff of a system compromise (Virus, Trojan, hackers, unauthorized access, etc.).



Use of Home/Personal equipment or software can only be used on BYOD (Bring Your Own Device) network or as stand-alone devices. The school district assumes no liability for personal equipment and services.

### **Unacceptable Use**

Prohibited activities include, but are not limited to, the following:

1. Users will not obtain, or provide to others, illicit copies of copyrighted software or documents. Only software provided by or approved by the Rochester School District may be installed on a School District computer. Users will not download or install software, or upgrades to approved software already installed, unless directed to do so by the Superintendent or his designee(s). Users will not download or install any unauthorized software, including freeware and shareware, on School District computers.
2. Users will not use the computer network to attempt to gain unauthorized access to any computer or communications system.
3. Users will not use the computer or communications equipment to give out any personal information about another person.
4. Any use of the computer or communications system for commercial, advertising, profit, or political purposes is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious or mischievous use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.

8. Hate mail, chain letters, harassment, profanity, obscenity, racist and other antisocial behaviors are prohibited on the network.
9. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or a file dangerous to the integrity of the network is prohibited.
10. Use of the network for any unlawful purpose is prohibited.
11. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
12. Establishing network or Internet connections to live communications, including voice and/or video (relay chat) is prohibited unless specifically authorized by a teacher and a system administrator.
13. Sending offensive email (racist, pornographic, or otherwise inappropriate).
14. Harassment, intimidation, threatening, or engaging in any illegal activity.
15. Sending proprietary or confidential information to any unauthorized person.
16. Allowing other users access to your password or account.
17. Make changes to the operating system or networking settings.
18. Open up devices for repairs, etc.
19. Use of gambling, pornographic, or on-line auctions sites/programs.
20. Tampering with any communications devices, i.e.; computers, phones, etc
21. Hanging of wiring, connections, or placement of computer resources is prohibited.
22. Use of school resources for any cheating or academic dishonesty.

23. Use of any hacking, cracking, password cracking, scanners, or any other hacking or network discovery tools.
24. Attempting to circumvent any security.
25. Starting any denial of services attacks.
26. Any unauthorized access to include wireless devices or any other communication devices.
27. Use of email systems or accounts other than those approved by the CIC staff and Superintendent.
28. Attempts to use the district's system for: Unauthorized solicitation of funds; distribution of chain letters; unauthorized sale or purchase of merchandise and services; collection of signatures; membership drives; transmission of any materials regarding political campaigns.
29. Saving inappropriate files to any part of the system, including but not limited to: Music files, movies, video games of all types, including ROMs and emulators, offensive images or files, programs which can be used for malicious purposes, any files for which you do not have a legal license, any file which is not needed for school purposes or a class assignment

### **Disclaimer**

1. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
2. The School Department will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
3. The School Department makes no warranties (expressed or implied) with respect to:

- a. The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information;
- b. Any cost, liability or damages caused by the way the user chooses to use his or her access to the network.

### **Guest Access to the Network**

1. Users must utilize the district's wired and wireless networks for access to the Internet in school district facilities using school district equipment. Guest users must utilize the district's wireless network BYOD to gain access to the Internet in school district facilities.
2. No other method or means of Internet access (i.e. USB modem, MiFi router, personal Internet access, open WiFi networks, etc.) is permitted while simultaneously connected to a district network or while using a district technology resource.

### **Content Filtering**

1. The Rochester School District uses software designed to block access to certain sites and filter content as required by the Children's Internet Protection Act, 47 U.S.C. §254 (CIPA).
2. Upon request by staff, the Computer Department, under the direction of the Superintendent, shall review and may authorize the disabling of Internet blocking/filtering software to enable access to specific educational related material that is blocked through technology protection measures, in accordance with applicable law and safe networking practices to protect the network.
3. Congress enacted the Children's Online Privacy Protection Act, 15 U.S.C. §6501, et seq. (COPPA) in 1998. COPPA required the Federal Trade Commission to issue and enforce regulations concerning children's online privacy. The Commission's original COPPA Rule became effective on April 21, 2000. The Commission issued an amended Rule on December 19, 2012 that became effective on July 1, 2013.
4. Each staff member has a firewall bypass account based on their position. These accounts shall not be shared with students or guests and will be supervised by staff members at all times.

The School Department reserves the right to change its policies and rules at any time.

*(School Board Policy EHA, amended September 10, 2015)*

### **Publicity**

Schools enjoy showing off our students and their work and are given opportunities during the school year to publicize their successes by having photographs published in the local newspaper(s). If you do not wish to have your child's picture or name in the newspaper, you must notify us in writing. This information will be kept confidential in the office and will be released only to your child's teacher.

# **Rochester School District Parent & Student Elementary Handbook 2023-2024**

Signing below indicates that I have read, understand and consent to the terms outlined in the  
2022-2023 Student/Parent Handbook and Acceptable Use and Internet Safety

**Name of User/Student: (Please Print):** \_\_\_\_\_

Home phone: \_\_\_\_\_

**School of Attendance:** Gonic

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

**Signature of User/Student:** \_\_\_\_\_

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

**Signature of Parent:** \_\_\_\_\_

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