



# PORTSMOUTH SCHOOL BOARD

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### SECTION VI – STUDENTS

#### **Administering Medication to Students**

The Superintendent shall be responsible for establishing specific procedures to protect and control medications administered in schools.

In the case where medication must be taken during school hours, medications are to be administered by the School Nurse. In the absence of the School Nurse, the building principal or his/her designee is permitted to assist students in taking medication by:

1. Making such medications available to the student as needed
2. Observing the student as he/she takes the medication

A student may possess and self-administer an epinephrine auto-injector if he or she suffers from potentially life-threatening allergies. Both the student's parent or legal guardian and physician must authorize such self-possession and administration. In the event the student uses the auto-injector the student shall immediately report to the school nurse or the principal for appropriate follow-up care. The school nurse or building principal shall maintain, for a student's use, at least one epinephrine auto-injector, provided by the student, in the nurse's office or other suitable location.

A student may possess and self-administer a meter dose inhaler or a dry powder inhaler to alleviate or prevent asthmatic symptoms, auto-injectors for severe allergic reactions, and other injectable medications necessary to treat life-threatening allergies. Both the student's parent or legal guardian and physical must authorize such self-possession and administration.

Parents or legal guardians are required to provide written proof of the student's diagnosis, and verification that the student has the knowledge and skill to safely self-administer the student's medication.

Students shall not share any prescription or over-the-counter medication with other students. Notice of this prohibition will be provided in student handbooks. Student acting in violation of this prohibition will be deemed to have violated the Drug and Alcohol policy of the School Department and will be subject to discipline contained in the policy.

This policy applies to all in-school, school sponsored activity, event or program.



# PORTSMOUTH SCHOOL BOARD

## POLICIES

### SECTION VI – STUDENTS

#### **Administering Medication to Students (continued)**

A plan for recording medication administered to students will be established. Records of medications administered will be maintained and will conform to the Health Insurance Portability and Accountability Act (HIPPA).

The school nurse may administer non-prescription medication during the school day if written instructions from the parent or guardian have been provided.

The School Department will obtain, at the start of each school year, emergency contact information of the parent or legal guardian for each student enrolled in the district. Parents and guardians are required to up-date the information during the school year in the event of changes.

Inoculations given by school nurses shall be administered in accordance with applicable laws and regulations.

(Policy Approved by Portsmouth School Board: May 27, 2008)



# PORTSMOUTH SCHOOL BOARD

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### SECTION VI – STUDENTS

#### Admission

All students who reside in Portsmouth and who have attained the minimum age for admission are eligible to be admitted and to attend school in Portsmouth. Admission decisions will be made in accordance with RSA 193:12.

**1. *Legal Residence Required***

Proof of legal residence in Portsmouth or in a SAU #50 town shall be a condition of admission of students into school in Portsmouth. In addition, a certificate of residency shall be filed annually by the parent or legal guardian of each student enrolled in a school in Portsmouth.

**2. *Minimum Age Requirement***

Students will generally be admitted into kindergarten if they will have attained the age of 5 by September 30 and to Grade 1 if they will have attained the age of 6 by September 30.

Parents who wish to request an exception from the minimum age requirement may make a request in writing to the Superintendent of Schools. The Superintendent will consider all relevant information, including input from the building principal, when considering an exception to the minimum age requirements. The decision of the Superintendent shall be final.

**3. *Class Assignment***

Students will be placed at the grade level to which they are best adjusted academically, socially and emotionally after consultation with teachers, staff and parents.

**4. *SAU #50 Students***

Students from towns that comprise SAU #50 (Newington, New Castle, Rye and Greenland) admission is authorized pursuant to and AREA (Authorized Regional Area Enrollment Agreement) agreement between SAU #50 and the Portsmouth School Department authorized by RSA-A. The method of calculating the per pupil cost for tuition purposes will be in accordance with applicable State law.

(Policy Revised and Approved by Portsmouth School Board: November 10, 2003)



# PORTSMOUTH SCHOOL BOARD

## POLICIES

### SECTION VI – STUDENTS

#### **Admission of Homeless Students**

Students considered homeless are authorized to attend school and will be provided School Department services for which they are eligible.

Pursuant to the McKinney-Vento Homelessness Assistance Act of 2001 – Title X, Part C of the No Child Left Behind Act – Section 725 (NCLB), homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Are abandoned in hospitals;
5. Awaiting foster care placement;
6. Living in public or private places not designed for or ordinarily used as a regular sleeping accommodation for human beings;
7. Are migratory children living in conditions described above.

An unaccompanied youth is homeless youth not in the physical custody of a parent or legal guardian.

The Superintendent of Schools shall designate an appropriate staff person to be the liaison for homeless students and their families.

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing.

Parents or guardians of homeless students may request enrollment in the school in the attendance area the student is actually living.

In the event of an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed, in writing, of the School Department's decision and the right to appeal the decision.



# PORTSMOUTH SCHOOL BOARD

## POLICIES

### SECTION VI – STUDENTS

#### **Admission of Homeless Students (continued)**

Once the enrollment decision is made, the student shall be immediately enrolled pursuant to School Department policies and procedures. If the student does not have immediate access to immunization or other required records, the student shall be admitted under a personal exception. Upon request, the designated School Department liaison may assist the family in obtaining immunization records.

Emergency contact information is required at the time of enrollment consistent with School Department policies and procedures.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district from Portsmouth, or a homeless student is living in another district but will attend his or her school of origin in this district, the School Department will make reasonable efforts to coordinate the transportation services necessary with the other district. When one or more districts are involved, every effort shall be made to agree upon a method to apportion the cost and responsibility of transportation. A dispute as to transportation shall not delay the immediate enrollment of a homeless student.

The School Department Liaison for homeless students and their families shall coordinate with other agencies for the following:

1. Social services provided to homeless children and youths and their families;
2. Other school districts regarding transportation and records transfers;
3. State and local housing agencies responsible for comprehensive housing affordability strategies;
4. Review and recommendations regarding policies that may act as barriers to the enrollment of homeless students.

(Policy Approved by the Portsmouth School Board: May 8, 2007)



# PORTSMOUTH SCHOOL BOARD

## POLICIES

### SECTION VI – STUDENTS

#### **Attendance**

Students are expected to be present each day school is in session unless excused by reason of illness or other just cause. Each school shall keep attendance records.

A written or oral excuse from the parent or guardian shall be required for each absence or tardiness of the student.

#### **1. Attendance Procedure**

No student shall be dismissed from any session without a written excuse from a parent or guardian.

Any student who has been absent three or more consecutive days may be required to have a health certificate from his/her physician.

Students who miss school frequently must furnish the building principal with a signed doctor's certificate requiring those frequent absences.

Building principals shall make every effort to have parents, guardians, doctors and dentists schedule appointments at times when school is not in session.

Any planned absence from school should have prior approval of the building principal.

Students are directed to refer to applicable student handbooks for additional attendance rules.

(Policy Revised and Approved by Portsmouth School Board: November 10, 2003)  
Statutory Reference RSA 193:1



# PORTSMOUTH SCHOOL BOARD

## POLICIES

### SECTION VI – STUDENTS

#### **Awards for Achievement**

Staff may recognize student scholastic and distinguished service achievements through awards. No offer of award will be accepted by the School Board that discriminates on the basis of race, color, creed, national origin, or sex.

The professional staff is authorized to review, approve or reject proposed awards (trophies, prizes, scholarships or other awards from non-school donors) based upon all of the following criteria being met:

1. The proposed award free from motives personal or corporate gain and publicity.
2. The criteria and process for making the award under the control of the Portsmouth School Department.
3. The purpose of the award consistent with the mission of the Portsmouth School Department.

The award reflects the relationship between the goal or goals to be achieved.

(Policy Approved by Portsmouth School Board: May 22, 2007)



# PORTSMOUTH SCHOOL BOARD

## POLICIES

### SECTION VI – STUDENTS

#### **Cheating and Plagiarism**

The School Board expects all students to apply themselves and to work to the best of their abilities within the guidelines of class policies, school policies, and general honesty. Personal honesty and integrity are values that are developed in our students through adult models, reflection, and individual and group efforts.

Students who cheat or plagiarize will be subject to scholastic failure and disciplinary action by the teacher and the administration. After verifying an incident of cheating or plagiarism on the part of a student, the administration will determine the discipline, send a letter to the student's parents, and may record the occurrence in the student's permanent file.

#### **Definitions:\***

Cheating – (taking) an examination in a dishonest way, as by having improper access to answers.

Plagiarism – the unauthorized use of the language and thoughts of another author and the representation of them as one's own.

\*From the 1990 edition of Webster's College Dictionary, Random House

(Second reading approved: May 27, 2008)



# PORTSMOUTH SCHOOL BOARD

## POLICIES

### SECTION VI – STUDENTS

#### Child Find

**This policy is currently under revision and review.  
(Summer 2008)**



# PORTSMOUTH SCHOOL BOARD

## POLICIES

### SECTION VI – STUDENTS

#### Child Find (continued)

**This policy is currently under revision and review.  
(Summer 2008)**



# PORTSMOUTH SCHOOL BOARD

## POLICIES

### SECTION VI – STUDENTS

#### **Discipline**

Portsmouth School Department discipline policies are intended to promote the regular attendance, academic achievement, respect and good conduct as follows.

Each school may establish disciplinary procedures in accordance with RSA 193:13 and RSA 193-D through the development of administrative procedures that are approved by the Superintendent of Schools or his/her designee.

Discipline may include conferences with parents, teachers and principals. In addition, students may be excluded from class, suspended or expelled from school.

Discipline procedures shall be included in a readable student handbook to inform students and parents about the discipline procedures. The handbook shall also contain policies that govern student conduct.

Students who violate specific School Department policies, who violate State or Federal Statutes, or commit acts considered to be gross misconduct, are subject to discipline.

Discipline policies pertain to all activities within the classroom, on School Department property or grounds or at school sanctioned activities.

Certain off-campus, non-school related conduct, may subject the student to discipline.

In most instances, prior to the imposition of discipline, school staff will meet with the student and/or their parent or legal guardian to modify behavior.

#### **1. Suspensions**

Students may be suspended or expelled for violations of School Department policies and its rules and regulations *or for any violation of Federal, State or City statute or ordinance*, including acts considered gross misconduct.

Students may be suspended, without hearing, for up to ten (10) school days. The Superintendent of Schools, or his/her designee, after hearing, may extend a suspension for a period in excess of ten (10) school days, provided that he/she was not the administrator who imposed the initial term of suspension.



# PORTSMOUTH SCHOOL BOARD

## POLICIES

### SECTION VI – STUDENTS

#### Discipline (continued)

#### 2. Expulsions

Students may be expelled, after hearing, only by action of the Portsmouth School Board. Expelled students may petition for readmission prior to August of each school year pursuant to NH RSA 193:13 either through the Superintendent of Schools or directly to the School Board. If the Superintendent of Schools denies the request for re-admission, the student may appeal the decision to the School Board.

(Policy Approved by the Portsmouth School Board: May 22, 2007)



# PORTSMOUTH SCHOOL BOARD

## POLICIES

### SECTION VI – STUDENTS

#### Dress

**This policy is currently under revision and review.  
(Summer 2008)**



# PORTSMOUTH SCHOOL BOARD

## POLICIES

### SECTION VI – STUDENTS

#### **Drug and Alcohol Use by Students**

The use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotics, unauthorized inhalant, controlled substances, illegal drugs or the sale, or distribution of look-alike drugs, is prohibited on any School Department property, including vehicles owned, leased or approved by the School Department.

The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

The Portsmouth School Department has identified all School Department property to be drug free school zones pursuant to RSA 193-B.

No student shall enter Portsmouth School Department property, or attend school sponsored activities in possession of, or under the influence of, controlled substances, drugs, drug related paraphernalia or alcohol, including in vehicles parked on school property or that are under the control of the student.

A controlled substance is one that is defined in the Controlled Substances Act, 21 U.S.C. 812 (c) of the Controlled Drug Act found in RSA 318-B.

All violations of this policy will be reported to the Portsmouth Police Department.

#### **1. First Offense**

Students who have been found to be in violation of this policy for the first time shall be subject to the following discipline:

Suspension from school for up to five (5) school days.

In addition the student must:

1. Participate in an evaluation conducted by a Certified Substance Abuse Counselor.
2. Attend a meeting between the student, parent or guardian, and school personnel to review and develop a plan to implement the recommendations of the evaluation.



# PORTSMOUTH SCHOOL BOARD

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### SECTION VI – STUDENTS

#### **Drug and Alcohol Use by Students (continued)**

The student and/or the parent or guardian may request a meeting with the Superintendent of Schools if there is disagreement with school officials concerning the implementation of any of the recommendations. The Superintendent may impose additional days of suspension if he/she determines that the student and/or the parent or guardian is not reasonably cooperating with the implementation of the recommendations.

#### **2. Second Offense**

Students who have been found to be in a subsequent violation of this policy within one (1) calendar year from the prior offense shall be subject to the following discipline:

1. Suspended from school for up to ten (10) school days.
2. A disciplinary hearing before the Portsmouth School Board with the possibility of expulsion from school.

In addition the student must:

1. Be re-evaluated by a Certified Substance Abuse Counselor.
2. Participate in the development and implementation of an initial treatment plan prior to readmission to school.

The Superintendent of Schools may impose additional days of suspension if he/she determines that the student and/or the parent or guardian is not reasonably cooperating with the implementation of the recommendations.

#### **3. Selling or Distributing Controlled Substances**

Selling or distributing controlled substances, or substances represented to be a controlled substance, or alcohol is defined as selling, supplying, distributing or giving it to another. In addition, if the student is found in possession of a sufficient quantity of a controlled substance to sell or distribute, it will be considered possession with intent to sell and will be a violation of this section of the policy.

Students found to have violated this policy will be subject to the following discipline:



# PORTSMOUTH SCHOOL BOARD

## POLICIES

### SECTION VI – STUDENTS

#### Drug and Alcohol Use by Students (continued)

1. An automatic suspension of ten (10) school days.
2. Referral to the School Board for a disciplinary hearing.
3. The School Board may impose discipline as it deems appropriate under the facts and circumstances of the matter, up to and including expulsion from school.

In addition, the student must be evaluated by a Certified Substance Abuse Counselor and a treatment plan must be developed prior to readmission to school.

(Policy Approved by the Portsmouth School Board: May 22, 2007)



# PORTSMOUTH SCHOOL BOARD

## POLICIES

### SECTION VI – STUDENTS

#### **Due Process**

The school administration will provide due process for students in the enforcement of RSA 193:13 and 193-D as follows:

**1. Short-term suspensions (ten days or less)**

- A. Upon the issuance of a short term suspension, there shall be a meeting with the student and the Superintendent or designee, with written or oral notice to the student, of the charges and an explanation of the evidence against the student.
- B. An opportunity for the student to present his/her side of the story.
- C. A written statement to the student and at least one of the student's parents or guardian, explaining the disciplinary action taken against the student.

**2. Long-term suspensions (in excess of ten days)**

- A. Upon the issuance of a long-term suspension, there shall be a written communication to the student and at least one of the student's parents or guardian, delivered in person or by mail, of the charges and an explanation of the evidence against the student.
- B. The Superintendent's written or oral recommendation for the student action to correct the discipline problem.
- C. A written decision including the legal and factual basis for the conclusion that the pupil should be suspended.
- D. Notice that the decision of the School Board may be appealed to the State Board of Education.

**3. Expulsion**

- A. The Portsmouth School Board may expel a student after there has been a formal hearing with the Superintendent of Schools prior to an expulsion.



# PORTSMOUTH SCHOOL BOARD

## POLICIES

### SECTION VI – STUDENTS

#### Due Process (continued)

- B. The hearing may be held either before or after the short-term suspension has expired and, pending the disciplinary hearing, may result in expulsion by the Portsmouth School Board.
- C. Written notice to the student pupil and at least one of the student's parents or a guardian will be delivered in person or by mail, of the date, time and place for a hearing before the Portsmouth School Board.
- D. A written statement of the charge and nature of the evidence against the student, the Superintendent's written recommendation for School Board action, and a description of the process will be used by the Superintendent to reach the recommendation.
- E. School Board proceedings shall be in accordance with the New Hampshire Code of Administrative Rules, Section Ed. 317 (04)g.

(Policy Revised and Approved by the Portsmouth School Board: September 25, 2007)  
Statutory References RSA 193:13



# PORTSMOUTH SCHOOL BOARD

## POLICIES

### SECTION VI – STUDENTS

#### **Extra-Curricular Activities**

The Board recognizes the importance of extra-curricular activities in student life and that they are an integral part of high school life. Extra-curricular activities require as much careful planning and supervision as academic subjects, and while extra-curricular activities provide an opportunity for student to develop other skills and knowledge outside the classroom. They are a supplement to, and do not take precedence over, academics. Extra-curricular activities are also a privilege and in order for students to participate they are expected to be good citizens in their school community.

#### **1. Supervision**

All activities conducted in the name of the Portsmouth School Department shall be under the general supervision of school authorities and student participants are subject to the discipline policies of the School Board.

#### **2. Eligibility**

High School students will be required to meet academic standards established by this policy for participation in extra-curricular activities as follows:

- A. Student participants shall maintain good citizenship.
- B. Student participants must be passing all classes in which they are enrolled and have no more than one grade of D based upon the latest term grades.
- C. In the case of all extra-curricular activities, unless otherwise mandated by New Hampshire Interscholastic Athletic Association (NHIAA) for athletics, students academically ineligible due to grades from the latest quarter may regain eligibility based upon a progress report that meets the eligibility standards.

All extra-curricular activities will be open to all students with open tryouts.

Intramural sports shall be encouraged so that all students may have the opportunity to participate.



# PORTSMOUTH SCHOOL BOARD

## POLICIES

### SECTION VI – STUDENTS

#### **Extra-Curricular Activities (continued)**

#### **3. Ineligibility from Participation**

Portsmouth High School students who violate Federal, State or Municipal statutes and ordinances or Portsmouth School Board policies may be determined ineligible from participation in extra-curricular activities. Violations will be considered as of the first date of enrollment at Portsmouth High School or the first date of participation in the extracurricular activity, whichever occurs first, through graduation or discontinued enrollment.

Prior to a student becoming ineligible from participation, the matter will be referred to the Disciplinary Committee. The Committee shall consider violations as follows:

#### **A. First Violation**

The student may be removed from participation for all, or part of, extra-curricular activities for up to twelve (12) months based upon the decision of the Disciplinary Committee. The Committee and the extra-curricular head coach or faculty advisor may permit the student to attend practices, provided all rules are followed during any period of suspension. The student may also be referred to counseling and/or community service.

#### **B. Second Violation**

If the student commits a second offense within twelve (12) months of the first violation the student will no longer be permitted to participate in practices and will be removed from any association with the extracurricular activity up to a full twelve (12) months from the date of the second violation. The student may be required to provide evidence of completion of counseling or community service to the Disciplinary Committee along with a mandatory petition for a reinstatement of eligibility.

#### **4. Disciplinary Committee**

The Disciplinary Committee will review any violation of that might result in a student being determined ineligible from participation in extracurricular activities. The Committee will be chaired by the Principal of the High School, or the Principal's designee. The remainder of the Committee shall consist of the following individuals:



# PORTSMOUTH SCHOOL BOARD

## POLICIES

### SECTION VI – STUDENTS

#### Extra-Curricular Activities (continued)

In the case of athletics:

Athletic Director

Designated Head Coach, selected by the Principal for a one year term

In the case of non-athletic clubs and extra-curricular activities:

A designated faculty advisor for non-athletic clubs and extracurricular activities selected by the Principal for a one year term.

The Committee is free to consider input from the student's coach or faculty advisory, assistants or team captains in the case of athletics, or any other source the Committee deems appropriate. The Committee will make the final decision regarding a determination of ineligibility from participation from extra-curricular activities or other disciplinary action. In addition, the Committee may refer the student to attend counseling and/or to perform community service.

Although band, percussion and chorus are co-curricular activities, they are subject to this policy. Students may be determined to be ineligible from participation in performances. Students may not have their grades affected if they are ineligible for performances. The director of the activity shall determine the alternative to performance to be included in the grading process.

(Policy Approved by the Portsmouth School Board: May 27, 2008)



# PORTSMOUTH SCHOOL BOARD

## POLICIES

### SECTION VI – STUDENTS

#### **First Aid and Emergency Medical Care**

School personnel have responsibilities in connection with accidents occurring in school and at school sponsored events as follows:

1. Administering first aid
2. Summoning medical assistance
3. Notification to administration
4. Notification to parents
5. Completing of written accident reports

All personnel are responsible for the knowledge of the procedures to be followed in the event of an accident. Teachers should be aware of the physical condition of students for whom they are responsible in order to meet medical emergencies that may arise.

The school physician, school nurse and specially trained staff members shall be available to assist in the treatment of accident victims. The school nurse has the authority to administer oxygen in the case of a medical emergency without prior notification to the parent or guardian.

Accidents shall be reported by the personnel in charge to the building principal, or in his/her absence, the school nurse, in accordance with established procedures.

A group plan of student accident insurance shall be made available on a voluntary basis to every student enrolled in grades kindergarten through twelve. The School Department will not provide student accident insurance.

Health examinations shall be administered in accordance with applicable state laws and regulations.

(Policy Approved by Portsmouth School Board: May 27, 2008)



# PORTSMOUTH SCHOOL BOARD

## POLICIES

### SECTION VI – STUDENTS

#### Harassment

1. The Portsmouth School District will not tolerate unlawful harassment of any student while in attendance in the Portsmouth Public Schools or engaged in co-curricular activities, whether the harassment is from another student, a teacher, aide or staff member, public official, member of the public, or any person. Harassment on the basis of the student's sex, race, national origin, color, religion, age, sexual orientation or disability is prohibited.
2. The issue of sexual harassment deserves special mention. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, physical, and non-physical conduct of a sexual nature when:
  - a. Submission to or rejection of such conduct is used as the basis for educational decisions affecting the person who did the submitting or rejecting, or for awarding or withholding a favorable educational opportunity, evaluation, or assistance; or
  - b. Submission to such conduct is made either explicitly or implicitly a condition of the individual's initial or continued receipt of educational services; or
  - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's education or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment includes a wide range of behaviors from the actual coercion of sexual relations to unwelcome touching to offensive jokes, stories and other sexually oriented statements. Sexual harassment may be indirect and even unintentional. Students, staff and members of the public are prohibited from bringing into the schools or otherwise displaying any written materials or pictures that are sexually suggestive or offensive in nature.

3. Any employee who violates this policy by failing to follow provisions or who refuses to cooperate in any investigation of a complaint filed under this policy may be subjected to discipline up to, and including, discharge. Failure to cooperate shall include failure of an employee to report any conduct that is known to or observed by them to constitute sexual harassment.



# PORTSMOUTH SCHOOL BOARD

## POLICIES

### SECTION VI – STUDENTS

#### Harassment (continued)

##### **I. Reporting Procedures for Sexual and Other Unlawful Harassment**

1. Any complaints of sexual or other unlawful harassment shall be reported immediately to the Superintendent of Schools, Assistant Superintendent, School Principal or Assistant School Principal who shall immediately notify the Title IX Coordinator(s) for the School Department. Complaints may also be made directly to the Title IX Coordinator(s).
2. Teachers or staff members who become aware of harassing conduct and/or a complaint of harassment must report to the conduct and/or complaint immediately.
3. The complaint will be promptly investigated and appropriate action will be taken, depending on the nature and severity of any incident. Investigations will be conducted as discreetly as possible, consistent with the need to conduct a prompt and thorough investigation and in order to provide as much confidentiality as possible.
4. Within two (2) school days after receipt of the complaint, the Principal will make a decision with regard to the status of the alleged harasser(s) pending the completion of the investigation. In some instances, the alleged harasser(s) may be suspended or other actions taken to facilitate the investigation and/or to minimize the possibility of retaliation or reoccurrence of the harassment. Depending on whether the alleged harasser(s) is/are students or employees, the appropriate procedures for suspensions in School District policies or collective bargaining agreements shall be observed.
  - a. The investigation by the Title IX Coordinator(s) will be completed within five (5) school days after the receipt of the complaint unless unique circumstances prevent completion of the investigation in that time period. In such case, the investigation shall be completed as promptly as reasonably possible.
  - b. Within two (2) school days after receiving the investigative report, the Superintendent or Assistant Superintendent or building Principal shall initiate action to resolve the complaint. Depending on the status of the alleged harasser(s) (student, staff member,



# PORTSMOUTH SCHOOL BOARD

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### SECTION VI – STUDENTS

#### Harassment (continued)

- c. etc.) and the findings of the investigation, examples of possible actions might include a recommendation to the School Board to expel a student or dismiss an employee, a report to the Police Department, a conference with parents, or training sessions with students and staff. In all cases, the rights of students and staff as established by School District policy or collective bargaining agreements shall be observed.
  - d. The reporting party and respondent will be kept informed of the status of the investigation and will be provided timely notice of its conclusion.
5. There will be no retaliation or reprisals permitted against any student or employee who reports, testifies, cooperates, or otherwise assists in the investigation of a complaint. Retaliation is a form of unlawful harassment and will be handled in the same manner as a harassment complaint.

#### II. Title IX Coordinator(s)

The Title IX Coordinator(s) shall be the designated personnel assigned to investigate the complaints of harassment. The Coordinator(s) shall respond to complaints in the time periods contained in this policy. Upon completion of an investigation, the Coordinator(s) shall issue written finds and recommendations, where appropriate.

The Coordinator(s) will maintain written records documenting the names of persons involved, the date the complaint was received, a summary of the allegations, and a summary of the resolution of the complaint. Complaints will be jointly investigated whenever possible with Paulette Hoeflich having primary responsibility.

The designated Title IX Coordinator(s) for the Portsmouth School Department are the following:

Paulette Hoeflich  
Portsmouth School Department  
Clough Drive  
Portsmouth, NH 03801  
(603) 431-5080, ext. 247

Beth Setear  
Portsmouth School Department  
Clough Drive  
Portsmouth, NH 03801  
(603) 422-8228

(Policy Revised and Approved by the Portsmouth School Board: August 12, 2003)



# PORTSMOUTH SCHOOL BOARD

## POLICIES

### SECTION VI – STUDENTS

#### HIV/AIDS

**This policy is currently under revision and review.  
(Summer 2008)**



# PORTSMOUTH SCHOOL BOARD

## POLICIES

### SECTION VI – STUDENTS

#### **Married/Pregnant Students**

Pregnancy and/or maternal or paternal status shall not affect the rights and privileges to receive a public education.

Pregnant students shall be permitted to continue in school and any variation from continuance in regular school classes shall be based upon their assessed needs as delineated by the expectant student's physician. The Board may require a physician's statement of any limitation on activity.

(Policy Approved by Portsmouth School Board: May 22, 2007)



# PORTSMOUTH SCHOOL BOARD

## POLICIES

### SECTION VI – STUDENTS

#### **Non-Smoking/Tobacco**

In accordance with State RSA 126-K:7:

The use of tobacco products in School Department buildings, facilities, or on School Department grounds is prohibited at all times. Tobacco products shall mean any tobacco-containing product including but not limited to:

- Cigarettes
- Smoking tobacco
- Cigars
- Chewing tobacco
- Snuff pipe tobacco
- Smokers' tobacco
- Smokeless cigarettes

No student shall possess cigarettes, chewing tobacco or any other tobacco products in any school building or on school grounds.

Students who violate this policy shall be subject to penalties including but not limited to:

- School suspension
- Referral to smoking cessation program
- Out of school suspension
- In-house community service
- Expulsion

Nothing in this policy shall be deemed to waive the School Department's right to seek enforcement of penalties pursuant to RSA 155:76 or RSA 126-K:7.

(Policy Approved by Portsmouth School Board: May 22, 2007)



# PORTSMOUTH SCHOOL BOARD

## POLICIES

### SECTION VI – STUDENTS

#### **Promotion or Retention**

The decision to promote or retain a student shall be considered on an individual basis. In the event that retention is being considered by the professional staff, parents should be notified as early in the process as possible.

A decision to retain a student shall be made with input by pertinent school staff to include the principal, teachers, guidance, reading, special education staff, nurse or any other professional staff knowledgeable about the student and the parents or legal guardian.

The decision should consider the following factors:

1. Academic achievement
2. Intellectual development
3. Developmental and chronological aspects
4. Social development

The final decision to promote or retain the student shall be made by the principal and the decision may not be appealed. The results of any conference regarding retention must be summarized in writing and included as part of the student's cumulative record. The conference summary must include those who attended the meeting, major concerns presented, and the rationale for the decision. Parents shall be given a copy of the meeting summary.

The final decision to promote a student shall be made by the principal and that decision shall be final.

(Policy Approved by Portsmouth School Board: May 22, 2007)



# PORTSMOUTH SCHOOL BOARD

## POLICIES

### SECTION VI – STUDENTS

#### Pupil Safety and Violence Prevention Policy – Bullying

**1. *General Statement of Policy***

The Board is committed to providing all pupils a safe school environment in which all members of the school community are treated with respect.

This policy is intended to comply with RSA 193-F, which specifically identifies “bullying” as a form of pupil harassment. Conduct constituting bullying will not be tolerated, and is prohibited by this policy, in accordance with RSA 193-F

**2. *Bullying Defined***

Bullying is repetitive conduct that subjects a pupil to insults, taunts, or challenges, conduct resulting in the exclusion of other pupils, whether verbal, non-verbal, physical in nature, including via the use of electronic methods of communication, including threats, any of which are likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner.

Depending on the severity of the conduct, a single act may be considered bullying.

**3. *Annual Review of Policy***

This policy will be reviewed with the students on an annual basis.

**4. *Notice and Reporting Procedures***

Any school employee, administrator, student, or employee of a company under contract with the Portsmouth School Department who has witnessed or has reliable information that a pupil has been subjected to bullying as defined herein shall report the incident to the building principal, or his/her designee. The principal shall immediately report the incident to the Superintendent of Schools. A written report must be sent to the Superintendent within a reasonable amount of time.



# PORTSMOUTH SCHOOL BOARD

## POLICIES

### SECTION VI – STUDENTS

#### **Pupil Safety and Violence Prevention Policy – Bullying (continued)**

The principal or his/her designee shall notify the parent or legal guardian of all students involved in an incident of bullying, first by telephone and followed in writing with 48 hours of the occurrence. The notice shall include the following:

- A. The procedural steps to be taken by the school
- B. Due Process rights
- C. Right of appeal, including to the State Board of Education
- D. The Superintendent of Schools may waive the 48-hour notice requirement if it is determined that it will be in the best interests of the child. Waivers shall be granted in writing.

#### **5. Investigation**

The principal shall conduct, or cause to be conducted, an investigation into the occurrence to be completed within five (5) school days of the incident. There shall be a written decision containing the results of the investigation. If it has been determined that an incident of bullying has occurred, the principal may take any of the following actions:

- A. Referral to peer mediation
- B. Suspension from school

#### **6. Due Process**

If the student and/or his/her legal guardian disagree with the decision of the building principal, the matter may be appealed to the Superintendent of Schools. The Superintendent may uphold the decision of the principal, reverse, or modify the decision of the principal. Disciplinary action may be recommended in accordance with applicable School Board policy, up to and including expulsion from school. If there is a recommendation for expulsion, the matter shall be heard by the Portsmouth School Board within 10 days of the decision of the written decision of the investigation. If the student is under suspension, the hearing before the Board shall be within 10 days of the suspension from school.

If the offending student and his/her parent or legal guardian disagrees with the decision of the Superintendent, the matter shall be heard by the Portsmouth School Board. The student may appeal the decision of the Board to the State Board of Education.

(Policy Approved by Portsmouth School Board: February 12, 2008)



# PORTSMOUTH SCHOOL BOARD

## POLICIES

### SECTION VI – STUDENTS

#### Release of School Records

**This policy is currently under revision and review.  
(Summer 2008)**



# PORTSMOUTH SCHOOL BOARD

## POLICIES

### SECTION VI – STUDENTS

#### Release of School Records (continued)

**This policy is currently under revision and review.  
(Summer 2008)**



# PORTSMOUTH SCHOOL BOARD

## POLICIES

### SECTION VI – STUDENTS

#### Safe School Zones

**This policy is currently under revision and review.  
(Summer 2008)**



# PORTSMOUTH SCHOOL BOARD

## POLICIES

### SECTION VI – STUDENTS

#### School Assignment

**This policy is currently under revision and review.  
(Summer 2008)**



# PORTSMOUTH SCHOOL BOARD

## POLICIES

### SECTION VI – STUDENTS

#### **Searches and Seizures of Students and Property**

The Superintendent, principal, teacher or security personnel employed by the School Department are authorized to detain and search any student or students on the premises of any School Department property or while attending or in transit to any event or function sponsored or authorized by the Portsmouth School Department when:

- a. Any authorized person has reasonable suspicion that the student may have on their person or property: alcohol, dangerous weapons, electronic paging devices, controlled substances as defined by RSA 318:B, stolen property, if the property in question is reasonably suspected to have been taken from another student or from the Portsmouth School Department or from any of its employees,
- b. The student is in possession of property that may reasonably be disruptive of school operations or in violation of student discipline rules and applicable provisions of School Department policies.

School lockers, desks, athletic lockers, and storage areas are the property of the Portsmouth School Department and not that of the student. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subject to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain anything that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.

Student parking on campus is a privilege and students have a lesser expectation of privacy of their vehicles and in those areas designated for student parking. Authorized personnel may, from time to time, arrange for and use trained canines in searches of student designated parking areas.

In conducting a search, authorized personnel shall have the authority to

- a. Lawfully obtain the consent of the student,
- b. Detain the student or students and to preserve any contraband seized,
- c. Arrange for the use of trained canines to aid in the search process.

The following restrictions shall apply to searches:



# PORTSMOUTH SCHOOL BOARD

## POLICIES

### SECTION VI – STUDENTS

#### Searches and Seizures of Students and Property (continued)

- a. Any search of the person shall be conducted by authorized personnel that is the same sex as the student searched.
- b. Strip searches are forbidden.

(Policy Approved by the Portsmouth School Board: August 8, 2006)



# PORTSMOUTH SCHOOL BOARD

## POLICIES

### SECTION VI – STUDENTS

#### Student Assessment and Grading

**This policy is currently under revision and review.  
(Summer 2008)**



# PORTSMOUTH SCHOOL BOARD

## POLICIES

### SECTION VI – STUDENTS

#### **Student Conduct Policy**

Every student enrolled in the Portsmouth School Department is expected to adhere to all Federal, State and Municipal statutes and ordinances as well as all Portsmouth School Department policies.

Student behavior is expected to be respectful and considerate of the diversity and rights of others. Students have the responsibility to behave in a manner appropriate to good citizenship while on school property or when participating in off-campus, school-related, activities or participating in extracurricular activities.

Students shall be annually provided with a publication containing Board policies for which they are accountable. It is the responsibility of students to know and adhere to the rules and regulations of the school.

Students in violation of the student conduct policy are subject to the discipline policies of the Board.

(Policy Approved by the Portsmouth School Board: August 8, 2006)



# PORTSMOUTH SCHOOL BOARD

## POLICIES

### SECTION VI – STUDENTS

#### **Weapons on School Property**

Weapons are not permitted on school property, in school vehicles, vehicles parked on school property or at school-sponsored activities. No person, other than law enforcement personnel, may enter school property as enumerated above, with a weapon of any kind in their possession or vehicle without prior, written authorization from the building principal.

The term weapon includes, but is not limited to, firearms (rifles, pistols, revolvers, pellet guns, BB guns) knives, slingshots, metallic knuckles, firecrackers, billy-clubs, stilettos, switchblade knives, swords, canes, pistol canes, black jacks, daggers, dirk knives, explosives, incendiaries, martial arts weapons or self-defense weapons, or look-alike weapons (as defined by RSA 159:24 and RSA 159:20 respectively), or any object or substance which in the manner it is used, or threatened to be used, is known to be capable of producing death or bodily injury.

Members of the public who violate this policy will be reported to local law enforcement authorities.

Any student who is determined to have brought a firearm (as defined in 18 U.S.C. §921) to school or to a school sponsored activity, will be expelled for not less than one year (365 days). This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law.

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

Disciplinary action shall include a one (1) to ten (10) day suspension from school. The building principal, in consultation with the Superintendent of Schools, may refer the matter to the School Board, depending upon the specific circumstances of the violation.

The Board may impose additional discipline, including expulsion from school.

(Policy Approved by the Portsmouth School Board: May 22, 2007)  
Statutory Reference 18 U.S.C. §921



# PORTSMOUTH SCHOOL BOARD

## POLICIES

### SECTION VI – STUDENTS

#### Wellness

The Portsmouth School Department's learning environment and curriculum shall be aligned to provide students with the understanding, knowledge, and educational reference resources relating to good nutrition and physical activity.

A school-wide Wellness Advisory Committee shall be established with the purpose of assessing the nutrition and physical activity environment throughout the District, and it shall be charged with making recommendations to the School Board for a comprehensive wellness program. The Wellness Program shall be monitored, and its progress evaluated by the Office of the Superintendent of Schools. The School Board shall be updated annually.

The Committee shall include the following representatives, as the Board deems appropriate:

1. Parents
2. Students
3. School Nutrition
4. School Board
5. School Administration
6. Public
7. School nurse/health

The Wellness Program of the school will include opportunities for students to:

Gain knowledge, skills, and behavior concerning wellness and physical fitness. Motivation for students to be physically active through daily offerings, including recess periods, physical education classes, walking programs, integration of physical activity into the academic curriculum, and after-school programs, including intramurals, interscholastic athletics and physical activity clubs.

Foods made available on school grounds and at school-sponsored activities shall be consistent with the School Board's nutrition policy and in conformance with the regulations issued by the United States Secretary of Agriculture as applicable to schools.

The Superintendent of Schools shall be responsible for the development of procedures for the implementation of this policy and recommendations of the Wellness Advisory Committee as adopted by the School Board.

(Policy Approved by the Portsmouth School Board on December 12, 2006)