



**Student Handbook  
2018-2019**

**715 Riverwood Drive  
Pembroke, NH 03275  
(603) 225-2715  
[www.sfnh.org](http://www.sfnh.org)**

💎Our Mission💎

Build early literacy by using the  
Orton-Gillingham approach and building phonemic awareness so that children are  
reading at grade level by fourth grade.



Incorporate the Core Knowledge Curriculum in grades R-8 in Science, Social Studies,  
Language Arts, Music, and Art in order to build students' background knowledge and  
reading comprehension.



Create a R-8 school where the entire elementary faculty is trained in and uses the  
Orton-Gillingham approach so that other schools and districts can make use of the school  
for training of faculty including elementary teachers, reading specialists, learning  
disabilities specialists, tutors, and paraprofessionals.



Create a learning environment wherein 90% of the student population beginning Strong  
Foundations in Readiness or Grade 1 will be proficient or advanced in reading by  
the end of Grade 4.

💎Strong Foundations is a Friend of Core Knowledge® School💎  
“Educational Excellence and Equity for All Children”

## **Table of Contents**

[ATTENDANCE](#)

[ACADEMICS](#)

[COMMUNICATION](#)

[ADMISSION](#)

[SCHOOL VISITORS](#)

[VOLUNTEERISM](#)

[EMERGENCY CLOSINGS](#)

[HEALTHY SCHOOL POLICY](#)

[FIELD TRIPS](#)

[DRESS](#)

[PETS](#)

[BEHAVIOR](#)

[NO SMOKING/NO TOBACCO PRODUCTS](#)

[HEALTH AND SAFETY INFORMATION](#)

[ASSESSMENT](#)

[SPECIAL EDUCATION](#)

[POLICIES](#)

[NON-DISCRIMINATION POLICY](#)

[STUDENT MEAL POLICY](#)

[SECTION 504 POLICY AND PROCEDURAL GUIDELINES](#)

[DISCIPLINE POLICY](#)

[WEAPONS POLICY](#)

[DETENTION](#)

[RESPECT](#)

[HANDS-ON](#)

[DRUG-FREE SCHOOL ZONE](#)

[BULLYING POLICY](#)

[TECHNOLOGY USE AND ACCEPTABLE USE POLICY](#)

[ACCEPTABLE USE POLICY](#)

## ATTENDANCE

### Absences

Regular attendance is critical for school success. Children must attend as many school days as possible. Personal illness, family emergency, and other urgent reasons affecting the child may necessitate absence. If your child cannot attend school, please call the office between 7:30-8:00 a.m. A note or phone call explaining the reason and date or dates of the absence should be brought to the office. If it is necessary for a child to be absent for five or more consecutive days, the child is required to return to school with a note from his/her doctor. Students who have five or more days of unexcused absences per school year are considered truant. The Principal will determine if an absence constitutes truancy. Truant absences of five days or more in a school year will result in a report to officials. Please clear absences not due to illness with the Principal.

### Tardiness

A parent must come into the office to sign in their children when they are tardy. Students arriving at school after 8:00 for grades 5-8 or after 8:15 for grades R-4 are asked to report to the office and sign in before going to his or her classroom. The student will be marked as tardy. Parents are asked to make every effort to ensure that children arrive at least five minutes before the start time to make sure they are not tardy.

We provide a high quality education, and when students arrive late, they affect their own learning as well as disrupting the learning of others. To ensure your child can fully access and benefit from our wonderful education, it is vital that he/she arrive on time and ready to learn. Five unexcused tardies will result in a meeting with parents to help find a solution to the problem. Acceptable reasons for tardiness include appointments or delays due to weather. Other situations will be considered excused or unexcused at the discretion of the Principal and Assistant Principal.

### Lunch Orders

Students need to order lunch **by 8:30**, or will need to **bring their own lunch**. If you will arrive after 8:30, you may order lunch by calling the office **before 8:30**.

### Dismissal

If you wish to have your child dismissed early, please notify the office in writing via note, email, or phone call. You may request that your child be in the office at the designated dismissal time waiting for your arrival. For safety reasons, children are not allowed to wait for dismissal outside of the building.

R-4<sup>th</sup> are dismissed between 3:15-4:00. 5<sup>th</sup>-8<sup>th</sup> are dismissed between 3:00-4:00. If you have children in both age groups, please come for dismissal at the later time. Children in the younger grades are not ready for dismissal before 3:15, and it slows down dismissal for other families.

Clubs and Music lessons dismiss at 3:40. Please arrive by no later than 4:00 in order to avoid an extended day fee. Students who are picked up after 4:00 will need to go to extended day, for which there is a charge. We do not wish to charge families, but the dismissal staff have families to return to, and the extended day staff are hired to take over student supervision at that time.

## **ACADEMICS**

Classroom teachers update their classroom websites with ongoing homework, projects, upcoming tests, events, class lists, and spelling lists. Teachers' websites can be accessed by clicking on the link near their picture on the staff page.

Academic honesty is important. When producing written work, students need to cite their sources and may not plagiarize.

Middle School Preparedness Grade:

Preparedness will count towards 10% of a student's academic grade. Across the middle school, students are expected to arrive on time and follow the beginning of class routine independently within the given time frame. Teachers will explain the routine to students at the beginning of the year. The scoring rubric is as follows: 2 points= fully prepared. 1 point= partially prepared (missing one component) 0= not prepared (missing two or more components). Students are expected to bring what they need to the classroom and not leave the room to retrieve missing items.

Students in grades 7 and 8 and second semester 6<sup>th</sup> grade students may apply for membership in the Strong Foundations chapter of the National Junior Honor Society (NJHS). Students with grades of A- or higher and letters of recommendation may apply. Community service and leadership development are an important part of membership in NJHS. The grade ranges are as follows: A=90-100 (A- = 90-91, A+ = 99-100); B=80-89 (B- = 80-81, B+ = 89); C=70-79 (C- = 70-71, C+ = 79); D=60-69 (D- = 60-61, D+ = 69); F=59 or below.

## **COMMUNICATION**

Regular communication between home and school is important so that we can support each other and help our children receive a better education. SFCS is open to speaking with any parent about questions or concerns. We also encourage parents and staff to share the many positive events that occur throughout our day. If parents have a concern, please share it directly with the staff member or members who is directly responsible for your concern. We can build a stronger sense of community by using this kind of direct communication. Objectivity, kindness, and honesty serve to guide our communication.

#### Parent and Teacher Code of Conduct:

- Interactions are based on mutual respect. Civility is expected in all interactions. Parents and teachers are on the same team for the child.

#### Email Communication

- Staff members will make every effort to respond to emails within 24 hours Monday-Thursday. Emails received on Friday may receive a response on the following Monday.
- Email conversations of 2 or more exchanges that contain concerns may need to be resolved in a face-to-face meeting that includes administration.

#### Meetings:

- When requesting a meeting, teachers and parents will need to state the topic for the meeting so the parent or teacher can prepare.
- Families will need to schedule a meeting with the teacher rather than dropping in at the door of the classroom or talking with them in the hallway.
- Upon entering the school, all parents, guardians, and family members will go immediately to the office to sign in. Individuals who enter the building without stopping in the office will be asked to return to the office. A staff member will accompany the individual to the classroom.
- The following are our meeting norms:
  - Interactions are based on mutual respect.
  - Meeting members will allow others to speak so that all perspectives may be shared.
  - Concerns will be stated professionally and be solutions-oriented.
  - It is extremely rare, but if a team member becomes disrespectful or threatening, the teacher has the option to terminate the meeting and refer the concern to a member of administration.

## ADMISSION

SFCS will have an open enrollment period from January 1 through March 31 of each year. During that time, SFCS will accept all applications without discrimination. If SFCS receives more applications than there are openings during that time, a lottery will be held after March 31. Names of applicants will be drawn randomly until all available openings are filled. The remaining applicants' names will be drawn randomly in order to form a waiting list. If there are no openings, applications received on or after April 1 will be placed in order of receipt on a waiting list behind the applicants drawn by lottery. Siblings of students currently attending SFCS will be exempt from the lottery as long as there is an opening in their grade. Previous applicants who have not been accepted will receive priority in the lottery.

## SCHOOL VISITORS

Visitors are welcome at SFCS. We require visitors to report to the office and sign in when they arrive and sign out when they leave. Visitors need to wear a nametag. Parents who wish to visit a classroom to during the regular instructional day should call the school to have the visit cleared with the principal. Once a visit is cleared, we can schedule a mutually convenient date and time.

## VOLUNTEERISM

Parent volunteerism is an important part of SFCS. We depend on our parents to share their talents and time to help make our school successful. There are many types of volunteer activities.

Volunteers working directly with children must have a criminal background check. Background checks take 2-3 weeks to complete, so please get yours done in advance if you think you might chaperone a field trip at some point throughout the year. Information about how to obtain a criminal background check is available in the office. Chaperones wishing to drive are considered volunteers who require a criminal background check. In addition, chaperones must provide **proof of a current driver's license** and a **minimum liability insurance coverage of \$100,000/\$300,000**. Proof of driver's license and insurance coverage need to be resubmitted yearly.

## EMERGENCY CLOSINGS

SFCS will post emergency closings on WMUR. These will be visible on WMUR and the WMUR and SFCS websites.

## HEALTHY SCHOOL POLICY

It is our mission to integrate healthy eating habits along with daily exercise as part of our daily routine. We realize that healthy living is an intentional act. We will plan intentional activities throughout the year to educate our teachers, staff, students, and parents on this matter.



Our staff are a valuable key to the success of the Healthy School Policy. Each staff member will be responsible to encourage the students to have healthy habits; they will also be responsible for being good role models.

We strongly suggest that all lunches sent from home contain healthy food items that include protein. Acceptable beverages are water (non-flavored), 100% juice (no sugar added) and milk (white or chocolate). Not permitted to be included in lunches and snacks are candies or soda.

**Parties:** We love to celebrate! In keeping with our mission we want to celebrate with healthy habits. We allow baked goods and treats for parties, but also encourage parents and staff to think outside of the box to try to include healthy party items (i.e. cups of juice decorated with slices of fruit; vegetables decorated with a healthy cheese dip; etc.).

## FIELD TRIPS

Each classroom teacher schedules various field trips to interesting and educational locations. Parents are encouraged to chaperone such school activities, but are not permitted to bring younger children due to liability issues. Any person transporting students must provide SFCS with **proof of a current driver's license** and a **minimum liability insurance coverage of \$100,000/\$300,000**. Proof of driver's license and insurance coverage need to be resubmitted yearly. In addition, chaperones are required to have a criminal background check completed prior to the activity. Field trips are considered an extension of SFCS. Therefore all school policies and rules apply for all students, as well as chaperones. All students who are lawfully required to travel in a car seat must have an appropriate car seat in order to travel by private car. NH Law requires that children up to the age of 7 and up to 57" in height travel in a federally approved car seat appropriate for the child based on the manufacturer's age, weight and height specifications. **Students who do not have an appropriate car seat will not be able to attend the field trip for their own safety and to help protect chaperones against liability.**

## DRESS

Student dress is the responsibility of the student and his or her parents. It is impossible to detail every dress requirement, so a combination of good judgment and the written dress code should be our guide.

Students are expected to wear comfortable, seasonal clothing that is appropriate for school. Any clothing that is offensive, endangers the health and safety of the student, or distracts from the educational process will not be allowed. Straps must be at least three fingers wide, and visible cleavage is not permitted. Spaghetti straps and open back tops or dresses are not permitted. All skirts, and dresses must be at least as long as the student's fingertips when their arms are by their sides. All shorts must have at least a 3" inseam.

Undergarments must not be visible for both boys and girls. Hats, hoods, and sunglasses may not be worn inside the building. Advisory teachers are responsible for ensuring each middle school student is dressed appropriately at the beginning of the day, and classroom teachers are responsible for checking elementary students' clothing.

Students must be dressed appropriately for outdoor activities. See the "Winter Clothing Rules" below for cold weather clothing requirements. Crocs, sandals, and flip flops are not permitted on the playground for students in Readiness through fourth grade. If a student arrives at school and is not dressed appropriately, a parent may be called to bring them appropriate clothing.

All students are required to be dressed appropriately for Physical Education classes. Appropriate dress for PE classes will be defined by the teacher, Mrs. Forcillo.

### **WINTER CLOTHING RULES**

All students need to come prepared to go out to recess daily. All students will go out to recess when the **real feel** temperature is 15 degrees or higher, according to [accuweather.com](http://accuweather.com). Coats are the minimum requirement for going outside. Students who have appropriate clothing may play on the snow covered areas. Appropriate clothing is defined as: winter coat, hat (or hood), gloves/mittens, snow pants, and boots. If students are not fully prepared for snow play, they will go outside, but must stay on the paved area. Students in 5th-8th grade may also go on the plowed mulch area. If anyone on recess duty has a cold related health concern about a student, the student should be sent in to be evaluated by the nurse. ***Students will not stay inside for recess unless they have a parent or doctor's note excusing them from recess for health reasons.***

### **PETS**

Pets may not be brought onto school grounds, but they may remain in cars with their owners.

### **BEHAVIOR**

SFCS is a community of learners that prepares students for academic success by offering a high-quality education. Students must access this with ethical and responsible behavior, which includes demonstrating respect for themselves, others, and the educational environment. Students are expected to maintain high standards of respect. Behavior that creates an unsafe environment, either physically or emotionally, will not be tolerated.

Staff members are trained in the Responsive Classroom approach. Responsive Classroom promotes teaching students to make good choices. Responsive Classroom leads to

“greater teacher effectiveness, higher student achievement, and improved school climate“  
(responsiveclassroom.org).

Positive behavior and negative behavior will be responded to in the following ways:

**Positive Behavior**

Awards  
Praise  
Extra recess/activity time  
Responsible jobs for students  
Letters to students and parents  
Use of positive reinforcement

**Negative Behavior**

Warning/reprimand  
Time out, in or out of classroom  
Office referral  
Parent contact  
Parent/Teacher/Principal Conference  
Before/after-school detention  
Suspension

Please see the Strong Foundations Discipline Policy for specific expectations for behavior and disciplinary actions.

Bullying Policy: Please see page 21 for the bullying policy.

## **NO SMOKING/NO TOBACCO PRODUCTS**

The use of tobacco products is strictly prohibited. No person shall use any tobacco product in the school building, on the school grounds, or in any vehicles engaged in service for students.

## **HEALTH AND SAFETY INFORMATION**

**Health Care**

SFCS has a full-time school nurse. School personnel receive training and certification in emergency first aid, CPR, and use of an Automated External Defibrillator. Serious injuries such as fractures and lacerations that require sutures will be treated with emergency first aid and support measures until a parent/guardian can be contacted. When neither parent can be reached nor the alternate responsible person(s) listed on the emergency card, the child will be referred to his or her family doctor, or, if unavailable, the ER physician on call at the hospital.

**Emergency Contact Information**

Emergency contact information forms must be completely filled out for each child enrolled in SFCS. It is important that we have the names and daytime phone numbers of two people who are available and have your permission to assume responsibility for your child if neither parent can be reached in the event of an illness or emergency with your child. It is also critical that parents immediately notify the principal or office manager at SFCS if there are any changes during the course of the school year, especially in their daytime phone numbers or the child's medical condition.

### **Medication**

NO STUDENT SHOULD CARRY MEDICATIONS OF ANY TYPE ON THEIR PERSON. The nurse or designated staff, will administer medication according to SFCS policy. The only exception is an inhaler for asthma or an epipen for allergies. The appropriate parent permission must be on file with the health office. Please read "Prescription medication" below for more detail.

**Prescription medication** must be brought to school by a parent in the original pharmacy-labeled bottle. Written permission signed by the physician or health care provider must be provided in order to administer prescription medications at school. The permission form is available on our website under "Parent Information". This includes inhalers for asthma, even if the child is self-administering, as well as other types of prescription medications. Please provide the signed forms for asthma and allergy medications on or before the first day of school.

**Non-prescription medication** may be given by the nurse or designated staff person with the parent's written permission. Any medication must be in the original packaging. Parents must inform the designated staff person in writing of any medication administered prior to the child arriving at school and the time at which it was administered.

### **Illness**

Students with symptoms of illness such as fever over 100.0, frequent productive cough, vomiting, diarrhea, or other uncontrolled symptoms, should not be sent to school. SFCS also has a "no nit" policy for head lice. If a child arrives at school exhibiting these or similar symptoms, SFCS staff may dismiss the child from school, and it shall be the parent's responsibility to pick him or her up. Should it be necessary for an ill child to go home at any time during the school day, the child will be released only to a parent, guardian, or other authorized adult.

### **Health Insurance**

It is our hope that all families have the security of health insurance for their children. The State of New Hampshire offers a low/no cost health insurance plan for children if certain income guidelines are met. Information on this and income guidelines can be found through the following link: <https://www.benefits.gov/benefits/benefit-details/1608>

**Notification of Management Plan Availability**

As part of fulfilling a requirement of all public schools, Strong Foundations wishes to inform you that there were no asbestos-containing materials used in the construction of the building. We are required to have an asbestos management plan on file and to make it available for review. In our case, our management plan is simply to state that there were no asbestos-containing materials used in the construction of the building.

The legal reference for the Asbestos Hazard Emergency Response Act is 40 CFR 763.93 (g)(4).

**ASSESSMENT**

As a condition of enrollment in SFCS, students are required to participate in all assessments given school-wide. Increased accountability for increased freedom is an important component of charter schools. Students will be assessed with a general reading and math assessment three times per year.

Strong Foundations Charter School participates in the statewide State Assessment System for grades 3, 4, 5, 6, 7, and 8.. We also administer the NWEA Math and Reading tests 3 times per year to all students for more immediate results. This is a requirement of attendance at Strong Foundations.

Report cards will be sent home four times per year. Midterm progress reports will be sent home for students in grades 5-8 four times per year.

**SPECIAL EDUCATION**

The staff of SFCS is committed to educating all children who are enrolled at our school. If a child has an IEP, the resident district is responsible for providing services to the child. By working cooperatively, resident districts and the staff of SFCS will work out a plan for each child to receive a “free appropriate public education.”

**POLICIES****NON-DISCRIMINATION POLICY**

SFCS has a nondiscrimination policy and will not discriminate in its education programs, activities or employment practices on the basis of race, color, national origin, sex, sexual orientation, religion, or handicap.

## STUDENT MEAL POLICY

### My School Bucks:

This new service allows you to pay for school meals online using a credit/debit card or electronic check.

### What is MySchoolBucks?

MySchoolBucks is an online payment service that provides parents the ability to securely pay for meals, monitor student cafeteria purchases and receive email notifications for low account balances.

---

### How do I Enroll?

1. Go to [www.myschoolbucks.com](http://www.myschoolbucks.com) and register for your free account.
2. Add your students using their school name and student ID.
3. Make a payment to your students' accounts with your credit/debit card or electronic check.
4. *A program fee may apply. You will have the opportunity to review any fees and cancel if you choose, before you are charged.*

If you have any questions, please visit [www.myschoolbucks.com](http://www.myschoolbucks.com) and click Help or call MySchoolBucks Customer Support at 1-855-832-5226.

---

### Food Services

#### USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington,

D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

## **SECTION 504 POLICY AND PROCEDURAL GUIDELINES**

### **I. Policy Statement**

It is the policy of Strong Foundations Charter School (SFCS) to ensure that students who are disabled within the definition of Section 504 are identified, evaluated, and provided with appropriate educational services. The due process rights of disabled students and their parents under Section 504 will be enforced. Megan Elphick is the Coordinator of Section 504 activities.

### **II. Overview of Section 504**

Section 504 of the Rehabilitation Act of 1973 is major federal legislation that impacts entities that receive federal funding. It is a civil rights legislation for persons with disabilities, which is designed to prevent any form of discrimination based on disability. Individuals with disabilities, who are otherwise qualified, are protected.

Section 504 states:

“No otherwise qualified person with a disability in the United States...shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal assistance.”

Under Section 504, a person is considered “disabled” if that person:

1. has a physical or mental impairment which substantially limits one or more of such person’s major life activities,
2. has a record of such an impairment, or
3. is regarded as having such an impairment.

A “physical or mental impairment” is defined as:

A. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory; including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; and endocrine; or (B) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The second part of the definition relates to the impact of the disability or condition on a “major life activities: “...functions such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.”

### **III. Eligibility for Services**

Section 504 applies to persons considered to have a disability as defined in the Act. As a result, the question of eligibility is a critical issue. When determining the eligibility of individuals for Section 504 protections and services, the following questions must be addressed:

- A. Is there a physical or mental disability?
- B. If so, does that specific disability significantly impair a major life activity?

#### IV. Student Identification and Referral Procedures

A. Students who are in need or are believed to be in need of services under Section 504 may be referred for evaluation by a parent/guardian, teacher, other school personnel, or medical or mental health professional.

B. SFCS will consider the referral, and based upon a review of student records, including academic, social, testing, and behavioral records, determine whether an evaluation under this procedure is appropriate. Any student, who because of disability, needs or is believed to need special services will be referred for evaluation.

#### V. Student Evaluation and Placement

A. The purpose of student evaluation shall be to determine eligibility for accommodations as a disabled person.

B. For students who have been identified as disabled under Section 504, SFCS shall determine what special general education accommodations are needed to ensure that the student receives a free, appropriate education.

C. In interpreting evaluation data and in making educational decisions, SFCS shall:

1. Draw upon information from a variety of sources including achievement testing, anecdotal records and teacher recommendation, social and cultural background, and adaptive behavior.
2. Ensure that all valuation data is documented and carefully considered.
3. Ensure that decisions are made by a group of persons knowledgeable about the student, the meaning of evaluation data, and placement and accommodation options.
4. Ensure that the student is educated with non-disabled students to the maximum extent appropriate to meet the student's individual needs.

D. With regard to a student who is determined to be disabled under Section 504 of the Rehabilitation Act of 1973, but who is not determined to be disabled under IDEA, SFCS shall periodically conduct a re-evaluation of the student:

1. Prior to any significant change in placement, including grade to grade and level to level;



2. If the student's parent or the teacher reasonably requests a re-evaluation; or
  3. More frequently if conditions warrant.
- E. Parents will be notified in writing of:
1. The intent to evaluate
  2. Their rights under Section 504
  3. Notice of meeting to discuss eligibility decisions and create or review accommodation plan.
  4. Intent to re-evaluate
  5. Change in placement
- F. SFCS may also determine that no 504 accommodations are appropriate.

## VI. Procedural Safeguards

With respect to actions regarding the identification, evaluation, or educational placement of a person who, because of a disability, needs or is believed to need special instruction or related services, the following procedural safeguards shall be provided:

- A. Notice of any decision regarding the identification, evaluation, or educational placement of the student.
- B. An opportunity for the parents or guardian of the student to examine relevant educational records
- C. A formal grievance procedure.

## VII. Grievance Procedures

If any person believes that the school or any of the school's staff have inadequately applied the regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, or (3) Section 504 of the Rehabilitation Act of 1973, or (4) Americans with Disabilities Act, he/she may bring forward a complaint, which shall be referred to as a grievance, to the School's Section 504/ADA coordinator. It should be understood by the individual(s) involved that a complaint can be made to the Office for Civil Rights without going through the school's grievance procedures. The grievance procedures are to provide for a prompt and equitable resolution of a complaint.

The school's 504 coordinator, on request, will provide a copy of the school's grievance procedure and investigate all complaints in accordance with this procedure. The grievance procedure should include a statement that a copy of each of the acts and the regulations on which this notice is based, may be found in the coordinator's office.

The person who believes they have been discriminated against based on disability shall discuss the grievance and give the completed grievance form to the school Section 504/ADA coordinator who shall in turn investigate the complaint and reply with an answer to the complaint.

#### Step 1

A written statement of the grievance signed by complainant shall be submitted to the school Section 504/ADA coordinator within ten business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within ten business days.\*

#### Step 2

If the complainant wishes to appeal the decision of the school Section 504/ADA coordinator, he/she may submit a signed statement of appeal to the Chair of the School's Board of Trustees within ten business days after receipt of the coordinator's response. The coordinator and the Chair cannot be the same individual. The Chair shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten business days.\*

#### Step 3

If the complainant remains unsatisfied, he/she may appeal through a signed written statement to the SFCS Board of Trustees within ten business days of the receipt of the Chair's response in Step Two. In an attempt to resolve the grievance, the Board shall meet with the concerned parties and their representative within forty days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten business days of this meeting.

#### Step 4

The complainant may file a complaint with the Office for Civil Rights at any time before or during the grievance procedures: Office for Civil Rights:

Office for Civil Rights  
U.S. Department of Health and Human Services  
Government Center  
J.F. Kennedy Federal Building - Room 1875  
Boston, MA 02203  
Voice phone (617)565-1340  
FAX (617)565-3809  
TDD (617)565-1343

*\*If the Chair also serves as the Section 504/ADA coordinator, the appeal must go to another individual or the school board.*

## **DISCIPLINE POLICY**

The SFCS discipline policy was created because we value respect, fairness, tolerance, communication, and teaching self-respect and responsibility, and life skills. We will strive to help students become aware of the reasons behind the rules and logical consequences.

## **WEAPONS POLICY**

Strong Foundations Charter School has a zero tolerance policy for possession of a weapon or a weapon-like item. Weapons include, but are not limited to, guns, knives, explosives, martial arts weapons, and aerosol self-defense spray weapons. Simulated weapons, such as but not limited to, cap guns and homemade martial arts weapons, are also prohibited on school property. Possession of a weapon or a simulated weapon will result in disciplinary action, up to and including long-term suspension and a report to the Pembroke Police Department.

## **DETENTION**

Teachers, staff, and administrators have the authority to issue a lunch or after school detention for a violation of any rules addressed in this policy or posted in their classroom. The teacher, staff member, or administrator who issues the detention may choose to have the student serve it either with them or with the assigned detention teacher. Students may be given community service to complete during detention time. Detentions will be documented and a detention form must go home with the student, be signed by a parent, and be returned to school.

### **Other Behaviors**

The Strong Foundations Discipline Policy outlines the most common unexpected behaviors and their consequences. However, it is not possible to anticipate everything in a policy. The Administration reserves the right to make a considered judgment about behaviors and consequences for students that are not outlined in this policy. Ultimately, such situations may result in revisions to the Discipline Policy. The Discipline Policy works together with the Bullying and Technology policies to outline the expected behaviors that will help maintain a safe learning environment for all students.

### **Gum Chewing (R-8)**

Gum chewing is allowed only if it is written in the student's current IEP, 504 plan, or a current doctor's note. A note from a parent does not grant a student permission to chew gum. Students chewing gum without permission will be asked to get rid of the gum and will be assigned a cleaning job to help within the school, since gum is often not disposed of correctly and leaves a mess that custodians must clean up.

## **Homework**

When a middle school student does not complete their homework, they will write it on the missing work checklist stapled in their agenda book. Students are responsible for completing the missing assignment, ensuring that a parent or guardian signs the missing work checklist, and showing both the assignment and the signed checklist to their teacher the following day. If the missing homework is not returned to school the next day, or the missing work checklist is not signed, the student will be issued the consequences listed on the missing work checklist. These consequences are outlined below.

The first missing homework assignment in a class results in a written reminder on a student's missing work checklist. If a student has a second missing homework assignment, or if the first missing assignment and signed missing work checklist are not returned the following day, the student will be issued a lunch work session. If a student has a third missing assignment, or if the original assignment and signed checklist are not returned again, the student will be issued an additional work session and a parent will be contacted. Any further missing assignments will result in a referral to the Assistant Principal, and a parent will be contacted.

In the elementary school, a student will complete the missing assignment during part of their recess time. Elementary teachers will contact parents if students are not completing homework assignments.

## **RESPECT**

Students are expected to show respect to all students and adults while at school. After de-escalating, a student who has not shown this expected behavior will need to return to the adult they have been disrespectful towards, explain why their behavior was unacceptable, and model the appropriate interaction. If the inappropriate behavior was directed toward another student, an adult mentor will accompany the student as they explain why their behavior was inappropriate and model an appropriate interaction. This procedure will be followed for all unkind, disrespectful, or offensive behavior and comments. At the discretion of a teacher or staff member, a letter or "Apology of Action" may be used in addition to modeling the appropriate behavior.

Disrespect includes using inappropriate language. There is a zero tolerance policy for inappropriate language at SFCS, including profanity, rude or violent language, inappropriate innuendo or metaphors, and any language that is disrespectful or unkind.

A student who uses language that is deemed inappropriate at SFCS will write a letter following the Responsive Classroom model explaining the incident and what they will do differently next time. A written incident report will go home with the student and must be signed by a parent and returned to school the next day. If the incident report is not signed and returned, the student will need to call a parent and inform them of the incident while Miss Elphick or Mrs. McClure is present. If it is noted that the student is repeatedly using inappropriate language, this phone call will take place immediately following the incident, and the student will also participate in an “Apology of Action”, such as helping with a job that must be done at SFCS.

Unkind or disrespectful behavior toward staff or other students can indicate that a student does not know how to initiate an appropriate interaction. This includes behaviors such as teasing, using inappropriate language, or touching in a way that has potential for harm. Responsive Classroom advocates that students who demonstrate these behaviors spend time thinking, writing letters, and developing strategies to help them gain understanding and make better choices in the future. At SFCS, we will follow the Responsive Classroom approach but will also helping these students gain necessary social skills by working with them to model and practice appropriate interactions.

We will also track behavior violations to help us identify situations and times that may be challenging for a student so we can work with them to gain the skills needed to manage the situation appropriately. This will also help us as staff to prevent bullying and identify students who may need additional services and instruction.

## **HANDS-ON**

We understand that sometimes a high five is a normal and appropriate interaction for students. However; at SFCS we do not tolerate any hands-on behavior that has the potential for harm. Severe hands-on behavior will result in an immediate consequence. In the case of less severe behavior, the student will receive one reminder to keep their hands and body safe. If the behavior happens again, the student will use some of their unstructured time (recess, study hall, etc.) to work with Miss Elphick, and discuss with a parent if needed, to create a plan for appropriate, safe behavior. Students will be referred immediately to Miss Elphick and a parent will be called for any behavior, such as hitting or kicking, that is intentional and potentially harmful or is intended to bully another student. Public displays of affection, such as hand holding and hugging for middle school students, are not permitted while at school.

### **Expected Behavior for Common Areas**

It is expected that students will follow directions given by an adult when in a classroom or any common area including the bathroom, multi-purpose room, hallways, stairways, and playground. It is also expected that students will respect school property and the belongings of others, walk safely, use an indoor voice, clean up after themselves, and

keep their hands and bodies to themselves. It is expected that everyone at SFCS will work together to keep our school community clean and safe. Students who choose not to follow these expectations will be given time to reflect on and practice them. Students who are destructive to school property will be required to stay after school and work with an adult to repair any damage they have done.

## **DRUG-FREE SCHOOL ZONE**

We are a smoke-free and drug-free school zone. Drugs and alcohol are not permitted on school property, and students may not come to school under the influence of drugs or alcohol. Violation of these rules will result in suspension and possible expulsion.

## **BULLYING POLICY**

### **Bullying Prevention:**

The intent of this policy is to be in compliance with NH RSA 193-f and the Technical Advisory written by the NH Department of Education (2010). This document is intended to be a living document and changes may need to be made as directed by NH State law and/or the Administration of SFCS.

Strong Foundations Charter School (SFCS) believes that all students have a right to a safe and healthy school environment. The school and community have an obligation to promote mutual respect, tolerance, and acceptance.

### **Prohibition of Bullying/Cyberbullying Protects All Students**

SFCS prohibits bullying and cyberbullying against all students. Bullying in schools has historically included actions shown to be motivated by a pupil's actual or perceived race, color, religion, national origin, ancestry or ethnicity, sexual orientation, socioeconomic status, age, physical, mental, emotional, or learning disability, gender, gender identity and expression, obesity, or other distinguishing personal characteristics, or based on association with any person identified in any of the above categories. The goal of this policy is to protect our students from the physical, emotional, and psychological violence caused by bullying and cyberbullying.

### **Definition of Terms and Grounds for Determination of Bullying**

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

1. Physically harms a pupil or damages the pupil's property;
2. Causes emotional distress to a pupil;

3. Interferes with a pupil's educational opportunities;
4. Creates a hostile educational environment; or
5. Substantially disrupts the orderly operation of the school.

Bullying shall include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs. Cyberbullying is bullying activity that is conducted with an electronic device and/or in an electronic medium, e.g. telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.

The following additional definitions apply:

- Perpetrator: a pupil who engages in bullying or cyberbullying
- School property: all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans
- Victim: a pupil against whom bullying or cyberbullying has been perpetrated

A determination of bullying or cyberbullying may be made by SFCS when the action or actions occur on or are delivered on school property or at a school-sponsored activity or event on or off school property. In addition, a determination of bullying or cyberbullying may be made by SFCS when the action or actions occur outside of a school-sponsored activity or event if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

### **Protection Against Retaliation and False Accusations**

SFCS staff will make reasonable efforts to keep reports of bullying and the results of the fact-finding confidential. Students whose actions have been determined to be bullying will be instructed that any retaliation, whether verbal, physical, or emotional, will result in additional and more severe consequences.

False accusations are considered a form of bullying. Therefore, the SFCS staff in good faith will perform due diligence to determine the authenticity of the accusations by the victim. Bullying may occur with no witnesses other than the perpetrator and the victim. There is also the possibility that false witnesses may come forth. Such contexts make it especially difficult to conduct fact-finding. In such situations, SFCS staff will make a reasonable effort to assess the facts and may take into account previous history and behavior of the students involved.

### **Consequences for Bullying/Cyberbullying Behavior**

Students whose actions are determined to have been bullying will receive consequences in proportion to the severity of the action. Students who have been repeat offenders may receive more severe consequences. Consequences will be determined on a case-by-case basis by the Principal, Dean of Students, or Designee. Consequences are not limited to the following, but may include one or more of the following. The list below is not intended to be a direct progression of consequences.

- Temporary exclusion from extracurricular activities
- In the case of a class officer or NJHS member, temporary or permanent removal from office
- Increased and ongoing supervision during unstructured times
- Detention
- In-school suspension
- Out-of-school suspension
- Expulsion

### **Dissemination of the Policy to the Whole School/Community**

The Bullying policy will be disseminated in the following ways:

- Inclusion of the full policy in the student and staff handbooks
- Annual parent meetings to review the policy with parents and staff presenting
- Posting of the full policy on the SFCS website
- Annual staff training on the policy
- Annual training of the student body on the policy and on bullying prevention with community members and staff. Staff members not at the training will take an outside training such as the one offered by the NH Dept. of Ed. online training.
- Inclusion of the Bullying policy with the report provided to the perpetrator's and the victim's family after a determination of bullying behavior

### **Procedure for Students, Staff, Families, and Others to Report Incidents**

Reports of possible bullying behavior will be handled promptly. Reports received at or near the end of the school day may be acted upon during the next school day. Reports can be made to any adult working at SFCS, who should then direct the report to the administrative level to the Principal, Dean of Students, or Designee for fact-finding and determination.

### **Procedure for Internal Reporting of Incidents**

Staff members who receive reports of possible bullying behavior should immediately report the incident to the Principal, Dean of Students, or Designee. When the Principal or Dean of Students receives a report, he or she will inform the other member of the administrative team of the report as soon as reasonably possible. The Principal, Dean of Students, or Designee will make every effort to report the outcome to the staff member who made the internal report.

### **Process for Notification of Parents/Guardians of Perpetrator and Victim**

Once a report is received, the fact-finding process will begin in a timely manner. It may take time to conduct initial fact-finding interviews of students and adults. Notes will be taken during the interviews. These notes will form the basis of the determination and of summaries and reports. Notes are for the personal use of the interviewer. Such interviews are typically conducted individually to protect student confidentiality and prevent fear of retaliation.



### **Procedure to Grant Waiver of 48-Hour Notification**

If the Principal or Designee determines it is in the best interest of the victim or perpetrator to waive the 48-hour notification period, the waiver will be granted in writing. The waiver will be kept in the school's records of the fact-finding. It will be available for review by SFCS staff and the SFCS Board. It will not be available to Parents/Guardians if it would violate confidentiality or potentially result in retaliation. The following information will be included in the waiver:

- The date and time of the initial report
- The reason for the granting of the waiver
- A dated signature line for the person granting the waiver
- The projected date of notification or conditions under which notification will occur. The waiver will not delay notification beyond the date of completion of the investigation and determination.

### **Investigation of Reports**

The investigation of a bullying allegation will be initiated within 5 school days of the initial report unless the principal or designee grants up to an additional 7 school days to initiate the investigation. If additional time is granted, the victim, the victim's family, the perpetrator, the perpetrator's family, and the staff involved in the investigation will be notified by phone, email, in person, or in writing.

Parents/Guardians are not included in the interview in order to protect student confidentiality when other students are mentioned during the interview. It is likely that staff will not be able to inform parents prior to speaking to their child. Parents/Guardians will be notified at any point during the process below, but within 48 hours of the report unless a waiver is granted by the Principal or Designee. Notification of a bullying fact-finding will generally be made by phone but may also be made in person.

If the fact-finding is not completed by the end of the school day, the Principal, Dean of Students, or Designee will usually, but not always, contact the Parents/Guardians of the Victim and Perpetrator to notify them that a bullying fact-finding is being conducted and that their child is a possible victim or perpetrator. This will better allow the Parents/Guardians to anticipate their child's needs after being dismissed from school.

The expected procedure is as follows:

1. The person responsible for the investigation will be identified within 48 hours of the initial report. The name of the person responsible will be relayed to the parents/guardians of the victim and perpetrator as their point of contact.
2. Staff members who have knowledge of the incident are interviewed.
3. The reporter is interviewed. Potential witnesses are identified.
4. The victim is interviewed. Potential witnesses are identified.
5. Witnesses are interviewed.
6. The perpetrator is interviewed. Potential additional witnesses are identified.

## 7. Additional witnesses are interviewed.

Interviews will normally be conducted individually with the person responsible for the investigation and the interviewee. In some instances another staff member may be present if the topic is of a sensitive nature. Written notes will be made to document the fact-finding. Notes will include the applicable areas in the fact-finding template. Notes taken during fact-finding will only be made available to the staff involved in fact-finding.

Parents/Guardians are asked to understand that the Principal, Dean of Students, or Designee will be unable to provide complete details because of the ongoing nature of the fact-finding, the need to protect student confidentiality, and the need to carefully consider all of the information gathered. SFCS staff understands the emotional nature of such a situation and requests that staff and parents/guardians observe objectivity, mutual respect, and consideration for the process. It is an uncomfortable process for all the individuals involved. SFCS staff is committed to thoroughness and professional conduct.

### **Response to the Incident**

One goal of identifying a bullying incident is to prevent additional incidents from occurring. If a determination is made that the incident is bullying, the principal or designee will state in writing and in person to the perpetrator that retaliation to the victim, witnesses, or other involved parties would lead to more severe consequences, including suspension, expulsion, and/or police reporting.

In extreme cases, the principal or designee may assign supervision of the perpetrator by an adult during transition times or unstructured times in order to prevent retaliation or further instances of bullying behavior of the perpetrator against others.

Consequences assigned to the perpetrator include, but are not limited to, the following:

- Detention
- Exclusion from extracurricular activities
- Additional supervision
- Limited access to unstructured times
- Community service
- In school suspension
- Out of school suspension
- Expulsion

### **Internal Communication**

The Dean of Students or Designee will report any substantiated incidents of bullying to the principal within 24 hours of the time of determination. It is preferable for the Principal, Dean of Students, or Designee to remain in contact throughout the process of a bullying fact-finding.

### **Communication with Parents/Guardians**

Once the investigation is complete, the principal, dean of students, or designee will communicate with the parents/guardians of the victim and perpetrator within 10 school days of the completion of the investigation. This communication will include:

- Remedies the school is taking to ensure the safety of the victim, perpetrator, or others involved in the fact-finding investigation.
- Assistance the victim or perpetrator will receive to help them move forward in a positive way. This assistance can include time with the guidance counselor or meeting with someone whom they respect.
- The communication will be typed and dated on school letterhead. It will be signed by the person responsible for the investigation. A copy of the summary of the fact-finding and determination will be provided to the families of the victim and the perpetrator.

### **Responsibilities and Titles of Personnel Implementing the Bullying Policy**

The Assistant Principal has primary responsibility for handling bullying reports. S/he interviews staff and students and contacts parents/guardians. S/he writes up the bullying fact-finding summaries for the file and for the families of students involved. S/he reviews the consequences students receive and communicates with teachers. In conjunction with the Principal, s/he determines whether bullying has occurred and meets with families if a bullying determination is made.

Principal: The Principal supports the Assistant Principal when s/he is unavailable at the time a report of possible bullying is brought to the administration's attention. The Principal assists in interviews of staff and students and assists in contacting parents/guardians as needed. S/he reviews the fact-finding summaries. In conjunction with the Assistant Principal, s/he determines whether bullying has occurred.

The Special Education Case Manager is a designee to assist in all aspects of fact-finding and communication with parents and students. S/he is a designee when either the Assistant Principal or the Principal are not available.

### **Grievance Procedure**

By involving students and families throughout the process, SFCS staff hopes that everyone will have a thorough understanding of the events that transpired, the reasoning behind a determination, and the consequences chosen. If parents or guardians disagree with a determination, they have the right to use the following grievance procedure:

#### Step 1

Parents or guardians will meet with the Principal to discuss their reasoning for disagreeing with the determination or other facet of the process. The parents or guardians will provide to the Principal a signed written statement explaining their grievance. The

Principal will further investigate the reasons for the grievance and reply in writing within 10 business days of receiving the grievance.

#### Step 2

If the parents/guardians wish to appeal the decision of the Principal, he/she may submit a signed statement of appeal to the Chair of the School's Board of Trustees within ten business days after receipt of the Principal's response. The Chair shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten business days.

#### Step 3

If the parents/guardians remain unsatisfied, he/she may appeal through a signed written statement to the SFCS Board of Trustees within ten business days of the receipt of the Chair's response in Step Two. In an attempt to resolve the grievance, the Board shall meet with the concerned parties and their representative within 40 days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within 10 business days of this meeting.

#### Step 4

The parents/guardians may file a complaint with the NH State Board of Education at any time during the grievance procedures. As an alternative, parents/guardians may request a mediated discussion with the NH Department of Education.

#### Possible Steps for Intervening in Bullying Situations

- Intervene immediately to stop the bullying.
- Talk to the bully and the victim separately. If more than one student is involved in bullying behavior, talk to each separately, in quick succession. Expect bullies to minimize or deny their actions.
- Remind the bully about school and classroom rules, reiterate what behavior is expected, and discuss sanctions that will be imposed for future bullying behavior.
- Reassure the victim that everything possible will be done to prevent the bullying from happening again.
- Make other students aware of the consequences of the bullying behavior. Reiterate the school's policy of zero tolerance toward bullying.
- Phone the parents of both the bully and the victim as soon as possible. If possible, involve the parents in designing a plan of action.
- Continue to monitor the behavior of the bully and the safety of the victim.
- Consult administrators, teachers, and staff members to alert them to the problem and to get a better understanding of it.
- If the situation doesn't change, remove the bully, not the victim, from the classroom.

## **TECHNOLOGY USE AND ACCEPTABLE USE POLICY**

### **Overview**

Students may use school computers and school iPads in compliance with the SFCS acceptable use policy and at approved times. No other electronic devices are permitted in school, including personal cell phones, iPods, tablets, or smart watches. If any of these electronic devices are brought to school, they must be brought to the office as soon as the student arrives at school, and picked up only when the student is being dismissed. Please contact the Principal with any questions about electronic devices.

Students who choose not to follow this rule will have their electronic device removed and brought to Miss Elphick or Mrs. McClure. If this is the first offense, a parent will be called, and the student will be permitted to pick up their device at the end of the school day. If this is a repeated offense, a parent will be called, and a parent will need to come see Miss Elphick or Mrs. McClure to pick up the electronic device at the end of the school day.

We cannot control and monitor messaging and apps on personal devices in the same manner that we can on SFCS devices. Messaging, taking pictures, etc. are not only a distraction to learning, but could lead to bullying. Students do not need a personal device because they each have a school-issued device.

Electronic devices provided to students are a learning tool and a resource students are privileged to use at the teacher's discretion. It is neither a toy nor a right. It is used to promote and enhance students' educational experiences here at SFCS. Students who choose not to follow the technology policy will have the following consequences: 1<sup>st</sup> offense: lose device for five school days; 2<sup>nd</sup> offense: lose device for one month; 3<sup>rd</sup> offense: lose device for the rest of the year.

## **ACCEPTABLE USE POLICY**

### **Purpose of This Document**

To establish a policy to that outlines efficient, safe, ethical and legal use of network and Internet resources within the Strong Foundations Charter School. These policies apply to users of electronic information resources located or accessed in Strong Foundations Charter School. Strong Foundations Charter School provides a network to facilitate communication and sharing.

### **Qualifying for Use**

The privilege and responsibility of using our network and Internet Resources is based on the concept of a qualified and informed user. Access to and use of these resources entails a great responsibility. Inappropriate use may result in disciplinary action, which may be

suspension or revocation of privileges. A current copy of this agreement, annually signed by all system users (and a parent, if the student is under 18 years of age) must be on file to use the Strong Foundations Charter School Network.

## **Internet Access and Safety Policy**

### **Technology Protection Measure:**

The Strong Foundations Charter School Internet filtering and security software that filter materials that are profane, obscene, unlawful, discriminatory, violent, or hateful. It is recognized that neither is infallible, and we rely on the responsible use of the Internet by our students and staff. Students are monitored by teachers and staff when using computers.

### **Internet Safety Policy:**

The emerging Web 2.0 technologies such as email, blogs, social networking, wikis have transformed how the world communicates and learns. These exciting and innovative communications often have educational value and cannot be completely filtered. Strong Foundations Charter School educates its students about appropriate online behavior, including cyber bullying, and interacting with individuals. To insure safety and promote reliable Internet use, all users must adhere to the following code of conduct when accessing online resources.

### **Code of Conduct**

Security within the Strong Foundations Charter School network is a maximum priority. Network users are expected to behave appropriately and respectfully and agree to the following parameters and conditions:

### **Procedures and Proper Usage**

#### **Students:**

- Will not evade, change or exceed resources quotas or disk usage as set by the Technology Department.
- Will not eat or drink in the immediate vicinity of any computer or network asset.
- Must register all personal computers and devices with the Technology Department before using them in the school.
- Will not set up or participate in Internet or LAN-based proxy or sharing applications.
- Must notify staff about security problems, unacceptable Internet sites or inappropriate communication.
- Shall not install/upload software to school computers or iPads or store software on network servers.

- Recognize that Network Logs vary depending on the server and are kept for no more than 45 days.
- Are responsible for making back-up copies of their critical documents.
- Will refrain from cyber-bullying, which is engaging in social cruelty by using technology to harass or harm another person.
- Will not reveal personal information on the Internet or plan to meet people contacted through the Internet.
- Will not access or create profane, obscene, unlawful, discriminatory, violent, or hateful content.

#### Privacy

- No guarantee of privacy is given to any function of the network including files and communication.
- Network data storage areas are to be treated as school property.
- Software is employed that enables remote control and monitoring of computers and iPads while in use.
- Parents have the right to review the contents of their child's files and communications.
- All users must respect the privacy of other network users and the confidentiality of passwords.

#### Copyright and Plagiarism

Violation of copyright and/or software agreement is considered a violation of this policy.

- Explicitly copyrighted materials will often have conditions describing how they may or may not be used.
- Plagiarism is expressly forbidden. (Plagiarism is the claiming of another person's work as your own.)
- Proper citations will be used when citing electronic information.

#### School Web Site

- Web pages display school activities and projects and may include photos, student names, and work.
- Web pages are considered a public document and comply with Federal School Guidelines.
- Web pages shall not encourage the use of tobacco, alcohol, or controlled substances or otherwise promote any other activity prohibited by school policy, state, or federal laws.

#### Vandalism

- Vandalism is defined as any malicious attempt to damage the physical computers, software, network systems or data of other users.
- Vandalism will result in disciplinary action, which may include suspension of computer services and possible referral to legal authorities.
- Individuals will be held financially responsible for damages *including*:
  1. Attempts to move, remove, or damage software, hardware, or files.

2. Attempts to hack into any network or computer environment.
3. Physical damage to a computer while it is assigned or checked out to them.

#### Email/Direct Communication

- a. Network users will abide by netiquette in their electronic communication.
- b. School email accounts are maintained and/or archived in accordance with applicable policies.

#### Research & Reference

With the information that abounds on the Internet, it is important for our students and staff to recognize authoritative and respected sources of information. To this end, students and staff will give preference to:

- Subscription resources that have been reviewed by educators.
- Teacher reviewed and evaluated sites and materials.
- Information from educational, government and non-profit websites (.edu, .gov, .org).

#### Violations of the Acceptable Use Policy

The Strong Foundations Charter School places a high value on the appropriate and responsible use of its network and Internet resources. A violation of any of the rules outlined in this agreement will result in the following consequences:

#### Student Users

- **First Infraction:** loss of technology privileges for five school days.
- **Second Infraction:** loss of technology privileges for ten school days.
- **Third Infraction:** loss of technology privileges for the remainder of the school year.

All infractions of the policy will be disclosed to parents in writing. Infractions of this policy may result in further disciplinary action based on the rules of the Student Code of Conduct. Any illegal infractions will be reported to legal authorities. School administrators reserve the right to modify the consequences outlined above if deemed appropriate.

#### Faculty/Staff Users

Infractions set forth in this agreement may result in suspension or termination of access privileges and/or appropriate disciplinary action in accordance with school policy and collective bargaining agreements. Inappropriate behavior in violation of state and federal statutes will be subject to prosecution by those authorities.

#### For Parents of Younger Students:

This is a legal document and must be signed by parents and students. We understand that legal language is confusing for younger students. Please review the following points with your younger children:



- All language on the computers must be polite.
- No eating or drinking near computers.
- Respect other people's work and privacy.
- Treat computers with care to prevent damage.
- Use computers only with the permission and supervision of an adult.
- Do not install software on any computers.
- Do not give anyone information about yourself on the Internet.
- Copyright and Plagiarism:
  - It is against the law to copy another person's published work and is considered stealing.
  - When you use another person's ideas or pictures, give credit by including them in a "Works Cited" page.

#### Legal References:

IJNDB: School Internet Access For Students JICE: Student Publications

EHAA: Computer Security, E-Mail And Internet Communications KDC: Website Publishing Policy

EGA: Internet Access For Students RSA 194:3-d, School Computer Networks

Children's Internet Protection Act (CIPA)

### **Student Honor Statement**

In accordance with our Responsive Classroom guiding principles, we have adopted the following citizenship code to ensure that all students have the opportunity to pursue their studies and activities in an atmosphere of mutual respect and consistency. We all share responsibility for making Strong Foundations Charter School a safe, enjoyable and successful place to learn. I'll do my part by working hard and behaving well. Teachers and administrators share the responsibility of maintaining order in classrooms and safety on the premises, so only respectful and safe behavior will be tolerated.

*I pledge/commit to uphold my honor as a citizen of the Strong Foundations learning community. Trust, respect, and honesty are the foundations of academic success here at SFCS. Therefore, I will be truthful in my interactions with both adults and other students. I understand the expectations that are placed on me and what constitutes appropriate behavior. I am responsible for my own behavior. All staff and students have the right to be treated with respect and dignity, which is inclusive of the environment we learn in.*

Please review, sign, and return:

- ☐ We have read the SFCS Student Handbook.
- ☐ We have read the SFCS Bullying policy.
- ☐ We have read the Internet Acceptable Use policy for the Internet and Network.
- ☐ We have read the SFCS Discipline Policy.
- ☐ We have read the SFCS Student Honor Statement..
- ☐ We agree to follow the policies outlined in the SFCS student handbook.

Please Print Student Name(s): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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

(Additional siblings may sign below.)