

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

Policy Committee Meeting

December 12, 2018 3:30 – 5:00

Central Office

Agenda

I. Call to Order

- JICD – Student Discipline and Due Process
- JICD-R – Procedure
- IJ – Instructional Resources
- JICL – Student Computer and Internet Use
- JICL-R – Student Computer/Device and Internet Use Rules
- IJ – Guidance Program for Deletion

Next Meeting: January 9, 2018

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JICD
Draft to Policy Committee: May 9, 2011 Date to School Board for First Read: May 25, 2011 School Board Second Read/Adoption: July 20, 2011 <u>Policy Committee Review: 11/7/18 & 12/12/18</u>	Page 1 of 2 <u>Category: Required</u>

STUDENT CONDUCT, DISCIPLINE AND DUE PROCESS – Safe School Zone

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

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

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

Suspension means an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes ~~and practice~~ but will not participate in any non-academic 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 all district policies and state laws with consideration of a student's IEP, and all applicable provisions of the Individual with Disabilities Education Act (IDEA).~~

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

Students and parents will be notified annually of this policy.

Legal References:

- RSA 193:13, Suspension & Expulsion of Pupils
- NH Code of Administrative Rules, Section Ed 306.04(a)(3), Student Discipline
- NH Code of Administrative Rules, Section Ed 306.04(f), Student Discipline
- NH Code of Administrative Rules, Section Ed 317.04(b), Disciplinary Procedures.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JICD-R
Review to Policy Committee: August 25, 2011 First Read to SB: September 21, 2011 Second Read/Adoption to SB: October 5, 2011 <u>Policy Committee: 11/17/18 & 12/12/18</u>	Page 1 of 3

STUDENT DISCIPLINE AND DUE PROCESS - PROCEDURE

Definitions

- 1.—Disciplinary measures include, but are not limited to, removal from the classroom, detention, in-school suspension, out-of-school suspension, restriction from activities, probation, and expulsion.
21. Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.
32. Detention means the student's presence is required during non-school hours for disciplinary purposes. The building principal is authorized to establish guidelines or protocol for when detention shall be served (either before school or after school.) Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee disciplining the student or the building principal.
43. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days.
54. An out-of-school suspension means the temporary denial of a student's attendance at school for a specific period of time for gross misconduct or for neglect or refusal to conform to school rules or policies.
 - a. "Short-term suspension" means a suspension of ten (10) school days or less. Ed 317.04(a)(1).
 - b. "Long-term suspension" means the continuation of a short-term suspension under RSA 193:13, I (b)-(c), and also means a suspension in excess of ten (10) school days under Ed 317.04(a)(2).
65. A restriction from school activities means a student will attend school and classes ~~and practice~~ but will not participate in any non-academic school extra-curricular activities.
76. 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.
87. Expulsion means the permanent denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II and III.

Standards for Removal from Classroom and Detention

Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school rules or policies, or otherwise impedes the educational purpose of the class.

Likewise, classroom teachers may assign students to detention for similar conduct.

The building principal may assign students to detention under the same standard.

Standards for In-School Suspension, Restriction of Activities, and Probation

The building principal is authorized to issue in-school suspensions, restrictions of activities, or place a student on behavior probation for any conduct that causes material or substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, violates other Board policies or is otherwise inappropriate ~~or~~ is prohibited by law.

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Restriction of activities may also be issued pursuant to rules or policies pertaining to specific clubs or teams.

Process for Out-of-School Suspension:

The power of suspension is authorized as follows:

1. The building principal is authorized to suspend a student for 10 school days or less for gross misconduct or for neglect or refusal to conform to school district policies or rules. The principal shall consult with the Superintendent prior to issuing any suspension.
 - A. Pursuant to Ed 317.04(~~af~~)(1), a suspension of 10 school days or less shall be considered a "short-term suspension" and may be issued for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school under RSA 193:13, I.
2. The Superintendent is authorized to continue the suspension of a pupil for a period in excess of 10 school days. Prior to this extended suspension, the Superintendent will provide an informal hearing on the matter. The informal hearing need not rise to the level and protocol of an official hearing before the School Board.
 - A. Pursuant to Ed 317.04(~~af~~)(2), a suspension in excess of 10 school days shall be considered a "long-term suspension" and may be issued for an act of theft, destruction, or violence as defined in RSA 193-D, or for possession of a pellet paint ball gun or BB gun or rifle under RSA 193:13,II.
3. Any suspension in excess of 10 school days, as described in Paragraph 2 of this Section, is appealable to the School Board, provided the Superintendent receives the appeal in writing within 10 days after the issuance of the Superintendent's decision described in Paragraph 2. Any suspension in excess of 10 school days shall remain in effect while this appeal is pending.
4. Due process standards for short-term suspensions (10 days or less) will adhere to the requirements of Ed 317.04(~~df~~)(1).
5. Due process standards for long-term suspensions (more than 10 days) will adhere to the requirements of Ed 317.04(~~df~~)(2).

Process for Expulsion

1. Any pupil may be expelled by the School Board for gross misconduct, or for neglect or refusal to conform to District rules or policies, or for an act of theft, destruction, or violence, as defined in RSA 193-D:~~1~~(~~b~~), or for the possession of a pellet or BB gun, rifle, or paint ball gun.
2. Additionally, any pupil may be expelled by the School Board for bringing or possessing a firearm as defined in Section 921 U.S.C. Title 18 in a safe school zone, as defined in RSA 193-D:1, unless such pupil has written authorization from the Superintendent. Any expulsion under this provision shall be for a period of not less than 12 months.
- ~~3.~~ The District will ensure that the due process standards set forth in Ed 317.04(~~df~~)(3) are followed.
- ~~3.4~~ Any decision by the Board to expel a student may be appealed to the State Board of Education.
- ~~4.5.~~ The Superintendent is authorized to modify the expulsion requirements of any student on a case-by-case basis.

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Disciplinary Removal of Students with Disabilities

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

Cross Reference:

JICD – Student Discipline and Due Process

Legal References:

RSA 189:15, Regulations

RSA 193:13, Suspension & Expulsion of Pupils

RSA Chapter 193-D, Safe Schools Zones

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

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

NH Code of Administrative Rules, Section Ed 317.04, Standards and Procedures For
Suspension and Expulsion of Pupils Assuring Due Process

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IJ
Date of Adoption: September 21, 1988 - Date of Revision: 5/1/96, 6/21/06 Date of Code Revision Adoption: 6/16/10 - Review Policy Committee: 9/10/14 First Read School Board: September 17, 2014 Second Read/Adoption School Board: October 1, 2014 <u>Policy Committee Review: December 12, 2018</u>	Page 1 of 1 Category: Priority <u>Recommended</u>

INSTRUCTIONAL MATERIALS RESOURCES

The Oyster River School Board expects that the superintendent will establish procedures to ensure that all instructional materials will be selected based on their ability to provide quality learning experiences for students in that they:

- Enrich and support the curriculum;
- Stimulate growth in knowledge, literary appreciation, aesthetic value, and ethical standards;
- Provide background information to enable students to make intelligent judgments;
- Present opposing sides of controversial issues;
- Represent the many religious, ethnic, and cultural groups that contribute to our American heritage;
- Are current;
- Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of the American society; and
- Match the appropriate skill levels of pupils.

All selected materials will fit within the District's vision and mission statement as defined in the District's strategic plan.

The superintendent will engage administrators and teachers to select instructional materials from a variety of media, including, but not limited to, books, online/internet materials, equipment, newspapers, other media, and instructional technologies. Selection of such materials should be made only after a determination that such materials are developmentally and age appropriate, provide quality learning experiences, and fit within the District's educational goals and philosophies.

Each school shall provide instructional resources, including those available online or through interlibrary loan, which provide instruction in:

- a. Accessing information efficiently and effectively;
- b. Evaluating information and sources critically and competently;
- c. Citing sources and not plagiarizing;
- d. Using information accurately and creatively;
- e. Pursuing information related to personal interests;
- f. Appreciating literature and other creative expressions of information;
- g. Striving for excellence in information-seeking and knowledge generation;
- h. Recognizing the importance of information to a democratic society;
- i. Practicing ethical behavior in regard to information and information technology; and
- j. Participating effectively in groups to pursue and generate information.

Basic instructional course material in the fundamental skill areas of language arts, mathematics, science and social studies shall be reviewed at intervals not exceeding five (5) years. All instructional materials must be sequential and must be compatible with previous and future offerings.

Legal References:

NH Code of Administrative Rules, Section Ed 306.08, Instructional Resources
NH Code of Administrative Rules, Section Ed 306.141(a)(4), **Basic Instructional Materials and Resources Standards**

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JICL
Date of Adoption: August 20, 2008 Previously: IJNDB Adopted Code Change to SB: October 6, 2010 Policy Committee: January 7, 2015 School Board First Read: January 7, 2015 School Board Second Read/Adoption: January 21, 2015 <u>Re-review to Policy Committee: 2/8/17 & 12/12/18</u>	Page 1 of 1 Category: Priority

STUDENT COMPUTER AND INTERNET USE

Oyster River School District’s computers, networks and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff.

Student use of school computers, networks and Internet services is a privilege, not a right. Compliance with the District’s policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

The Oyster River School District computers remain under the control, custody and supervision of the school District at all times. The District monitors all computers and Internet activity by students. Students have no expectation of privacy in their use of District computers.

Students are allowed to use their personal computer at school with prior authorization, provided that they comply with this policy and the accompanying rules.

The District utilizes filtering technology designed to block materials that are obscene or harmful to minors. The District takes precautions to supervise student use of the Internet, but parents should be aware that the Oyster River School District cannot reasonably prevent all instances of inappropriate computer use by students in violation of Board policies and rules, including access to objectionable materials and communication with persons outside of the school. The District is not responsible for the accuracy or quality of information that students obtain through the Internet.

It is further understood that students will not do anything that compromises or disrupts the integrity of the Oyster River Cooperative School District’s network.

Students and parents shall be informed of this policy and the accompanying **ing** rules through handbooks, the District’s website and/or other means selected by the Superintendent.

The Superintendent is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing day-to-day management and operations of the District’s computer system may be implemented, consistent with Board policies and rules. The Superintendent may delegate specific responsibilities to the Network Administrator and others as he/she deems appropriate.

Legal Reference: RSA 194:3-d

Cross Reference:

JICL–R – Student Computer/Device and Internet Use Rules
JICK – Bullying and Cyberbullying Pupil Safety and Violence Prevention

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STUDENT COMPUTER/DEVICE AND INTERNET USE RULES

All Oyster River students are responsible for their actions and activities involving school unit computers/devices, network and Internet services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of the school unit's computers/devices, networks, and Internet services, and examples of prohibited uses. Due to the ever-changing resources, available on the Internet these rules do not attempt to describe every possible prohibited activity by students. Students, parents and school employees who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator. These rules apply to all school computers/devices wherever used, and all uses of school servers, Internet access and networks regardless of how they are accessed. Notwithstanding FERPA and other related laws, students have no expectation of privacy regarding their use on the school district computer network. Oyster River Cooperative School District recognizes that electronic communication/social media/texting is not a replacement for meaningful dialogue between students to students or students to staff. When practical, the district encourages face to face communication.

A. Acceptable Use

1. The school unit's/districts computers/devices, network and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum and instructional goals.
2. Students must comply with all Board policies, school rules and expectations concerning student conduct and communications when using school computers/devices and/or personal computers/devices, whether on or off school property.
3. Students also must comply with all specific instructions from school employees and volunteers when using the school unit's computers/devices and/or personal computers/devices.

B. Prohibited Uses

Unacceptable uses of school unit computers/devices include, but are not limited to, the following:

1. **Accessing or Communicating Inappropriate Materials** – Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying/cyberbullying and/or illegal materials or messages.
2. **Illegal Activities** – Students may not use the school unit's computers/devices, network and Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. The school unit assumes no responsibility for illegal activities of students while using school computers/devices.
3. **Violating Copyrights or Software Licenses** – Students may not copy, download or share any type of copyrighted materials (including music or films) without the owner's permission; or copy or download software without the express authorization of the Technology Coordinator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school unit assumes no responsibility for copyright or licensing violations by students. *See Board policy/procedure EGAD – Copyright Compliance.*

4. **Downloading “Apps” or Installing Software** – Students may not download any “apps” or install software without prior approval from an authorized school employee.
5. **Plagiarism** – Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When Internet sources are used in student work, the author, publisher and web site must be identified.
6. **Use for Non-School-Related Purposes** - Using the school unit’s computers/devices, network and Internet services for any personal reasons not connected with the educational program or school assignments.
7. **Misuse of Passwords/Unauthorized Access** – Students may not share passwords (except with authorized school employees); use other users’ passwords; access or use other users’ accounts; or attempt to circumvent network security systems.
8. **Malicious Use/Vandalism** – Students may not engage in any malicious use, disruption or harm to the school unit’s computers/devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
9. **Avoiding School Filters** – Students may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters. If a student believes filtering should be less restrictive on a temporary basis for specific, bona fide research purposes, he/she should discuss the matter with his/her teacher.

C. **Compensation for Losses, Costs and/or Damages**

The student and his/her parents are responsible for compensating the school unit for any losses, costs or damages incurred for violations of Board policies/procedures and school rules while the student is using school unit computers/devices, networks, and/or Internet services, including the cost of investigating such violations. The school unit assumes no responsibility for any unauthorized charges or costs incurred by a student while using school unit computers/devices, networks, and/or Internet services.

D. **Student Security**

A student is not allowed to reveal his/her full name, address, telephone number, social security number, photograph or other personal information on the Internet while using a school computer/device, network, and/or Internet service without prior permission from a teacher. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

E. **System Security**

The security of the school unit’s computers/devices, network and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher or building administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material.

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F. Additional Rules for Devices Issued to Students

1. Laptops are loaned to students as an educational tool and may be used for purposes specifically authorized by school employees.
2. Students and their families are responsible for the proper care of devices at all times, whether on or off school property, including costs associated with repairing or replacing the devices
3. If a device is lost or stolen, this must be reported to a building administrator immediately. If a device is stolen, a report should be made to the local police and a building administrator immediately.
4. The Board's policy and rules concerning computer and Internet use apply to use of devices at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of devices issued by school staff.
5. Violation of policies or rules governing the use of computers/devices, or any careless use of a device, may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school employees. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.
6. All use of school-loaned devices by all persons must comply with the school's Student Computer/Device and Internet Use Rules.
7. Devices must be returned in acceptable working order whenever requested by school staff.

G. Additional Rules for Use of Privately-Owned Computers/Devices by

Students are permitted to use privately-owned computers/electronic devices at school, for educational purposes. Electronic Devices include but are not limited to laptops, smart phones, tablets, calculators, gaming devices, wearables, and monitoring devices for medical conditions. Additionally, the following expectations of students are established:

1. The use of privately-owned computers/electronic devices is at the discretion of school administrators, classroom teachers, coaches, bus drivers, or employees chaperoning trips.
 - a. Teachers will post annually after review by principals their rules related to use of electronic devices.
2. The use of cameras or the camera/video/sound recording functions on any electronic device is strictly prohibited in locker rooms and restrooms. In other school locations, students are required to obtain permission before photographing, taking videos or recording any individual. Students are also required to obtain prior permission before posting any photos, videos or sound recordings of individuals taken at school or during school activities on social media or elsewhere.

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3. The student is responsible for proper care of his/her privately-owned computer/device, including maintaining security updates provided by the manufacturer or software vendor, any costs of repair, replacement or modifications needed to use the device at school.
4. Oyster River Cooperative School District is not responsible for damage, loss or theft of any privately-owned computer/electronic device.
5. Care must be taken to use such devices in a manner that does not interrupt the activities of others. Students are required to comply with all Board policies, administrative procedures and school rules while using privately-owned computers/electronic devices at school.
6. Students have no expectation of privacy in their use of privately-owned computer/electronic device while at school. Such devices may be subject to search if there is reasonable suspicion that a student is violating Board policies, procedures, or school rules, or engaging in other misconduct. School administrators may confiscate such devices for as long as necessary to complete their investigation.
7. Students violating these rules will be subject to discipline, which may include:
 - a. Exclusion of the device from school for an extended period;
 - b. Sanctions ranging from detention to suspension from school depending upon the nature of the offense and the student's disciplinary record.

Cross Reference:

~~JNDB – Student Use of School-Issued Computers, Devices and the Internet~~

JICJ-Student Use of Computer/Electronic Devices at School

JICK – Bullying and Cyberbullying Pupil Safety and Violence Prevention

Excerpt from 2/8/17 minutes pertaining to this procedure:

...The procedure was re-reviewed, and changes were made throughout the document and section G2 will be rewritten for clarity...

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Date of Adoption: October 19, 1988	Page 1 of 1

~~GUIDANCE PROGRAM~~

~~The focus of the counseling and guidance program in the district is on the developmental needs of all students at the elementary and secondary levels. See language in policy IA, Instructional Goals, referencing individualized learning and heterogeneous grouping.~~

~~Counselors shall demonstrate respect for the dignity and worth of each individual and shall encourage each student to develop individual responsibility and decision-making skills. Guidance counselors are prepared to help students who may have questions or need assistance with such areas as personal problems, selections, grades, program selection, career planning, testing or college selection. The guidance person acts as a counselor, consultant, and coordinator in assisting the teacher and the parent as they provide for the needs of the child. The counselor shall also provide individual testing of learning strengths, learning weaknesses, achievement, intelligence and developmental readiness upon request of the teacher. Counselors shall coordinate the school guidance program and involve all staff members in designing and implementing plans to meet three major goals:~~

- ~~1. Educational Development — Students will participate in planning their educational experiences so that their education is consistent with educational requirements and career aspirations.~~
- ~~2. Personal/Social Development — Students will develop appropriate behaviors for a variety of social settings. Students will develop awareness of self and confidence in their own abilities in order to enhance their career and development.~~
- ~~3. Career Development — Students will develop career options consistent with their interests, abilities, and values. Career development includes focus on the four areas of vocation, avocation, family life, and citizenship.~~

~~Within the framework of the counseling and guidance goals, specific students and curricular objectives are developed.~~

~~Within the areas of counseling and guidance responsibility, the counselor enters into professional relationships with three segments of the school community: students, school personnel, and parents and guardians.~~