

Franklin Middle School

Home of the Hurricanes

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**Student/Parent/Guardian
Handbook
2021-2022**

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SAU #18 – MISSION STATEMENT

The Franklin Public Schools will align and maximize resources as a foundation to provide a high quality, personalized education where students are encouraged and challenged to set goals and persevere in preparation for success in a diverse society.

SAU #18 – VISION

The Franklin Public Schools, in partnership with the community, will inspire and empower students to achieve high levels of academic success, wellness, and resiliency which empower students to become adults who embrace diversity, act responsibly, and make positive contributions to society.

FRANKLIN MIDDLE SCHOOL MISSION STATEMENT

The mission of the Franklin Middle School is to recognize each student’s unique potential and provide them with a safe, respectful, and responsible environment where they are encouraged to explore their interests, experience academic achievement and enjoy personal growth that prepares them to become tomorrow’s successful adults and citizens.

List of Expectations for Student Performance:

Franklin Middle School students will demonstrate:

1. competency in all academic, Allied Arts, and humanities courses.
2. problem solving, critical thinking, and collaborative learning skills.
3. the ability to work both independently and cooperatively.
4. good citizenship, responsibility, respect, and safety.
5. an understanding of our role in the global society.
6. an understanding of good health, social issues, and be coming responsible consumers.
7. knowledge of 21st century technology.

List of Expectations for School Performance:

Franklin Middle School will provide:

1. a safe and supportive school environment.
2. recognition for student excellence in behavior, academic, social, and athletic performance.
3. a comprehensive and coordinated curriculum.
4. a comprehensive Allied Arts program.
5. a variety of co-curricular activities in athletics, organizations, and clubs.
6. opportunities for parents and the community to interact and participate in middle school programs and events.
7. a smooth transition for new students to the middle school.
8. a smooth transition from the middle school to high school.
9. opportunities for student enrichment, creativity, learning, and use of technology.

MEMBERS OF THE FRANKLIN SCHOOL BOARD

		Term Expires
Tim Dow – Chairperson	tdow@gm.sau.18org	2022
Delaney Carrier – Vice Chairperson	dcarrier@gm.sau18.org	2021
Deborah L. Brown – Treasurer	dbrown@gm.sau18.org	2021
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Christie Martin	cmartin@gm.sau18.org	2023
Maureen Aube	maube@gm.sau18.org	2023

Attendance Policy/State School Attendance Laws
ATTENDANCE, ABSENTEEISM AND TRUANCY

See Policy JH

<http://www.franklin.k12.nh.us/Policy%20JH%20-%20Attendance-Absenteeism-%20and%20truancy%202-13-12%281%29.pdf>

Procedures

Parent will:

1. Notify the school if a student is to be absent on any school day.
2. Send a note to school upon the child's return stating the date(s) of absence(s) and the reason.
3. For extended absences, parent will provide school with a note from a physician stating the absences

School Will:

In Accordance with Policy JH the administration will follow the following procedures regarding the issue of truancy:

1. All attendance will be monitored and parents are expected to notify the attendance secretary if their student will not be in school. If the school is not notified, the school will attempt to contact parents or listed contacts to verify that student's absence.
2. At three (3) unexcused absences, administration will send a letter home notifying parents of accumulated absences, accompanied with a list of all dates, and it will be the duty of the parent to contact the school to resolve the issue of the child's attendance.
3. At five (5) unexcused absences administration will make a referral to the Student Resource Officer (SRO).
4. At seven (7) unexcused absences, administration will send a letter home notifying parents of accumulated absences along with a referral to complete the truancy reduction program with the Merrimack County Juvenile Diversion Program. Notification will also be sent to the Superintendent of Schools.
5. At ten (10) unexcused absences, administration will send a letter home notifying parents of accumulated absences. The truancy officer will do a home visit. The Division of Child, Youth and Family Services will be contacted and there will be a consultation with a Juvenile Probationary and Parole Officer.

Equal Educational Opportunities

(For more details refer to Policy JB, JBA and JBAA)

Criteria and selection for assignments or selection of students to programs, courses, and classes is developed and applied without regard to bias or discrimination. All courses are open to all students of both sexes. All programs, courses and classes are conducted without sex discrimination in assignment, materials and services. The privileges and rights of all students shall be guaranteed without regard to race, religion, sex, creed, or national origin. The Franklin School District does not deny students access to courses because of handicaps. Furthermore, handicapped students are not excluded from participation in any program or activity receiving federal assistance. The appeal officer for discrimination cases is the Superintendent.

Non – Discrimination

(Policy AC)

It is the policy of the School Board that there will be no discrimination on the basis of age, gender, race, creed, color, religion, marital status, sexual orientation, gender identity or expression, national or ethnic origin, or disability for employment in, participation in, admission/access to, or operation and administration of any educational program or activity in the School District.

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 and the Genetic Information Non-discrimination Act of 2008.

GENERAL INFORMATION

School Safety:

Safety is paramount at Franklin Middle School. To help ensure the safety of the students and staff, a surveillance system has been installed with cameras covering the common areas of the school. We have taken an additional step in school safety by installing a buzzer system for the front door. All doors will be locked during the school day. To gain entrance to the building, push the button on the panel next to the door and step back so the secretary can see you via the camera. You will be buzzed in once you have been identified.

Bicycles:

Students are allowed to ride bicycles and are encouraged to lock their bicycles onto bike racks provided by school. They are not to ride them on the paved area along the front of the school. Students should also use the sidewalk when entering or leaving school grounds. Students are required by law to wear helmets.

Skate/Long Boards:

Students who use boards as a means of transportation are required to store them in the lobby on the school provided racks. **Students are not allowed to bring their boards down to any wing or classroom.**

Bomb Threats:

(For more details refer to Policy EBCC)

The federal government through the Organized Crime Control Act of 1970 ruled on the problem of bomb threats. The following is an excerpt of that ruling:

“Whoever through the use of the mail, telephone, telegraph, or other instrument of commerce willfully makes any threat, or maliciously conveys false information knowing the same to be false, concerning an attempt or alleged attempt being made, or to be made, to kill, injure, or intimidate any individual or unlawfully damage or destroy any buildings, vehicles, or other real or personal property by means of an explosive shall be imprisoned for not more than 5 years or fined not more than \$5,000.00 or both.”

All students should be aware of the seriousness of this offense; all information will be turned over to the Franklin Police Department for prosecution in juvenile court. Students may be suspended or dismissed if they are involved in bomb threats to the Franklin School District.

Bus Information/Conduct:

(For more details refer to Policy EEAEC)

School Transportation Services by FIRST STUDENT 286-7434

The bus driver will have responsibility to maintain orderly behavior of students on school buses and will report misconduct to the student’s principal or designee. The school principal/designee will have the authority to suspend the riding privileges of students who are disciplinary problems on the bus by failing to conform to the rules and regulations promulgated by the School Board. See RSA 189:9-a. Parents of children whose pattern of behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline code.

School Bus Safety Rules and Regulations:

Pupils transported in a school bus shall be under the authority of the School District and under control of the bus driver, a legal representative of the School Board. The safety of pupils riding school buses cannot be left to chance, and it is imperative that good order and discipline be maintained on each bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied the privilege of transportation in accordance with the regulations of the School Board and RSA 189:9a. The driver of the bus shall be held responsible for the orderly conduct of the pupils transported. Each driver has the support of the School Board in maintaining good conduct on the bus.

The procedure for violations will be:

1. Drivers are to report violators immediately (in writing) to the building principal/designee involved including the date, the trip (morning or afternoon), and the specific violation.
2. The principal/designee is to notify parents of first offenders by a warning letter stating that the next violation will result in suspension of bus riding privileges.

3. The principal must notify the parents immediately if the student is a second offender and is to lose his/her bus privilege. Copies of this notification will be forwarded to others concerned.

The rules adopted by the School Board are as follows:

1. All pupils will be picked up and/or dropped off only at predetermined stops approved by the School Board.
2. Pupils must board the bus in an orderly and courteous manner, go immediately to a seat, and sit down. The driver may assign definite seats to pupils.
3. Pupils will be permitted to ride only on the school bus assigned to them. Emergency situations will be handled at the discretion of the building principal/designee.
4. Pupils must remain seated at all times when the bus is moving; hands and heads must be inside the bus at all times.
5. Pupils must not fight, shove or molest others on the bus or while waiting for the bus.
6. Pupils must not throw anything within the bus or out of the windows of the bus.
7. Defacement of, or destruction to, the bus will not be tolerated.
8. Profanity, obscene, or vulgar language will not be tolerated at any time.
9. Aisles are to be left free of books, lunch boxes, coats, and other objects at all times. Musical instruments should be placed under the seat.
10. Talking should be carried on in conversational tones -- never shouting or making loud noises that may distract the driver.
11. Eating on the bus is not permitted.
12. Smoking is prohibited on school buses at all times.
13. Pupils loading and departing from the bus will do so from the front of the bus.
14. Pupils must be ready to board the bus when it arrives. Drivers are not to wait for pupils who are not ready. Do not crowd onto the street or road when waiting for the bus--line up and enter the bus in an orderly fashion when it arrives.
15. Pupils must obey instantly any request or suggestion from the bus driver pertaining to safe pupil transportation.

School Bus Discipline:

Violations of these rules will result in the parents being notified of the violation by the principal/designee and, if a suspension results, the parents are responsible for transportation of pupils to school.

Student Transportation Services: **(Policy EEA)**

A. Bus routes shall be established along primary through streets. Bus stops will be designated at intervals along these streets. Pupils will load and unload at the bus stops. In accomplishing route planning, emphasis will be given to assuring the safety of pupils and to precluding excessively long distances between the home and the bus stop. However, the concept of buses traveling on primary through streets and not deviating into individual neighborhoods will remain paramount.

B. Routes shall be planned to employ as nearly as practicable the full carrying capacity of each bus trip. It is recognized that the time some pupils will spend aboard the bus may be lengthy, particularly at the ends of routes in low population density areas.

C. Routes and bus stops shall be established by the carrier, consistent with this policy, and shall be subject to review by the principal and superintendent.

D. Requests or complaints by parents will be directed to the carrier for resolution. Any matters which cannot be resolved to the requester's satisfaction will be forwarded by the carrier to the school Principal or to the Superintendent's office. The Principal or Superintendent shall act within his/her authority in resolving the matter. The Superintendent will take to the School Board any item deemed appropriate.

E. Once bus routes and bus stops are established, the Board considers the family to be responsible for the safety and conduct of the pupil from the time the pupil leaves home in the morning until boarding the bus and from the time leaving the bus in the afternoon throughout the rest of the day. The pupil is expected to obey rules while on the bus.

F. Kindergarten pupils will be transported on the same buses as other pupils on the morning and afternoon runs. When dictated by safety and age considerations, special stops may be made for Kindergarten students.

Cafeteria:

Breakfast: Students may participate in the breakfast program starting at 8:05 a.m. daily.

- ◆ Students will arrive in the cafeteria to get their breakfast and bring it to their classroom.
- ◆ Students will walk in the cafeteria, not run.
- ◆ Use inside voices and no yelling, shouting, or screaming is permitted.
- ◆ All school rules and expectations will be enforced.

Lunch: It may be necessary for the cafeteria staff to alter the menu in the event of an emergency. Food or drink is not to be taken outside the cafeteria area.

- ◆ Students will walk quietly to, from and in the cafeteria.
- ◆ Students will only use electronics during any lunch with permission of staff on duty.
- ◆ Students will sit at a table and wait to be called to get their meal.
- ◆ Students will use inside voices. No yelling, screaming, or shouting is permitted.
- ◆ Students will remain seated unless they are cleaning up their area.
- ◆ Students will raise their hands if they need assistance.
- ◆ Students will not be dismissed by a teacher unless their table and area floor is clean.
- ◆ Students will not share, swap, or sell food.
- ◆ Students will eat food in designated areas only.
- ◆ Students will practice good manners at all times.
- ◆ Students will not throw or toss food or other materials.
- ◆ Students will not save or take another student's seat.
- ◆ Students will be dismissed by staff when leaving cafeteria.
- ◆ Students will follow all requests and instructions given by staff members.
- ◆ ALL school rules and expectations will be enforced.

Care of school property: **(Policy JFCB)**

Students will be held responsible for proper care and return of books and equipment issued to them. Students must pay for all books and equipment damaged or lost. Final reports cards may not be issued until bill(s) is (are) paid.

Student Leadership Council:

The Student Leadership Council provides a channel through which students can work together to benefit the school. Student Leadership Council will be involved in discussions of matters affecting students, the development of policy suggestions, assisting with assemblies & school functions, and working to stop and prevent bullying at FMS.

Band/Chorus:

Any student possessing instrumental musical ability or simply having an interest in learning how to play a musical instrument is encouraged to participate in the band. The band/chorus plays at school functions and also performs a number of concerts during the school year. There will be an opportunity to join a Jazz Band during school once a week if the budget allows.

Social Activities/Dances:

Informal dances are periodically scheduled for middle school students only. Social, behavioral rules and dress code will be in effect during these dances. Once the dance has begun, students can not leave the dance and then reenter the school. These dances are for Franklin Middle School students only. Any student receiving any OSS or two (2) ISS between dances or is absent from school on the day of the dance is not eligible to attend that dance.

Civil Code of Conduct:

Members of FMS staff will treat parents/guardians and other members of the public with respect and expect the same in return. The school must be free from disruptions and prevent unauthorized persons from entering school grounds.

Accordingly, this code promotes mutual respect, civility and orderly conduct among staff, parents and the public. The aim of this code is not to deprive any person of his/her right to freedom of expression. We strive to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting teachers and staff as positive role models, we encourage positive communication and discourage volatile, hostile or aggressive verbal and/or physical actions. FMS seeks public cooperation with this endeavor.

1. **Disruptive Individuals Must Leave School Grounds.** Any individual who disrupts or threatens to disrupt school/office operations, threatens the health and safety of students or staff, willingly causes property damage, uses loud and/or offensive language that could provoke a violent reaction, or who has otherwise established a continued pattern of unauthorized entry on school district property will be directed to leave school or school district property promptly by the school's principal or other chief administrative officer.
2. **Directions to Staff in Dealing with Abusive Individuals.** If any member of the public uses obscenities or speaks in a demeaning, loud, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely warn the speaker to communicate civilly. If the abusive individual does not stop the behavior, the district employee will verbally notify the abusing individual that the meeting, conference, or telephone conversation is terminated; and if the meeting or conference is on district premises, the employee shall direct the abusive individual to leave promptly. If the individual does not comply, the police will be notified to deal with the problem immediately.
3. **Provide Policy and Report Incident.** When a staff member determines that a member of the public is in the process of violating the provisions of this policy, the staff member will then immediately notify his or her supervisor and provide a written report of the incident.

Daily Announcements:

Announcements are made daily over the public address system.

Detentions / Suspensions:

Any student participant in a co-curricular activity who receives a detention is expected to serve the detention on the day it is scheduled. Detentions will not be rescheduled so a student can participate in an activity. Students who are assigned an in-school or out-of-school suspension shall not participate in any co-curricular/athletic events that day. Detention is considered an extension of the school day, therefore all school rules and regulations which normally end at 3:05 extend to 3:35 (including electronics and dress code).

Dress Code:

(For more details refer to Policy JFCA)

The Franklin School Board believes that school performance and future success are enhanced by appropriate dress and grooming. Parents/guardians are urged to work closely with the school district to ensure their child's adherence to high standards of dress and grooming expected by the Franklin School District. Any type of wearing apparel or personal grooming which can be considered to be distracting and /or interfering with the learning process of the student body will not be allowed. If a staff member feels a student is not complying with policy, they may refer the student to the office discreetly for determination. Refusal to comply will be considered insubordination and disciplinary action will be imposed. The Administration may require the student to change clothes or to have clothes brought from home.

Guidelines:

Examples of unacceptable clothing include, but not limited to:

- ◆ Clothing with inappropriate logos or statements that are offensive or inflammatory. These are some examples but not limited to the following: alcoholic beverages, sex, tobacco, drugs, promoting violence.
- ◆ Shorts and Skirts must be of modest length and loose fitting.
- ◆ Skirts should not ride up when bending over and shorts or leggings worn underneath do not make them acceptable.
- ◆ Clothing which exposes the belly, waist or cleavage is not allowed.
- ◆ Spandex, Lycra shorts, or leggings may be worn only under a skirt or shorts that meet dress code length.
- ◆ Clothing shall be sufficient to conceal all undergarments at all times and are not to be showing at any time.
- ◆ Pajamas, half shirts, muscle shirts, see through shirts, halter-tops, strapless tops, and exposed midriffs.

- ◆ Tank tops, spaghetti straps, and basketball style jerseys without t-shirts underneath are not allowed. (We do not use any form of width measurement for straps on tank tops).
- ◆ Headgear such as hats, bandannas, hoods, or wigs (unless medically needed) or other deemed inappropriate or a distraction cannot be worn inside school buildings between 8:05-3:05 with the exception of special event days.
- ◆ Wallet chains, large neck chains, or clothing with attached chains (as determined by administration) are not acceptable.
- ◆ Students are not permitted to wear outside clothing (such as sunglasses, and gloves) to classes or lunch unless requested by a teacher. These items should be kept in assigned lockers.
- ◆ Closed toed shoes must be worn in TE and PE.
- ◆ Blankets, Bathrobes, or Onesies

School administration will make the final determination of acceptable and appropriate clothing.

Electronic Devices and Cell Phones:

Parent/child communication is an important part of the developing adolescent. Franklin Middle School has phones available for parent/child communication during the school day. Therefore, all electronic devices are expected to be kept in student lockers. No electronic devices are allowed to be used in hallways. Electronic devices may not be used in any classrooms after 8:05 am or before 3:05 pm without permission from the classroom teacher. Electronic devices being used without permission or inappropriately shall be surrendered to the teacher upon request and kept in a secure location until returned to student at end of day and teacher will be contacting parent(s). Upon the third written infraction, staff will contact parents and they will have to pick up the electronic device. Refusal to surrender a device to a staff member will be considered non-compliance and the student will be referred to the office for disciplinary action. Electronics usage for educational purposes and/or during field trips will be addressed by the individual teacher or teams. Due to health reasons, no sharing or ear phones or ear buds will be allowed. Use of personal devices for the purpose of transmitting/receiving data (texting, internet/app usage), taking pictures and/or recording is strictly prohibited unless approved by administration.

Fragrances and Odors:

Excessive use of fragrance based products, to include but not limited to, perfumes, lotions, aftershave, hand sanitizers, etc., may be problematic to students and staff. In the event that these products create a health issue, students may be asked to discontinue use of the product. Refusal to stop using the product will be considered non-compliance and the student will be referred to the office for disciplinary action.

Field Trips:

Educational trips are taken periodically throughout the school year to reinforce various curriculum topics. Parents will be notified in writing of a proposed trip. Included in the notice will be the date and time, location, and other pertinent information.

Fire and Emergencies:

Emergency preparedness drills will be scheduled during the school year. The purpose of these drills is to prepare students how to react safely during an emergency. In the event of an emergency, parents will be notified via one call now and updated on a regular basis. Parents are instructed to refrain from calling and/or reporting to the school during an emergency as it will impede emergency response.

Guidance:

(For more details refer to Policy JLD)

Counseling services are preventative and nurture all aspects of the student within the learning environment. The programs, presented in the classrooms, focus on lessons to increase self-esteem, communication and human relation skills. The counselor is available to meet with small groups, and individuals in order to maintain and facilitate the most effective learning environment for students.

Health Services:

(For more details refer to Policy JLC)

In the Franklin Schools, health services are provided by professional registered nurses whose specialized knowledge of the educational system and the changing growth and behavioral patterns of children can enable each child to develop his/her full potential. School nurses are in a unique position to help children in acquiring health knowledge, developing life long attitudes for wellness, and meeting their special needs as a result of illnesses, accidents, congenital problems, and social adjustment concerns. The first responsibility for a child's health and well being rests with the family and when the child attends school, that responsibility is not lessened.

When a child first enters a New Hampshire school system, a complete physical exam is required (RSA 200:32). Periodic examinations may be requested by the school nurse dependent upon the general health of the student. Periodically during the school years, the school nurses may conduct screening for vision, hearing, height, weight, blood pressure, and color perception. Medical referrals will be sent to parents when unusual findings are detected.

Your school nurse functions as an advocate for your child, a wellness educator, a link to local, state and federal programs, and a resource person for students, parents, teachers and the community. We welcome your assistance in helping to make your child's school years as successful as possible.

Immunizations:

New Hampshire State Law RSA 141-C:20-A states that all children enrolled in N.H. schools must present written documentation of mandatory age appropriate immunizations before they may attend: If your child has had chicken pox, please contact your child's health care provider or school nurse for the proof of immunity requirement.

Emergency Forms:

You will find the emergency form on the school webpage under Student Registration for Returning Students. The form needs to be completed yearly for each child attending school. If work numbers, home telephone numbers, childcare providers, or your address changes during the year, please notify the school.

Please Keep Your Child Home If He/She Has:

- ◆ a temperature 100 degrees or higher any time in the previous 24 hours
- ◆ conjunctivitis (treated less than 24 hours)
- ◆ throat infection requiring medication and has been medicated for less than 24 hours.
- ◆ bronchitis.
- ◆ a rash you cannot identify.
- ◆ diarrhea/stomach cramps.
- ◆ vomiting during the night.
- ◆ a severe cold with elevated temperature, sneezing, and / or nasal drainage.
- ◆ seems sick without obvious symptoms, is unusually pale, irritable or unusually tired.
- ◆ a contagious condition such as chicken pox, scabies, etc...
- ◆ not taken a medication before and are taking it for the first time so parents can monitor any adverse reaction.

Please notify the school office if your child is staying home ill. It is also a parental responsibility to contact the school if a communicable condition is present in your home (i.e. chicken pox, strep throat, head lice, flu, etc.) Should your child become ill at school, you will be notified per the information on the emergency contact form.

Head Lice:

(For more details refer to Policy JLCC)

Please contact the school to request a copy of the district policy on head lice.

Dispensing/Administering Medicine:
(For more details refer to Policy JLCD)

Prescription medication will only be dispensed/administered to a student by a school nurse, building principal or designee with a written order by the health care provider who has prescribed for that student and written permission of the parent/guardian.

Medication Procedures:

- ◆ Medications (prescription and over the counter medications) need to be brought to and from school by an adult. Prescription medications must be in a dated pharmacy container. Over the counter medications must be in a sealed, unopened container.
- ◆ The school nurse will count and document the amount and type of medication brought into the health office.
- ◆ All medications (prescription and over the counter medications) need to be accompanied by a written health care provider's order and written parental permission, which will be kept on file in the health office. Medications will not be administered unless the appropriate forms are on file. No medications will be kept at school over the summer. They will be destroyed if not picked up. All orders have to be renewed at the beginning of each school year.
- ◆ All medications will be kept in the nurse's office. Exceptions to this, such as a student carrying his/her own epipen or inhaler, must conform to state law.
- ◆ Medications ordered three times a day or less should be given at home unless specifically ordered during school hours.
- ◆ The very first dose of the medication for the current condition/illness must be given at home, if the child has never received that medication in the past so any possible reactions may be monitored at home. The child will remain home for the day.
- ◆ Parents/Guardians will be notified when additional medication is needed.
- ◆ No student will provide any other student with prescription, or over the counter medication.
- ◆ Students found carrying medication without an order from the student's health care provider and parental permission on file in the health office will be referred to the building principal.

Medical Treatment:

The ultimate responsibility for medical care of a student rests with the parent/guardian. In the event of an emergency the Franklin Emergency Medical Services (EMS) may be called to evaluate the illness or injury. Parents/Guardians will be notified when an emergency occurs.

Insurance:

(For more details refer to Policy JHA)

All students have the opportunity to participate in an insurance program covering medical and hospital bills resulting from accident or injury while going to or from school, and participating in school sponsored activities. Information regarding this insurance program is distributed at the opening of the school year.

Late to Class:

When changing classes, you are expected to be on time. If you have been detained in the office or by a teacher, request an admission slip from the person detaining you before going on to your next class. A student who is not on time to class will be considered tardy and may be assigned a detention.

Library:

Franklin Middle School library is a totally integrated library filled with a wide variety of instructional resources and books, as well as audiovisual materials, such as DVD's, kits, and audio-recordings. Our library is easily accessible to our students, staff and faculty. If the library has to close for any reason, an announcement will be made during the day, and email will be sent to all faculty and staff.

Students may use the library for research, completing school assignments, reading quietly, browsing for a book, and using the computers/and the internet for school assignments. Library passes are required for all students who wish to visit the library and sign-in sheets are provided at the desk upon arriving at the library.

Students may check-out our printed resources such as books and magazines for two weeks, while the audiovisual resources may be borrowed only by our faculty. If students need to use any of the audiovisual materials, teachers can make arrangements for students to use them in the library or in the classroom.

All of our circulating materials can be borrowed for two weeks, and if needed renewed for an additional two weeks. All students who have overdue items, will be sent two notices before parents/legal guardians are notified by phone or email. Library borrowing privileges will be suspended until all accounts are settled either by returning the item(s) or paying for the lost/missing items.

The FMS Library is a valuable source for learning that promotes literacy, develops life-long skills which help our students to become better members of society, and that encourages our students to become life-long learners.

Lockers and Valuables:

Lockers will be assigned during homeroom on the first day of school. Only school locks may be used. If a student loses his/her lock a replacement lock must be purchased for \$5.00 in the main office. Students are strongly urged not to bring large sums of money or other valuables to school. Items placed in lockers are the sole responsibility of the student assigned the locker. The school has no obligation or responsibility for any loss, theft, or vandalism of any item placed in the locker. Students should understand that these lockers remain the property of the school and that, therefore, the school authorities maintain the right to inspect lockers in order to maintain the safety and well being of all students and staff.

Lost and Found:

Any article that has been found will be turned into the main office. If a student has lost books or personal items, he/she should check the lost and found outside the main office at the opening of the school day and at the end of the school day. Any unclaimed items will be donated to a local charity at different intervals throughout the school year.

Fundraising:

Franklin Middle School students will be asked to periodically participate in various educational fundraisers. All fundraisers will be Franklin School Board approved. On occasion, the student will need to provide a home address and phone number to the company for ordering and receiving purposes. All fundraisers are on a volunteer basis.

Multi-Tiered Systems of Support for Behavior (MTSS-B)

Expectations for behavior are explicitly taught to all students, focusing on the core values of "Respect, Responsibility, and Safety". Positive behavior is encouraged and recognized. Additional supports are provided to students who struggle to learn and practice the expected behaviors, first by re-teaching, and as needed through small group or individual interactions.

Parent/Community Involvement:

We value the input from parents and community. The Franklin Middle School Parent Teacher Association (PTA) offers parents and community input and involvement in the school. Please contact the school for more information.

Physical Education:

All students are expected to be prepared for class everyday with a change of appropriate clothing as determined by the physical education teacher. Due to the fact that during physical activity students will perspire, a change of clothes is necessary in order to maintain good health and hygiene. Students are encouraged to wear white socks, sneakers, shorts, or sweat pants, T-shirt, or sweatshirt in compliance with school dress code.

All students are encouraged to rent a combination lock so that they may safely lock up their clothes in their lockers when they are not in physical education class. Lockers will be assigned during the first class meeting. Only school locks may be used. The school

is not responsible for valuables that are lost or stolen while students attend gym class. There will be a \$5.00 charge for any locks not returned at the end of the term.

All students are expected to participate in daily physical education classes unless they have a doctor's note or a note from the school nurse.

All students are expected to follow safety standards in the locker room as well as during the physical education activity as outlined in the rules, procedures, and contracts.

Public Displays of Affection:

Students are expected to behave in an appropriate manner at all times. Holding hands, kissing, and other forms of affection are not acceptable at school.

Pets and/or Animals in the Classrooms:

Animals are not allowed in the school due to the high number of staff and children who have allergies. If you have any questions or concerns, contact the principal.

School Delays and Cancellations:

In order to keep you informed of school cancellations, procedures are listed below we will follow when calling off or delaying the opening of school. Procedure for calling off school for the entire day - This decision will be made by 6:15 a.m. "No-school" announcements will be made by area radio stations WFTN (94.1FM), WEMJ (1490 AM), WLNH (98.3 FM), WKXL (102.3FM), WLKZ (104.9 FM), WJYY (105.5 FM), WEVO (89.1FM), WNHI (93.3 FM), WOKQ (97.5 FM) and WPNH (100.1 FM). Listen to a radio station - announcements are repeated frequently. Please do not call the radio stations. The Alert Now System will be used as a method of notifying parents about school closings.

Early Dismissal during the school day:

If a storm or emergency situation develops during a school day morning and conditions indicate that weather and roads will become worse, students will be sent home. The decision to dismiss school early will be made at 11:00 am and dismissal times will be announced by the above listed radio stations and Alert Now. School lunch will be served prior to dismissal.

Delayed Opening of Schools:

Delayed opening is used as an alternative to closing schools. The decision will be announced on the above listed radio stations around 6:15a.m. Schools will close at the usual time. If weather and road conditions do not improve by 8:00 a.m., another announcement would be made on the area radio stations and Alert Now to cancel schools for that day.

Parents dropping off students in the morning may use the circle in front of the school, provided it does not interfere with bus traffic. Please have your children ready to leave your vehicle when you stop your car. Parents cannot park in the circle during bus times. A staff member will be on duty to ensure that traffic moves smoothly and safely.

Student Transfers and Withdrawals:

Every student who changes or withdraws for any purpose must have clearance concerning school property through the office. When a student plans to transfer to another school, he/she should report to the main office three days ahead of time. The student is responsible for any damaged/ lost materials, library fines, and outstanding lunch charges

Telephone Calls:

The main office will take messages for students and staff. The appropriate people will be notified about calls. All emergencies will be handled from the office.

Visitors:

All visitors to the school building will report to the main office. Parents or relatives picking up children early from school need to report to the main office for dismissal and may be asked for proper identification. Friends or relatives wishing to visit your children are not encouraged. All visitors will need prior approval from the building principal.



ACADEMIC PROGRAMS

Programs of Study:

Students will take the following subjects each grade, each year:

Academic Courses:

ELA
Math
Social Studies
Science

Allied Arts/Humanities possible offerings:

Art
Computers
Band/Chorus
Physical Education
Tech Ed. Gr. 8
Health & Fitness



Class Preparation:

All students are expected to come to class prepared with the required materials needed for each class session.

Good Study Habits:

1. Students will write down all homework assignments in an assignment notebook and check these assignments before leaving school.
2. Students must take home all books and other materials necessary for doing their homework.
3. Students will set aside a specific period of time each evening to study, and then stick to this time.
4. Students must select a place to study that is appropriate and free of distraction.
5. Daily homework assignments must be done thoroughly so that the student will be able to take part in class.
6. Parents/guardians are encouraged to assist their child by reviewing homework and other assignments daily.
7. Students may complete written work in school. However, it is quite important that these assignments be reviewed each night.
8. Students are frequently assigned homework.

Homework Policy:

Homework policy/expectations are at the discretion of the classroom teacher and specific requirements of the curriculum.

The minimal amount of time spent on school related work at home will gradually increase as students move from grade four to grade eight. School related work could include homework, studying for quizzes and tests, projects, labs, reading, and completing missing assignments.

Competencies:

Franklin Middle School evaluates students on course competencies. These competencies are aligned with state standards. They are end of year competencies and are frequently reassessed to determine proficiency. Whether or not a student is proficient in a particular course competency is dependent on summative assessments administered during the year. A student will have different ways of proving proficiency through the use of varying summative assessments. They are based on a four point scale:

- 1 – Demonstrates Limited Proficiency
- 2 – Progressing Towards Proficiency
- 3 – Proficient
- 4 – Proficient with Distinction

At times, student will receive a “U” in an assessed competency which means, unable to grade. This is typically due to a student not completing an assignment or an extended absence. It will be up to the student to address reassessment of competency with their teacher.

Educational Success Skills

Our school-wide Educational Success Skills are assessed each trimester in each course. These are behaviors which are separated from the academic competencies and are based on four different criteria:

Communication
Creativity
Collaboration
Self-direction

Each student will receive 1- 4 grades from each teacher based on the same 1- 4 scale. At the end of trimester one and two students will be eligible for Citizenship Awards. To be eligible, student must display all 3's and 4's in their ESS categories for each class.

ALMA:

ALMA is where you can log on to a secure website and look at your child's classes, grades, see what homework is due, what assignments are missing and how your child scored on his/her recent test(s). To find out how to set up this portal go to the FMS website and click on the ALMA tab for directions.

Honor Roll:

All subjects taken by the student will be counted toward making the honor roll.

High Honors – All 3's and 4's in competencies
Honors – An average of at least 2.75 in each class
Students scoring a 1 in any competency will not be eligible for Honor Roll.

Teams are encouraged to recognize special student achievements (most improved, outstanding achievement, citizenship, cooperation, student of the week/month, etc.) on a regular basis. Students who earn honor roll will take part in a celebration at the end of the year as competencies are year-long learning goals. Parents will be notified when possible that their child made Honor Roll.

Parent Conferences/Student Led Conferences:

Parent/teacher meetings are scheduled shortly after the first academic quarter. A time is provided for parents/guardians to schedule a conference with the appropriate grade level teams. Should the need for a conference arise with a specific teacher / team in regards to a specific issue; a conference may be scheduled at any time. In order to set up an appointment, contact the guidance secretary.

Discipline Policy: **(JICD)**

Student, Conduct, Discipline, and Due Process. Safe School Zone:

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

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

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or

school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, loss of privileges, detention, suspension, probation, and expulsion.

Suspension means an in-school suspension or an out-of-school suspension which constitutes a restriction from activities or a loss of eligibility. An in-school suspension means the student will attend school but will be assigned to the Positive Action Classroom. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days without authorization from the superintendent. A restriction from school activities means a student will attend school and classes and but will not participate in school activities.

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

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

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

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

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

At all times, students are required to conduct themselves in accordance with behavioral standards set forth in Policy JIC and all other applicable Board policies. Students and parents will be notified annually of this policy.

Search and Seizure: **(POLICY JFG & KNAJ)**

The right to search students and inspect a student's property under the temporary control of a student, is inherent in the authority granted to the school and its administrators. Nevertheless, exercising this authority by school officials places significant demands upon their judgment in an effort to protect the constitutional rights of the individual students, while at the same time, acting in the best interest of the entire learning community.

With that being said, entry by a student on school property or participation in the school function is deemed consent to a search of the student's person and property if administration determines there is a reasonable suspicion that a student(s) may possess illegal or dangerous items.

Any articles, vehicles, containers, purses, wallets, bags and the like may only be brought onto campus with the understanding that they are subject to search if the administration determines there is reasonable suspicion to do so. All property on school property, including lockers and desks is owned by the Franklin School District and use by a student is not deemed to make that property private. Buses are considered school property.

School administration has the right and duty to initiate a search if there is reasonable suspicion to believe that drugs, alcohol, weapons, dangerous articles, illegal or prohibited material, or stolen goods are likely to be found on the student's person, in lockers, desks, in items belonging to a student or vehicles which are parked on school property. Any articles found in such searches shall be confiscated by the administration and the SRO will be notified whenever any law has been violated. When school officials determine that there is reasonable suspicion, a refusal by the student or the parent to a search will result in a suspension of not less than 3 school days.

Whenever a student search is conducted, the following shall apply:

- No search shall be conducted unless there is reasonable suspicion that a violation of law or school rules has occurred.
- Search shall be conducted, whenever possible, with two adult school personnel present, one of who shall be the Principal or his/hers designee.

- Whenever a personal search is deemed necessary, the student shall be advised of the reason for the impending search prior to its implementation. School officials may examine articles of clothing such as pockets, coats, book bags, etc.
- Should a student refuse to voluntarily comply with a request for a search, the student must be detained until parents/guardians, and if necessary, the police, can arrive at school to assist as appropriate in the investigation. Said refusal will result in an automatic suspension (see above).
- Should a search uncover any substances or contraband, such shall be turned over to the appropriate authorities or rightful owner, as appropriate, and suitable disciplinary action shall be taken.
- Parents/guardians will be notified about any student search.

Rules of In-School Suspension/Positive Action Classroom (ISS/PAC):

Parents and students must be familiar with the rules for In-School Suspension. These rules are clearly and succinctly stated below.

In-School Suspension occurs when a student's behavior warrants removal from classes for a period of time, but suspension or expulsion from school is not recommended. It is an alternative to suspension or expulsion and is an effort by the administration to help the student. It gives the student another chance.

Your child will remain on in-school suspension until he/she meets the following conditions:

1. Work on assignments prescribed by his/her teachers
2. Completes his/her future plan
3. Makes a commitment to address and correct the inappropriate behavior
4. Follows the rules of the In-School Suspension Program.

Student In-School Suspension and P.A.C. Rules:

Your child will:

- ◆ Student must report to P.A.C. at 8:05.
- ◆ Student must bring all assignments, books (including a silent reading book), notebooks, everything for dismissal and other material(s) with them to P.A.C.
- ◆ Students will be silent while they are in P.A.C.
- ◆ Student will work on assignments provided to them by teacher(s).
- ◆ Student must stay in designated area and not leave without permission. Restroom privileges will be granted accordingly.
- ◆ Student will not visit/socialize with other students.
- ◆ Student will make a written reflection and commitment to correct behavior by completing his/her future plan.
- ◆ Student will eat lunch in the suspension area.
- ◆ If one or more days of in-school suspension are assigned to a student, he/she will not be allowed to participate in any extra-curricular activities during the period of in-school suspension.

Failure to comply with these rules of the ISS Program will result in either additional ISS time, or the remainder of the suspension being served Out of School (OSS). If the student is removed from ISS due to behavior they may need to re-enter the school through missed ISS time.

Detentions: Detention will take place for at least 30 minutes after school Monday through Friday.

Rules:

- ◆ Student will report right at 3:05 pm to the staff member that assigned the detention.
- ◆ Student will remain silent during detentions.
- ◆ Student will be dismissed no earlier than 3:35, depending on the length assigned by the staff member.
- ◆ Student who skips detention will be issued an in-school suspension.
- ◆ Student removed from detention will be issued an in-school suspension.
- ◆ Student will not use electronics and must adhere to dress code

SCHOOL BOARD POLICIES

Acceptable Use Policy:

(For more details refer to Policies JICL & JICL-R)

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

Use of Tobacco Products:

(For more details refer to Policy JICG)

No student shall purchase, attempt to purchase, possess or use any tobacco product (including vapes and e-cigs) in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Alcohol Use By Students Policy:

(For more details refer to Policy JFCH)

Alcoholic beverages will not be permitted on school property at any time or at school sponsored activities. Any student in possession or under the influence of alcohol will be immediately suspended from school for not less than five days. The student will then be referred to the Superintendent and the Board for further disciplinary action. Students will also be subject to all pertaining state laws (including, but not limited to, RSA 179:10).

According to RSA 571-C:2: "No person shall drink or have in his possession any intoxicating beverage while in attendance, as a spectator or otherwise, at any place where a school interscholastic athletic contest is being conducted."

Electronic Surveillance Policy:

(For more details refer to Policy ECAF)

The safety and personal security of students being transported on district school buses is the primary concern of the district transportation program. The school bus driver has direct responsibility for maintenance of a safe and secure environment for students riding the bus. Since the driver must operate the bus and monitor the activities of the students on the bus, there may be occasions when it is prudent to augment the driver's observation by installing electronic surveillance devices on the bus.

HIV Policy Statement:

(For more details refer to Policy JHCCA)

The Franklin School Board recognizes the public concern over the spread of Acquired Immune Deficiency Syndrome (AIDS) caused by the Human Immunodeficiency virus (HIV) and the admission of students who suffer from this disease and/or infection. The Board also recognizes the rights of those individuals so afflicted to continue their education where possible.

The School Board also recognizes that the Human Immunodeficiency Virus (HIV) is not transmitted by casual everyday contact, but is most often spread through sexual contacts and sharing contaminated needles, activities that are prohibited at school. Therefore, students who are infected with HIV shall attend the school and classroom to which they would be assigned if they were not infected. They will be extended all rights, privileges and services accorded to other students.



Safe School Zone:
Policy JG-3

Introduction

It is the policy of the Franklin School District that all school buildings, all premises including any location of school sponsored activities, vehicles used for school purposes, and any associated areas shall be safe environments for students, free of danger posed by the presence of weapons or conduct which threatens harm by any means, especially by means of weapons or objects used as weapons. The Franklin School District requires that the provisions of RSA 193-D:2, the Safe School Zone Act, be carried out in all school areas. Should any portion of this policy be found in conflict with state law or regulations issued pursuant thereto, this policy shall be read and interpreted to conform to such law or regulation.

I Definitions:

- (a) "Expulsion" means a permanent denial of a student's right to attend school.
- (b) "Gross misconduct" or "neglect or refusal to conform to reasonable rules of the school" means intentional behavior that interferes with or disrupts the teaching or learning process, threatens the safety of pupils or staff, or is self-destructive.
- (c) "Pupil" means a person through age 21 in attendance at a school during the school day.
- (d) "Safe school zone" means an area inclusive of any school property or school buses.
- (e) "School day" means:
 - 1) for a pupil who takes the school bus, the time period beginning when a pupil boards the bus in the morning to the time when a pupil disembarks from the bus in the afternoon; and
 - 2) for a pupil who walks to school or arrives by private car the time period beginning when the pupil arrives on the school grounds to the time when the pupil leaves the school grounds.
- (f) "School employee" means any school administrator, teacher, or other employee of the school district, or School Administrative Unit 18, or any person providing or performing continuing contract services for the Franklin School District, or School Administrative Unit 18.
- (g) "School property" means all real property, physical plant and equipment used for school purposes, including but not limited to school playgrounds and buses, whether public or private.
- (h) "School purposes" means school-sponsored programs, including but not limited to educational or extra-curricular activities.
- (i) "Superintendent" means the school superintendent or a representative designated in writing as authorized under RSA 193:13,I.
- (j) "Suspension" means the temporary denial of a student's right to attend a school for a specific period of time.
- (k) "Unlawful possession of a weapon" includes, but is not limited to:
 - 1) having control over a weapon during any part of a school day;
 - 2) transporting a weapon to school;
 - 3) storing a weapon anywhere on the school premises, whether in the student's locker or any other student's locker, or any other place on the premises or
 - 4) doing any other act which causes or contributes to causing a weapon to be on school premises, or which causes or contributes to causing a weapon to be used as defined by the school board when complying with paragraph (a).
- (l) "Weapon" means any object described as a weapon under RSA Chapter 159.

II Grounds for Expulsion:

- (a) Any pupil who engages in or commits any of the following acts on school property may be subject to expulsion:
 - 1) Homicide under RSA 630;
 - 2) Any first or second degree assault under RSA 631;
 - 3) Any simple assault under RSA 631:2-a.
 - 4) Any felonious or aggravated felonious sexual assault under RSA 632-A;
 - 5) Criminal mischief under RSA 634:2;
 - 6) Unlawful possession or sale of a dangerous weapon as defined under RSA 159;
 - 7) Arson under RSA 634:1;
 - 8) Burglary under RSA 635;
 - 9) Robbery under RSA 636;
 - 10) Theft under RSA 637;
 - 11) Illegal sale or possession of a controlled drug under RSA 318-B;
 - 12) Bringing or possessing an antique firearm as defined in Section 921 of Title 18 of the United States Code into a safe school zone without written authorization from the superintendent of schools;
 - 13) Bringing or possessing a pellet or BB gun, paint ball gun or rifle into a safe school zone without written authorization from the superintendent of schools;
 - 14) Gross misconduct under RSA 193:13, II;

15) Repeatedly committing acts which are grounds for suspension.

(b) Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code into a safe school zone without written authorization from the superintendent or designee shall be expelled from school by the school board for a period of not less than twelve months. Any expulsion shall be subject to review by the board if requested by a parent or guardian prior to the start of each school year. In addition, any parent or guardian shall have the right to appeal any such expulsion by the board to the state board of education. (RSA 193:13, III.) The school board shall hold a hearing within twenty days of an alleged incident covered by this subparagraph. Pending the hearing, the student shall be suspended from school.

III Grounds for Suspension:

(a) Any pupil who engages in or commits any of the following acts on school property shall be subject to suspension:

- 1) Homicide under RSA 630;
- 2) Any first or second degree assault under RSA 631;
- 3) Any simple assault under RSA 631:2-a.
- 4) Any felonious or aggravated felonious sexual assault under RSA 632-A;
- 5) Criminal mischief under RSA 634:2;
- 6) Unlawful possession or sale of a dangerous weapon as defined under RSA 159;
- 7) Arson under RSA 634:1;
- 8) Burglary under RSA 635;
- 9) Robbery under RSA 636;
- 10) Theft under RSA 637;
- 11) Illegal sale or possession of a controlled drug under RSA 318-B;
- 12) Gross misconduct under RSA 193:13, II;
- 13) Repeatedly committing acts which are grounds for suspension.
- 14) Serious or repeated violation of a school's code of conduct.
- 15) Bringing or possessing a firearm as defined in Section 921 of Title 18 of the United States Code into a safe school zone without the written authorization of the superintendent of schools.
- 16) Bringing or possessing an antique firearm as defined in Section 921 of Title 18 of the United States Code into a safe school zone without written authorization from the superintendent of schools;
- 17) Bringing or possessing a pellet or BB gun, paint ball gun or rifle into a safe school zone without written authorization from the superintendent of schools.

IV Disciplinary Procedures:

(a) The following levels of discipline may be imposed upon a student by the school district when authorized and warranted:

- 1) Short-term suspension by a principal which lasts between one and ten school days.
- 2) Short-term suspension by a superintendent which lasts between 10 and 20 school days.
- 3) Long-term suspension which lasts longer than 20 days and which is authorized by the school board after a hearing.
- 4) Expulsion by the school board for a period determined in writing by the board under RSA 193:13, II. Any such expulsion by the school board may be appealed to the state Board of Education.
- 5) Expulsion by the school board for a period of not less than 12 months under RSA 193:13, III. Any such expulsion by the school board may be appealed to the state Board of Education.

(b) The following constitute the due process procedures which shall be followed at each of the five levels of disciplinary action described in IV, (a) of this policy:

- 1) In a short-term suspension of a pupil by a principal or superintendent, the due process procedures shall include:
 - i. Oral or written notice of the charges and an explanation of the evidence against the pupil.
 - ii. An opportunity for the pupil to present his/her side of the story.
 - iii. The principal's or superintendent's written recommendation for student action to correct the discipline problem.
 - iv. Written notice to the pupil and parent or guardian, if available, of any disciplinary action taken against the student.
 - v. A short-term suspension by a principal may be appealed to the superintendent.
 - vi. A short-term suspension by a superintendent may be appealed to the school board under RSA 193:13, I.
- 2) In a long-term suspension of a pupil by the school board due process procedures shall include:
 - i. Written communication to the pupil of the evidence against the pupil and an identification of any witness to the alleged offense.
 - ii. The superintendent's written recommendation to the school board detailing any disciplinary action options to be considered by the school board.
 - iii. Written notice to at least one parent or guardian explaining the superintendent's action, which shall include at a minimum the written statements required by clauses i and ii above.
- 3) In an expulsion by the school board, the due process procedures shall include:

- i Written notice to the pupil and at least one of the pupil's parents or guardians, if available, of the date, time and place for a hearing in person before the local board
- ii A written statement of the evidence against the pupil and the name of witnesses who will testify.
- iii A superintendent's written recommendation for school board action and a description of the process used by the superintendent to reach his/her recommendation.
- iv An opportunity for a hearing at which the pupil can have his/her side of the story represented.
- v A written notice to all parties that the following hearing procedures shall apply:
 - a. The student, together with a parent or guardian, if available, may waive the right to a hearing and admit to the charges made by the superintendent.
 - b. The formal rules of evidence shall not be applicable at the hearing held by the school board to determine whether a student will be expelled and upon what terms.
 - c. The hearing shall be either public or private and the choice shall be that of the student or the student's parent(s)/guardian(s). During the hearing, the pupil and/or parent or counsel representing the pupil, shall have the right to present evidence on behalf of the student and to cross-examine any and all witnesses called by the school district.
- vi The local school board shall place in the record of the hearing a statement that it has complied with all the requirements of RSA 91-A, the state's right to know law, including compliance with all the record keeping requirements of that law with regard to the expulsion proceedings.
- vii The school board shall mail to the student's parent(s)/guardian(s) by certified mail, return receipt requested, a written notice setting forth the reasons for the school board's decision and the specific time period for which the student is expelled and any action the student may take to be restored by the board.
- viii The written notice described in paragraph IV, (b)(3)vii, shall include an explanation of the procedures for how a pupil, parent or guardian, if available, may request a review of the board's action prior to the start of each school year, including the procedures for how the board will respond to the request no later than 30 days from the receipt of the request.
- ix The school board shall establish a transition plan when it expels a student detailing the actions the expelled student will be required to take as a condition for reentry into the school at a date later than the start of the school year when the period of expulsion ends or the school board authorizes the reentry of the student.

V Notification of Students:

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

- (a) The student handbooks for the Franklin Schools shall contain a summary of RSA 193:13 and a summary of this policy. A copy of the Summary is attached as Exhibit "A". Copies of the statutes and this policy shall be available in the principal's office. Notice of the policy and the location of copies shall be displayed in a prominent place on each school's notice board.
- (b) Copies of the statutes and school policy will be given to all teachers and other school employees.
- (c) Copies of the statutes and school policy will be given to any student being disciplined pursuant to its terms.

VI Waivers, Appeals, and Review:

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

- (a) In the case of short-term suspensions by the principal the student and/or the student's parent(s)/guardian(s) have the right to appeal the suspension to the superintendent of schools.
- (b) In the case of short-term suspensions upheld and/or imposed by a superintendent of schools, the student and/or the student's parent(s)/guardian(s) have the right to appeal the suspension to the school board.
- (c) Suspensions shall be enforced while an appeal is pending.
- (d) In the case of expulsion, the student and/or the student's parent(s)/guardian(s) shall have the right to appeal the expulsion to the state Board of Education. Any appeal to the state Board of Education must be filed within twenty calendar days of receipt of the school board's written decision and must comply with RSA 541-A and Ed 200 of the Administrative Rules of the Department of Education.
- (d) In the case of expulsion pursuant to RSA 193:13, II and/or this policy, written application may be made to the board through the superintendent's office no later than one month prior to the start of each school year. The application shall contain a statement in the pupil's own words explaining why he/she should be considered for readmission. The application shall be accompanied by at least one recommendation from a member of the community, such as a counselor, minister or employer who has observed the pupil's behavior during the period of expulsion. The application shall also be accompanied by the superintendent's and building administrator's recommendation to the board, which may include conditions for phased readmission.
- (e) Pursuant to RSA 193:13, IV, the superintendent may, upon written application of an expelled pupil, recommend to the board modification of the expulsion requirements of paragraphs III, (a), (4) and (5) above. Prior to the school board's consenting to such a modification, the pupil shall be required to submit to the superintendent sufficient evidence in the form of letters, work history or other documents or testimony demonstrating that it is in the school's best interest and the pupil's best interest to allow a modification.

In making such a decision, due regard will be given to other pupils and staff whose safety and well being shall be of paramount importance.

(f) The superintendent is not authorized to grant permission to any student to bring a firearm onto school property unless specifically authorized to do so by the school board for a given student and upon the conditions required by the school board.

VII Reporting Procedures:

(a) Any school employee or other person acting on behalf of the school district as a chaperone or volunteer who has witnessed or who has information from the victim of an act of theft, destruction, or violence in a safe school zone shall report such act in writing immediately to an immediate supervisor. A supervisor receiving such report shall immediately forward such information to the school principal who shall file it with the local law enforcement authority immediately, by telephone or otherwise, and shall follow any oral report within 48 hours by a report in writing.

(b) Each written report by a supervisor to the principal relating to an act of theft, destruction, or violence in a safe school zone shall be on standardized form #Ed 317 or by a form which contains essentially equivalent information.

(c) No report pursuant to paragraph (b) shall be required when the local law enforcement agency has prepared a written report. Each school principal shall notify the state Board of Education in writing whenever a written report by the local law enforcement agency supersedes the report required by Paragraph (b).

(d) The Franklin School Board and the Franklin Police Department, pursuant to RSA 193-D:4, I, (c) entered into a Memorandum of Understanding which shall govern the reports by the School District to the Police Department required by RSA 193- D:4. A copy of the Memorandum of Understanding is attached as Exhibit "B".

VIII Student with an Educational Disability:

(a) Any suspension or expulsion of a student who had been or is being evaluated to determine if they are educationally disabled as defined in ED 1102.31 shall be in accordance with ED 1119.11.

(b) If, under the provisions of Ed 1119.11(c), the special education placement team determines that the behavior resulting in the grounds for suspension or expulsion under this policy is not a direct result of the student's educational disability, the student shall be disciplined under this policy as if the student were not educationally disabled.

(c) In the case of a student with an educational disability who is determined to have brought a firearm into a safe school zone, without the written authorization of the superintendent of schools, the student may be placed in an interim alternative educational setting for the time periods authorized by the applicable Federal Statutes.

Hazing:
(POLICY JICFA)

It is the policy of the District that no student or employee of the District shall participate in or be a member of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the Board of Education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.

"Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug or controlled dangerous substance; or any forced physical activity which could adversely affect the physical health or safety of the individual.

"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual. Any hazing activities upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the Board of Education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive School District authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

Pupil Safety and Violence Prevention: Bullying, Harassment, etc.

POLICY UNDER RSA 193-F

(For more details refer to Policy JICK)

It is the policy of the Franklin School District that its students have an educational setting that is safe, secure, peaceful and free from student harassment also known as bullying. The District will not tolerate unlawful harassment of any type and conduct that constitutes bullying as defined herein will not be tolerated.

TITLE IX SEXUAL HARASSMENT POLICY AND GRIEVANCE PROCESS:

(For more details refer to Policy ACAC)

The Franklin School District does not discriminate on the basis of sex in its educational programs and activities, including employment and admissions. All forms of sex-based discrimination, including sexual harassment are prohibited in the District.

Staff-Student Relations:

(For more details refer to Policy GBEBB)

The Franklin School Board expects all staff members, including teachers, coaches, school volunteers, counselors, administrators and others, to maintain the highest professional, moral and ethical standards in their conduct with students.

Memorandum of Understanding:

It is the intention of the Franklin Police Department, and the Franklin School District to work in a joint cooperative effort to provide a safe and healthy school environment for the students, staff, and visitors. We intend to do this in compliance with New Hampshire RSA 193-D, Safe School Zones, as amended.

Moment of Silent Reflection Policy:

(For more details refer to Policy JFA-2)

The Franklin Board of Education established its policy to provide a moment of silent reflection for its students each day. With the relentless torrent of noise and commotion facing each one of us in the community every day, the Franklin School Board insists upon allowing its administration, faculty, and students a moment of peace with their personal thoughts. The Board believes it would be consistent with the Constitution of the United States to observe a 60-second period of silence each morning, providing that all faculty and administration understand that they are not to encourage prayer or religious practices during these daily exercises.

Pledge of Allegiance Policy:

(For more details refer to Policy JFA-1)

In accordance with the direction of the NH State Board of Education, the Franklin School Board established its policy to provide the students of the Franklin schools with a daily opportunity to express their allegiance to the United States of America by reciting the Pledge of Allegiance each school day. In keeping with its character and citizenship initiatives, the legislative intent expressed in RSA 194:15A supporting the Pledge of Allegiance, and Ed. 306.37(c) requiring schools to provide opportunities to practice citizenship, the Franklin School Board believes it is in the interest of all Franklin's students to be afforded an opportunity to recite the Pledge of Allegiance on a regular daily basis as part of the formal program offered by our schools. The Board also acknowledges the need to accommodate those students, who for reasons of religion or conscience, choose to dissent from participating in this daily exercise, in a non-disruptive manner.

Promotion and Retention of Students:
(For more details refer to Policy IKE)

A student's achievement of the skills for the grade to which assigned and readiness for work at the next grade level shall be required before a student is assigned to a higher grade. Those students who have mastered the appropriate competencies should be promoted and those who have not should be retained.

In evaluating student achievement, each teacher shall make use of all available information, including results of teacher-made tests and other measures of skill and content mastered, standardized-test results, and teacher observation of student performance. The principal shall direct and aid the teachers in their evaluations and review grade assignments in order to ensure uniformity of standards.

Whenever retention is being considered, the teacher shall confer with the principal and staff members involved with the student, such as guidance, reading, and other specialists. The parents or guardians shall be invited to a meeting with the teacher, principal and other staff members for discussion of the matter.

When there is a disparity between standardized-test results, parent recommendations and other evaluative data, the Principal shall give a written explanation of the recommended grade assignments, and the Superintendent shall make the final decision.

Student Sponsored Fundraising Activities:

The board recognizes that students may wish to engage in fundraising activities. All such fundraising activities require prior approval of the Superintendent.

Student fundraising activities must be the support of the school sponsored unless it is approved by the Superintendent. All fundraising money must be deposited in the school activity accounts which shall be maintained according to standards and procedures established by the Superintendent or his/her designee, and these Decisions may be appealed to the School Board.

Grievance Procedure/Policy for Section 504/Title II
(For more details refer to Policy KED)

It is the policy of the School Board that there will be no discrimination on the basis of age, gender, race, creed, color, religion, marital status, sexual orientation, national or ethnic origin or disability for employment in, participation in, admission/access to, or operation and administration of any educational program or activity in the School District.

504/ Title II Coordinator Contact for students, parents, employees, and other interested parties.
This applies to discrimination on the basis of a disability:

Rebecca Butt
rbutt@gm.sau18.org
Preschool – Grade 12
119 Central Street
Franklin, NH 03235
934-3108
934-3462 (Fax)

Title IX Coordinator Contact for students, parents, employees, and other interested parties.
This applies to discrimination on the basis of sex:

Daniel LeGallo
dlegallo@gm.sau18.org
Preschool – Grade 12
119 Central Street
Franklin, NH 03235
934-3108
934-3462 (Fax)

If you have discrimination on the basis of a disability, please refer to the grievance procedure. (Policy KED) If you have discrimination on the basis of sex, please refer to the complaint procedure. 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 procedures. This policy implements PL 94-142, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972 and the laws of New Hampshire pertaining to non-discrimination.

Parents Right-to-Know:

(A) **QUALIFICATIONS-** At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- (iii) The baccalaureate 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.
- (iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

(B) **ADDITIONAL INFORMATION-** In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent—

- (i) information on the level of achievement of the parent's child in each of the State academic assessments as required under this part; and
- (ii) timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. These rights are:

- 1) The right to inspect and review the student’s educational records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the principal [or appropriate school official] a written request that identifies the specific record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- 2) The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the school to amend a record that they may believe is inaccurate. They should write to the school’s principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a specific task (such as an auditor, attorney, medical

consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the record(s) request unless it states in the annual notification that it intends to forward records on request.]

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Franklin School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

Notification of Rights Under The Protection of Pupil Rights (PPRA):

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- 1) **Consent** before students are required to submit a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
 - a) Political affiliations or beliefs of the student or student’s parent(s);
 - b) Mental or psychological problems of the student or the student’s family;
 - c) Sex behaviors or attitude;
 - d) Illegal; anti-social, self-incriminating, or demeaning behavior;
 - e) Critical appraisals of others with whom respondents have close family relationships;
 - f) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - g) Religious practices, affiliations, or beliefs of the student or parents; or
 - h) Income, other than is required by law to determine program eligibility.
- 2) **Receive** notice and an opportunity to opt a student out of-
 - a) Any other protected information survey, regardless of funding;
 - b) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - c) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- 3) **Inspect** upon request and before administration or use-
 - a) Protected information surveys of students;
 - b) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - c) Instructional materials used as part of educational curriculum.

The Franklin School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Franklin School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The Franklin School District will also directly notify parents and eligible students, such as through U.S. Mail, email, or website, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- 1) Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- 2) Administration of any protected information survey not funded in whole or in part by ED.
- 3) Any Non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4606



Franklin School District

Administrative School Officials

Mr. Daniel LeGallo, Superintendent of Schools

School Administrative Unit #18
119 Central Street
Franklin, NH 03235 (603) 934-3108

Ms. Carrie Charette, Principal

Franklin High School
115 Central Street
Franklin, NH 03235 (603) 934-5441

Mr. Kenneth Darsney, Principal

Franklin Middle School
200 Sanborn Street
Franklin, NH 03235 (603) 934-5828

Ms. Susan Blair, Principal

Paul Smith School
41 Daniel Webster Drive
Franklin, NH 03235 (603) 934-4144

Appendix

Contents

A..... Procedural Flow Chart for Communications

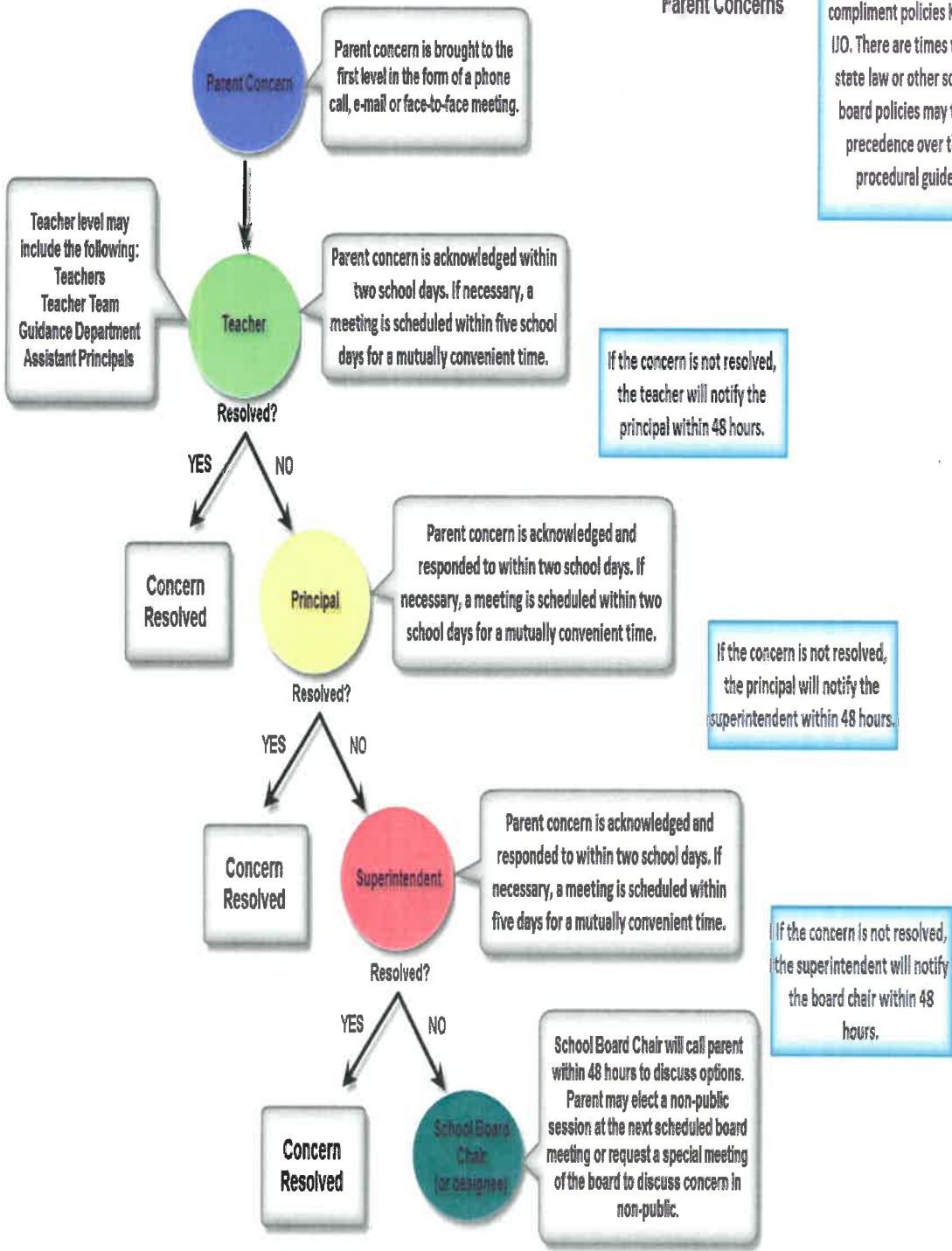
B..... Discipline Chart

C..... SAU #18 Vaping Action Plan

D..... Exemption Leave Request Form

Procedural Flow Chart for Parent Concerns

*****Please Note*****
This flow chart serves as a procedural guide to compliment policies KE and IJO. There are times when state law or other school board policies may take precedence over this procedural guide.



Franklin Middle School Disciplinary Report Procedures
Level I

Disciplinary Action for all Level I:

- Disciplinary referrals will be written and handled by the classroom teacher who witnessed the offense.
 - Teacher will contact parent for each referral/detention.
- Teachers are encouraged to use conferences, re-directs, and parental contact to assist in improving student behaviors.
 - After multiple behavioral offenses, students will be referred to Yellow Team for additional support.

Student Behavior	Consequences May Include the following:
Classroom disruption	Administrative Detention
Cut Class (3 or less)*	Bus Suspension
Defiance/insubordination/ noncompliance (minor)	Conference with Student
Disrespect (minor)	Guidance Conference
Electronics/tech (non AUP)**	Individualized Instruction
Leaving class without permission	In School Suspension (ISS)
Misuse of pass	Loss of Privileges
Out of assigned area	Lunch Detention
Physical contact (horseplay)	Parent Conference
Profanity	Parent Contact
Tardy to class	Positive Action Classroom (PAC)
	Recess Detention
	Restitution
	Teacher Detention
	Warning
	<u>*Cut class (3 or less)</u>
	1st Offense = Detention 2nd & 3rd Offenses = ISS
	<u>**Cell phone -</u>
	1st Offense = Recess Detention 2nd Offense = Teacher Detention 3rd Offense = ISS

Franklin Middle School Disciplinary Report Procedures
Level II

Disciplinary Action for all Level II:

- Disciplinary referrals will be written by the staff member who witnessed the offense.
- The staff member will submit referral to administration for action.

Student Behavior	Consequences May Include the following:
Academic dishonesty	Administrative Detention
Bullying/cyberbullying	Bus Suspension
Cut class (more than 3)	Conference with Student
Defiance/insubordination/ noncompliance (major)	Guidance Conference
Disrespect (major)	Individualized Instruction
Disruption of school activities	In School Suspension (ISS)
Electronic/tech (AUP)	Loss of Privileges
Harrasment	Lunch Detention
Skip administrative detention	Out of School Suspension (OSS)
Skip recess or lunch detention	Parent Conference
Skip teacher detention	Parent Contact
Unauthorized entry	Positive Action Classroom (PAC)
Threat of physical harm	Recess Detention
Multiple level 1 offenses	Restitution
	Teacher Detention
	Warning

Franklin Middle School Disciplinary Reporting Procedures

Level III

Student Behavior	Consequences			
	1st Offense	2nd Offense	3rd Offense	4th Offense
Arson or attempted arson	OSS 10 Days	OSS 10 Days	OSS 10 Days	OSS 10 Days
Drug Paraphernalia possession	OSS 3 Days	OSS 5 Days	OSS 10 Days	OSS 10 Days
Drug/Alcohol distribution	OSS 10 Days	OSS 10 Days	OSS 10 Days	OSS 10 Days
Drug/Alcohol possession or under the influence of	OSS 5 Days	OSS 10 Days	OSS 10 Days	OSS 10 Days
Fighting (mutual combat)	OSS 3 Days	OSS 5 Days	OSS 10 Days	OSS 10 Days
Firearms possession and/or other items used as weapons	Refer to Superintendent	Refer to Superintendent	Refer to Superintendent	Refer to Superintendent
Incendiary devices (i.e. Fireworks, smoke bombs)	OSS 5 Days	OSS 10 Days	OSS 10 Days	OSS 10 Days
Inciting others to violence or disruption of school	ISS 2 Days	OSS 1 Day	OSS 3 Days	consult superintendent
Indecent exposure	OSS 5 Days	OSS 10 Days	OSS 10 Days	OSS 10 Days
Physical assault	OSS 5 Days	OSS 10 Days	OSS 10 Days	OSS 10 Days
Sexual violence	OSS 5 Days	OSS 10 Days	OSS 10 Days	OSS 10 Days
Tobacco/Electronic cigarette violation	See FSD Vaping Procedure	OSS 5 Days	consult superintendent	consult superintendent
Vandalism	Community Service: Hours determined by severity of offense			
Theft	consequences determined by severity of offense			

Sau #18 Vaping Action Plan

Day of Violation

Notification:

Parents/Guardian pick up student & process sheet

Police Involvement:

School Resource Officer (SRO) is notified and Safe School Report filed through administration

Notify Student Assistant Program Coordinator (SAP)

SAP Is notified of violation

Upon return to school

Meeting/ Screening

During the meeting the counselor will screen the student and a plan will be developed for the student to complete during suspension.

In- School Suspension

Day 1: Planning meeting & start plan

Day 2: Work on plan

Day 3: Completion of plan & presentation

Before returning to classes

Restorative Re-entry meeting

Meeting with student, parents/guardians, counselor, & administration to go over plan results and program

Program

Student has been enrolled in available program.

A completion confirmation will be supplied to administration

If program is not completed

Further Action

Referral to police for further action

FRANKLIN MIDDLE SCHOOL
EXEMPTION LEAVE REQUEST FORM
(Submitted one week prior to event)

Date Submitted: _____

Student Name: _____

Parent/Guardian Signature: _____

Telephone: _____

Date/dates student will miss: _____ to _____

REASON FOR LEAVE: (check one of the following)

_____ **Court Appearance:** (attach signed court appearance form)

*exemption will not be given to a student whose court appearance is the result of his/her violation of the law.

_____ **Family Vacation**

_____ **Funeral:** (attach parent note)

*immediate family

_____ **Medical:** chronic condition as stated in student handbook (attach doctor's appointment slip which states illness, visit and return to school conditions i.e. length of absence-immediately upon return to school)

_____ **Medical Emergency:** Injury and/or illness requiring immediate medical attention (attach Dr.'s note which states medical condition, visit, length of absence)

_____ **Other:** (special extenuating circumstances- with note from parent)

** Parents are asked to contact the school with a written request for all work from all of the teachers. This work is to be completed upon returning to school, so that the student is on track with his/her classes.

Please indicate below if work is being picked up:

Name

Date picking work up

D

Franklin Middle School



ATHLETIC HANDBOOK/PAPERWORK

2021-22

***Please Note:**

All Middle School athletic forms must be completed electronically by going to www.FamilyID.com. For step by step instructions go to:

https://familyid.groovehq.com/knowledge_base/topics/sign-up-4.

Revised June 2021

Dear FMS student athlete and parents/guardians,

The following handbook is designed to give you an overview of our athletic policies and expectations. The paperwork in the back is now available in electronic form on familyid.com and registration must be completed before participating in any practices or games.

Be advised that there have been some changes/clarifications to the athletic policies here at FMS. Please review with your child and have a complete understanding of:

- ❖ In-school/out of school suspensions
- ❖ Excused Absence vs. Unexcused
- ❖ Academic passing of all courses, this includes Allied Arts
Now on Trimester Competency System
- ❖ Athletic Physicals
- ❖ Attendance/Tardies/Dismissals
- ❖ Athletic Code of Conduct
- ❖ Insurance
- ❖ Transportation
- ❖ Eligibility By Grade

If you have any questions about the changes/clarifications to the athletic guidelines or forms, please call me at 934-5441 Extension 3209 or email me at dsylvester@gm.sau18.org.

*All Athletic forms and paperwork are now completed electronically/online through FamilyID at www.FamilyID.com. For step by step instructions go to https://familvid.groovehq.com/knowledge_base/topics/sign-up-4. Remember, this information is supplied and copied to coaches so having complete and accurate contact and emergency data is critical to the safety of our athletes.

*Please, visit our new and improved athletic website at www.sau18.org. You can find this handbook and all other links for anything you need to know about Franklin Athletics...all forms, schedules, sports picture dates, homecoming, coaches info, recognitions, etc...also, each sport will have its own link.

*Please note that "**SPORTSMANSHIP**" is an utmost priority for all of our players, coaches, parents and fans/community. We need to make sure we are trying to not just meet expectations of proper sportsmanship, but actually exceed expectations. Please seek me or the opposing Athletic Director out first and do NOT address opposing team members/coaches/fans or officials directly. Unsportsmanlike penalties and technical fouls will result in playing time discipline as determined by the Athletic Director and Principal.

I have seen some tremendous and positive improvements here in Franklin, so let's continue to work together as a team to keep this trend moving along. Thank you and enjoy your sports season.

Dan Sylvester – Athletic Director, CMAA

General Policies:

Athletic Policy: All students in grades 6 through 8 are eligible to participate in the athletic programs at Franklin Middle School. Most teams carry a maximum number of players. Soccer, Volleyball and Field Hockey may carry more. Football and Track may carry many players. Basketball usually carries 12 players for each team and baseball/softball carries 14. B teams will be offered if the numbers dictate for them, if the budget allows and only for specific sports. In the event that an abundance of athletes are trying out for spots on the athletic teams, cuts may be necessary. Parents and students will be notified of any decisions.

Athletic Code of Conduct: Athletes at Franklin Middle School are expected to conduct themselves in a sportsmanlike manner both on and off the field of play. Unsportsmanlike behaviors that may include, but are not limited to, gestures, cheating, disrespect to officials, coaches, players or fans will not be tolerated. It is a privilege to participate and attend athletic contests; violation of the sportsmanship code may result in removal of such privileges. An athlete at Franklin Middle School is to act responsibly and with respect whether on the field or off. Sportsmanship is FMS Athletics number one priority and failure to comply will not be tolerated. Disciplinary action for unsportsmanlike behavior can be decreased playing time, game suspension, or dismissal from the team. A cumulative step system will be utilized for Unsportsmanlike Fouls in all sports and Technical Fouls in basketball:

- 1 Unsportsmanlike/Technical in a season = miss 1st Quarter of next game.
- 2 Unsportsmanlike/Technical Fouls in a season = miss 1st and 2nd Quarter (first half) of next game.
- 3 Unsportsmanlike/Technical Fouls in a season = miss entire next game and mandatory meeting with the coaching staff, AD, Principal and Parents about future status on the team. If a player or coach has been a habitual offender of this policy, then cumulative penalties may be given from one season/sport to another.

Proper Supervision: Athletes must be supervised and on good behavior while waiting after school for practices and games. Inappropriate behavior will result in loss of playing time to be determined by coaches and administration. If you do not have the first practice slot immediately after school or you are not supervised by an after school program/teacher, then you must leave the school premises and return for your allotted practice time.

Uniform Returns: Uniforms are inventoried before and after each season by the coach on forms supplied by the athletic director. Athletes are responsible for the care and regular cleaning of uniforms. Uniforms are the property of FMS and shall not be worn for personal use. It is imperative that each part of the uniform be returned properly to their coach after their last game played. No athlete shall be allowed to try out or participate for another sport until all outstanding uniforms, equipment, etc. are returned from a previous season. Coaches will also not be paid for their services until all uniforms and equipment are returned for their respective team.

Non-Public School Eligibility: Any Franklin resident that does not attend Franklin Middle School (6th, 7th or 8th grade) and that meets all other eligibility requirements is eligible to try out for sports at Franklin Middle School **IF THAT SPORT IS NOT OFFERED AT THE SCHOOL THEY ATTEND**. This does not apply to gender specific sports such as letting a female play baseball just because their school doesn't offer softball or baseball.

Coaches/Team Rules: Coaches may institute their own team rules over and above the athletic handbook, but those rules must be communicated clearly to team members and parents and must also be approved by the Athletic Director.

Team Fundraising: Fundraising is acceptable, but all requests must have prior approval of the athletic director and administration. Team accounts are administered by FMS office personnel.

Non-School Competition/Activities: You are a bona fide member of a school sports team and your full attendance at ALL practices and games is mandatory. Diminished playing time or even permanent removal may occur if your absence is due to participation in an out of school activity.

**Franklin Middle School
Student Participation and Responsibilities
Concerning Co-Curricular Athletics and Activities**

1. Attendance Procedures – Middle School Sports and Activities:

Excused Absence: You must see one of the coaches/advisors ahead of time, unless there is an emergency. If there is an emergency, you must bring a note the next day from your PARENTS. An excused absence is a doctor appointment, family business, academics, or a sudden illness. Each note must be specific as to the nature of the absence. The excused absence is up to the discretion of the coach/advisor.

Unexcused Absence: An unacceptable note the day after the absence (or no note at all). Unexcused absences include haircuts, social occasions, (visiting friends, etc.), shopping, working, detentions, or suspensions. The unexcused absence is at the discretion of the AD/coach/advisor. Habitual or excessive unexcused absences will be cause for removal.

Detentions/Suspensions: Any student participant in a co-curricular activity who receives a detention is expected to serve the detention on the day it is scheduled. Detentions will not be rescheduled so a student can participate in a game or practice. Any student who is assigned an in-school or out-of-school suspension shall **NOT** participate in any co-curricular/athletic events for that day. They are for OSS not allowed to attend games/practices with the team or sit on the bench with the team during the duration of the suspension. For ISS they are still in school technically and can and should attend the practice/game, but just cannot participate. They can attend and play after serving a detention, but must be transported by only a parent.

Consequences:

First Unexcused = Warning

Second Unexcused = Sit out the next game or activity

Third Unexcused = Conference with Coach and Athletic Director or Advisor and Assistant Principal
And possible dismissal from the team

Tardies: In order to participate in games and practices, students must be in school by 9:30am, unless a written excuse is authorized by the Athletic Director or Office Staff at FMS.

Dismissals: Dismissals must be excused and the student athlete must return to school to be eligible for that day's events. Please make every effort to make appointments after school hours. Exceptions will be made by the Athletic Director and/or Administration.

2. Academic Eligibility: Students who are members of teams/activities must be passing (2 or above AVERAGE on all competencies) all courses/subjects in the previous ranking Trimester to remain eligible or be eligible for the next sports season. This includes the third Trimester for the following Fall season for incoming 6th, 7th and 8th graders. There are **NO** probationary periods for end of trimester grades and eligibility. A "U" is considered **NOT** passing, but may call for a probationary period depending on teacher input. The athletic department will also check for Mid Trimester eligibility and there will be a two-week probationary period for any student athlete that it is not passing (2 or above AVERAGE on all competencies) all courses. While students are on probation they may practice and are encouraged to do so, but cannot play in the games. If the student has improved the failing grade(s) at any time within the two week probationary, he or she **shall** remain a full member on the team/activity. It is stated that at FMS, Mid Trimester and possible probation time may be issued and so it is the full expectation that a student athlete have all passing grades by the end of each Trimester. Mid Trimester information is not furnished by the school and is an athletic policy only. The determination of a student not being able to continue in a sport will be made by the Athletic Director and the Principal.

NOTE: it is the responsibility of the student and parents to utilize the parent/student portals and keep in touch with their respective classroom teachers to get timely input throughout the entire Trimester and especially just prior to the Trimesters end.

3. Students who are team members will not be allowed to remain in the building between the end of school and the beginning of late practices.
4. Students who are team members are not to enter the locker rooms before practices or games until a coach is present.
5. Students who are team members will not be allowed to go back to their grade level wing or their school lockers after practices or games.
6. Parents/guardians are expected to pick up their children immediately upon the completion of practice or game times. Our policy is to have coaches remain with our athletes for safety, but our coaches have put in the necessary time agreed upon by completion of a practice or a game.
7. If the parents are picking up their child and taking them home from a game played at another school, they must notify the coach by **seeing the coach before they leave after the game.**
8. If parents are picking up a child who is not theirs at a game or activity played at another school, a note/email stating this, signed by both parents must be presented to the Principal or Athletic Director prior to the game and signed by them. In order to keep confusion at the end of a game to a minimum, this must be done on a game by game basis.

9. Students are expected to ride the bus from the school to any away game. If there is an extenuating circumstance that would cause an athlete to miss the bus such as a doctor's visit, etc. it must be cleared in advance by the Athletic Director or the Principal. Students who miss the bus due to detentions or other disciplinary actions are still allowed to attend the game, but **MUST** be transported by a parent only. Exceptions made by the Principal and/or AD.
10. **Athletic Physicals:** An athletic physical is required for all students participating in the sports program. One physical is required for every 2 years the student attends FMS (5th Graders and 7th Graders). A copy of this physical must be on file at the school. Any follow up information or changes in health for 6th and 8th graders should be noted on your paperwork.
11. **Sportsmanship Code:** Athletic contests are games, not battles or fights. The victors deserve congratulations; the losers respect. Each player and spectator accepts all decisions given, no matter how he/she thinks he/she may have seen it. Contests should promote good will between schools and it is the duty of each player and spectator to promote this feeling.
12. **Insurance Statement:** In order to clarify the Franklin School District's athletic insurance requirement and to outline the district's coverage, the following statement has been prepared:
 - a. The Franklin School District requires that any student participating in interscholastic athletics authorized by the Franklin School District must be covered by accident/health insurance through their own or a parent's/guardian's insurance plan. A statement by the parent's/guardian's indicating that the student is covered must be on file with the athletic director prior to the start of the season.
 - b. The Franklin School District has purchased accident/health insurance, which is considered excess coverage, that is, it will cover costs that are not covered by the student's insurance plan, which is considered the primary insurance coverage. In a rare instance where a catastrophic injury occurs, the school district does provide insurance in excess of the student's primary coverage up to \$25,000. Prior injury-related problems and non-athletic injuries are not covered by the school district's insurance
 - c. The Franklin School District carries liability insurance for all activities to include operation of the athletic program and related transportation.

Forms: Please fill out the following forms electronically at www.FamilyID.com so your son/daughter may participate in athletics. For step by step instructions go to https://familyid.groovehq.com/knowledge_base/topics/sign-up-4. Thank you so much.

F.M.S. 2021-22 Emergency Medical Information

***** ALL the information on this form must remain confidential *****

Sport: _____
 Grade: _____

Student/Athletes Name _____
First Last Middle
 Address _____

Parent or Guardian that student resides with _____

Relationship to student _____ Child's Date of Birth _____

Please complete information for each parent/guardian

FATHER

MOTHER

Name _____	Name _____
Address _____	Address _____
Place of work _____	Place of work _____
Home Telephone _____	Home Telephone _____
Work Telephone _____	Work Telephone _____

Insurance Information:

Name of insurance carrier _____
 Policy Group Number _____ Policy Certificate Number _____

Medical Information:

Medication that the student is allergic to:

Please list any other important medical history/data about the student

Medical Authorization Form

In the event that I cannot be reached and/or the team is out of district during an interscholastic event, I hereby authorize and give permission to the designated coach and Franklin Middle School, if it is deemed necessary, to take my child to the nearest hospital emergency room or doctor's office and to admit my child for treatment.

I further understand that all expenses and liability for said expenses incurred with respect thereto shall be fully assumed by me.

Parent Signature _____ **Date:** _____

INJURY	DETAILS	PARENT CONTACT

F.M.S. Transportation Permission 2021-22

***** ALL the information on this form must remain confidential *****

Franklin Middle School
Home of the Hurricanes
200 Sanborn Street,
Franklin, NH 03235
(603)934-5828 * Fax (603)934-2432

Dear Parent/Guardian:

Sport: _____

The Franklin School Board has arrived at the decision that by law the schools, or school associations, are not responsible for any injury to a student that was incurred during practice or during a game in any sport. This includes but is not limited to the use of personal equipment and /or supplies for a given sport.

School authorities have decided that the responsibility for the payment of fees to doctors, hospitals, dentists, etc. for any injury, shall rest with the parents of the pupil injured.

This form must be filled out by you and returned to the coach **before** your son or daughter is allowed to participate in sports.

Trips conducted by the school are an important part of our student's educational and athletic programs. We are glad that your son/daughter has the opportunity to take athletic trips. In order for your son /daughter to participate, it is necessary for you to give your permission, which you do by signing this sheet:

INSURANCE: It is the policy of the Franklin School Board that no student be allowed to ride in any vehicle having less than \$1,000,000 liability insurance when school trips are involved. Your signature indicates that you realize the school may not be held responsible for any accidents or injuries incurred.

Description of Trip:

1. Destination: Athletic away games/events
2. Group sponsoring: Franklin School District Athletics
3. Teachers in Charge and Making Trip: coach responsible for that sport
4. Means of travel will be by bus when available, otherwise by automobile
5. Parent has full responsibility for this trip and will be responsible for the action of the student involved.

_____ Date

_____ Parent's/Guardian's Signature

Student's Name: _____ Grade: _____

F.M.S. Signatures of Understanding and Compliance 2021-22

*****ALL the information on this form must remain confidential *****

Home of the Hurricanes
200 Sanborn Street
Franklin, NH 03235
(603)934-5828 * Fax (603)934-2432

Student Name: _____ Grade: _____

Sport: _____

Before signing, please make sure you have reviewed in particular the sections on:

- 1) **Attendance Policies** – Absences, Tardies and Dismissals
- 2) **Academic Policies** – Mid Trimester and Trimester End
- 3) **ISS/OSS/Detention Policies**

I have knowledge and understanding of the athletic policies in the **2021-22** Franklin Middle School Student/Parent/Guardian Athletic Handbook and I am responsible for compliance with its contents.

I will share the student/athlete handbook with my parents/guardians.

Student Signature _____

Date _____

I have knowledge and understanding of the athletic policies in the **2021-22** Franklin Middle School Student/Parent/Guardian Athletic Handbook and I am responsible for compliance with its contents.

Parent/Guardian Signature _____

Date _____

Franklin School District

2021-2022 School Calendar

August/September					18 Days
M	T	W	T	F	
	T/31	T/1	T/2	X	Aug. 31st - Teacher Workshop/No School
X	7	8	9	10	Sept. 1st - Teacher Workshop/No School
13	14	15	16	17	Sept. 2nd - Teacher Workshop/No School
20	21	22	23	24	Sept. 3rd - No School
27	28	29	30		Sept. 6th - Labor Day/No School
					Sept. 7th - Grades K-12 - 1st Day

February					19 Days
M	T	W	T	F	
	1	2	3	4	Feb. 28th - March 4th - Winter Vacation
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
X					

October					19 Days	
M	T	W	T	F		
				1	5th - Teacher & Support Staff Workshop/No School	
4	T/5	6	7	8		
X	12	13	14	15		11th - Columbus Day/No School
18	19	20	21	22		
25	26	27	28	29		

March					19 Days
M	T	W	T	F	
	X	X	X	X	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		

November					17 Days	
M	T	W	T	F		
1	2	3	4	5	11th - Veteran's Day Observed/No School	
8	9	10	X	12		
15	16	T/17	18	19		17th - Teacher Workshop/ No School
22	23	X	X	X		24th -26th - Thanksgiving Break
29	30					

April					16 Days
M	T	W	T	F	
				1	25th -29th - Spring Vacation
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
X	X	X	X	X	

December					17 Days	
M	T	W	T	F		
		1	2	3	23rd - Early Release/Teacher Workshop	
6	7	8	9	10		
13	14	15	16	17		24th - 31st - Christmas Vacation
20	21	22	ER	X		
X	X	X	X	X		

May					21 Days
M	T	W	T	F	
2	3	4	5	6	30th - Memorial Day/No School
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
X	31				

January					20 Days
M	T	W	T	F	
3	4	5	6	7	17th - Martin Luther King, Jr./No School
10	11	12	13	14	
X	18	19	20	21	
24	25	26	27	28	
31					

June					14 Days
M	T	W	T	F	
		1	2	3	20th - Early Release/Last Day of School/Teacher Workshop - Afternoon
6	7	8	9	10	
13	14	15	16	17	
ER	21	22	23	24	
27	28	29	30		

Marking Periods for PSS & FMS: December 10th March 25th June 16th
 Marking Periods for FHS: November 12th January 28th April 8th June 16th