



# Family Handbook

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## MISSION

Arts Academy of New Hampshire nurtures creative thinkers, active citizens and independent learners with a curriculum that integrates the arts and academics.

## VISION

Our Vision is a high school that is dedicated to the arts. It will appeal to a broad cross section of students who are looking to discover the joy and transformational power of the arts and those interested in pursuing the arts in a professional setting. Our academic courses will strive to instill a sincere lifelong desire to learn.

## GOALS

Goal 1: Student Learning – The School Community will actively educate students for future success in and out of the classroom setting using rigor, differentiation, and cross curriculum techniques through Competency Based Learning.

Goal 2: Highly Qualified Teachers – Academy teachers will create high expectations for all students. They will have clear, written out objectives and be prepared and organized. They will engage students and get them to look at issues in a variety of ways. Teachers will form strong relationships with their students and show that they care about them as people. Through school based and personal professional development, teachers will become masters of their subject matter.

Goal 3: Community Building – The faculty will foster economic, social, environmental, and cultural relationships where the school community members come together to take collective actions and generate solutions.

Dear Students, Parents and Guardians:

Welcome to Arts Academy of New Hampshire Chartered Public High School, a new and innovative arts based high school.

The Arts Academy is unique in its approach to educating students in the arts, providing a caring school community that offers challenging course work, creative projects, and performance opportunities. By integrating the arts, academics, and real-life problem solving, our students will learn how to think, listen to diverse ideas, collaboratively problem solve, and communicate their ideas. Whether a student is passionate about a career in the arts, wants preparation for college, or just loves to be part of a creative community, The Arts Academy is the place for students to develop a balanced education.

Due to our rapidly changing world, students in the 21st Century will need a new set of skills to be successful in the future. Flexibility, adaptability, creative/critical thinking, and collaboration are all skills that are central to arts training. Arts Academy staff will provide a supportive and caring school environment where students can experiment, take risks, learn from their mistakes, and contribute to the school and community.

Sincerely,

Faculty and Staff of Arts Academy of New Hampshire

ARTS ACADEMY OF NEW HAMPSHIRE GRADUATION

REQUIREMENTS @

(Voted by Board Of Trustees, 10/11/16)

To graduate from Arts Academy of New Hampshire, all students must earn passing grades and receive the following academic credit as listed:

A minimum of 26 High School Credits in the following areas

Arts	6.0 Credits
English / English Language Arts	4.0 Credits
Mathematics	3.0 Credits
Social Studies	3.0 Credits
Science	2.0 Credits
Wellness	1.5 Credits
Electives *	6.5 Credits
Total	26.0 Credits

*Students who intend to apply to college should consult in advance with the Director of School on their course selections to ensure that the courses taken at the Arts Academy meet the minimum requirements of a college's admission standards. There is a recommended chart at the end of this document.*

*\*Even though it is not a graduation requirement, students are encouraged to take at least one credit in World Languages before graduation for colleges that require it.*

### Other Information-

- Transfer students to the Arts Academy in Grade 11 or Grade 12 must meet these graduation requirements except for Art:
  - A student who transfers into grade 11, must take 3 Art Credits over their last two years.
  - A student who transfers into grade 12, must take 1 Art Credit before graduation.
- Students with parental permission may request to substitute a VLACS on-line course for a failed course to receive credit recovery. Permission is granted by the Director of School. To receive this credit, a student must receive a passing grade in the VLACS Course, and it must be completed by June 30 of the school year in which it is taken. If the course is taken during the summer for credit recovery, it must be completed by October 1.
- A student who wishes to substitute a VLACS on-line course for something other than recovery must seek permission from the Director of School after consulting with the Co-Director.

### *Required student course load.*

Unless there are extenuating circumstances as determined by the Director of School the following must be adhered to:

- A student must be actively present while attending the Arts Academy. The student must be enrolled in 6 credits per academic year regardless of their credit total. A student must take at least 3 credits per semester, but freshmen and sophomores should take 4 credits to achieve a total of 26 by graduation.
- The only exception to this rule pertains to students who are approved for Dual Enrollment at a College, University, or Junior College.
- In grade 9-11, students must take 4 credits per semester (wherever possible)

### *Schedule Change Policy and Procedure Changes to a schedule:*

Once the school year begins, requests for changes will only be considered during the first 5 (five) business days of the first and second semesters.

Withdraw Fail (WF) or Withdraw Passing (WP) will be placed on the student's transcript if withdrawal happens after the first 5 (five) day window.

Seniors and students scheduled with fewer than 5 classes will be given the highest priority.

Freshmen, sophomores, and juniors are highly encouraged to take seven classes per year, and need a minimum of six classes each semester.

Seniors must be registered in a minimum of 5 courses each semester.

Any student dropping AP/Honors before completing the full year will not receive the higher weighted grade point average.

A student, a parent, a teacher, or a counselor can initiate schedule changes.

Requesting a change is no guarantee that the request will be granted.

Final approvals of schedule changes are left to the decision of the school administrator.

### *Dual Enrollment*

The Arts Academy is currently offering dual enrollment with the NH Community Colleges.

Students in good academic standing as a junior or senior have the option of taking 2 free classes at one of the NH community colleges, either online or in person.

Permission for Dual Enrollment must be given by the Director of School after a discussion with parents.

### *Early Graduation*

Unless there are extenuating circumstances students may not graduate until June of their senior year at the Arts Academy. Permission for early graduation must be given by the Director of School with extensive discussion between parents and Director.

Recommended Credits required for Schools of Higher Education\*

Type of School	English	Soc. Studies	Mathematics	Science	World Languages
2-Year College	4	3	3	3	1-2
4-Year College	4	3	3-4	3-4	2-4
Highly Selective 4-Year College	4	4	4-5	4-5	3-4

\*Please consult your specific school for college credit requirements. These credits vary with the intended area of specialization as well as the demands for each school.

EXTENDED LEARNING OPPORTUNITIES

*Purpose:*

Arts Academy of New Hampshire encourages students to pursue Extended Learning Opportunities (ELO) as a means of acquiring knowledge and skills through instruction or study that is outside the traditional classroom methodology. ELO's may include, but are not limited to, independent studies, private instruction, performing groups, internships, apprenticeships, online courses/distance education, or other opportunities approved by the Director of School in conjunction with school policies.

The purpose of ELO's is to provide educational experiences that are meaningful and relevant, and that provide students with opportunities to explore and achieve at high levels. In order to maximize student achievement and meet diverse pathways for learning, this policy permits students to employ ELO's that are stimulating and intellectually challenging, and that enable

students to fulfill or exceed the expectations set forth by State minimum standards and applicable school policies.

### *Roles and Responsibilities*

All programs of study must meet or exceed the proficiencies and skills identified by the New Hampshire State Board of Education, applicable rules and regulations of the Department of Education, and all applicable school policies. All programs of study proposed through this program shall have specific instructional objectives aligned with the State minimum standards and the school's curriculum standards. All ELO's will comply with applicable laws and regulations, including child labor laws and regulations governing occupational safety.

Students wishing to pursue programs of study under these guidelines must first present their proposal to the school's Director of School for approval. The Director of School will assist students in preparing the application form and other necessary paperwork.

The Director of School will have primary responsibility and authority for ensuring the implementation of ELO's and all aspects of such programs. The Director of School will determine who will be responsible for approving student eligibility and such approval will include a consideration of the overall benefits, costs, advantages, and disadvantages to both the student and the school.

Students approved for an ELO must have parental/guardian permission to participate in such a program. All ELO's, including the cost of fees, books, and transportation, not initiated and designed by the school shall be the financial responsibility of the student or his/her parent/legal guardian.

ELO's may be taken for credit or may be taken to supplement regular academic courses.

ELO's may also be used to fulfill prerequisite requirements for advanced classes.

The Director of School Counselor will review and determine credits that will be awarded for

ELO's towards the attainment of a high school diploma.

Parents/Guardians and/or students may appeal decisions rendered by the school administration.

Students electing independent study, college coursework, internships, or other extended learning opportunities that are held off the high school campus will be responsible for providing their own transportation to and from the off campus site. Students approved for off campus ELO's are responsible for their personal safety and well being. ELO's at off campus sites will require a signed agreement among the school, the student, and the designated agent of the third party host. The agreement should specify the roles and responsibilities of each party.

In order to ensure the integrity of the learning experience approved under this program, the student will be required periodically or upon demand to provide evidence of progress and attendance. The Director of School will be responsible for certifying course completion and the award of credits consistent with the school's policies on graduation.

If a student is unable to complete the ELO for valid reasons, the Director of School will evaluate the experience completed to date and make a determination for the award of partial credit or recommend an alternative experience.

If a student ceases to attend or is unable to complete the ELO for insufficient reasons (lack of effort, failure to follow through, indecision, etc.), the school's existing grading procedures will be followed.

In order to certify completion of co curricular programs and activities based upon specific instructional objectives aligned to the standards, the school will develop appropriate mechanisms to document student progress and program completion on student grade report records.

Students transferring from other schools who request acceptance of course credits awarded through similar ELO programs shall have their transcripts evaluated by the Director of School.

*Legal References:*

NH Code of Administrative Rules, Section Ed. 306.04(a)(13), Policy Development

NH Code of Administrative Rules, Section Ed. 306.27(b)(4), High School Curriculum, Credits, Graduation Requirements, and Co-curricular Program

SCHOOL HOURS

Arts Academy of New Hampshire's school day begins at 8:00 a.m. with dismissal at 3:00 p.m. Monday through Thursday and 8:00 a.m. with dismissal at 12:00 p.m. on Friday. All students must attend classes prepared with books and supplies. After school rehearsals, tutoring, conferences, and other after school activities will extend the school day beyond 3:00 p.m.

Students may arrive at school as early as 7:45 a.m. but must be in class by 8:00 a.m.

STUDENT CONDUCT, DISCIPLINE, AND DUE  
PROCESS SAFE SCHOOL ZONE

*Overview*

The Arts Academy of New Hampshire Board of Trustees asserts that “conduct” and “discipline” is akin to the process of learning rather than a conclusion, or end. Therefore, discipline as a result of conduct must not be something that is done to students but rather something that is done with students. Discipline, when appropriate to guide conduct, must not be arbitrary, capricious, or oppressive. Instead, the process of student discipline should result in self-directed changes of behavior that promote learning instead of compliance.

The Board understands that in order for learning to be realized, students and staff need a sense of safety, security, and good order. When any one of these components is compromised, the mission of the charter is also compromised. Student conduct that results in a compromised

mission, then, must be processed in a manner that reestablishes the mission and provides for targeted changes in student conduct moving forward.

The Board will establish policies for student conduct and discipline that will reflect this overriding philosophy while providing for fair and age appropriate due process that complies with current suspension and expulsion provisions in RSA 193:13 and RSA 194B:9, (III). Arts Academy of NH recognizes its students have protected interests in their education.

Individual rights are to be honored and protected in all instances; however, the rights of one individual shall not take precedence over those of another individual or of the group itself, and all students shall have equal rights and equal responsibilities in all learning settings or at any school sponsored activity.

### *Guiding Principles*

The Board also declares that parent(s) and/or guardian(s) are an integral part of any disciplinary process and therefore require their participation, at the discretion of the Director of School. On all occasions, parent(s) and/or guardian(s) will receive communication of any pending disciplinary actions and, at minimum, an opportunity to provide input.

The Board empowers the Director of School to establish a procedure of dialogue to process student conduct that disrupts the mission of the school.

Although there is a place for suspension and in the rarest cases, expulsion, dialogue, counseling, mentoring, and the continual process of relationship building can successfully mediate most discipline occasions.

## *Expectations*

Students have a responsibility to know and respect the rules, regulations, and norms of the school.

Inappropriate student conduct, including “gross misconduct,” that causes material and substantial disruption to the school environment and 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 behavior that allows staff to engage the community in educationally sound practices.

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 property or property within the jurisdiction of the School; while on School owned and/or operated 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.

Students who fail to abide by this policy and the administrative regulations and procedures 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; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; and/or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, conferencing, removal from the learning setting, detention, suspension, and expulsion.

## *Definitions*

- Suspension means any removal from a learning experience or restriction from activities or loss of eligibility for some school activities. An initial out of school suspension will not exceed 10 days. Students may be suspended in excess of 10 days following a hearing in accordance with applicable law.

- Detention means a student is given conditional requirements for a definite period of time. The requirements will indicate specific conditions the student must meet in order to be fully restored to the learning community. Failure of the student to meet these conditions may result in further disciplinary action as appropriate.
- 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.
- “Gross misconduct” is as defined by Ed 317, RSA 193D (Safe School Zones Act) to include theft, destruction, and violence and are reportable offenses.

## STUDENT BEHAVIOR

Arts Academy of New Hampshire values student creativity, innovation, curiosity, and hard work. We believe that our students will succeed in an environment based on trust, cooperation, and open communication. Our students represent the school at all times and as such all students are expected to use appropriate language in all public spaces. Furthermore, physical aggression, theft, lying, possession or selling of drugs/alcohol, possession of tobacco and/or e-cigarettes products, possession of a weapon, tampering with fire or emergency equipment, damaging school property, forgery, gross insubordination, abusive behavior, or disrespect toward peers or staff will not be tolerated. Public displays of affection are not appropriate for a school environment. Cheating in any form will not be tolerated. Furthermore, we believe that our students succeed when students, staff, and administration work together. All Arts Academy community members are expected to perform with the highest personal integrity, ethics, and compassion. See Code of Conduct

## FOOD IN THE BUILDING

Students can choose to bring lunch from home, or can avail of the food choices in the vending machine. If students choose to buy from the vending machine, they need to have cash on hand. Students can no longer use their phones to applepay etc., due to the State “Bell to Bell” cellphone policy. Students should not be using Door Dash to order

delivery to the school, and students should not be getting fast food delivered to the school. We are very conscientious of the needs of all students, and it is unfair to students who are bringing bagged lunches, for other students to be getting fast food deliveries.

## DRUGS AND ALCOHOL

The School has a zero-tolerance policy for drug and alcohol use. In the event that a student is suspected of being under the influence of drugs or alcohol the following protocol will be followed:

- 1.) The student's parent/guardian will be contacted. In the event of an emergency situation, 911 will be called followed by a call to a parent/ guardian.
- 2.) Prior to reentry to the school a meeting will be held with the student, parent/ guardian, and the Director of School to assess the incident and take appropriate disciplinary measures.

Students found to be in possession of drugs or alcohol at school or a school event will have the material confiscated, the proper authorities contacted, the student's personal belongings will be searched, and the student will be sent home at the parents' expense. Disciplinary action may be required including suspension or expulsion. See Code of Conduct

## CODE OF CONDUCT

The Arts Academy of New Hampshire community wants to provide every student the opportunity to receive the best possible education. Our community's existence depends on the willingness of every member to follow certain rules. To that end, we expect that each student will choose to act responsibly and with regard for others. The following rules are presented in the belief that students know what is appropriate behavior at school, and if consequences are clearly defined and fairly applied, students will either act appropriately or be willing to accept those consequences.

If you choose to:	Expect:
❖ Arrive during school hours without a note from a parent or guardian	Parent Contact
❖ Be truant	See Attendance Policy
❖ Leave your assigned area without an appropriate pass/misuse of pass	Detention
❖ Cut class/study/meeting	Detention
❖ Be disrespectful or insubordinate to ❖ school personnel	Detention
❖ Engage in behavior that is disruptive to the academic progress or endangers the ❖ physical or emotional well-being of ❖ another individual	Detention
❖ Refuse to follow the reasonable request of a faculty/staff member	Detention
❖ Use of inappropriate language	Detention
❖ Leave building without authorization	Detention/Parent Conference
❖ Persistently disregard of school policies	Out of school suspension
❖ Fight	Out of school suspension/Safe Schools Report with Salem PD

❖ Set off fire alarm or cause building to be evacuated	Out of school suspension/Safe Schools Report with Salem PD
❖	
❖ Steal or vandalize school or personal property	Out of school suspension/Safe Schools Report with Salem PD
❖	
❖ Violate city, state, or federal laws on	Out of school suspension/Safe Schools Report

school grounds	with Salem PD
❖ Bring firearms, knives or other lethal weapons to school	<p>Out of school suspension/Safe Schools Report with Salem PD</p> <p>Minimum 5 days suspension with Director of School discretion for more days or expulsion</p>
❖ Possess, use and/or transfer alcohol, tobacco and/or e-cigarette product or any controlled substance	<p>Out of school suspension/Safe Schools Report with Salem PD</p> <p>Possession of tobacco/e-cigarette – 1-day suspension with Director of School discretion for more days</p> <p>Possession or under the influence of alcohol or any controlled substance – 5 days suspension with Director of School discretion for more days</p> <p>Distribution of alcohol or any controlled substance – 10-day suspension with Director of School discretion for more days</p> <p>Selling of alcohol or any controlled substance – 20-day suspension with Director of School discretion for more days or expulsion</p>

## COMMUNITY SERVICE

Arts Academy of New Hampshire strongly believes in Community Learning and encourages all students to develop their leadership skills through community service. In order to promote and develop an active citizenry, each student is required to complete 40 hours of Community Learning before they graduate in areas such as Community Service/Service Learning, Civic Engagement, and Career/College Exploration. These hours must be documented, tracked, and given to the Director of School.

## DRESS CODE POLICY – June 2021

As an arts academy, we support the individuality, creativity, and self-expression of our students. This policy is being put in place to maintain a productive and positive educational environment for our school community.

A student who violates the dress code shall be subject to appropriate disciplinary action. The Director of School or designee shall upon finding that dress or attire is not in compliance with the dress code, afford the student the opportunity to be in compliance with the dress code. If unable to comply, parental notification will be attempted, and parents will be given the opportunity to bring suitable clothes to the student. Students will not be allowed to leave school to change clothes without parental and administrative approval. The student will be excluded from all classes, lunch, study periods, and any other school activities that occur during the regular school day until a student is in compliance with the dress code. The student is responsible for making up any missed work.

*Students are prohibited from wearing the following:*

1. Any clothing, jewelry, tattoos, or accessories, which, through word, design or double meaning display, advertise or otherwise promote the use of the following:
  - Illegal or controlled substances including, but not limited to, alcohol, tobacco or other drugs
  - Sexual reference and/or language
  - Intolerance of or lack of respect to others based on gender, race, religion, ethnicity, social, sexual preference, disability, or economic background
  - Violence

- Profanity or vulgarity
3. Apparel that is sexually suggestive, including clothing whereby its brevity or sheerness is sexually explicit. This includes pants, skirts, shorts, tops, and other clothing which does not provide appropriate coverage.
  4. Clothing that is not sufficient to conceal undergarments or midriff at all times. Shirts and other tops must either tuck into pants or overlap the pants while seated, walking, and standing. No skin can show between the pants and the shirt/top. Students should not be exposing underwear or midriff when seated or moving.

Shorts should have a 3-inch inseam or longer. Skirts should be of mid-thigh length (to the fingertips). Clothing that exposes cleavage anywhere is inappropriate. Any style top may be worn if it has straps as wide as two fingers, does not expose cleavage, covers the top of the pants, and if the top is not lower in the back than a bra strap would be.

### *Dance Class Attire*

Hair must be tied back away from the face and secured at all times.

Baggy, loose-fitting clothing, pajama bottoms, and jeans are not permitted.

Dance warm-ups may be used only during warm up exercises and at the discretion of the teacher. For safety reasons, please remove all jewelry prior to class. Please mark all clothing and shoes with name or initials.

### *Ladies*

#### Ballet

- Black leotard – any style
- Pink footed or convertible tights
- Pink ballet shoes (Required for all Levels)
- Ballet skirt or form fitted black shorts are optional

#### Modern/Jazz/Hiphop

- Black leotard – any style *OR* form fitted solid black shirt

- Solid, dark colored dance/yoga pants, leggings, or form fitted shorts (tights must be worn if wearing shorts)
- Dark Colored sweatpants may be worn for Hiphop
- Tan or black footless or convertible tights
- Black jazz shoes for jazz (Recommended for Level 1, Required for Levels 2 & 3)
- Bare feet for modern, no shoes or socks
- Sneakers may be worn for Hiphop (bottoms must be clean)

### *Gentleman*

Dance belts are strongly recommended for gentlemen.

### Ballet

- Solid white or black shirt or men's tank
- Black dance/warmup pants, athletic shorts, or men's tights
- Black ballet shoes (Required for all Levels)

### Modern/Jazz/Hiphop

- Solid white or black shirt or men's tank
- Solid, dark colored dance/warmup pants or athletic shorts
- Dark Colored sweatpants may be worn for Hiphop
- Black jazz shoes for jazz (Recommended for Level 1, Required for Levels 2 & 3)
- Bare feet for modern, no shoes or socks
- Sneakers may be worn for Hiphop (bottoms must be clean)

### Bill SB 206: State of NH Bill regarding Cellphones

This bill mandates that school districts and chartered public schools establish policies to create a cell phone-free educational environment. Specifically, it amends RSA 189:1-a by adding a new paragraph that requires school

boards and chartered public school trustees to develop and adopt a policy that prohibits the use of personal communication devices, including cell phones, from the start of instructional time until the end of the academic day. The bill clarifies that students with medical needs or disabilities, as outlined in their individualized education programs (IEPs) or other relevant plans, are not restricted from using necessary devices during school hours. The act is set to take effect on July 1, 2025.

## CELL PHONE USE

During the school day (defined as being from the time a student arrives on campus each morning until school is dismissed for the day), cell phones must be turned off and may not be used by students anywhere in the school. Cell phones are a potential distraction to the classroom learning environment, an avenue for harassment and cyberbullying in the school, and compromise law, order, and the safety of students and staff. This could potentially be disruptive to the school climate. The school provides enough technology through Chromebooks for academic needs. There is no reason that a student should need to use a cell phone during the regular school day. In any instance requiring an emergency communication with a student, our school will immediately assist the student, a parent, or other responsible adult with that situation by using a school telephone. If a parent and guardian must contact their student, it is required to be done through the main telephone number: (603)912-4944. If a student receives a call on their cell phone, no matter who it is, the cellphone will be confiscated.

The only reasons for school personnel to ask a student to surrender a cell phone would be:

- a. If the cell phone rang or vibrated (which would mean that the phone was turned on, and in violation of the policy), or
- b. If school personnel saw the cellphone (which would mean that the device was visible, and in violation of the policy)

If a student is found to be in violation of the Cell Phone Policy, school personnel will confiscate the device. Refusal by a student to surrender the device is not an option. Cell phones will be confiscated as a result of a first violation and will be returned to the student at the end of the school day. Cell phones confiscated as a result of further violations (second, third, etc.) will be

returned to the parent/guardian at the end of the school day. If a parent cannot pick up the cellphone at the end of the school day, it will be held until a mutual meeting time can be scheduled.

*Student refusal to surrender cell phone procedure*

Level 1: If a student is found to be in violation of the Cell Phone Policy, he/she will be asked by school personnel to surrender the device. If he/she does so, and it is a first offense of the year, the device will be returned to the student at the end of the school day. If it is the second (or more) offense, the device will be returned to the parent at the end of the school day.

Level 2: If the student refuses to surrender the device immediately, an administrator will be called to assist, and the student will be taken to the office of the administrator. The administrator will attempt to convince the student to surrender the device. If the student does so, the device will be returned to the parent/guardian at the end of the day. As a result of refusing to surrender the device immediately, the student will serve a detention on the next scheduled detention day.

Level 3: If the student refuses to surrender the device to the administrator, an attempt will be made to contact a parent to obtain assistance in convincing the student to surrender the device. If the student does so, the device will be returned to the parent. As a result of having to call a parent to bring compliance with the administrator's request, the student will serve a 1 day out of school suspension.

Level 4: If the student still refuses to surrender the device after parent intervention, he/she will be suspended from school for 3 days.

Cell Phone		
1st offence	Surrender the phone, and the device will be returned to the student at the end of the school day.	
2nd offence	The device will be returned to the parent at the end of the school day.	Detention after school
3rd Offence	The device will be returned to the parent at the end of the school day. Meeting with student, parent, and admin	ISS ½ Day
4th offence	The device will be returned to the parent at the end of the school day. Meeting with student, parent, and admin	ISS for a Day
5th offence	The device will be returned to the parent at the end of the school day. Meeting with student, parent, and admin	OSS 1 Day
6th offence	The device will be returned to the parent at the end of the school day. Meeting with student, parent, and admin	OSS 5 Days

## *PERSONAL MUSIC DEVICES*

Students may use personal music devices only with headphones in designated places and at approved times. Approved times and places include free time, student lounges, the cafeteria, and outdoors. Personal Music Devices may not be used in morning meetings/student advisors, assemblies, computer classrooms, or the hallways. This policy will evolve along with recommendations from the student government.

## *VISITORS*

All school visitors must report to the main office and sign in upon arrival and sign out upon departure. Visitors must obtain a visitor's badge from the main office and wear it visibly while they are in the school building.

## CONTACTING STUDENTS AT SCHOOL

If a student must be contacted during school hours due to an emergency, please call the main office and staff will relay the message. Messages will be taken for students and staff and forwarded. If it is a non-emergency communication and only for information, please contact the main office as early in the day as possible to make sure the student receives the message.

## ATTENDANCE POLICY / TARDY POLICY ON STUDENT TRUANCY

- If a student is significantly late on a school day (after 11:00 a.m.) a Dr's note will be required to attend school that day and it will be recorded as a ½ day absence.
- Students who arrive at school after 10:00am will not be allowed to participate in after school activities or performances that take place that day.

## *Attendance Policy*

The Arts Academy of NH takes attendance very seriously and will enforce and comply with New Hampshire law relative to attendance. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. The Director shall establish procedures in accordance with this policy and applicable law to address excessive absenteeism and truancy in schools. These procedures will be available electronically to all district stakeholders and explained to students and families annually.

Parents of students ages six (6) through eighteen (18) years of age are responsible to send their children to school pursuant to the parameters established in RSA 193:1. Students are required to be in school every day that school is in session unless their attendance is exempt per New Hampshire law or their absence meets criteria to be considered an excused absence. Unexcused absences are not acceptable. Attendance procedures will be in the student handbook.

### A. Excused Absences

Students must be in school unless the absence has been permitted or excused for one of the reasons listed below which may require documentation. The Arts Academy considers the following to be excused absences:

1. school-sponsored activities with administrative approval;
2. classes missed due to Individualized Education Plan or Section 504 Plan;
3. extreme weather conditions as determined by the Administration;
4. illness of student or illness of an immediate family member;
5. death in the family;
6. religious holidays;
7. required court appearance or subpoena;
8. scheduled medical/dental appointments if such cannot be scheduled outside of normal school hours;
9. college visitations as approved by Administration;
10. chronic illness registered with the school Administration and verified by a physician's note;

11. students suspended externally; these students are entitled to make-up work; and
12. the Director or his/her designee shall determine if an absence is excused for good cause for any other reason not listed above.

Any absence that has not been excused will be considered an unexcused absence. Excessive excused absences shall be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Patterns of non-attendance shall be addressed as outlined below.

In the event of an illness, parents must call the school and inform the District of the student's illness and absence. For other absences, parents must provide written notice or a written excuse that states one of these reasons for non-attendance. The Director may require parents to provide additional documentation in support of their written notice, including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the reason for non-attendance.

Other Excused Absences: Communication between the School and the parent is encouraged. If parents wish for their child to be absent for a reason not listed above, the parent must provide a written explanation of the reasons for such absence, including why the student will be absent and for how long the student will be absent. The Director or designee will make a determination as to whether the stated reason for the student's absence constitutes good cause under this policy and will notify the student and parent(s) of their decision as soon as practicable. If the Director or designee determines that good cause does not exist, the parents may request a conference with the Director to again explain the reasons for non-attendance. The Director may then reconsider their initial decision. The Director's decision shall be final.

### ***Make-Up Work.***

When students are absent, including absences for external short term or long term suspension, an opportunity to make-up work shall be provided. Students and parents are encouraged to obtain make-up work assignments before the student's return to school by contacting the classroom teacher to obtain information on work missed.

### ***Participation in School-Sponsored Activities.***

Attendance at school is required for students to participate in school sponsored activities. Students shall not attend or take part in school sponsored activities on the day of an absence or suspension from school unless approved by the Director or designee.

### B. Unexcused Absences

Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence. Excessive unexcused absences shall be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Examples of unexcused absences include but are not limited to:

1. family vacations outside of established school calendar;
2. non-medical appointments unauthorized by Administration;
3. leaving school grounds without permission during normal school hours; and
4. absences determined by the Director or designee to be unexcused in accordance with Section A, above.

Ten half-days of unexcused absence during a school year constitutes habitual truancy. A half-day absence is defined as a student missing more than two hours of instructional time and less than three and one-half hours of instructional time. Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence.

### C. Habitual Truancy

Truancy is defined as any unexcused absence from class or school. Habitual Truancy is defined as ten (10) or more half days of unexcused absences. The Director is hereby designated as the District employee responsible for overseeing truancy issues.

#### *Intervention Plan to Address Habitual Truancy*

The Director or designee shall regularly review attendance records to identify students who are, or may soon become, habitually truant. When the Director identifies a student who is habitually truant or who is in danger of

becoming habitually truant, they shall commence an intervention with the student, the student's parents, and other staff members as may be deemed necessary. The intervention shall include processes including, but not limited to:

1. investigation of the cause(s) of the student's truant behavior and exploration of supports that may address the identified cause of the truant behavior;
2. consideration of potential modifications to the student's educational program to meet their particular needs that may be causing the truancy;
3. involving the parents in the development of a plan designed to reduce the truancy;
4. seeking alternative disciplinary measures as practicable;
5. determination as to whether school record keeping practices and parental notification of the student's absences impact the child's attendance; and
6. notification to the Office of Student Services for any student with an identified or suspected disability.

#### *Parental Involvement in Truancy Intervention*

When a student reaches habitual truancy status or is in danger of reaching habitual truancy status, the Director or designee will send the student's parent a letter which includes:

1. a statement that the student has become or is in danger of becoming habitually truant;
2. a statement of the parent's responsibility to ensure that the student attends school; and
3. a request for a meeting between the parents and the Director to discuss the student's truancy and to develop a plan for reducing the student's truancy.

#### *Developing and Coordinating Strategies for Truancy Reduction*

The Director or designee is authorized to develop and utilize other means, guidelines and programs aimed at preventing and reducing truancy, such as:

1. coordinating truancy-prevention strategies based on the early identification of truancy, such as prompt notification of absences to parents;

2. assisting school staff to develop site attendance plans by providing development strategies, resources, and referral procedures;
3. encouraging the involvement of community partners to support the child and/or the family to reduce unexcused absences;
4. encouraging and coordinating the adoption of attendance -incentive programs at school sites and in individual classrooms that reward and celebrate good attendance and significant improvements in attendance; and
5. implementing teams at school to compile and monitor data on habitually truant students.

#### *D. Remote Learning*

On days during the school year in which classroom instruction is unable to be held in person due to inclement weather or other significant disruption, school may be held remotely. When such days are designated, students are expected to participate by completing assigned work for the day. Students who do not participate will be marked absent by the teacher unless the student was unable to establish sufficient internet connection, in which case the work may be submitted upon return to the school building.

#### *E. Early Dismissal*

-Dismissals will only be approved with a note signed by a parent or guardian. The note must be submitted to the front office prior to the dismissal no later than 8:15am the day of the dismissal.

-Dismissal by phone call from a parent or guardian by 8:15am. We are unable to interrupt classroom instruction to accommodate last minute dismissal requests. Immediate dismissal requests by phone will not be honored except in cases of emergency.

-Students dismissed before the end of the school day may not participate in afterschool activities and performances on the day of the dismissal.

-If a dismissal is on the last day of the school week prior to a weekend, students may not participate in weekend extracurricular activities.

## ACADEMIC INTEGRITY

### *Plagiarism*

Plagiarism is “borrowing someone else’s ideas, information or language without properly documenting the source,” as well as documenting the source but paraphrasing the source language too closely, without using quotation marks to indicate that the language has been borrowed” (Diana Hacker, *The Bedford Handbook for Writers*).

Plagiarism includes taking work from the books, magazines, or other published sources, the Internet, song lyrics, charts, equations, translations, artificial intelligence (AI), and the works of other students.

Plagiarisms also include using a work in its entirety or in portions extracted from the original text.

Plagiarism will not be tolerated.

It is intellectual thievery.

Students who plagiarize jeopardize their academic standing, their grade for the marking period or entire course, and their personal reputation.

Plagiarism may affect their opportunities for scholarships and invitations to honor societies.

After verifying that the student has plagiarized, the teacher will notify the parents/guardians and administration of the incident.

#### First Offense of Plagiarism:

No credit on the assignment, student/teacher conference, and teacher will contact the parent.

#### Additional Offenses of Plagiarism During the School Year -

If another such incident of plagiarism occurs within the same school year, the student will receive no higher grade than an F for the class in which the second incident occurred.

Accomplices will be dealt with in the same manner.

The administration may impose disciplinary action or further sanctions based upon the severity of the offense.

Teacher will contact the parent.

### *Cheating*

It is expected that all students perform their responsibilities in an honorable fashion.

Cheating, unauthorized assistance on exams, quizzes, projects, etc., will not be tolerated.

A parent/guardian will be notified of any student found cheating.

Violations will result in school disciplinary actions.

Examples of cheating: 1. Copying homework or class work with the purpose of submitting it as your own. 2.

Handing in someone else’s work as your own. 3. Looking onto another’s test or quiz or letting another student look on a test or quiz. 4. Using any method of giving answers on a test or quiz to others. 5. Working with others or

sharing tasks on an assignment that was assigned to be done individually. 6. Physically taking any part of a test to use or to give to others.

*First Offense of Cheating:*

No credit on the assignment, student/teacher conference and teacher notifies parent.

*Additional Offenses of Cheating During the School Year:*

If another such incident of cheating occurs within the same school year, the student will receive no higher grade than an F for the class in which the second incident occurred.

Accomplices will be dealt with in the same manner.

The administration may impose additional disciplinary action or further sanctions based upon the severity of the offense.

Teacher will contact the parent.

Late Work Policy-

Please pay close attention to deadlines—communicate with the instructor regarding any late work so we can work with you to resolve the situation appropriately.

- It is each student's responsibility to access Google Classroom regarding any missing assignments or makeup work due to absences from the class. Students will be given one day for each day's excused absence to complete missing work without penalty.
- All missing work will receive a zero. Late work will be accepted only up to 5 days after the due date with prior permission from the instructor. However, each day an assignment is late, 10 percent will be deducted.
- After the fifth day, the assignment will no longer be accepted, will be considered missing, and receive a zero.
- Students with IEP or 504 plans that have questions about late work should contact their Case Manager.

For extenuating circumstances approved by the Director of School, late submissions of projects may or may not be subject to a deduction of points, and/or letter grades.

Build Rapport- Part of the growth toward professionalism is effective communication. Should you find yourself in a situation where you are unable to keep up with project assignments or the classroom

schedule, notify your instructor as soon as possible so appropriate accommodations can be made to ensure your success.

## SCHOOL CLOSINGS AND DELAYED OPENINGS

Information regarding school closings and delays can be found by checking WMUR or WMUR.com, the school website Twitter and Facebook Pages. An email will be sent to student and parent emails.

## EARLY CLOSING

If an early dismissal is called due to inclement weather, students may be picked up by parents or other authorized designees at the early dismissal time. Students who drive will be allowed to leave at this time.

## EMERGENCY CONTACT INFORMATION

Before the first day of school, students and parents must submit emergency information forms to the school. If any changes in contact information or student health occur, the school must be informed. If for any reason a student under the age of eighteen is under the supervision of another adult for more than one day that is not on the emergency contact list, the appointed designee must submit contact information to the main office.

## AUTOMOBILES

If you are a senior or junior in good standing, you may drive your car to school. However, you must register the vehicle in the school office. Additionally, you must observe the property speed limit of 15 M.P.H., park in the designated parking area, and lock your car. If the student is using a car not registered at the school, the student must inform the office. Once on campus, you may not return to your car until the end of the school day without administrator/teacher permission. Students who do not adhere to the above will lose their driving privileges. If there are more

requests for parking spaces than available, seniors will have priority.

## EMERGENCY DRILLS

Throughout the school year, the school will conduct fire drills, lockdown, and other emergency practices. Some drills will be announced, others will not. Students must remain silent so they can hear and follow directions. Proper student behavior is expected during the entire emergency drill.

## IMMUNIZATION and HEALTH

All students are expected to be up to date on immunization shots before the start of school. Students should not attend school if they are sick. A record of your child's immunizations is required to be returned to the school before the start date.

## NEW HAMPSHIRE IMMUNIZATION PROGRAM

The mission of the Immunization Program is to reduce or eliminate all vaccine preventable diseases. Immunization of children for selected diseases is required for school and day care entry in accordance with NH Statutes. These laws currently require immunizations for the following diseases:

- Diphtheria
- HIB (Haemophilus influenzae Type b) required for childcare only
- Hepatitis B
- Measles
- Mumps
- Pertussis
- Polio
- Rubella
- Tetanus
- Varicella

The Immunization Program is a resource for healthcare providers and the public regarding the importance of vaccination for all vaccine preventable diseases

### TECHNOLOGY POLICY

All computer equipment must be used appropriately and be respected. The school technology policy applies to all students and staff members. All students and staff are expected to adhere to the technology code whether in school or out of school. Students and their parents will sign a technology policy before using school computers. All users should practice acceptable online decorum.

There shall be no social media use during school hours. This includes Facebook, Twitter, Instagram, etc.

- Use appropriate written and voice communication.
- Use computer systems, networks, and communication tools in appropriate ways. If in doubt, ask permission first.
- Do not tamper with, subvert, or impair the network.
- Do not change or alter information on the school website.
- Do not transmit or attempt to access offensive or obscene material. Access only appropriate materials.
- Use only your login and not others. Never misrepresent yourself online and respect the privacy of other people's files and email.
- Never use a computer or other communication device to bully, harass, or threaten any student, adult, or community member; Respect the Academic Code regarding

documentation and potential plagiarism issues.

#### NOTICE OF FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents/guardians or eligible students should submit to the Director of School a written request that identifies the record(s) they wish to inspect. The Director of School will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate. Parents/guardians or eligible students may ask the school to amend a record that they believe is inaccurate. They should write to the Director of School, clearly identify the part of the record they want changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent/guardian or eligible student, the school will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Arts Academy of New Hampshire as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school's Board of Trustees; a person or company with whom Arts

Academy of New Hampshire has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Arts Academy of New Hampshire discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 202025901

#### SPECIAL EDUCATION

“In accordance with current department of education standards, the funding and educational decision-making process for children with disabilities attending a chartered public school shall be the responsibility of the resident district and shall retain all current options available to the parent and to the school district.” From RSA 194B:11

When a new special needs student is admitted to Arts Academy of New Hampshire with an existing IEP, a team meeting will be held as soon as possible with members from Arts Academy of New Hampshire administration, the sending representative(s) from the district and the child's parent(s)/guardian(s) as well as the existing special education team from the resident district. Following that initial meeting, the child's Arts Academy classroom teachers and parents/guardians, will meet to determine how best to attend to the child's needs in the new

school setting. The convened special education team created in partnership with the sending district and the family, will review the current IEP to determine how the agreed upon goals and services may be best delivered in the school setting. The team may suggest amendments, further testing or other suggestions based on the findings. The special education team will reconvene as often as necessary to monitor the student's progress.

Additionally, the Arts Academy will work with parents/guardians who wish to refer their children to the resident district for evaluation and/or services. In certain circumstances, Arts Academy teachers and/or administration may recommend that a child not currently on an IEP be evaluated for services.

## 504 PLANS

The "504" in "504 Plan" refers to Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, which specifies that no one with a disability can be excluded from participating in federally funded programs or activities, including elementary, secondary or postsecondary schooling. "Disability" in this context refers to a "physical or mental impairment, which substantially limits one or more major life activities." This can include physical impairments; illnesses or injuries; communicable diseases; chronic conditions like asthma, allergies, and diabetes ] and learning problems. A 504 Plan spells out the modifications and accommodations that will be needed for these students to have an opportunity to perform at the same level as their peers. A 504 Plan will be developed with the cooperation of the resident school district, as needed, to create specific reasonable accommodations to assist the student in the classroom.

## NOTICE OF NONDISCRIMINATION

Arts Academy of New Hampshire does not discriminate in its education programs, activities, or employment practices on the basis of race, color, national origin, age, religion, gender, sexual orientation or disability as defined in current law.

Any person having inquiries concerning compliance with the regulations implementing these laws may contact the Administration.

Any person may also contact Title IX coordinator, New Hampshire Department of Education, 101 Pleasant Street, Concord, NH 03301, (603) 2713494, for Title IX and Age Discrimination: Section 504 Coordinator, New Hampshire, Department of Education, 101 Pleasant Street, Concord, NH 03301, (603) 2713738, for Section 504 of the Rehabilitation Act of 1973; Supervisor for National Origin & Equal Education Opportunity, New Hampshire, Department of Education, 101 Pleasant Street, Concord, NH 03301, (603) 2713196, for Title VI of the Civil Rights Act of 1964; the Assistant Secretary for Civil Rights, US Department of Education or the Director of School, US Department of Education, Office for Civil Rights, Region I, Boston, Massachusetts.

## NOTICE OF PROGRAM ACCESSIBILITY

Arts Academy of New Hampshire provides the following Notice of Program Accessibility to parents/guardians, and handicapped persons, as required by 34 C.F.R. Sections 104.21 and 104.22 of the Regulations implementing Section 504 of the Rehabilitation Act of 1973. Arts Academy of NH operates its programs and activities so that they, when viewed in their entirety, are readily accessible to handicapped persons.

NOTICE: All interested persons, including persons with impaired vision or hearing can obtain information as to the existence and location of services, activities and facilities that are

accessible to handicapped persons by contacting Arts Academy of New Hampshire Director of School Christine Caron.

All interested persons who may need special aids or services in order to attend a public function sponsored by Arts Academy of New Hampshire should notify the Director of School to request reasonable accommodations in order that they may attend and participate in the event or function. Such request should be made within a reasonable time in advance of the event or function so that reasonable accommodation may be provided

## PROCEDURAL SAFEGUARDS FOR STUDENTS WITH DISABILITIES

NH RSA 186C:1 state: "It is hereby declared to be the policy of the state that all children in New Hampshire be provided with equal educational opportunities."

As the parent of a child who is receiving or may receive special education or special education and related services, you have certain rights, which are protected by state and federal laws and regulations. The term "parent" is defined in Ed 1102.35 of "New Hampshire Rules for the Education of Students with Disabilities" as a "natural or adoptive parent, guardian, but not the state when the state has legal guardianship, or a surrogate parent who has been appointed in accordance with Ed 1121.02" of the Rules.

We want you to know about these rights. If you would like a more detailed explanation of these rights than what is provided here, you may call or write to the Arts Academy of New Hampshire Director of School. Additional questions concerning your rights under Section 504 of the Rehabilitation Act of 1973 should be addressed to the Section 504 Coordinator, New Hampshire Department of Education, 101 Pleasant Street, Concord, NH 033013860 or to the Guidance Department of your child's residence school district.

### *Due Process*

Due process in accordance with all applicable laws will be afforded to any student involved in a proceeding that may result in removal from the learning setting, suspension, probation, or expulsion. Students expelled from school may be reinstated by the Board under the provisions of RSA 193:13. Moreover, the Director of School may modify expulsion requirements as provided in RSA 193:13, IV.

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

## CHILD ABUSE & NEGLECT

To comply with the Child Protection Act (RSA 169C, 1979), it is the policy of Arts Academy of New Hampshire that any teacher or other school employee or volunteer who suspects that a child's physical or mental welfare may be adversely affected by abuse or neglect must report to the Director of School, or other designated personnel, who must then call the Division of Children and Youth Services and/or the student's local police department.

Under RSA 169C, school personnel, who in good faith make a report of suspected child abuse or neglect, have immunity from any liabilities, civil or criminal. The good faith of the reporter is presumed.

## SEARCH OF SCHOOL PROPERTY

Arts Academy of New Hampshire may search backpacks, personal electronic devices, cars, and other personal property when there is a reasonable suspicion that a disciplinary infraction has occurred or there exists a threat that could place students or staff in danger.

## BULLYING, CYBERBULLYING AND HARASSMENT

### I. *GENERAL STATEMENT OF POLICY*

It is the policy of Arts Academy of New Hampshire that its students have an educational experience that is safe, secure, peaceful, and free from student harassment, also known as bullying or cyberbullying. Arts Academy of New Hampshire will not tolerate unlawful harassment of any type and conduct that constitutes bullying or cyberbullying as defined herein even if it occurs outside of students' academic interaction with the school is prohibited. Retaliation or false accusations against a victim, witness, or anyone else who in good faith provides information about an act of bullying or cyberbullying is prohibited. All students are protected regardless of their status under the law. Any person violating this Policy may be subject to disciplinary action up to and including expulsion. The Director of School of School is responsible for the implementation of this Policy.

### II. BULLYING AND CYBERBULLYING DEFINED

1. "Bullying" is 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 student which:

(a) Physically harms a student or damages the student's property;

(b) Causes emotional distress to a student.

(c) Interferes with a student's educational opportunities.

(d) Creates a hostile educational environment; or

(e) Substantially disrupts the orderly operation of the school.

"Bullying" includes actions motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the student's association with another person and based on the other person's characteristics, behaviors, or beliefs.

2. "Cyber bullying" is any conduct defined in paragraph 1 of this Section undertaken through the use of electronic devices which include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.

Cyber bullying includes, but is not limited to, the following actions: harassing, teasing, intimidation, threatening, or terrorizing another person by sending or posting inappropriate and

3. hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs or any other electronic device. The Board of Trustees recognizes that this definition may not be all-inclusive. Therefore, Arts Academy of New Hampshire reserves the right to impose discipline for actions that may fall outside this definition but are still within the general purposes of this Policy.

4. Bullying or cyberbullying occurs when an action or communication defined in paragraphs 1 or 2 of this Section:

(a) Occurs on, or is delivered to, school property or a schoolsponsored activity or event on or off school property; or

(b) Occurs off school property or outside of a school sponsored activity or event if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school sponsored

activity or event.

5. “Parent” means parent, parents, or legal guardians.

6. “Perpetrator” is a student who engages in bullying or cyberbullying.

7. “School property” is all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

8. “Victim” is a student against whom bullying or cyberbullying has been perpetrated.

9. Bullying in violation of this Policy need not rise to the level of unlawful harassment under Title IX of the Education Acts of 1972, the Americans With Disabilities Act, Title VI, or the Rehabilitation Act of 1974.

### III. *REPORTING PROCEDURE*

1. Any student who believes he/she has been a victim of bullying or cyberbullying shall report the alleged act to the Director of School or her/his designee. If a student is more comfortable reporting the alleged act to a person other than the Director of School, the student may contact any school employee. The Arts Academy will respect the confidentiality of the victim and the perpetrator(s) as much as possible, consistent with the school legal obligations and the necessity to investigate allegations of alleged bullying and cyberbullying and to take appropriate remedial disciplinary action when such conduct has been substantiated. However, no disciplinary action can be taken against a perpetrator solely on the basis of a confidential report.

2. Any school employee, volunteer, or employee of a company under contract with the school who has witnessed or has reliable information that a student has been subjected to bullying or cyberbullying shall report the incident to the Director of School. “Reliable information” shall include a parent or student’s claim that a student is the victim of bullying or

cyberbullying.

3. All reports must be documented on the school's Bullying/Cyber bullying Reporting Form. The victim or reporter shall provide copies of documents relating to the bullying or cyberbullying and/or save those documents so that the documents can be provided to the investigator. If a victim or reporter is either unwilling or unable to complete school's Bullying/Cyber bullying Reporting Form, the school employee who receives the oral report will promptly fill out the Bullying/Cyber bullying Reporting Form, using, to the extent practicable, the reporter's or victim's own words to describe the alleged bullying or cyberbullying.

4. The Director of School or her/his designee shall by telephone and in writing by first class mail, notify the parent of the victim and perpetrator within forty eight (48) hours of receiving the Arts Academy Bullying/Cyber bullying Reporting Form that a report of alleged bullying or cyberbullying was received and is being investigated in accordance with this Policy. The content of the notice shall comply with the Family Educational Rights and Privacy Act (FERPA), 20

5. The Chair of the Board of Trustees may, within the forty eight (48) hour time period in paragraph 4 of this Section, grant the Director of School or her/his designee a written waiver from the notification requirement if the Chair of the Board of Trustees deems such waiver to be in the best interest of the victim or perpetrator. The waiver shall not negate the school's responsibilities to comply with the remainder of this Policy.

#### IV. *INVESTIGATION AND REMEDIAL ACTION*

1. The Director of School or her/his designee shall begin an investigation of the alleged acts of bullying or cyberbullying within five (5) school days of receiving the school Bullying/Cyber bullying Reporting Form. The goal of an investigation is to obtain an accurate and complete account of all incidents and circumstances deemed relevant to the allegations, to determine whether bullying or cyberbullying occurred, and to identify the student(s) responsible

for the acts. These procedures are intended to protect the rights of a victim and perpetrator.

2. The Director of School or her/his designee will complete the investigation within seven (7) business days of receiving the school's Bullying/Cyber bullying Reporting Form, except in cases where the Chief Executive Officer grants a written extension. The Chair of the Board of Trustees, if necessary, may grant an extension of the time periods for the completion of the investigation for up to an additional seven (7) business days. The Chair of the Board of Trustees shall notify all parties in writing of the granting of an extension. The Director of School or her/his designee will expedite the investigation of any claim involving physical violence or serious threats of harm.

3. To end bullying or cyberbullying and prevent its recurrence, the Director of School or her/his designee will take such disciplinary action deemed necessary and appropriate, including but not limited to suspension from courses or referral to consider long term suspension or expulsion, and/or referral to law enforcement.

4. Besides initiating disciplinary action, the Director of School or her/his designee may also take other remedial action deemed necessary and appropriate to end bullying or cyberbullying and prevent its recurrence including but not limited to requiring participation in peer mentoring, or other life skills groups; reassigning student's classes, lunch periods or transportation; and/or offering appropriate assistance to the victim or perpetrator.

5. At the time, a bullying or cyberbullying report is made, the Director of School or her/his designee shall develop a strategy to protect all students from any kind of retaliation.

6. The Arts Academy of New Hampshire Director of School or her/his designee must document his/her investigation results in a written report. The investigation report shall include documentation of the statements/interviews of the victim, perpetrator, and witnesses. Copies of

any documents or other evidence (e.g., electronic communications) obtained during the investigation shall be attached to the report. The Director of School, or her/his designee, investigation report shall also include findings of whether the report of bullying or cyberbullying was substantiated and the reasons why the report was or was not substantiated. If the report is substantiated, the Director of School or her/his designee shall include in the investigation report recommendations for remediating the bullying or cyberbullying and shall, when appropriate, recommend a strategy to protect students from retaliation. If the report is not substantiated as bullying or cyberbullying but the conduct violates school rules or policies, the Director of School or her/his designee shall specify the school rules or policies violated and make appropriate recommendations to address the violations.

7. The Director of School or her/his designee shall notify the Chair of the Board of Trustees of all substantiated instances of bullying or cyberbullying.

8. Within ten (10) business days of completion of the investigation, the Director of School or her/his designee shall notify the parents of the victim and perpetrator of the school's remedial action. In accordance with FERPA, the school may not disclose to the parents of victims the educational records of perpetrators, which include but are not limited to the discipline and remedial action assigned to the perpetrators.

9. Since bullying or cyberbullying may begin again after several weeks or months have lapsed, the perpetrator in substantiated cases should be closely supervised. The victim should be encouraged to report any new problems to the Director of School or her/his designee. The Director of School or her/his designee should interview the victim regularly to make sure that there is no recurrence of bullying, cyber bullying, or retaliation. The Director of School or her/his designee shall document all follow up with the victim.

#### V. *FILE RETENTION*

The school will maintain in a separate confidential file the original completed Bullying/Cyber bullying Reporting Form, investigatory interview notes and reports, findings

made, the investigation report, including any decision for action, and other relevant investigatory materials, and maintain a copy of the file in the perpetrator's education record.

## VI. *APPEAL*

1. For non disciplinary remedial actions where no other review procedures govern, the parents of the perpetrator and victim shall have the right to appeal the Director of School or her/his designee' decision regarding their student to the Board of Trustees in writing within five (5) business days. The Chair of the Board of Trustees shall review the Director of School or her/his designee's decision and issue a written decision within ten (10) business days.

2. The procedures in RSA 193:13, Ed 317, and school discipline policies establish the due process and appeal rights for students disciplined for acts of bullying, cyber bullying, or retaliation.

## VII. *RETALIATION OR FALSE ACCUSATIONS*

No person shall retaliate or make false accusations against a victim, witness, or anyone else who in good faith provides information about an act of bullying or cyberbullying. Arts Academy of New Hampshire will discipline any individual who retaliates or makes a false accusation or encourages others to retaliate or make a false accusation against a victim, witness, or anyone else who in good faith provides information, testifies, assists, or participates in an investigation, proceeding or hearing relating to an act of bullying or cyberbullying.

If a person makes a complaint or report that is not made in good faith, the school will take such disciplinary action deemed necessary and appropriate including but not limited to suspension, expulsion, or dismissal.

## VIII. *POLICY NOTIFICATION*

1. Copies of this Policy shall be given to all employees, students, and parents annually. Whenever new employees or students begin during the school year, they shall receive a copy before commencing work or school attendance. The Director of School or her/his designee shall also make all volunteers, and contractors who have contact with students aware of this Policy.

2. The school will post this Policy and a summary of the Policy on the school website.

## SEXUAL HARASSMENT

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex, including sexual harassment. As defined by the Equal Employment Opportunity Commission. “Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person’s sex. Harassment can include “sexual harassment” or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.”

*Examples of sexual harassment may include:*

- Unwanted touching or pinching
- Brushing up against someone deliberately
- Blocking or other physical intimidation
- Taunting, making slurs, or making jokes
- Making condescending remarks based on a person’s gender or sexual orientation
- Following or stalking
- Gesturing obscenely or suggestively
- Leering or giving sexually suggestive looks

- Asking inappropriate or intrusive questions
- Making repeated and unwanted sexual propositions
- Displaying or transmitting offensive images or words
- Using the Internet for harassment

Arts Academy of New Hampshire Family Handbook  
Acceptance Form

*Please initial*

\_\_\_\_ We have read the Arts Academy of NH Family Handbook.

\_\_\_\_ We have read the Arts Academy of NH Student Conduct, Discipline and Due Process Policy and discussed it as a family.

\_\_\_\_ We have read the Arts Academy of NH Bullying, Cyber bullying and Harassment policy and discussed it as a family.

\_\_\_\_ We agree to follow the policies and procedures outlined in the Arts Academy of NH Family Handbook.

Print Student Name: \_\_\_\_\_

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

Print Parent/Guardian Name(s): \_\_\_\_\_

Parent/Guardian Signature(s): \_\_\_\_\_

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

## HB10 - NH LAW - PARENTAL BILL OF RIGHTS

- I. All parental rights are reserved to the parents of a minor child in this state without obstruction or interference from any school. These rights include, but are not limited to, the right:
- (a) To direct the upbringing and the moral or religious training.
  - (b) To direct the education, including the right to choose to enroll the minor child in an assigned resident public school, a public charter school, a non-public school, including a religious school, a home education program, or any other state-based education program, as authorized by law, as an alternative to public education, as set forth in RSA 193:1 and RSA 194-F:1, et seq.
  - (c) To request that a minor child be enrolled in a public school other than the public school assigned to them by their residence to avoid a manifest educational hardship, as set forth in RSA 193:3.
  - (d) To enroll his or her minor child in gifted or special education programs if the child qualifies for such programs.
  - (e) To inquire of the school or school personnel and promptly receive accurate, truthful, and complete disclosure regarding any and all matters related to their minor child, unless an immediate answer cannot be provided when the initial request is made, in which case, the answer shall be provided no later than 10 business days after the request.
  - (f) To be informed of the school's policy regarding discipline policies and procedures, as set forth in RSA 193:13.
  - (g) To obtain access for a minor child to public curricular courses and co-curricular programs offered by the local school district where the student resides while choosing to enroll their child in a non-public, public chartered, home education, or any other state-based education program, as set forth in RSA 193:1-c and RSA 194-F:2, II(d).
  - (h) To inspect any instructional material used as part of the educational curriculum within a reasonable period following a request, as set forth in 20 U.S.C. section 1232h(c)(1)(C).
  - (i) To opt out of health or sex education and any other objectionable material, as set forth in RSA 186:11, IX-b and IX-c.
  - (j) To be advised of and have the right to opt the minor child out of any nonacademic survey or questionnaire.
  - (k) To opt out of any district-level data collection relating to his or her minor child not required by federal or state law.
  - (l) To exempt their public-school minor child from participating in required statewide assessments in English, language arts, mathematics, and/or science, as set forth in RSA 193-C:6.
  - (m) To receive information regarding the level of achievement and academic growth of their minor child in the state academic assessments in English, language arts, mathematics, and/or science, as set forth in the Every Student Succeeds Act, 20 U.S.C. section 1112 (e)(1)(B)(i).
  - (n) To receive a school report card and be informed of his or her minor child's attendance requirements and compliance with such requirements.
  - (o) To access and review all education records relating to their minor child within 10 business days after the day the school receives a request for access, as set forth in RSA 189:66, IV and 34 C.F.R. 99.5.
  - (p) To consent in writing before the state or any of its political subdivisions, including, without limitation, any school pursuant also to the provisions of RSA 189:68, III-V, makes a video or voice recording, unless such recording is made during or as part

of a court proceeding or part of a forensic interview in a criminal or other investigation by the bureau of child protective services or it is to be used solely for the purpose of a safety demonstration, including the maintenance of order and discipline in the common areas of a school or on student transportation vehicles.

(q) To be notified whenever seclusion or restraint has been used on their minor child as set forth in RSA 126-U:7.

(r) To access and review all medical records of their minor child maintained by a school or school personnel, unless otherwise prohibited by law.

(s) To exempt their minor child from immunizations if, in the opinion of a physician, the immunization is detrimental to the child's health or because of religious beliefs, as set forth in RSA 141-C:20-a and RSA 141-C:20-c.