

Compass Classical Academy



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STUDENT PARENT/GUARDIAN HANDBOOK

2022-2023

Last Amended 8/2022

Handbook Signature Page

Our family has read and discussed the information in the 2022-2023 Student Handbook. We understand the rules, expectations and dress code. We are committed to positively supporting our child's social, emotional, and academic growth within the school setting at Compass Classical Academy. We will support the teachers and the school in its implementation.

Please check and sign below.

_____ I have read and understand the student handbook and technology use policies.

_____ I have read and understand item: JKC, the Responsible Technology Use Agreement: Students

Student Signature

Date

_____ I have read and discussed the student handbook

_____ I have read and discussed item: JKC, the Responsible Technology Use Agreement: Students with my student.

Parent/Guardian Signature

Date

Please return this form to the main school office, indicating you and your parent/guardian have read the contents and agree to abide by it. This form must be returned no later than **one week after the start of school.**

Feel free to copy this page for additional students.

HELPFUL INFORMATION

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State of New Hampshire – Department of Education
Chartered Public School, elementary grades-8 and high school 9-12

School Administrative Unit #429
District #743

COMPASS CLASSICAL ACADEMY 2022/23 STAFF DIRECTORY

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OUR VISION: MISSION STATEMENT

Compass Classical Academy (CCA) believes that all students, regardless of socio-economic background or academic competence, benefit from a rigorous, content rich, educational program that develops academic potential and personal character. We believe students will achieve their best potential when taught foundational skills and challenged by high expectations.

Children learn by building on what they already know. Therefore, it is important for them to begin building foundations of knowledge in the early grades. By specifying the knowledge that all children should share, one can achieve equal access to that knowledge. Thus, all students, including those considered at risk, are exposed to a coherent core of challenging, interesting, interwoven knowledge when taught a content-based curriculum. Unique to our approach is the combining of the classical, liberal arts tradition with cutting edge, researched based programs, each of which involves an organized and sequential continuum of learning.

With these foundational beliefs, we have established the following mission:

- To provide a safe learning environment designed to instill integrity, good citizenship, compassion and confidence in each child.
- To promote a caring community of students, highly trained educators and administrators, and involved parents.
- To provide a high quality education that is thought provoking, coherent, meaningful and engaging.

We believe that having involved parents and students is essential to reaching our goal. The comprehensive and challenging education provided at CCA necessitates active parental support throughout the school year. We strongly encourage parents to remain informed about the academic endeavors of their children and maintain open communication with teachers and administrators.

Students who graduate from Compass Classical Academy will be prepared to further their education in a four year college, a two year community college or a trade school, to serve in the military or immediately enter the workforce. We offer students a liberal arts education that will prepare them to make choices for their futures based on their personal interests and abilities and not restricted by their educational history.

This Handbook is the reference for students and their parents/guardians for the policies and procedures for the Compass Classical Academy.

Every school has its own rules and unique culture, to which we commit to as participants, student or family of Compass Classical Academy. This Handbook has been crafted by the Compass Classical Academy to aid in the rules, policies and procedures contains on topics to include, but are not limited to, student admissions, attendance, rights and responsibilities, conduct, discipline, health and welfare, and school-related activities. The Student Parent/Guardian Handbook is required for a Chartered Public School in New Hampshire. The Policies and Procedures for Compass Classical Academy have been approved by its Board of Directors.

This Handbook contains Section J of the Compass Classical Academy Policies and Procedures. Both the Student Parent/Guardian Handbook and the complete Policies and Procedures can be found as a link on the web site or in hard copy at the Main Office.

The Student Parent/Guardian Handbook is extensive. For younger students, we would ask that the parent/guardians review the information needed by their student at an age-appropriate level. For our older students and their parent/guardians, please review carefully. If there are any questions, please do not hesitate to ask at the Office.

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RESIDENCY

The Compass Classical Academy is a public school. The only requirement for residency for the purpose of enrollment in the Compass Classical Academy, is being a resident in the State of New Hampshire.

JAA

CIVILITY POLICY

Members of the Compass Classical Academy (CCA) staff will treat parents and other members of the public with respect and expect the same in return. The school must keep CCA and administrative offices free from disruptions and prevent unauthorized persons from entering CCA grounds.

Accordingly, this policy promotes mutual respect, civility, and orderly conduct among school employees, parents, and the public. We do not intend this policy to deprive any person of his or her right to freedom of expression. Rather we seek to maintain, to the extent possible and reasonable, a safe harassment-free workplace for our student and staff. In the interest of presenting teachers and other employees as positive role models, we encourage positive communication and discourage volatile, hostile, or aggressive actions. CCA seeks public corporation with this endeavor.

1. **Disruptive Individual Must Leave CCA Grounds.** Any individual who disrupts or threatens to disrupt CCA/office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language that could provoke a violent reaction, or who has otherwise established a continued pattern of unauthorized entry on CCA property will be directed to leave the property promptly by the CCA's Director or other CCA official.
2. **Directions to Staff in Dealing with Abusive Individuals.** If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely ask the speaker to communicate civilly. If the abusive individual does not stop the behavior, the school employee will verbally notify the abusing individual that the meeting, conference, or telephone conversation is terminated; and, if the meeting or conference is on CCA premises, the employee will direct the abusive individual to leave promptly. If the individual continues to be abusive, the employee has the right to inform the individual that the police will be notified to deal with the problem immediately.
3. **Provide Policy and Report Incident.** When a staff member determines that a member of the public is in the process of violating the provisions of this policy, the staff member should provide a written copy of this policy at the time of occurrence. The staff member will then immediately notify the Director and provide a written report of the incident. It is understood that CCA personnel are to abide by the same principles enunciated in this policy. Students are expected to abide by the same principles enunciated in this policy as provided in the Student Handbook.

JB

NON-DISCRIMINATION POLICY

Compass Classical Academy will provide a quality education to students from all backgrounds, abilities, and ethnicities. We will not discriminate on race, color, religion, national or ethnic origin, pregnancy, gender identity, age, sex, sexual orientation, disability, marital/civil status, union status, ancestry, place of birth, veteran status, political affiliation, genetic information, or disability in the selection of students, staff, or in the administration of our educational programs, or in any other way as is prohibited by relevant State and Federal law.

JC

SEXUAL HARASSEMENT POLICY

Compass Classical Academy is committed to providing an educational environment free from sexual harassment.

1. Sexual harassment is against the law. It is a form of sex discrimination that is prohibited by three different laws” Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and New Hampshire’s Law Against Discrimination. Under these laws, the legal term “sexual harassment” means unwelcome sexual advances, requests for sexual favors, or other verbal, physical or nonphysical conduct of a sexual nature.
2. We are committed to providing an environment in which everyone is respected, and no one is harassed because of their sex. Sexual harassment of an employee or student by any other employee or student, or by anyone with whom an employee or student interacts while fulfilling job or school responsibilities, is against the law and violates this policy.
3. Any student who feels he/she has been harassed, is encouraged to report this orally or in writing to a member of the CCA staff. This report will remain confidential and only conveyed to essential CCA personnel, the CCA Board, any necessary law enforcement agency and the parent of the child making the charge.
4. When a CCA employee receives a complaint of student-to-student harassment, the school administration must be informed immediately. The administration along with any necessary staff will investigate the complaint. The administration will also make the CCA Board aware of the charge. If it is believed that the harassment has occurred, the administration and/or Board will take action to correct the situation and to stop the harassment. A student who engages in harassment will be subject to appropriate, immediate disciplinary action and the child’s parents will be informed. A meeting with the parents will be arranged at the discretion of the administration. Discipline up to and including expulsion from school is possible.
5. If a student makes a sexual harassment complaint against a staff member, an investigation by the administration and/or Board will commence immediately. If it is believed that the charge could be credible, the staff member will be removed from his/her duties pending the outcome of a full investigation. Discipline up to and including criminal charges and termination of duties at CCA is possible.

JDA

ADMISSION OF STUDENTS

New students may be accepted at any time during the year.

Compass Classical Academy will have an open enrollment period from January 1 through March 31 of each year. During that time, CCA will accept all applications. Siblings of students currently attending CCA will be exempt from the lottery. If CCA receives more applications than there are openings available, 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 to form a waiting list. Applications received on or after April 1 will be placed, in order of receipt, on a waiting list behind the applicants drawn by lottery. If applications are received after the open enrollment period (April 1st and later) for classes with openings, those applicants will be placed in classes on a first come first served basis until there are no more available spaces. At this time, all new applicants will be placed on the waiting list in the order in which they were submitted.

Children entering school for the first time must have proof of physical examination, immunization records, a copy of the child's birth certificate and proof of residency satisfactory to the Director or his/her designee.

JDB

ENROLLMENT

Just as it is the CCA's responsibility to provide an education to all pupils between the ages of six years and eighteen years, it is the responsibility of parents to enroll their children in school, consistent with this policy and with all applicable state laws.

RESIDENCY

Any student, who is a resident of the State of NH, may attend any Chartered Public School in the State.

Qualifying military children in transition may be exempt from the residency requirements set forth in RSA 193:12.

JDC

ENTRANCE REQUIREMENTS : All children **will** enter school provided they become six on or before September 30, of the current school year.

ENTRANCE REQUIREMENTS FOR KINDERGARTEN : All children **may** enter kindergarten provided they become five on or before September 30, of the current school year.

GRADE 1: A student may enter grade one if his/her chronological age will be six before September 30 of the year of entering school.

GRADE PLACEMENT FOR ALL NEW STUDENTS

All new students will participate in grade placement tests. Regardless of age, and including all student assessment considerations, students will be placed at grade/class level, where they will have the best opportunity to thrive.

JDD

CHANGE OF SCHOOL OR ASSIGNMENT

In circumstances where the best interests of a student warrant a change of school or assignment, the parent/guardian has the choice. To initiate a change in schools, the parent/guardian should make a written request for the student(s) records to be sent from the school they are presently attending, to the school they plan to attend.

Transportation

The cost of transportation for any pupil reassigned under this policy will be the sole responsibility of the parent/guardian.

The Compass Classical Academy does not provide any student transportation.

Special Education Placements

A placement made relative to a student's special education needs and services will not be deemed a change of school assignment for purposes of this section.

** In this policy, "parent" means a parent, guardian, adult student, or person having legal custody of a child.*

JDE

COMPULSORY ATTENDANCE

Compulsory attendance shall be required of all children in accordance with RSA 193:1.

School Attendance NH RSA 193:1 Duty of Parent; Compulsory Attendance by Pupil. –

I. A parent of any child at least 6 years of age and under 18 years of age shall cause such child to attend the public school to which the child is assigned in the child's resident district. Such child shall attend full time when such school is in session unless:

- (a) The child is attending a New Hampshire public school outside the district to which the child is assigned or an approved New Hampshire private school for the same time;
- (b) The child is receiving home education pursuant to RSA 193-A and is therefore exempt from this requirement;
- (c) The relevant school district superintendent has excused a child from attendance because the child is physically or mentally unable to attend school, or has been temporarily excused upon the request of the parent for purposes agreed upon by the school authorities and the parent. Such excused absences shall not be permitted if they cause a serious adverse effect upon the student's educational progress. Students excused for such temporary absences may be claimed as full-time pupils for purposes of calculating state aid under RSA 186-C:18 and adequate education grants under RSA 198:41;
- (d) The child is attending a public or private school located in another state which has been approved by the state education agency of the state in which the school is located, or is attending a nonsectarian private school located in New Hampshire that is approved as a school tuition program by the school board pursuant to RSA 193:3, VII;
- (e) The pupil has been exempted from attendance pursuant to RSA 193:5;
- (f) The pupil has successfully completed all requirements for graduation and the school district is prepared to issue a diploma or the pupil has successfully achieved the equivalent of a high school diploma by either:
 - (1) Obtaining a high school equivalency certificate; or
 - (2) Documenting the completion of a home school program at the high school level by submitting a certificate or letter to the department of education;
- (g) The pupil has been accepted into an accredited postsecondary education program; or
- (h) The pupil obtains a waiver from the superintendent, which shall only be granted upon proof that the pupil is 16 years of age or older and has an alternative learning plan for obtaining either a high school diploma or its equivalent.
 - (1) Alternative learning plans shall include age-appropriate academic rigor and the flexibility to incorporate the pupil's interests and manner of learning. These plans may include, but are not limited to, such components or combination of components of extended learning opportunities as independent study, private instruction, performing groups, internships, community service, apprenticeships, and on-line courses.

JDF

ADMISSION OF HOMELESS STUDENTS

CCA will work with homeless students and their families to provide stability in school attendance and other services. Homeless student will be provided services for which they are eligible by their school district of origin, including Title I, similar State programs, special education, bilingual education. CCA will work to establish that connection between the family and the resources linked to the previous town of residence.

It is the CCA's intent to remove barriers to the identification, enrollment, and retention in schools of homeless children and youth. All staff shall take reasonable steps to ensure that homeless students and children are not segregated or stigmatized and that educational decisions are made in the best interests of those students.

The Compass Classical Academy (CCA) Director, is the McKinney Vento contact.

A. Homeless Students.

Under the Federal McKinney-Vento Homeless Assistance Act (“McKinney-Vento”), the No Child Left Behind Act of 2002 and guidance provided by the New Hampshire Department of Education (“NHDOE”), the term “homeless children and youths” means “individuals who lack a fixed, regular and adequate nighttime residence.” Under both section 752(2) of McKinney-Vento and the NHDOE guidance*, the term includes children and youth who are:

1. sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
2. living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations
3. living in emergency or transitional shelters
4. abandoned in hospitals
5. awaiting foster care placement
6. have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings
7. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus, or train stations, or similar settings described above
8. are migratory children who qualify as homeless because they are living in the above circumstances

Definitions

Additionally, as used in this policy, the terms “unaccompanied youth,” “school of origin,” “enrollment,” and “attendance area school” will have the same meanings as set forth in the McKinney-Vento Homeless Assistance Act (“McKinney-Vento”) and guidance provided by the New Hampshire Department of Education (“NHDOE”). For purposes of this policy and its accompanying regulation, “homeless students” will refer to and include “homeless children and youth” and “unaccompanied youth.”

The term “migratory child” means a child who is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, has moved from one school district to another in order to obtain, or accompany such parent or spouse in order to obtain, temporary or seasonal employment in agricultural or fishing.

The term “school of origin” means the school that the student attended when permanently housed or the school in which the student was last enrolled.

The term “unaccompanied youth” includes a youth not in the physical custody of a parent or guardian.

B. Enrollment and School Stability.

Enrollment of a homeless student will be immediate even if the homeless student lacks records routinely required prior to enrollment or has missed application or enrollment deadlines (academic, immunization, etc.).

CCA’s admissions policy and process applies to all students.

Emergency contact information is required at the time of enrollment, consistent with CCA policies.

C. Homeless Liaison.

The Director, or an appropriate staff member will serve as the local liaison for homeless students and their families/guardians. The CCA will provide training and other technical assistance to CCA staff regarding the

CCA's obligations to homeless students, as provided in State and Federal law, as well as local policies and procedures.

The duties will include, among others: procedures for identification, enrollment, transportation, dispute resolution for homeless students, as well as direct assistance shall be made in accordance with the accompanying regulation and applicable law.

The duties of the CCA Homeless Liaison will, among other things:

- assist in requesting the student's records
- mediate and assist with disputes concerning school enrollment and homelessness determinations
- assist in making transportation arrangements
- ensure that homeless students receive the educational services for which they are eligible
- coordinate with other entities, institutions and agencies to help assure that homeless children and youths are identified by school personnel
- ensure that unaccompanied youth and/or parents of homeless students are informed of the educational and related opportunities available to homeless students
- work to assure that parents/guardians of such students are provided with opportunities to participate in the education of their children (excepting instances when court or other protective orders indicate otherwise)
- ensure that unaccompanied youth and/or parents of homeless students are informed of all transportation services available including transportation to the school of origin
- assure that notice is readily available of the educational rights of homeless children and youths
- coordinate with local social services agencies and other agencies or programs providing services to homeless students as needed
- assist any unaccompanied youth with enrollment, credit accrual, and career and college readiness decisions
- work with the Director or designee to monitor regulations and guidance related to this policy that may be issued by applicable State and Federal agencies (e.g., DCYF, NHDOE, and the U.S. Department of Education).

D. Enrollment Determinations for Homeless Students

Enrollment determinations will be based upon the best interests of the homeless student, with the presumption that keeping the homeless student in the school of origin is in the homeless student's best interests, except when doing so is contrary to the request of the parent/guardian or the student if they lack guardianship.

E. Transportation of Homeless Students

CCA does not provide student transportation.

F. Dispute Resolution

All dispute resolutions will be in accordance with the NH Department of Education guidelines.

If a dispute arises over school selection or enrollment in a school:

- the homeless student will be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute.

- the parent or guardian of the student will be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian or student to appeal the decision.

- the student, parent, or guardian will be referred to the CCA Director or homeless liaison designee, who will carry out the appeal process as expeditiously as possible after receiving notice of the dispute

- in the case of an unaccompanied youth, the homeless liaison will ensure that the youth is immediately enrolled in school pending resolution of the dispute.

Appeal Process

Oral Complaint: If an unaccompanied student or the parent or guardian of a student (hereinafter referred to as the Complainant) disagrees with the CCA's decision regarding the student's eligibility to attend the school, the Complainant will orally present his/her position to the CCA Director or designated homeless liaison.

Written Complaint: If the disagreement is not resolved within five (5) school days, the Complainant may present a written complaint to the Director/homeless liaison. The written complain must include the following information: the date the complaint is given to the homeless liaison; a summary of the events surrounding the dispute, the name(s) of the school personnel involved in the enrollment decision, and the result of the presentation of the oral complain to the Director/homeless liaison.

Within five (5) school days after receiving the written complaint, the Director/homeless liaison will reach a decision regarding the contested enrollment and will provide a written statement of that decision, including the reasons therefore, to the Complainant. The liaison will inform the Director of the formal complaint and its resolution.

Appeal to the Director: If the Complainant is not satisfied with the written decision of the homeless liaison, the Complainant may appeal that decision to the Director by filing a written appeal. The homeless liaison will ensure that the Director receives copies of the written complaint and the response thereto. The Director or designee will schedule a conference with the Complainant to discuss the complaint. Within five (5) schooldays of receiving the written appeal, the Director, or designee, will provide a written decision to the Complainant including a statement of the reasons therefore.

G. Records

The CCA will maintain copies of all written decisions, appeals and notifications concerning eligibility or enrollment requests made under this policy for the same period as it does for Title I records.

H. Comparable Services

Each homeless student will be provided services comparable to services offered to other students in the school attended by the homeless student, including the following:

- educational services for which the student meets the eligibility criteria, such as services provided under Title I, educational programs for children with disabilities, and educational programs for students with limited English proficiency

- programs in vocational and technical education

- programs for gifted and talented students

- school nutrition programs

EDUCATION OF CHILDREN IN FOSTER CARE

It is the intention of the Compass Classical Academy to remove barriers to the identification, enrollment, and retention in school of children who are in foster care. All staff will take reasonable steps to ensure that children in foster care are not segregated or stigmatized and the educational decisions are made in the best interest of those students.

A. Definition

under guidance issued jointly by the NH Department of Education (NHDOE), NH Department of Health and Human Services (NHDHHS) and for the purposes of this Policy, "foster care" will mean "24 hours substitute care for children placed away from their parents or guardians for whom the child welfare agency has placement and care responsibility. This includes children in foster family homes, shelters, relative foster homes, group homes, and residential facilities, regardless of whether the foster care facility is licensed or whether payments are made by the state." To the extent required under applicable law, a child in foster care under this policy also includes children whom an appropriate child welfare agency indicates are awaiting a foster care placement.

The Compass Classical Academy will coordinate with other districts and with local child welfare agencies and other agencies or programs providing services to students in foster care as needed.

The Director is responsible for providing any required assurances to applicable state and federal agencies that the CCA is complying with applicable requirements related to ensuring the educational stability of children in foster care, and for reasonable monitoring compliance with such assurances.

B. CCA Point of Contact with Child Welfare Agencies

The Director will be the CCA Foster Care Point of Contact (POC) between the New Hampshire Division of Children, Youth and Families (DCYF), NHDOE, other schools and other child welfare agencies. The main duty of the Foster Care POC is to facilitate the prompt and appropriate placement, transfer, and enrollment of students in foster care, pursuant to applicable state and federal statutes, regulations, and guidance. The Director, or designee, will monitor regulations and guidance related to this policy that may be issued by applicable state and federal agencies.

The CCA will provide training opportunities and other technical assistance to appropriate staff regarding the CCA's obligations to students in foster care.

C. Best Interest Enrollment Determinations, Disputes and Enrollment

Generally, a student in foster care will remain in his/her school of origin, unless there is a determination that it is not in the student's best interest. The Director/POC will assist DCYF or any other child welfare agency to make a "best interest determination" education decision, particularly the determination of whether or not it is in the best interest of the student in foster care to remain in his/her school of origin or to enroll in a new school. Unless local procedure is established in accordance with state and federal law, the CCA will use the model procedures prepared jointly by the NHDOE and DCYF.

If the determination is that the best interest of a child is not to remain in the school of origin and instead placed within a new school, the child in foster care will be immediately enrolled in the new school, even if any documents or records otherwise required for enrollment are not immediately available.

If there are disputes regarding a determination regarding the best interest determination for a child in foster care, it is expected that DCYF and both the sending and receiving schools will work

collaboratively at the local level to resolve the issue. Should there be no resolution, RSA 193.12, V-b requires the Department of Health and Human Services to request in writing that the two schools resolve the dispute. If the residency dispute remains unresolved after 10 days after such request, the Department of Health and Human Services will request that the Commissioner of the Department of Education determine the residence of the child for the purposes of school enrollment.

If CCA is the receiving school, with will accept the student's certified coursework as if it has been completed at the school. To the extent such coursework is not aligned with the curriculum, the awarded credit may be elective

D. Transportation

Compass Classical Academy provides no student transportation.

JDG

ATTENDANCE, ABSENTEEISM, AND TRUANCY

Absences

The CCA requires that school-aged children enrolled in the CCA attend school in accordance with all applicable State laws and CCA policies. The educational program offered by the CCA is predicated upon the presence of the student and requires continuity of instruction and classroom participation for students to achieve academic standards and consistent educational progress.

Attendance will be required of all students enrolled in the CCA during the days and hours that school is in session. The CCA may excuse a student for temporary absences when receiving satisfactory evidence of conditions or reasons that may reasonably cause the student's absence.

Documentation of excused absences is required for high school students.

The CCA considers the following to be excused absences:

1. illness, recovery from an accident, or other health care need
2. required court attendance
3. death in the immediate family
4. observation of a bona fide religious holiday
5. professional appointments
6. the call to active duty or return from deployment in the armed services of parents or legal guardians of students
7. emergency or special circumstances such as: absences approved by the Director under RSA 193:1(c).
8. absences as a result of waivers from the Director for alternative learning plans under RSA 193:1,1(h)
9. such other good cause as may be acceptable to the Director, or permitted by law

Unexcused absences are all other absences and include but are not limited to:

1. repeated personal illness without a doctor's note
2. absences for personal reasons not listed under excused absences
3. repeated tardiness or dismissals

In the event of an illness, parents must call the school and inform the CCA of the student's illness and

absence. If it is necessary for a child to be absent because of illness for five or more consecutive days, the child is required to return to school with a note from his/her doctor. 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 claimed reason for non-attendance.

If parents wish for their child to be absent for a reason not listed above, the parent must provide a written explanation of the reason for such absence, including why the student will be absent and for how long the student will be absent. The Director will make a determination as to whether the stated reason for the student's absence constitutes good cause and will notify the parents via telephone and writing of his/her decision. If the Director 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 his/her initial determination. However, at this juncture, the Director's decision will be final.

Inclement Weather or Other Emergency

On the occasion that school is cancelled due to inclement weather or other emergency, CCA will post emergency closing and 2 hour delays on WMUR, WFTN and the Compass Classical website, as well as notified via the Emergency Electronic Notification System. This notification may include information about students receiving Internet instruction or other extended learning time in lieu of attending school for the day. Failure to comply with these assignment expectations will result in the student being recorded as absent for that day. Students will have two days to meet expectations.

Family Vacations/Educational Opportunities

Generally, absences other than those on the list of excused absences during the school year are discouraged. The Director or his/her designee may, however, grant special approval of absence for family vacations, provided written approval is given in advance. Parents are asked to write a note to their child's teacher(s) at least two weeks before the trip. This advance planning will allow the teacher(s) enough time to work with parents and the student regarding homework completion. Students are required to complete all work assigned during any special approved absence. Supplemental instruction is not to be expected.

Tardiness

The school day is from 7:45 am to 2:45 pm. Any student arriving after 8:01 am will be marked tardy. Parents and students must come into the office to sign in when tardy.

- Three (3) tardies will equal an unexcused absence.
- Five (5) unexcused tardiness will result in a meeting with parents.
- Acceptable reasons for tardiness include appointments or delays due to weather.

Dismissal

Dismissal is to be done through the office via note, email or phone call. If the student is dismissed early, a doctor's notes is required the next school day. Parents may request your child be in the office at the designated dismissal time. For safety reasons, children are not allowed to wait for dismissals outside of the building.

- Three (3) unexcused early dismissals will equal one unexcused absence.

Truancy

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence.

- Ten half-days (or 5 full 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 will be considered a full-day absence.

The Director will be responsible for overseeing truancy issues.

JDGA

TRUANCY INTERVENTION PROCESS

The Director will ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process that identifies students who are habitually truant, as defined above.

When the Director identifies a student, who is habitually truant or who is in danger of becoming habitually truant, he/she will commence an intervention with student, the student's parent(s), and other staff members as may be deemed necessary. The intervention will include processes including, but not limited to:

1. investigates the cause(s) of the student truant behavior
2. considers, when appropriate, modification of his/her educational program to meet the needs that may be causing the truancy
3. involves the parents in the development of a plan designed to reduce truancy
4. seeks alternative disciplinary measures, but still retains the right to impose discipline in accordance with the CCA's policies on student discipline

Parental Involvement in Truancy Intervention

When a student reaches habitual truancy status or is in danger of reaching habitual truancy status, the Director 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
3. a request for a meeting between the parent and the Director to discuss the student's truancy and to develop a plan for reducing the student's truancy

Parental Notification of Truancy Policy

The Director will ensure that this policy is included in or referenced in the student handbook and is emailed to parents annually at the beginning of each school year.

JDH

STUDENT EARLY RELEASE PRECAUTIONS

CCA staff will not permit a student to leave school during the school day unless the student is accompanied by the student's parent/guardian, or other person so authorized by the CCA and the student's parents/guardians.

School officials will presume that each parent has equal authority to exercise rights of visitation, removal of the student from school, the right to inspect and review educational records, and all other rights and privileges extended to parents. Requests from parents asking the school to restrict the release of a student

to the other parent will not be honored unless accompanied by a court order or other legally binding document which corroborates the request.

The Director is authorized to establish additional procedures necessary to ensure the proper and safe release of students. Such procedures must adhere to the following rules:

1. No teacher may permit any individual student to leave school prior to the regular hour of dismissal except by permission of the Director or his/her designated representative.
2. No student may be permitted to leave school prior to the dismissal hour for any reason unless permission of the parent or guardian has been first secured, nor sent home unless a responsible adult is at home. Any student being released during the school day must be released through the school office when he/she leaves and must report to the office when he/she returns. Students will be released only when legally authorized by the parent or legal guardian.
3. Students traveling on school buses to and from school-sponsored activities will return from activity on the bus unless released to their parents or another adult as designated with written permission.
4. Students will only be released to the parent, guardian, or written designee of the parent or guardian, or to other individuals or agencies as permitted or required by law.
5. The CCA will release a student to either parent unless the CCA has a valid court order, or other written evidence, directing otherwise or unless the parent requesting the release is only entitled to supervised visitation. If CCA staff have concerns about releasing the student to a parent, the student may be held while additional precautions are taken, including, but not limited to, verifying custody orders, contacting the other parent or contacting appropriate authorities.
6. Students 18 years old or older may validate their own attendance and dismissal.
7. Telephone requests for early dismissal of a student will be honored only if the caller can be positively identified as the student's parent or guardian. The parent or guardian will still be required to enter the school building and sign the student out.
8. If it is determined that a student who is ill or sick should be taken home, the Director, his/her designee or the school nurse, will contact the student's parent or guardian to arrange for an early release.

JDI

WEATHER/EMERGENCY CLOSINGS

Compass Classical Academy will post emergency closing and 2 hour delays on WMUR, WFTN and the Compass Classical website, as well as our full school notification system; message will be sent via phone call, a text and an email).

JEA

ACADEMICS

It is our goal to provide a high-quality education that is thought provoking, coherent, meaningful, and engaging, we highly value the quality of the academics at Compass Classical Academy. To accomplish this goal, it is important to be able to inform students and parents of the progress being made. To that end, classroom teachers will regularly update their classroom websites with information on current topics being studied, homework assignments, student projects, upcoming tests, etc. Teacher links may be accessed by clicking on the classroom link on CCA website staff page.

Homework Policy

Students will be expected to complete assignments on time and thoughtfully. If a student does not complete his/her homework/assignments, a missing work slip will be sent home. If the signed slip and the missing work are not returned to school the following day, a parent may be called or emailed. The student will be given a lunch or free time detention to complete the missing assignment. After four (4) missing homework slips have been issued, the student will be required to serve an after-school detention.

Academic Honesty

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

Grading Policy

Teachers administer assessments as needed for each content area of instruction. Based on the assessments, a grade average for each student will be generated by the teacher. Report cards with these averages will be sent home three times per year. These grades reflect the student's academic achievement relative to an objective standard determined by the curriculum. Report cards provide the student and parent with an opportunity to understand the level of academic success realized as well as incentive for future success.

Communication

Regular communication between home and school is important so that we can support each other and help each child receive a better education. Early communication between teachers and parents is essential and we encourage parents to initiate this. Compass Classical Academy is open to speaking with any parent/guardian about questions or concerns. We also encourage parents/guardians and staff to share the many positive events that occur throughout each day. Because schedules are busy for both parents and teachers, phone call often cannot be a made. Email contact can often meet the needs of the communication or can provide a means to set up a time where phone or person to person meetings can happen. If you have a concern, please first share it directly with the staff member or members who are directly responsible. We can build a stronger sense of community by using this kind of direct communication. Objectivity, kindness, and honesty service to guide our communication. If concerns cannot be worked out with the responsible staff member, a parent can speak with the Director and, if necessary, with the Board of Directors.

ASSESSMENT

As a condition of enrollment in Compass Classical Academy, students will participate in all assessments given school-wide. Increased accountability for increased freedom is an important component of charter schools. Compass Classical Academy participates in the statewide Smarter Balanced assessment for grades 3, 4, 5, 6, 7, and 8 as well as the Science NECAP for grades 4 and 8. This is a requirement of attendance at CCA. To monitor progress for Response to Instruction, we selectively use Aimsweb assessments for reading, math, and writing as well as S.T.A.R testing.

DESCRIPTION OF RIGHTS

RSA 193-C:6 permits parents to exempt their public school student from taking the New Hampshire's statewide assessments in mathematics, English language arts, and/or science by submitting this form to the school the student attends. A parent's advance notice of a student exemption using this form will assist the school in the administration of the assessment. The submission of an exemption form, whether before or after the administration of the assessment, is required by law. The school shall provide an appropriate alternative educational activity for the time period during which the assessment is administered. The alternative activity shall be agreed upon by the school district and the parent or legal guardian of the student. This form will be maintained at the school and does not need to be sent to the NH Department of Education.

NH State Assessment Opt-Out Form

Visit this link to read RSA 193-C:6: <http://www.gencourt.state.nh.us/rsa/html/xv/193-C/193-C-6.htm>; and this link to read the New Hampshire Department of Education's Technical Advisory: https://www.education.nh.gov/standards/documents/parent_exemption.pdf.

To exempt a student from taking the statewide assessment(s), this section must be completed by the parent or legal guardian:

Student's Legal First Name: _____ Last Name: _____

Student's Enrolled Grade: _____ Student's School: _____

Please indicate the state test(s) you are exempting your student out of for the 20____ school year:

_____ Mathematics

_____ English Language Arts

_____ Science

STUDENT RIGHTS AND RESPONSIBILITIES

Student rights and responsibilities are as published in the Student Parent/Guardian Handbook and will be made available in another language or presented orally upon request. Student disciplinary procedures will be implemented pursuant to the provisions of Board of Director Policies.

STUDENT DUE PROCESS RIGHTS

Students facing discipline will be afforded all due process rights given by law. The Director is authorized to suspend any student for ten (10) school days or less for violations of school rules or policies.

Should the Director desire to suspend a student for more than ten days, such student will be afforded a hearing before the Board of Directors.

In addition to the provisions of this policy, the CCA recognizes the application of all pertinent provisions of RSA 193:13 and associated NH Department of Education rules.

Student due process rights shall be printed in the Student Handbook and will be made available in another language or presented orally upon request.

STUDENT CODE OF CONDUCT

Compass Classical Academy has adopted a Student Code of Conduct to be followed by every student while on school grounds, during a school sponsored activity, when traveling to and from school or a school sponsored activity, and during lunch period, whether on or off school grounds.

The Student Code of Conduct includes, but is not limited to:

We expect each student to:

- respect authority
- respect the rights of others
- establish a sense of self-discipline and self-respect
- accept individual responsibilities

Compass Classical Academy takes a positive approach to behavior, with the goal of reinforcing desired behaviors. If there is a discipline problem, we believe that by working together we can create a sound and safe educational environment. CCA staff works with students to help them consistently make good choices. Behavior that creates an unsafe physical or emotional environment will not be tolerated. CCA will educate, inform, and intervene regarding bullying situations.

- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff are expected to intervene immediately when they see a bullying incident occur
- People witnessing or experiencing bullying are encouraged to report the incident. Such reporting will not reflect negatively on the victim or witnesses in any way.

Conflict Resolution

Compass Classical Academy believes that all students have a right to a safe and healthy school environment. Part of a healthy environment is the freedom to openly disagree. With this freedom comes the responsibility to discuss and resolve disagreements with respect for the rights and opinions of others.

To prevent conflict, CCA will incorporate conflict resolution education and problem-solving techniques into the curriculum. This is an important step in promoting respect, developing new ways of communicating, understanding, and accepting differing values and cultures within the school community. It helps ensure a safe and healthy learning environment.

CCA will provide training to students helping them develop the knowledge, attitudes and skills students need to choose alternatives to self-destructive or violent behavior.

The Student Code of Conduct for Conflict Resolution includes, but is not limited to, the following:

- students are to resolve their disputes without resorting to violence
- students are encouraged to help fellow students resolve problems peaceably
- students can rely on staff to intervene in any dispute likely to result in violence
- students needing help in resolving a disagreement or student observing conflict may contact their teacher, the director, or the designee.
- students involved in a dispute will be referred to a conflict resolution with adult mediators, staff will keep the discussions confidential
- conflict resolution procedures will not supplant the authority of staff to act to prevent violence, ensure safety in school, maintain order, and discipline of students

Implementation and Notice

The Director will assure that the Student Code of Conduct will be in each student handbook, made available to parents at the beginning of the school year, publicly available at the school.

Consistent with the Board of Directors statutory authority, and other Board policies regarding review of administrative rules, regulations and procedures, the Board retains the authority to modify, supersede, or suspend any provision of the Code of Conduct.

JEEA

STUDENT CONDUCT

Inappropriate student conduct that causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises is prohibited. Students are expected to maintain appropriate classroom behavior that allows teachers and staff to perform their professional duties effectively and without disruption.

Respect

Respect is the center of all the rules we will follow at CCA.

Students are expected to show respect toward all other students and adults. When a student has been disrespectful toward an adult, he/she may need to be separated from the situation and given time to return to a responsible attitude. Following this, it's important that he/she explain why the behavior was unacceptable, apologize to the offended adult and model the appropriate interaction. If the appropriate

behavior was directed toward another student, an adult mentor will accompany the offending student as he/she explains why the behavior was inappropriate, apologize for the offense, 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 of apology may be required in addition to modeling the appropriate behavior. It will be our goal to ensure that our students offer sincere apologies for their actions and demonstrate the desire to make changes that develop positive character traits.

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. In addition to a verbal apology, we may require students who demonstrate these behaviors to also write an apology and will work with them to develop strategies to help them gain understanding and develop the skills to make better choices in the future. 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 a student who may need additional services and instruction.

If offenses continue to occur, even after reasonable attempt have been made to guide student in appropriate responses and actions, the Director will pursue further remedies that may include: free time detentions, after school detentions, suspensions or as a last resort, if all else has failed to bring about a change in behavior expulsion from Compass Classical Academy.

Hands Off

There is a zero-tolerance policy at CCA for any hands-on behavior that has the potential for harm. A 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 to work with the administration of CCA to create a plan for appropriate, safe behavior. Students will be referred immediately to the Director of CCA, 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 display of affection is not permitted while at school.

Expected Behavior for Common Areas

It is expected that all CCA students will follow directions given by an adult when in a classroom or any common area including the bathroom, multipurpose room, hallways, stairways, and playground. It is also expected that student will respect school property and the belongings of others, walk safely, use and indoor voice, clean up after themselves, and keep their hands and bodies to themselves. It is expected that everyone at CCA 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.

Students will conduct themselves in a manner fitting to their age level and maturity, and with respect and consideration of other students, CCA personnel and other members of the community, while on CCA property or on property within the jurisdiction of the CCA; while on school owned and/or operated school or chartered vehicles; and/or while attending or engaged in school activities. Additionally, students may be disciplined for off-campus conduct in accordance with the provisions of CCA Policy Section J. Consequences of the misconduct will be fair and developmentally appropriate considering the circumstances.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct:

- which disrupts or interferes with the education program
- which disrupts the orderly and efficient operation of the school district or school activity
- which disrupts the rights of other students to participate in or obtain their education
- conduct that is violent or destructive
- conduct which interrupts the maintenance of a disciplined atmosphere

Discipline measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

Parental Notification of Simple Assaults

Pursuant to RSA 193-D:4, I (b), the Director is directed to adopt and implement procedures to notify parents/guardians of each student involved in a simple assault (victim and perpetrator) occurring during the school day, when such assault causes: any form of bodily injury, including bruising or discoloration, or would otherwise constitute a disciplinable offense. For purposes of this policy, "simple assault" will have the same meaning as that provided in RSA 631:2-a (a simple assault occurs when one purposefully or knowingly causes bodily injury or unprivileged physical contact to another; or recklessly causes bodily injury to another or negligently causes bodily injury to another by means of a deadly weapon).

A student who commits an assault against an employee or student on CCA property or on property within the jurisdiction of the CCA; while on school-owned or school-operated chartered vehicles; while attending or engaged in CCA activities will be suspended by the Director for an initial period not to exceed ten (10) school days.

Discipline Defined

REMOVAL: from the classroom means a student is sent to the Director's office. It is within the discretion of the person in charge of the classroom to remove the student.

DETENTION: means the student's presence is required during non-school hours for discipline. The Director is authorized to establish guidelines or protocol for when detention will be served (either before school, after school or on Saturday). Whether a student will serve detention, and the length of the detention is within the discretion of the Director or the Director's designees.

SUSPENSION: means an in-school suspension, an out-of-school suspension, and a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten (10) consecutive school days. In an out-of-school suspension the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten (10) days. Extension beyond ten days will go before the Board of Directors.

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

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

Due process in accordance with all applicable laws will be afforded to any student involved in a proceeding that may result in suspension, exclusion, or expulsion. A student expelled from the school may be reinstated by the Board of Directors.

Disciplinary Removal of Students with Disabilities

Following the suspension of a special education student, an informal evaluation of the student's placement will take place. The Individual Education Program (IEP) is evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension.

If a special education student's suspension, with in or out of school equals ten (10) days on a cumulative basis, a staffing team will meet to determine whether the IEP is appropriate.

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

It is the responsibility of the Director, in conjunction with the Board of Directors to develop administrative regulations regarding this policy.

JEF

SCHOOL CLIMATE

As stated in our mission, Compass Classical Academy seeks *"to provide a safe learning environment designed to install integrity, good citizenship, compassion and confidence in each child"*.

In order to accomplish this, CCA promotes the making of good choices. Students will be taught universally accepted virtues, beginning each year with Respect and Responsibility. We believe that instilling these core virtues will help our entire community, including student, to become better citizens. Along with our emphasis on providing a challenging academic program. Compass Classical Academy also seeks to cultivate strong character through the promotion of basic moral, civic, and intellectual virtues. It emphasizes such "core virtues" as: respect, responsibility, diligence, honesty, generosity, perseverance, courage, faithfulness, compassion and humility. These virtues will be taught both through the choices in literature used in course work and through instruction related to everyday school activity. Virtues will be highlighted each month which are common ground, consensus virtues and not controversial social or political agendas. The objective is to ignite the imagination of the young, inspiring them to do and be their best.

JF

DRESS CODE

The Compass Classical Academy wishes to foster a comfortable and safe academic atmosphere for all students and faculty. We believe that dress plays a significant role in this endeavor. Our specific requirements for student dress are aimed at helping parents and student fully understand our expectations. It is difficult to address every possible concern in our code so good judgement by the parent and student is also essential. Any clothing worn that is offensive or detracts from the learning environment is prohibited. In the event that clothing is deemed unacceptable, a parent will be called to bring an appropriate change of clothes.

CCA dress code is as follows: Students must wear a collared, buttoned shirt. Polo shirts are acceptable. Shirts

must be crimson (not red), navy blue or white. Pants, skirts, skorts, shorts must be tan (khaki). Grades 5-12 may wear black pants. Leggings are not pants. Shorts and skirt lengths apply to all students. When a student kneels, their shorts/skirt must touch the floor. Non hooded zip up sweatshirts may be worn. Hats, hoods and sunglasses may not be worn inside the school building. Clothing must not include mature or offensive graphics. All clothing should be comfortable and seasonal. Effort should be made to make sure clothing is clean and not overly baggie or tight. Undergarments should never be visible. Low cut tops and bare midriffs are not permitted. Since students will be using stairs and having outside activities, sandals without backs and flip flops are not permitted.

Students must have appropriate clothing for outdoor activity. Outdoor shoes must have a closed toe and heel for recess. Hats and gloves are required at 40 degrees and below for student below 6th grade. All students are required to have a coat when the temperature is below 55 degrees. Boots, snow pants, and gloves are required for outdoor activity like recess for students below 6th grade when there is snow on the ground.

Clothing and footwear needs for physical education instruction will be communicated by the teacher.

* temperature designations above are for "feels like" temperature

JFA

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("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 14 days after the day the CCA receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit a written request that identifies the records they wish to inspect. The 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 or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend their child's or their education record should submit a written request to the building Director clearly identifying the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to request a hearing regarding the request for amendment. A request for a hearing must be submitted in writing to the Director, within thirty (30) days of the date of the decision denying the requested amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. The rights pertaining to access and challenging described herein are transferred to the student on the attainment of his/her 18th birthday.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from 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 has a legitimate educational interest if he/she needs to review an education record (or to receive personally identifiable information from an education record) in order to fulfill his/her professional responsibility. School officials include

persons employed by CCA, Director, instructors or support staff, members of the Board of Directors, persons or companies with whom the CCA has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, experts, or therapists); and volunteers who are under the direct control of CCA with regard to education records. Upon request, the school discloses education records without consent to officials of another school or 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. The CCA will make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by CCA 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 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII (identifiable information) from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35,
- in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to

effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

If you do not want CCA to disclose directory information from your child's education records without your prior written consent, you must notify the Director in writing.

Families are provided notice of this policy through the Student Handbook. The Student Handbook is provided to families in the Fall of each school year and is also available on the school’s website: compassclassicalacademy.com.

JGA

FIELD TRIPS

Each classroom teacher may wish to schedule various field trips to interesting and educational locations. Field trip permission forms will be sent home well in advance. In order for a child to participate, the form must be returned with a parent’s signature before the day of the trip. Parents are encouraged to chaperone such school activities. As a chaperone, please notify us ahead of time if you wish to bring any non-CCA students. In addition, please inform us if you are available to transport students to and from field trip locations. Any person transporting students must provide Compass Classical Academy 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 needs to be resubmitted yearly. In addition, chaperones are required to have a criminal background check prior to the activity. Field trips are considered an extension of CCA. Therefore, all school policies and rules apply for all students, as well as chaperones.

STUDENT CONDUCT ON SCHOOL BUSES/AUTHORIZED VEHICLES

Students using CCA arranged bus transportation must understand that they are under the jurisdiction of the CCA from the time they board the bus/authorized vehicle until they exit the bus/vehicle.

Students transported in a bus/authorized vehicle will be under the authority of the CCA and under control of the bus driver/vehicle driver. The driver will be held responsible for the orderly conduct of the students transported. Each driver has the support of the CCA in maintaining good conduct on the bus/authorized vehicle.

Continued disorderly conduct or persistent refusal to submit to the authority of the driver will be sufficient reasons for a student to be denied the privilege of transportation in accordance with the regulations of the Board. If a student is to lose the privilege of riding the bus/authorized vehicle, advance warning will be given, except for extreme misconduct.

Pursuant to RSA 570-A:2, notice is hereby given that the Board authorizes audio recordings to be made in conjunction with video recordings of the interior of school buses while students are being transported to and from school or school activities. The Director will ensure that there is a sign on each school bus informing the occupants that such recordings are being made. The recordings are the property of the CCA and will only be retained for a period not to exceed ten (10) days, unless the CCA determines the same to be relevant to a disciplinary proceeding or a court order that they be retained for a longer period of time. Otherwise, all recordings will be erased or otherwise destroyed within the ten (10) day period. An audio recording will be reviewed if there is a report of an incident or a complaint relative to conduct on the bus, and only the relevant portion will be reviewed. Only those persons authorized by the Director will review any recording. The parents or legal guardian of any student against whom a recording is used as part of a disciplinary proceeding will be permitted to listen to that specific recording.

STUDENT RULES AND CONDUCT ON A BUS/AUTHORIZED VEHICLE

Students will:

1. Arrive at the bus stop at least five (5) minutes before the bus is scheduled to arrive
2. Wait in a safe place, clear of traffic until the bus stops, door is open, red flashing lights are on, and the driver has directed you to proceed.
3. Wait in an orderly line. Horseplay is not acceptable.
4. Cross the road or street in front of the bus only after the bus has come to a complete stop and upon direction of the driver (10-foot minimum crossing distance).
5. Go directly to an available or assigned seat when entering the bus and move in toward the window.
6. Remain seated until they have reached their designated stop and the bus has come to a complete stop. Aisles and exits must be always kept clear and emergency door will be used for emergencies only.
7. Observe classroom conduct and obey the driver promptly and respectfully. The driver is in complete charge of the bus and his/her decisions and requests must be followed.
8. Carry only objects that can be held on his/her lap does not throw or pass objects on, from or into buses.
9. Not be allowed to consume food or drink on the bus unless otherwise determined by the driver and/or chaperone.
10. Respect the rights and safety of others. Students may ride only the bus that they have been assigned.

11. Not extend head, arms, or objects out of the bus windows. Students will not be allowed to lower windows without permission of the driver.
12. Not ride the bus unless authorized to do so.
13. Be expected to sit three passengers to a seat.
14. Not use tobacco, alcohol, drugs, or any controlled substance. The police will be notified whenever a student is involved with the possession and/or use of alcohol, drugs, or any illegal substances.
15. Not use of profane language, obscene gestures, excessive noise, fighting, wrestling or acts of physical aggression on the bus.
16. Not carry hazardous material, nuisance items or animals onto the bus.
17. Not bully or harass other students or the driver.
18. Be held responsible for any and all damages to the bus perpetrated by the student.

There may be circumstances that could result in immediate suspension from the bus - such disciplinary action to be at the discretion of the appropriate school administrator.

The following procedure will be used whenever rules 1 through 15 have been violated:

- FIRST OFFENSE will result in a letter of warning from the bus driver to the student's parents/guardians, and a copy kept on file with the CCA Administrator or Director.
- SECOND OFFENSE will result in a letter to the student's parents/guardians with a 1-3 day suspension of bus riding privileges.
- THIRD OFFENSE will result in an immediate five (5) day suspension from ALL buses. This includes field trips, sports events, or any activities.

All suspensions represent school days, not calendar days.

For infractions 16 through 18 the following procedures will be followed:

- FIRST OFFENSE will be an immediate five (5) day suspension from ALL buses.
- SECOND OFFENSE will be an immediate ten (10) day suspension from ALL buses.
- THIRD OFFENSE will result in the immediate suspension from ANY bus.

“RSA 189:9 -- Pupils prohibited for Disciplinary Reasons. Notwithstanding the provisions of RSA 189:6-8, the Superintendent, or his representative as designated in writing, is authorized to suspend the right of pupils from riding in a school bus when said pupils fail to conform to the reasonable rules and regulations as may be promulgated by the school board. Any suspension to continue beyond twenty (20) school days must be approved by the school board. Said suspension shall not begin until the next school day following the day notification of suspension is sent to the pupil's parent or legal guardian.”

1. If a pupil has been denied the right to ride a school bus for disciplinary reasons, the parent or guardian of that pupil has right of appeal within ten (10) days of suspension to the authority that suspended this pupil's right.
2. Until the appeal is heard, or if the suspension of pupil's right to ride the school bus is upheld, it shall be the parents' or guardians' responsibility to provide transportation to and from school for that pupil for the period of the suspension.

STUDENT BEHAVIORAL POLICY

The rights assumed by students must be accompanied by corresponding responsibilities in the exercise of those rights. Students must accept the responsibility for and consequences of their actions, recognize the limits of their freedoms and show concern and consideration for the rights of others.

1. UNACCEPTABLE BEHAVIOR – includes student action involving:

- Alcohol
- Controlled drugs
- Tobacco Products
- Other Prohibited Behavior

- A. The use, possession or sale of controlled drugs or drug paraphernalia or alcohol is prohibited and may also constitute a violation of RSA 318-B. Said use, possession, or sale of these substances contributes to the potential self-destruction and self-deprecation of the individual, and all students are required to obey the laws of the state of New Hampshire.
 1. Students shall not use, be under the influence of, possess or sell controlled drugs or alcohol while attending school, at activities sponsored by the school, or within Drug Free School Zones.
 2. Violations will result in disciplinary action pursuant to the Section J: Disciplinary Procedures set forth hereinafter. Re-admission of a student suspended, dismissed or expelled, pursuant to Section J Policies set forth hereinafter for deviant behavior will be subject to review by the School Board and authorized school officials and may be made conditional upon the receipt by such student of counseling from a physician, psychologist or other appropriate person.
- B. Use of tobacco products and engaging in prohibited behavior are violations of school district policy and demonstrate lack of individual responsibility by students. State law prohibits the sale of cigarettes or tobacco to any minor.

1. Use of Tobacco products

- a. Medical experts, including the Surgeon General of the United States, have concluded that cigarette smoking is injurious to health.
- b. Student will be prohibited from using any tobacco products in school, on school property, or while at a school activity, function or event.

2. Behavior

- a. Students are expected to conduct themselves in a manner which adds to the dignity of the individual and reflects credit on their home, community and school.
- b. Prohibited behavior will include any violation of a properly adopted rule or regulation of the CCA or, where applicable, the individual school facilities within the CCA; or any action which interferes with the effective functioning of the class or school, or which creates a disruption of normal school routines.
- c. The use of tobacco products will result in disciplinary action pursuant to the disciplinary procedures set forth hereinafter. Involvement in prohibited behavior will result in disciplinary action pursuant to the disciplinary procedures developed by the Director and approved by the Board of Directors.

2. DISCIPLINARY PROCEDURE

The Director has a responsibility to establish rules, regulations and procedures for the school and submit them to the Board of Directors for approval. Each school's disciplinary procedure should address, at a

minimum the following forms of deviant behavior:

- a. truancy
- b. excessive unexcused tardiness to school
- c. excessive classroom or study hall tardiness
- d. Leaving school grounds without permission
- e. Failure to provide note after absence from school
- f. Skipping class, study hall or detention
- g. Being present in unassigned area

The following forms of unacceptable behavior will result in the indicated disciplinary action:

A. USE OF, POSSESSION, SALE OR TRANSMISSION OF ALCOHOL OR CONTROLLED DRUGS, OR DRUG PARAPHERNALIA.

Results in immediate short-term suspension and referral to the Director for consideration of further disciplinary action prior to re-admittance.

B. USE, POSSESSION OR SALE OF TOBACCO PRODUCTS

- First Offense – suspension for three (3) school days unless the parent(s) or guardian(s) agree to come to school for a conference, in which case the suspension may be waived.
- Second Offense – one week out of school suspension
- Third Offense – one week out of school suspension and further disciplinary action

C. DISRUPTION OR DISTURBANCE OF CLASS, STUDY HALL OR ASSIGNED AREA; PROFANE OR OBSCENE REMARKS NOT DIRECTED AT SCHOOL PERSONNEL; FAILURE TO FOLLOW DIRECTIONS OR COMPLY WITH REQUESTS OF STAFF MEMBERS.

Disposition of the case will vary depending upon the nature of the incident. Detention will be used as deemed appropriate by school personnel. Offenders may be referred to the Director for further action, such as a conference with the student, parent notification, parent conference, or suspension.

D. FIGHTING IN THE SCHOOL BUILDING OR ON SCHOOL PROPERTY; DAMAGE TO AND/OR DEFACING OF SCHOOL OR PRIVATE PROPERTY; PROFANE, RUDE OR DISRESPECTFUL REMARKS DIRECTED TOWARD SCHOOL PERSONNEL; THEFT OF SCHOOL OR PRIVATE PROPERTY; FAILURE TO CORRECTLY IDENTIFY SELF UPON REQUEST OF STAFF MEMBER; THREATENING HARM TO A STUDENT OR A STAFF MEMBER OR THEIR PROPERTY.

E. POSSESSION OF DANGEROUS OBJECTS

The possession of a dangerous object in the school building or on school property is prohibited and will result in suspension and possible dismissal from school. Dangerous objects include but are not limited to, knives, sling shots, and pepper spray, mace and other similar sprays. In addition to these expressly prohibited dangerous objects, almost any object can be potentially dangerous depending upon its usage.

Any object used in an aggressive or reckless manner will fall under the consequences of this section.

F. POSSESSION OF WEAPONS

In compliance with New Hampshire RSA 193-D (Safe School Zones and relative to school violence), and Federal Statute Title VIII (Gun-Free Schools) of the Elementary and Secondary Education Act, students who bring weapons to school will be expelled for not less than one year (364 days). A “weapon” means a firearm as defined in Section 921 of Title 18, United States Code, and in NHRSA 193:13. Weapons shall include but not be limited to starter pistols, pellet guns, BB guns rifles (NHRSA 193:13); and any “weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive” (Title 18), or any destructive device, including “any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any similar device...” (Title 18).

Expulsion requirements may be modified by the Director on a case-by-case basis.

Disciplinary hearings in this section will be conducted by the Director and the Board of Directors.

Expulsion penalties will conform, when appropriate, to the requirements of the Individuals with Disabilities Act (IDEA) and with Section 504 of the Federal Rehabilitation Act.

In the event of an expulsion under this section the Director will file a written report with the New Hampshire State Department of Education. At a minimum, the report will include the name of the school concerned, the number of students expelled from the school, and the type of weapons involved.

3. SUSPENSION, DISMISSAL AND EXPULSION

- A. Short term out of school suspension involving from one to ten school days will be within the authority of the Director.
 - 1. The Director will conduct a preliminary investigation to determine the facts associated with the infraction.
 - 2. The student will be informed of the charges against him/her and will be permitted to respond to the charges prior to the imposition of the suspension.
 - 3. Parents or guardians will be notified of the infraction and the action taken. Written communication of the action taken and, if applicable, the conditions or reasons for the suspension will be sent to the parents or guardians.
 - 4. A conference with the student and his/her parents/guardians may be requested by either the Director or parent/guardian.
- B. Suspensions of up to 10 school days will be under the authority of the Director as per New Hampshire law (RSA 193:13). The Director may extend that suspension to 20 school days provided that a hearing (see III B5) is held. Any suspension for longer than 20 days, or dismissal or expulsion, will be the responsibility of the CCA Board of Directors. The Director may request the Board of Directors to review suspensions of less than 20 school days.
 - 1. The parents/guardians of a student will be informed through written statement of the specific reasons for recommending dismissal or expulsion and be apprised of the procedures for a hearing.
 - 2. The accused student shall have the right, under New Hampshire law RSA 193:13 to appeal final decisions by the Board of Directors to the State Board of Education.
 - 3. Before a suspension of more than ten (10) days is imposed, a hearing will be held. Procedures for hearings will include
 - a. The right to be represented by legal counsel or advisor
 - b. The right to have witnesses and to cross-examine complaining witnesses.
 - c. the right to either a public or private hearing

- d. the right to testify and present evidence
- e. notification of the date, place, and time of the hearing

4. IN-SCHOOL SUSPENSION (ISS)

Students who are in violation of the established rules and regulations may be assigned an in-school suspension (ISS). The ISS program will be supervised by a full-time staff member or outside consultant. Students will be required to work the entire time they are in ISS. Students will not be allowed to re-enter school until the ISS has been served. The ISS regulations are as follows:

- 1. while in ISS, students' must stay at their desk
- 2. students will be expected to follow all ISS guidelines that are outlined by the ISS supervisor
- 3. parents will be notified if a student is placed in ISS. At the request of the parent, conference will be held with the administrator and teacher regarding placement in ISS.

5. ROLE OF POLICE AUTHORITIES

The police authorities have a most vital responsibility in assuring the maintenance and enforcement of various types of laws and ordinances. One of our primary aims is the prevention and suppression of delinquent conduct through liaison with a variety of community agencies concerned with activities of youth. Cooperation provided by school officials contributes significantly to the successful functional of law enforcement officers.

A. Students will be available for questioning in the office of a school administrator when such request is received from law enforcement officials. Such questioning should observe the following guidelines:

- 1. the parents or guardians will be notified of the request, before questioning, except where specifically prohibited by law
- 2. students will be apprised of the reasons for the questioning and of their legal rights
- 3. the Director will be present during the questioning session, except where specifically prohibited by law
- 4. the procedural aspects of due process will be observed

C. Students will be released to the custody of the police authorities whenever a warrant for such action is provided to the Director.

D. The Director and the Administrator has the authority to conduct searches of all school property including but not limited to desks and lockers. Searches of students are also permissible; and will be conducted within statutory requirements.

6. RECOGNITION OF STUDENT IMPROVEMENT IN BEHAVIOR AND ATTITUDE

The Director wishes to provide an opportunity to recognize in a positive way the efforts of those students who have worked hard to improve their behavior and attitude and encourages each school to develop a program to recognize such efforts by students.

7. SUSPENSION FROM SCHOOL AND MAKE-UP WORK

- 1. Students who are suspended from school for 5 days or less will be allowed to make up work missed due to the suspension.
- 2. For a suspension which exceeds beyond 5 school days and up to 20 days, make-up privileges will be at the discretion of the Director.

3. For all drug and alcohol related suspensions and for all suspensions of over 20 school days, make-up privileges will be at the discretion of the Director.
4. A suspended student will not be allowed to participate in or attend any school activities or functions until the date of his or her return to school. Extension of prohibitions from participation in school functions or activities beyond the period of suspension from school will be at the discretion of the Director.

8. DISTRIBUTION OF RULES AND REGULATIONS

These rules and regulations will be distributed to the school and community in the following manner:

A. Distributed to students at school.

B. Available at the school.

Further, when from time to time this policy may be amended, notice of such changes will be available to the school and community.

JHB

STUDENT DISCIPLINE, SUSPENSION, EXPULSION and DUE PROCESS

It is essential for schools to maintain a safe and orderly environment which supports student learning and achievement. All students are expected to conduct themselves with respect for others and in accordance with CCA policies, school rules, and applicable state and federal laws. Disciplinary action may be taken against students who violate policies, rules, or laws, and/or whose conduct directly interferes with the operations, discipline, or general welfare of the school.

Disciplinary consequences will range from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses. The CCA will follow the procedures set forth by state and federal law, specifically RSA 193:13 and Ed 317, in the discipline of students.

Consequences are unappealable unless noted.

Behavior that also violates the law may be referred to law enforcement authorities.

Temporary Removal from Classroom

Students may be temporarily removed from the classroom at the discretion of the classroom teacher. A student may be temporarily removed if the student refuses to follow the teacher's directions, fails to follow school policies or rules, disrupts the classroom environment, or otherwise engages in conduct that violates the Student Code of Conduct. During such removals, students will be sent to the Director.

Teacher Detention

Students may be assigned a detention at the discretion of the classroom teacher. A student may receive a detention if the student refuses to follow the teacher's directions, fails to follow school policies or rules, disrupts the classroom environment, or otherwise engages in conduct which violates the Student Code of Conduct.

During such detentions, students will be required to remain at school during non-school hours; elementary students may serve a detention during their recess period(s). Parents will be notified at least twenty-four

(24) hours prior to the detention. The length of the detention is left to the discretion of the classroom teacher and will generally not exceed one (1) hour.

Administrative After-School Detention

Students may be assigned a detention at the discretion of the Director. A student may receive a detention if the student refuses to follow the administrator's directions, fails to follow school policies or rules, disrupts the school environment, or otherwise engages in conduct which violates the Student Code of Conduct.

During such detentions, students will be required to remain at school during non-school hours; elementary students may serve a detention during their recess period(s). Parents will be notified at least twenty-four (24) hours prior to the detention. The length of the detention is left to the discretion of the administration and will generally not exceed one (1) hour.

Administrative Saturday Morning Detention

Students may be assigned a Saturday morning detention at the discretion of the Director. A student may receive a Saturday morning detention if the student engages in conduct set forth in the Student Code of Conduct.

During such detentions, students will be required to remain at CCA on Saturday mornings. The length of the detention is left to the discretion of Director and can be up to three (3) hours.

In-School Suspension

Students may be assigned in-school suspension at the discretion of the Director. During such in-school suspensions, the student will attend school but will be removed from one or more classes and placed in a restricted and supervised area. The student will be expected to remain of good behavior and work quietly on schoolwork while serving the in-school suspension. Parents will be notified 24 hours prior to the in-school suspension.

Short-Term Out-of-School Suspension

The Director is authorized to suspend a student for a specific period of time, not to exceed ten (10) consecutive school days. A suspension may be imposed for:

- gross misconduct
- behavior that is detrimental to the health, safety, or welfare of pupils or school personnel
- Repeated and willful disregard of the reasonable rules of the school that is not remediated through imposition of the CCA's sanctions.

During such suspensions, unless otherwise stipulated in writing, a suspended student is not permitted to attend school classes or activities, school sponsored events, or be on school property for the duration of the suspension. Educational assignments will be made available to the suspended student during the period of suspension. (RSA 193:13-1.(a))

Overview of the short-term suspension process: The Director or designee meets with the student. This meeting functions as an informal hearing. Ordinarily, this meeting occurs before the student is suspended. However, if a student's presence in school poses a continuing danger to persons or property or is an ongoing threat of disrupting the academic process, the student may be removed from the school immediately and prior to the meeting. In such cases, the informal hearing ("rudimentary due process") will be held as soon as practicable. The process below can occur in a single meeting. The process is as follows:

A student who is subject to a short-term suspension (ten school days or fewer) is entitled to the following due process:

1. The Director or designee meets with or speaks with the parent/guardian.
2. The student will meet with the Director to discuss the charges and the evidence against the student. The principal or assistant principal will inform the student of the possibility of a short-term suspension. The student will be given an opportunity to present his or her side of the story.
3. The student and at least one of the student's parents/guardians with oral or written notice of the charges. These oral or written charges will inform the student:
 - a. of the stakes – a possible suspension, and
 - b. that the student is entitled to present his or her side of the story
4. The student and parent/guardian will be given a written statement explaining any disciplinary action taken against the student.

Long-Term Out-of-School Suspension

A long-term out- of-school suspension may be imposed for:

- gross misconduct.
- for neglect or refusal to conform to the reasonable rules of the school (see Student Handbook)
- an act of theft, destruction, or violence as defined in RSA 193-D
- bullying pursuant to CCA policy, when the student has not responded to targeted interventions and poses an ongoing threat to the safety or welfare of another student or
- possession of a pellet or BB gun, rifle, or paint ball gun (RSA 193-D:II)

The BOD (or a subcommittee of the Board) will expel a student for at least twelve (12) months if the pupil, without prior written authorization from the Director or designee, brings or possesses a firearm as defined in RSA 193-D:1. (RSA 193-D:III)

Any expulsion will be subject to review if requested prior to the start of each school year and further, any parent or guardian has the right to appeal any such expulsion by the BOD to the NH Department of Education (RSA 193-D:II)

The Director may modify the expulsion requirements in RSA 193-D:II and III on a case by case basis. (RSA-D:IV)

The Board of Directors, or a representative of the BOD designated in writing of the BOD or the Director is authorized, following a hearing, to continue the suspension of a student for a period in excess of ten (10) school days. The Board's designee may be the Director or any other individual but may not be the individual who suspended the student for the first ten (10) days. (RSA 193:13-I.(b))

If the Board of Director or the school board's designee cannot conduct a formal hearing before the short-term suspension expires, the student may return to school upon the expiration of the short-term suspension and pending a formal hearing.

Any suspension in excess of ten (10) school days made by any person other than the Board of Directors, may appeal to the BOD, as long as the Director or designee received the appeal, in writing within ten (10) days after issuing the decision being appealed. The BOD will hold a hearing on the appeal but will have discretion to hear evidence or to rely upon the record of a hearing conducted by the BOD's designee. The suspension will be enforced while that appeal is pending, unless the Board of Directors stays the suspension while the appeal is pending (RSA 193:13-I.(c))

A student who is subject to a long-term suspension or expulsion is entitled to the following due process:

1. Upon recommendation of a long-term suspension and prior to any hearing, there will be a written communication to the student and at least one of the student's parents or guardians, delivered in person or by mail (US Postal Service) to the student's last known address, which states the charges and the nature of the evidence against the accused student. The written notice will inform the parent or guardian of the stakes, either the length of the long-term suspension or of a request for an expulsion.
2. A hearing that meets the requirements of Ed 317.04(f)(3)(g).
 - a. School officials will present evidence in support of the charges and the student (or the student's parent/guardian) will have an opportunity to present any defense or reply. Sufficient time for the purpose of this policy will be no more than three days unless the parent or guardian provides an explanation for requesting more time.
 - b. During the hearing, the student, parent/guardian will have the right to examine any witnesses presented by school officials.
 - c. The hearing will be either public or private and the choice will be that of the student or the parent/guardian. Provided, nevertheless, that if the nature of the evidence will violate the privacy of other students or if the Director or Board of Directors determines that substantial harm to the pupil could result from an ill-conceived decision to hold the hearing in public, then the Board reserves the right and obligation to insist upon a private hearing.
 - d. The student may, together with a parent/guardian, waive the right to a hearing and admit to the charges.
3. The student is entitled to a written decision which includes the legal and factual basis for the conclusion that the student should be suspended.
4. The written decision will include notice to the student that the decision may be appealed. For a long-term suspension issued by Director, the decision must be appealed in writing to the Board of Directors within ten (10) days after the issuance of the decision. The Board will hold a hearing on the appeal but has the discretion to hear evidence or to rely upon the hearing conducted by the Director.
5. For a long-term suspension issued by the Board of Directors, the decision must be appealed to the New Hampshire State Board of Education within twenty (20) days after receipt of the decision.
6. The long-term suspension will remain in effect while an appeal is pending unless the Board of Directors stays the suspension.

Depending on the severity of the student's conduct, the Director may also refer or recommend the student to the School Board for further disciplinary consequences.

Expulsion

The Board of Directors may expel a student, which permanently denies a student's attendance at school. An expulsion may be imposed for an act that poses an ongoing threat to the safety of students or school personnel and that constitutes:

1. a repeated act that would permit a long-term suspension
2. any act of physical or sexual assault that would be a felony if committed by an adult
3. any act of violence that constitutes a "violent crime" pursuant to RSA 651:5, XIII
4. criminal threatening that constitutes a class B felony pursuant to RSA 631:4, II(a)

During an expulsion, unless otherwise stipulated in writing, a student is not permitted to attend school classes or activities, school sponsored events, or occasion school property.

A student who is subject to expulsion is entitled to the following due process:

1. Upon recommendation of an expulsion and prior to any hearing, there will be a written notice to the student and at least one of the student's parents or guardians, delivered in person or by mail (US Postal Service) to the student's last known address, which states the date, time, and place for a hearing before the Board of Directors. The notice will be delivered to the student and at least one of the student's parents/guardians at least five (5) calendar days prior to the hearing.
2. The Board of Directors will conduct the hearing in accordance with New Hampshire Administrative Rule Ed 317.04(f)(3)(g).
 - a. School officials will present evidence in support of the charges and the student (or the student's parent/guardian) will have an opportunity to present any defense or reply.
 - b. During the hearing, the student, or the parent/guardian will have the right to examine any witnesses presented by school officials.
 - c. The hearing will be either public or private and the choice shall be that of the student or the parent/guardian. Provided, nevertheless, that if the nature of the evidence will violate the privacy of other students or if the Board of Directors determines that substantial harm to the pupil could result from an ill-conceived decision to hold the hearing in public, then the Board reserves the right and obligation to insist upon a private hearing.
 - d. The student may, together with a parent/guardian, waive the right to a hearing and admit to the charges.
3. The decision of school officials to impose such discipline will be based upon a dispassionate and fair consideration of substantial evidence that the accused student committed the acts for which suspension is to be imposed and that such acts are in fact a proper reason for suspension.
4. Before expelling a pupil under this Section J, the Board of Directors will consider each of the following factors:
 1. the student's age
 2. the student's disciplinary history
 3. whether the student has a disability
 4. the seriousness of the violation or behavior committed by the student
 5. whether the school district has implemented positive behavioral interventions
 6. whether a lesser intervention would properly address the violation or behavior committed by the student
5. The Board will issue a written decision stating whether the student is expelled and, if so, the length of the expulsion. If the decision is to expel, the decision must include the legal and factual basis for the decision including the specific statutory reference prohibiting the act for which the student is expelled.
6. The expulsion will run until the Board of Directors reviews it and restores the student's permission to attend school. The written decision will state any action that the student may take to be restored by the Board. The decision will also state that the student has the right to appeal the decision to the New Hampshire State Board of Education at any time while the expulsion remains in effect.

Any expulsion will be subject to review by the Board of Director, if requested, prior to the start of each school year. A student seeking restoration of permission to attend school will file a written request with the Director prior to the start of each school year which details the basis for the request.

Possession of a Firearm

Pursuant to RSA 193:13, IV, any student who brings or possesses a firearm (as defined in 18 U.S.C. § 921) in a safe school zone, as defined in RSA 193-D:1 will be expelled from school by the CCA Board of Directors for a period of not less than 12 months.

Pursuant to RSA 193:13, VI, a student who is expelled from school in another state under the provisions of the Gun Free School Zones Act of 1994 shall not be eligible to enroll in the CCA during such expulsion. If the out of state expulsion is for an indefinite period of time, the student may petition the School Board for enrollment upon establishing residency.

Director Authority

The Board of Directors authorizes the Director to reinstate a suspended or expelled pupil, except in the case of a firearm, on a case-by-case basis.

Educational Assignments

The student's school will make all educational assignments available to the suspended student during the student's suspension.

"Chartered public schools shall make educational assignments available to the suspended pupil during periods of suspension. Except as provided in paragraphs II and IV, a school district or chartered public school shall provide alternative educational services to a suspended pupil whenever the pupil is suspended in excess of twenty (20) cumulative days within any school year. The alternative educational services shall be designed to enable a pupil to advance from grade to grade. Any time a pupil is suspended more than 10 school days in any school year, upon the pupil's return to school the school district shall develop an intervention plan designed to proactively address the pupil's problematic behaviors. No pupil shall be penalized academically solely by virtue of missing class due to suspension." NHRSA 193:13 V.

The Board of Directors, in its discretion, may authorize educational services to be provided to an expelled student in an alternative setting on a case-by-case basis.

Behavior Intervention Plans

The student's school will develop an intervention plan for any student who has been suspended more than ten (10) cumulative school days in any school year. The intervention plan will be designed to proactively address the student's problematic behaviors.

Students with Disabilities

Special education students may be suspended up to ten (10) days per school year provided the reasons for the suspension apply equally to non-disabled students. The 10-day maximum may be either 10 consecutive days or 10 days total. Note: if a student has a behavior plan with provisions that conflict with the school's suspension policy, the student's behavior plan will be followed.

Longer-term Suspensions and Expulsions:

A suspension of a special education student for more than 10 consecutive school days constitutes a change in placement. Students will be provided with special education services during suspensions of more than 10 consecutive school days. The IEP team will meet to determine how to deliver the student's services. (34 CFR 300.536 and Ed 1124:01)

If a decision is made to change the special education student's placement by suspending the student for more than 10 days, either consecutive or cumulative:

1. The school will provide the parents with a statement of procedural safeguards on the date the decision is made to impose a suspension that constitutes a change in placement. (34 CFR 300.53(h))

2. Relevant members of the IEP team will convene within 10 school days of the date such a decision is made. Definitions of "relevant member of the IEP team". A member of the school's administration, the parent, and

relevant members of the child's IEP team as determined by the parent, CCA administration, and the student's resident district (LEA).

3. At the meeting the Team will make a manifestation determination. In order to do so, the team will ask:

a. if the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability

b. if the conduct in question was the direct result of the local educational agency's failure to implement the IEP. (20 USC 1415(k)(1)(E)(i)) and 34 CFR 300.530(e)(1) and Ed 1124.01)

c. If the behavior that led to the suspension **is not** a manifestation of the disability, then the same disciplinary procedures apply as would apply to non-disabled students., with the additional consideration of provision services. Services should include behavior services designed to prevent the behavior from recurring.

d. If the behavior **is not** a manifestation of the disability, the student may also be subject to expulsion.

e. If the behavior **is** determined to be a manifestation of the disability, then the child's behavior and placement will be addressed using the special education team process. Because CCA is a NH Charter School, CCA will work with the district of residence for all special education matters.

f. The child will be returned to the placement from which the child was removed unless the parent, administration, and resident district agree to a change in placement as part of the modification of the behavioral intervention plan. (See 20 USC 1415(k)(1)(F)(iii) and 34 CFR 300.530(f)(2) and Ed 1124.01)

Exceptions to Returning a Student to the Placement when Behavior is Determined to be a Manifestation of the Disability:

The school may order a child to be out of the school for forty-five (45) days if placing the child back in the current placement if:

1. it is likely to result in injury to the student or to others
2. the student possessed illegal or controlled drugs
3. the student possessed a dangerous weapon

Definition of a "dangerous weapon"; that is used for, or is readily capable of, causing death or serious bodily injury.

Discipline of students with identified or suspected disabilities will be in accordance with the Individuals with Disabilities Education Act of 2004, New Hampshire State Law on Special Education (RSA 186-C), New Hampshire Standards for the Education of Children with Disabilities (Ed 1100), and Section 504 of the Rehabilitation Act of 1973.

Director Designees

Except where otherwise stated in this policy, the Director may delegate any authority s/he has under this policy, to other appropriate personnel.

Notice

This policy and school rules which inform the student body of the content of RSA 193:13 will be included in the student handbook and made available in the office to students, parents, and guardians.

SCHOOL WIDE BEHAVIORAL RESPONSE PROCEDURES

If you observe a problem behavior, first determine whether the behavior should be a classroom managed using Responsive Classroom Strategies (RC) or if immediate office intervention is needed.

Behaviors that should be handled in the classroom us RC Strategies

- disruption
- disrespect
- non-compliance
- physical contact
- inappropriate language
- lying
- cheating
- littering/not taking care with materials
- theft/possession of stolen property
- name calling

Behaviors that need immediate office intervention

- fighting
- assault
- reckless endangerment
- harassment
- chronic bullying/intimidation
- obscene acts
- weapon
- destruction of property
- missing student

For **office managed** behavior that needs immediate attention:

1. contact the office via the office/classroom radio or phone system or send a student to the office

For **classroom managed** behavior that is chronic or intense even when using RC Strategies”:

1. implement developmentally appropriate Responsive Classroom Strategies
2. notify parent/guardian and document using Staff Handled Problem Behavior Form file one copy in classroom and one goes to the office
3. if behaviors continue after five (5) Staff Handled Problem Behavior Forms are documented, request office intervention

STUDENT DISCIPLINE/OUT-OF-SCHOOL ACTIONS

The CCA recognizes that out-of-school and off-campus student conduct is not normally the concern of the CCA. However, the CCA also recognizes that some out-of-school and off- campus conduct may have an adverse effect upon the school, school property, or school staff.

It will be the policy of this Board that the Board or CCA Director may impose disciplinary measures against students for some out-of-school or off-campus conduct.

Discipline may be imposed if, in Director's opinion, such out-of-school conduct causes a significant disruption or substantial interference with the school's educational mission, purpose, or objectives. Additionally, any off-campus or out-of-school behavior that is likely to disrupt normal school operations may also be met with appropriate disciplinary actions by the Board of Directors.

Out-of-school and off-campus student conduct that may subject a student to discipline includes but is not limited to:

1. damaging school property
2. violence at or near the school, either before or after the school day
3. drinking alcohol, using tobacco products, or using illegal drugs at or near the school, either before or after the school day
4. damaging the private property of school staff or employees
5. any other activity the Board or administration determines substantially interferes with or limits any student's ability to participate in the school's programs and/or activities by creating a hostile, intimidating, or offensive environment

Cyber-Bullying and Internet Threats

Reports and/or allegations of cyberbullying will be addressed in accordance with the provisions of CCA Policy

JI

SPECIAL EDUCATION

Individual Education Plans (IEP)

The staff of Compass Classical Academy is committed to education 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 CCA will work out a plan for each child to receive a "free appropriate public education."

504 Plans, Policy and Procedural Guidelines

Policy Statement

It is the policy of Compass Classical Academy, A Public Charter School, 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. The CCA Special Education Liaison is the Coordinator of Section 504 activities.

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:

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

A “physical or mental impairment” is defined as:

- 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
- 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.”

Eligibility for Section 504

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:

Is there a physical or mental disability?

If so, does that specific disability significantly impair a major life activity?

Referral Procedures

1. Students who are in need or are believed to be in need of accommodations under Section 504 may be referred to the 504 team. 2.

Compass Classical Academy will consider the referral, as a team, 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.

Compass Classical Academy may also determine that no 504 accommodations are appropriate.

Procedural Safeguard

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 will be provided:

- notice of any decision regarding the identification, evaluation, or educational placement of the student
- an opportunity for the parents or guardian of the student to examine relevant educational records
- a formal grievance procedure

Grievance Procedures

If any person believes that the school or any of Compass Classical Academy’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 will 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. CCA'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 will in turn investigate the complaint and reply with an answer to the complaint.

Steps in the grievance process:

1. A written statement of the grievance signed by complainant shall be submitted to the Compass Classical Academy 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.*
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.*
3. If the complainant remains unsatisfied, he/she may appeal through a signed written statement to the Compass Classical Academy 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.
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
U.S. Department of Health and Human
Services Government Center
J.F. Kennedy Federal Building - Room
1875 Boston, MA02203
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 on the Board of Directors.

GIFTED AND TALENTED POLICY AND PROCEDURE

Compass Classical Academy recognizes its responsibility to identify gifted and talented students within the school and to provide students with appropriate instructional adaptations and services. It is important to note that “gifted and talented students” means students who possess or demonstrate high levels of ability in one or more content areas, when compared to their chronological peers and who require modification of their educational program if they are to achieve in accordance with their capabilities.

ACCESS TO GIFTED AND TALENTED

The programs offered to gifted and talented students may include, but are not limited to, classroom differentiated instruction (as indicated in units of study); acceleration; flexible pacing; compacted curriculum; distance learning; advanced classes; Advanced Placement (AP) courses, career and academic pathways or individual programs infused into the student’s regular instructional program, as courses and programs are listed on the student’s transcript.

Multiple measures shall be used to identify students as “gifted” either as they enter or continue through Compass Classical Academy. Multiple measures may include but are not limited to: achievement test scores; grades; student performance or products; intelligence testing; parent, student, and/or teacher recommendation; and other appropriate measures. Some programs offer placement tests, matched with prerequisite course grades and teacher recommendations scored on single point rubrics. The identification methods are developmentally appropriate, non-discriminatory, and related to the programs and services offered by CCA.

The identification procedures will be reviewed annually. The process for access to programs for the subsequent year, begins in January preceding the school year. Final determination for placements are made no later than June of a given year for the next school year.

CONCERNS

Concerns regarding gifted and talented should begin with the classroom teacher and copy the Director.

NH RSA Section 189:29-b - Identification and Accommodation of Gifted and Talented Students. In this section, "gifted and talented student" means a student identified as having unique academic, artistic, or athletic potential according to assessments selected and administered locally.

JJA

GANG ACTIVITY

It is the policy of the CCA that there not be any gang activity on school property or at school events. Furthermore, any organization or club not approved by the school is also prohibited.

Any organization that initiates, advocates, or promotes activities which threaten the safety or well-being of persons or property on school, or related to school grounds, or which disrupt the school environment is harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, present a clear and present danger to the school environment and educational objectives of the community are forbidden.

Incidents involving initiations, hazing, intimidation, and/or activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action, including suspension and expulsion.

The Director may provide in-service training in gang behavior and characteristics to facilitate staff identification of students at-risk and promote membership in authorized school groups and activities as an alternative.

JJB

HAZING

It is the policy of the CCA that no student or employee of the CCA will participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the Director or Board of Directors will engage or participate in hazing.

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

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

“Endanger the mental health” will include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact which could result in extreme embarrassment, humiliation, degradation, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the CCA is conditioned, directly or indirectly, will be presumed to be a forced activity, even if the student willingly participates in such activity.

The CCA will take any necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

JJC

TOBACCO PRODUCTS BAN USE AND POSSESSION IN AND ON SCHOOL FACILITIES AND GROUNDS

No person will use any tobacco product in or on, any grounds or buildings; school, or facility maintained by the CCA, or at any school sponsored event on or off school property.

Tobacco products includes, but is not limited to cigarettes, cigars, snuff, smokeless tobacco, electronic cigarettes, vapor pens, products containing tobacco, and tobacco in any other form.

"Facility" is any place which is supported by public funds, and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the CCA. This definition will include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

Signs will be placed by the CCA in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

It is the responsibility of the Director, Administrator, or designee, to initially enforce this policy by requesting that any person who is violating this policy to immediately cease the use of tobacco products. After this request is made, if any person refuses to refrain from using tobacco products in violation of this policy, the Director, Administrator, or designee may call the local police who will then be responsible for all enforcement proceedings and applicable fines and penalties.

Students: No student will purchase, attempt to purchase, possess or use any tobacco product in any facility, in any school vehicle or anywhere on school grounds maintained by the CCA.

Enforcement of this prohibition will initially rest with Director, Administrator, or their designees, who may report any violation to the local police department. In accordance with state law, the police department will be responsible for all proceedings and applicable fines and penalties.

The Director will develop regulations which cover disciplinary action to be taken for violations of this policy. These regulations will be communicated to students by means deemed appropriate by the Director. In addition to disciplinary actions taken by the school, criminal penalties for fines may result from violations of this policy.

Employees: No employee will use any tobacco product in any facility in any school vehicle or anywhere on school grounds maintained by the CCA.

Initial responsibility for enforcement of this prohibition will rest with the Director, Administrator, or their designees. The Director may report violations to the local police department. In accordance with State law, the police department will be responsible for all proceedings and applicable fines and penalties.

The Director will develop and implement the appropriate means of notifying employees of the possible disciplinary consequences of violating this policy. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. In addition, fines or other penalties may result from enforcement of these prohibitions by other law enforcement officials.

All other persons: No visitor will at any time use tobacco products in any facility, in any school vehicle, or anywhere on school grounds maintained by the CCA.

Responsibility for enforcement of this prohibition will rest with all CCA employees who may report violations to the local police department. In accordance with state law, the police department will be responsible for all proceedings and applicable fines and penalties.

DRUG AND ALCOHOL USE BY STUDENTS

The Board of Directors is concerned with the health welfare, and safety of its students. Therefore, the use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotics, unauthorized inhalants, controlled substances, illegal drugs is prohibited on any school property, in any school owned vehicle, or in any other school approved vehicle used to transport students to and from school activities. This prohibition also applies to any school sponsored or school approved activity, event, or function.

The use, sale, transfer, or possession of drug-related paraphernalia is also prohibited. For the purposes of this policy, a controlled substance will include any controlled substance as defined in the Controlled Substances Act, 21 U.S.C. 812(c) or RSA 318-B, Controlled Drug Act. Student may only be in possession of medication as detailed in CCA Policy Section J. Drugs/controlled substances which a student has on prescription and carries onto school property for ingestion as prescribed by a doctor, will be kept in the Nurse's or Administrator's office.

Searches of persons reasonably suspected to be in violation of this policy will be conducted. Any student who is found by the administration to be in violation of this policy will be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion, or other discipline in accordance with the CCA's disciplinary policy. Strict compliance is mandatory.

The Director will immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency. All controlled substances will be turned over to local law enforcement.

Student with disabilities who violate this policy will be disciplined in accordance with the student's Individual Education Program (IEP).

Procedure:

Taking of illegal drugs, and/or possession of same, in any form, is not permitted at any time. Parents will be informed immediately if a student is in violation of this policy, and the matter will be brought to the attention of the Director, and other proper authorities.

1. In case a student appears to be under drug influence, the appropriate school official(s) will evaluate the student's physical condition, the parent will be notified by school authorities to come for the student and remove him/her to his home or to medical facilities.
2. In severe cases, or if the parents will not come to the school, the Director or designee is authorized to call an ambulance to remove the student to the hospital. Parents will be notified of this action and be responsible for the incurred expenses.
3. Upon reasonable evidence of the illegal possession and/or use of drugs or alcohol by any student on CCA property, the student will be suspended from school for at least five days. The student must be picked up by a parent. A conference with the parents, child and principal should be held as soon as possible.
4. Possession of drugs/alcohol: 10 days out of school suspension, reported to police, students under sixteen (16) are taken into custody, students seventeen (17) or older may be taken into custody or the police may issue a warrant.
5. Any student found selling, distributing, or giving away illegal drugs will be turned over to police authorities immediately and suspended from school at once pending action.
6. Any student convicted in court for illegally selling drugs on or off school property will be suspended from school pending action.

Alcoholic beverages will not be permitted on school property at any time. Any student in possession of or under the influence of alcohol will be immediately suspended from school for five days and referred for possible additional disciplinary action.

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GUNS, FIREARMS and OTHER WEAPONS

GUNS: In accordance with the Gun Free School Act of 1994: Any student who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code in a Safe School Zone as defined in RSA 193-D:1 will be expelled from school by the Director for a period of not less than 12 months.

Pursuant to the provisions of 20 U.S.C. Title 7151, Gun-Free Schools Act, the Board requires the Director to contact local law enforcement authorities and/or the Division of Children and Youth Services and notify them of any student who brings a firearm or weapon on school property.

All students and employees will receive this notice in their respective Handbook.

Weapons: Weapons are not permitted in Safe School Zones, school buildings, on school properties, at school-sponsored activities, in school vehicles, in personal vehicles being used to transport student(s) during a school function or being used at a school event. This policy applies to students, employees, and members of the public alike.

For the purposes of this policy, "weapon" includes but is not limited to: guns, slingshot, metallic knuckles, billies, dangerous chemicals or substances, chemical weapons, explosives of any kind, incendiaries, fireworks, firecrackers, pistol canes, black jacks, stiletto knives, switch blades, daggers, knives, electronic defense weapons (as defined in RSA 159:20), aerosol self-defense spray weapons (as defined in RSA 159:20), and martial arts weapons (as defined in RSA 159:24). "Weapon" is further defined as any device, instrument, material, or substance, which is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.

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

Members of the public who violate this policy may be reported to local law enforcement authorities, if possession of the weapon is used in a threatening, harassing, or intimidating manner.

The Director may exercise his/her best judgment in determining the scope of this policy as it relates to inadvertent or unintentional violations of this policy by adults, provided such inadvertent or unintentional violation of this policy does not affect the safety of students, school staff or the public.

JJF

STUDENT SUSPENSION AND EXPULSION

Review of Expulsion

An expelled pupil has the right to request a review of the expulsion prior to the start of each school year. A request for review should be directed by the pupil to the Director and should be received by the Director on

or before August 15. The request will set forth each and all reasons why the pupil's right to attend school should be reinstated. The request will also include sufficient evidence in the form of letters, work history, or other documents or testimony demonstrating that it is in the school's best interest and the pupil's best interest to allow a reinstatement. Of particular importance would necessarily be such information as might convince school authorities that the conduct which led to the expulsion would not be repeated.

Pursuant to RSA 193:13,II, the Director will review the pupil's request and will direct a written recommendation regarding the pupil's request to the Board of Directors. The Director will provide the pupil with a copy of the recommendation.

In evaluating the pupil's request and the Director's recommendation, the Board will give due regard to other pupils and staff, whose safety and well-being will be of paramount importance.

After evaluating a request for review of an expulsion and the Director's recommendation, the Board may:

1. continue the expulsion
2. conditionally reinstate the pupil on completion of specified requirements
3. reinstate the pupil without conditions

If a student is reinstated by the Board, with or without conditions, the Director or designee may institute a code of conduct and/or disciplinary consequences for the reinstated pupil that are more strict than the code of conduct and/or disciplinary consequences for the general student population.

JJG

COMMUNICATION AND RECORDING DEVICES

In an effort to ensure students are focused on academics and interaction with teachers and classmates, student are NOT permitted to possess, including but not limited to, cell phones, electronic watches, smart watches, smart glasses, camera phones, pagers, beepers, audio, and video recording and/or viewing devices, or other similar electronic devices.

If this presents a significant burden, please contact the Director to make alternate arrangements.

If a student is found to have a cell phone, or above-mentioned electronic device on them, it will be bought to the office and the student's parent may pick it, in the Director's office after school.

JJG-A

Audio Recordings on School Buses/School Transportation

Pursuant to RSA 570-A:2, notice is hereby given that the Board authorizes audio recordings to be made in conjunction with video recordings of the interior of school buses or school authorized vehicles, while students are being transported to and from school or school activities. The Director will ensure that there is a sign on each school bus informing the occupants that such recordings are being made.

The recordings are the property of the CCA will only be retained for a period not to exceed ten (10) days, unless the CCA determines the same to be relevant to a disciplinary proceeding or a court order that they be retained for a longer period of time. Otherwise, all recordings will be erased or otherwise destroyed within the ten (10) day period.

An audio recording will only be reviewed if there is a report of an incident or a complaint relative to conduct on the school bus/authorized vehicle, and only the relevant portion will be reviewed. Only those persons authorized by the Director will review any recording. The parents or legal guardian of any student against whom a recording is used as part of a disciplinary proceeding will be permitted to listen to that specific recording.

JJH

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 Compass Classical Academy.

Compass Classical Academy (CCA) 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

CCA 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
5. substantially disrupts the orderly operation of the school

Bullying includes 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, vans, or vehicles
- victim: a pupil against whom bullying or cyberbullying has been perpetrated
- parent: any reference in this policy to “parent” will include parents and legal guardians
- electronic devices: electronic devices include but are not limited to telephones, cellular phones, computers, laptops, pagers, electronic mail, instant messaging, photos, and websites
- cyberbullying: is any conduct defined as “bullying” that is undertaken using electronic devices. For the purpose of this policy, all references to “bullying” will include “cyberbullying”.

A determination of bullying or cyberbullying may be made by CCA 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 CCA 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

CCA 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 CCA 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, CCA 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 Director 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, 4H or club member, temporary or permanent removal from office or team
- 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, staff and employees
- the full policy is available in the main office of CCA

- 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 Education 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 CCA, who should then direct the report to the Director 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 Director. When the Director receives a report, he/she will inform other members of the staff, as necessary and is applicable, of the report as soon as reasonably possible. The Director 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 Director 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 CCA staff and the CCA Board of Directors. 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.
- All notifications will comply with the Family Educational Rights and Privacy Act of 1974 ("FERPA").

Investigation of Reports

The investigation of a bullying allegation will be initiated within five (5) school days of the initial report unless the Director or designee grants up to an additional seven (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 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 Director 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 Director, 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 Director 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 the information gathered. CCA 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. CCA 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 Director 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 Director 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

Communication with Parents/Guardians

Once the investigation is complete, the Director 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 Director has primary responsibility for handling bullying reports.

The Special Education Case Manager is a designee to assist in all aspects of fact-finding and communication with parents and students.

Grievance Procedure

By involving students and families throughout the process, CCA 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 Director to discuss their reasoning for disagreeing with the determination or other facet of the process. The parents or guardians will provide to the Director a signed written statement explaining their grievance. The Director 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 Director, he/she may submit a signed statement of appeal to the Chair of the CCA Board of Directors within ten business days after receipt of the Director's response. The Chair will 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 CCA Board of Directors within ten business days of the receipt of the Chair's response in Step Two. In an attempt to resolve the grievance, the Board will 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 Department of Education at any time during the grievance procedures.

TECHNOLOGY - RESPONSIBLE USE POLICY FOR STUDENTS

The CCA recognizes that technological resources can enhance student performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, teachers, and the community, supporting school operations, and improving access to and exchange of information. The CCA expects all students to learn to use the available technological resources that will assist them in the performance of their education. As needed, students will receive lessons and instruction in the appropriate use of these resources.

Students will be responsible for the appropriate use of technology and will use the CCA's technological resources primarily for purposes related to their education. Students are hereby notified that there is no expectation of privacy on CCA computers, computer files, email, internet usage logs, and other electronic data.

The Director or designee will ensure that all CCA computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or pornographic and that the operation of such measures is enforced. The Director or designee may disable the technology protection measure during use by an adult to enable access for bona fide research, educational or other lawful purpose.

The Director will establish administrative regulations and a Technology Responsible Use Agreement that outlines student obligations and responsibilities related to the use of CCA technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the student's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulations. See CCA Policies and Procedure: Section M on Technology.

The Director or designee will provide copies of related policies, regulations, and guidelines to all students. Students will be required to acknowledge in writing that they have read and understood the CCA's Technology Responsible Use Agreement.

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PROCEDURE: RESPONSIBLE TECHNOLOGY USE FOR STUDENTS

Technology in the Compass Classical Academy is provided for educational purposes that support the mission, vision, core beliefs and goals of the CCA. CCA recognizes the use of technology is a part of each student's work. It must be respected and used wisely. The "use of technology" includes:

- using CCA owned technology and personally owned technology devices for school purposes
- using a device to access a school network, to access the Internet through the school network, or to access CCA systems

The Compass Classical Academy Policies; herein Section: J and, Section: M INTERNET AND TECHNOLOGY applies to all students' use of CCA and student-owned technology devices used at school or for school related purposes. The rules listed below provide general guidance concerning the use technology and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Some activities are expressly prohibited by law; other activities are inappropriate as defined by the administration of the CCA.

Students are required to use technology in accordance with general expectations for appropriate student behavior. Students must comply with all Policies, school rules and expectations concerning student conduct

and communications when CCA-owned technology that is connected to the CCA Internet/network and on privately owned networks while on school property.

Violation of any of these procedures will result in appropriate disciplinary action that may include a warning, loss of privileges, detention, suspension and/or expulsion. Additionally, violations will be referred to the police if appropriate. A signed Technology Responsible Use Agreement form is required in order to use of any Compass Classical Academy's technology, or to access the CCA's network or Internet services on a privately-owned device.

In general, successful operation of the CCA's technology requires that all users conduct themselves in a responsible, decent, ethical, and polite manner. The user is ultimately responsible for his/her actions when using CCA technology.

Safety, Security and Privacy

- all accounts must be used solely by the designated user
- all accounts must be used for academic purposes and must be used in accordance with CCA policies
- students must keep their login and passwords personal and private
- A student is not allowed to reveal his/her full name, address, telephone number, social security number, photograph or other personal information on the Internet while using a school computer without prior permission from a teacher. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.
- students must always logout of all devices before walking away so that their files, password, and network access is protected
- students must not record video or audio, and/or take photos of staff or other students without their consent or knowledge
- Student produced material may be posted on the Internet only after administrative review and parental permission. At that point, it will be considered fair use and available to the public.
- Students must not attempt to alter data, the configuration of CCA owned devices, or the files of another user, without the consent of the other user (if applicable), Director, and the technology administrator.
- Students must not engage in any malicious use, disruption or harm to district technology, network or the Internet. Students must not use or possess software that can be used for hacking, eavesdropping, network administration/monitoring, virus creation or propagation or network security circumvention.
- Students agree to report any misuses or abuse of the CCA's computer network or Intranet/Internet services to the CCA's network administrator. Failure to report misuse or abuse constitutes a violation of the CCA's Responsible Technology Use Policy.
- Data stored on any CCA owned device, network and in the CCA sponsored Google Apps for Education account is not private. CCA personnel has the right to review all data, email, logs, or files that exist on the network or individual systems without prior consent of the user. This does not supersede the Federal Education Records Privacy Act (FERPA)

Online Behavior

- student's academic use of technology devices always takes priority over personal use of technology devices
- students should use their school sponsored Google Apps account for all correspondence with students and teachers
- students use of email, texting, chat, instant messaging, and/or social media must be only for appropriate, and responsible communication
- Students must be aware that personal postings on the Internet may be shared without the owner's

knowledge, and could become viewable by unintended audiences such as parents, employers and colleges. Therefore, students should portray a respectable image through their postings at all times.

Copyright & Plagiarism

- students must follow all the same rules for copyright and plagiarism with technology as with all other academic work
- students must comply with trademark and copyright laws (and fair use guidelines) and all license agreements
- Students may not copy, download or share any type of copyrighted materials (including music or films) without the owner's permission; or copy or download software without the express authorization of the Technology Administrator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The CCA assumes no responsibility for copyright or licensing violations by students.

Cyberbullying and Inappropriate Materials

- Students must not use any device to bully others. These violations will be handled in accordance with the CCA Bullying/Harassment policy.
- Students must not create, access, download, edit, view, store, distribute or print materials or messages that are illegal, harassing, intimidating, discriminatory, defamatory, sexually explicit, obscene, violent, or pornographic.
- student use of inappropriate media for desktop backgrounds or themes is prohibited
- Students must not attempt to defeat or bypass the CCA Internet filters that are in place to block inappropriate content or to conceal inappropriate activity.
- Students must notify school administrators if they become aware of illegal or inappropriate behavior.

Other

- Students are expected to take appropriate care of district technology devices when using and transporting them.
- The student and his/her parents are responsible for compensating the school unit for any losses, costs or damages incurred for violations of CCA policies/procedures and school rules while the student is using school unit computers, including the cost of investigating such violations. The CCA assumes no responsibility for any unauthorized charges or costs incurred by a student while using school unit computers.
- students must only print materials directly related to teaching and learning
- students may only print one copy of a document unless given permission by their teacher
- Students are responsible for backing up their data. The CCA is not responsible for any data loss. Students are encouraged to upload their data files to their Google drive.
- the CCA is not responsible for supporting home network and Internet connectivity

Children's Internet Protection Act

The Compass Classical Academy is in compliance with the Children's Internet Protection Act (CIPA). The CCA takes precautions to restrict access to objectionable material online, but it is not possible to have full control over access to resources and materials on the Internet. The CCA reserves the right to block content that negatively impacts the academic performance of students. The CCA makes no warranties of any kind, whether expressed or implied, for the service it is providing. The CCA will not be responsible for any lost data or interrupted service caused by malfunction, negligence, or omission. The CCA is not responsible for the accuracy or quality of information obtained through the network or on the Internet. The school will not be responsible for financial obligations arising from unauthorized use of the network.

Discipline Consequences

Responsible and appropriate behavior is expected of all users. Violation of any guidelines will result in appropriate disciplinary action that may include a warning, loss of privileges, detention, suspension and/or expulsion. The school administration has the right to assign the consequence based on the severity of the violation.

Behaviors that will result in a consequence include (but not limited to):

- use of another person's login, or password to access the network, Internet or user files
- use of the Internet to access visual depictions that are obscene, violent or pornographic or are of a harmful nature to minors
- use of the Internet for non-educational purposes such as gaming, music streaming, and accessing non-educational video
- use of inappropriate screensavers, backgrounds or inappropriate pictures on your device
- inappropriate use of email, texting, chat and/or social media
- damage or abuse of another person's Chromebook, Mac Book or other electronic device
- leaving a device unattended or not secured in a locked or designated area
- failing to return a loaner Chromebook/Mac Book device to the designated location
- violation of copyright laws and/or plagiarism
- recording video or audio and/or taking photos of other people without their consent or knowledge

You can expect out of school suspension, possible legal action, restitution, and/or expulsion for these violations of the responsible use agreement:

- hacking (intentional misuse or abuse of computer facilities)
- disruption of school computer systems and/or network, including bypassing or changing restrictions or settings
- overriding the CCA's Internet filter, use or accessing proxies
- destruction or tampering with of CCA owned technology devices, or identification label
- engaging in any activities that are in violation of the District's Bullying/Cyberbullying

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RESPONSIBILITY TECHNOLOGY USE AGREEMENT: Students

Students may use school computers and school iPads in compliance with the Compass Classical Academy acceptable use policy and at approved times. No other electronic devices are permitted in school, including personal cell phones or iPods. Personal iPads may be permitted for academic purposes only with the permission of the director. Students who choose not to follow these rules will have their electronic device removed and stored in the office for pick-up at the end of the school day. In the event of a repeat offense, a parent will be called and will need to see the director to pick up the electronic device. In addition, the student may be restricted from use of school technology for a period of time.

If a parent needs to contact a student for any reason during the school day they may call the office and a message will be given to the student. In the case of an emergency, the student will be called to receive the phone call themselves. Unnecessary phone calls are a distraction to the education we are seeking to provide at CCA; we ask that parents refrain from calling unless there is a real need.

Purpose of This Document

To establish a policy to that outlines efficient, safe, ethical, and legal use of network and Internet resources at Compass Classical Academy. These policies apply to users of electronic information

resources located or accessed at Compass Classical Academy. CCA 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 CCA Network.

Internet Access and Safety Policy

Technology Protection Measure

The Compass Classical Academy Public Charter School Internet has 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 and wikis have transformed how the world communicates and learns. These exciting and innovative communications often have educational value and cannot be completely filtered. Compass Classical Academy educates its students about appropriate online behavior, including cyber-bullying, and interacting with individuals. To ensure 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 Compass Classical Academy Public 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
- will 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 Compass Classical Academy Public 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 one week five school days

second infraction: loss of technology privileges for ten school days

third infraction: loss of technology privileges for one month

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.

For Parents of Younger Students:

The Acceptable Use Policy is a legal document and agreement to it must be signed by parents and students by checking the box on the signature page. 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.

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QUESTIONING AND SEARCHES OF STUDENTS POLICY

The CCA seeks to maintain a safe and orderly environment in the school. School administrators may question and/or search students in accordance with this policy and accompanying administrative procedure.

Students, their personal property, and their vehicles may be searched upon reasonable suspicion that they possess any items or substances which are prohibited by law, CCA policies and/or school rules, or which interfere with the operations, discipline or general welfare of the school.

When special circumstances exist, including but not limited to a suspected ongoing violation of the CCA drug/alcohol or weapons policies, or when a potential threat to safety is identified, school administrators may search groups of students or the entire student body without individualized suspicion.

Student use of all school storage facilities, including but not limited to lockers, desks, parking lots or any other school property, is a privilege granted by the school. All storage facilities are school property and remain under the control, custody, and supervision of the school. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School administrators have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent.

If a search produces evidence that a student has violated or is violating the law, CCA policies and/or school rules, such evidence may be seized and impounded by school administrators and appropriate disciplinary action may be taken. Evidence may be forwarded to law enforcement authorities as required by law or as deemed appropriate by school administrators.

A student who refuses to comply with a search directive may be subject to disciplinary action, including the disciplinary consequences for the suspected violation.

The Director is authorized to develop and implement, with input from legal counsel, administrators, and/or other appropriate persons, any administrative procedures necessary to carry out this policy.

This policy and the accompanying procedure will be included in student/parent handbooks.

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QUESTIONING AND SEARCHES OF STUDENTS ADMINISTRATIVE PROCEDURE

The purpose of this administrative rule is to provide guidelines for the conduct of student questioning and searches by authorized school administrators. These are guidelines only and may be adjusted within reasonable and lawful limits on a case-by-case basis. School administrators have the discretion to request the assistance of law enforcement authorities as they deem necessary and in accordance with CCA policy. Law enforcement authorities will not participate in searches except under exceptional circumstances.

Any item found during a search that is illegal, violates CCA policies or school rules, or which in the reasonable judgment of school administrators represents a threat to the safety and welfare of the school population will be seized. Illegal items shall be turned over to law enforcement authorities. Other items will be stored in a secure location until a determination is made regarding appropriate disposition.

School administrators are required to document all searches and items seized or impounded. The Director and the parents of students involved will be provided with a copy of such reports.

Questioning by School Administrators

School administrators are under no obligation to notify a student's parents/guardians prior to connecting with a student regarding alleged violations of CCA policies, school rules, and/or Federal/State laws.

School administrators will inform the student of the reasons for any questions and provide an opportunity for the student to respond to any allegations. School administrators shall make a reasonable effort to question the student in a location out of the sight and hearing of other students.

If a student fails to cooperate, lies, misleads, or threatens any person during the inquiry process, he/she may be subject to additional disciplinary action.

Searches of Students and/or Personal Property in Students' Immediate Possession

School administrators are authorized to search students and/or personal property in students' immediate possession, when, in their judgment, there are reasonable grounds to suspect that a student has violated or is violating CCA policies, school rules, Federal/State laws, or is interfering with the operations, discipline or general welfare of the school.

All searches of students and/or their personal property will be authorized and conducted by a school administrator in the presence of a witness, except where the circumstances render the presence of a witness impractical. A reasonable effort will be made to conduct searches out of the sight and hearing of other students.

Searches should be reasonably related to the suspected violation and no more intrusive than necessary to discover the evidence for which the search was instigated. Searches may include pat downs and searches of the student's outer clothes (e.g., pockets, jacket, shoes, hat, etc.) and personal belongings (e.g., purse, backpack, gym bag, lunch bag, etc.). The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator will open and search the items. If the search produces a reasonable suspicion of the presence of evidence, a broader

search may be justified. If a strip search appears to be necessary, law enforcement authorities will be contacted.

Searches which disclose evidence that a student has violated CCA policies or school rules will be addressed through school disciplinary procedures. Evidence of violation of Federal/State laws may result in school disciplinary action and/or be forwarded to law enforcement authorities for possible investigation/prosecution.

Searches of Lockers, Desks, and Other School Storage Facilities

School administrators will consult with the Director prior to conducting random searches. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School administrators have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent.

Searches of individual student lockers, desks, or other storage facilities and their contents based upon reasonable suspicion will be conducted in the presence of the student and a witness, if practical under the circumstances of the search. A reasonable effort will be made to conduct searches out of the sight and hearing of other students. The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator will open and search the items.

Any search which discloses evidence that a student has violated CCA policies or school rules will be addressed through school disciplinary procedures. Evidence of violation of Federal/State laws may result in school disciplinary action and/or be forwarded to law enforcement authorities for possible investigation/prosecution.

Patrolling of Parking Lots and other District Property and Searching Vehicles

Students may drive vehicles to school and park in designated areas in accordance with school rules. School administrators retain the authority to patrol parking lots.

If school administrators have a reasonable suspicion that a vehicle which a student has parked at school contains evidence that the student has or is violating CCA policies or school rules, or Federal/State laws, and/or there is a substantial threat to the welfare and safety of the schools, a school administrator will search the vehicle in the presence of a witness, except where the circumstances make the presence of a witness impractical.

If practical, the student should be present during the search. A reasonable effort will be made to conduct searches out of the sight and hearing of other students. The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator will open and search the items.

Canine Patrols and Searches

The Director may authorize canine patrols to take place anywhere on school property, including in hallways and parking lots, if he/she deems it advisable to maintain a safe and orderly school environment and/or to discourage drugs, weapons and/or other illegal substances or items from being brought onto school grounds.

The Director must make requests for canine patrols in writing to the appropriate law enforcement authorities. Only certified dogs and handlers may be used.

Whenever possible, canine patrols will be scheduled to minimize disruption of the academic program and risk of contact with students.

When canine patrols take place during the school day, teachers will be notified prior to the initiation of a canine patrol to keep students in their classrooms during the patrol. Any students in the parking lot, or anywhere outside of a classroom, prior to a canine patrol will be instructed to report to the school office or appropriate classroom.

All student vehicles, lockers, and/or other school storage facilities will be scanned during a canine patrol. Any vehicle, locker or other school storage facility identified by the canine patrol will be noted by the school administrators accompanying the patrol.

Immediately following removal of the dogs, each area noted during the canine patrol will be searched. Each search will be conducted by a school administrator in the presence of a witness, except where the circumstances make the presence of a witness impractical.

If practical, the student should be present during a search of his/her vehicle, locker, or other school storage facility. A reasonable effort may be made to conduct the search out of the sight and hearing of other students. The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator will open and search the items.

JMA

STUDENT FUND-RAISING ACTIVITIES

The CCA recognizes that students may wish to engage in fundraising activities. In an effort to promote an effective school program which safeguards the development and well-being of students, will abide by the guidelines set forth by the CCA in regard to fundraising. The intent of the guidelines is to protect the health and safety of students and to prevent encroachment on the instructional day.

Guidelines: All fundraising money must be deposited, documented, and reconciled in their respective accounts, which will be maintained according to standards and procedures established by the Director or his/her designee, and these accounts will be audited annually.

No student or organization may sell, distribute, or advertise services, written materials or items from private sources on school premises or in the school without the prior approval/permission of the Director.

Hand-outs or other forms of advertising by an outside agency will not be passed out through the school and will not be distributed to students for the purpose of taking them home. Posters or other informational materials may be in designated areas if approved by the Director.

Organizations or students seeking to distribute materials to students unrelated to the CCA must have the permission of the Director.

Materials that have an educational value or serve a community interest and are sponsored by an outside agency may be distributed if approved by the Director.

Prohibited fundraising activities.

- door to door fundraising by students in activities sponsored by the school or by school related organizations

- interschool fundraising solicitations such as soliciting, buying, or selling on other school premises
- paid admissions to school sponsored activities during the school day
- sale of any merchandise to students during instructional class time and/or to school staff during scheduled working hours.

Any fundraising activities that deviate from the guidelines require prior approval of the Director.

JMB

STUDENT ACTIVITIES FUND MANAGEMENT

The Compass Classical Academy, recognizes that during the process of education various school and school-related groups will be organized. Further, these groups will, at various times, perform fund raising events and hold activities which require the expenditure of funds raised by the group. To facilitate and monitor these student groups, the CCA has developed this Student Activity Fund Policy (SAF) to govern the purpose, activity, establishment, safeguards, and other areas to ensure proper accountability and accounting of these funds.

Purpose: The Student Activity Fund, hereinafter referred to as “SAF” is primarily the result of the formation of student groups for various educational and related purposes. The basic source of revenues for the SAF’s are through fund-raising events. The primary expenditure of the SAF’s is for activity-related purposes.

SAF’s can receive an appropriation from the CCA. In such cases, the purpose of the appropriation is to be consistent with the purpose of the student group.

Authority: The Director or his/her designee, to act as custodian for the SAF’s. The SAF’s established will be done in such as to maintain a strong internal control system. The system established will ensure proper and diligent safeguards for the SAF’s. Within the SAF, the Director will maintain separate records for each school group organized. The Director, will, at the beginning of each fiscal year, review and authorize the SAF’s and the school groups contained within the SAF. Additional periodic reporting may be required as deemed necessary or appropriate by the Director or Board of Directors.

The Director or the Administrator will be authorized to accept funds raised, disburse funds for events or make purchases on behalf of the student group so long as funds raised and disbursements made:

1. are not inconsistent with established CCA policy
2. do not increase the liability of the CCA or Board of Directors

When questions raised about the acceptance or distribution of funds, or about liability issues, the Administrator will:

1. Seek Director review and/or approval
2. Seek BOD review and/or approval upon recommendation, and through the Director.

The Board approves the Director to name the Administrator to act in the capacity of Student Activity Fund Facilitator. This person will, under the direction of the Director:

1. will work with the establishment of the SAF with regards to:

- selecting a financial institution
- establishing SAF's accounting records
- establishing a strong internal control system
- provide training and assistance to the SAF treasurer
- provide back-up services as needed
- collect and coordinate all SAF records for the annual audit
- perform periodic reviews of SAF's

Establishment: CCA will be entitled to establish a SAF in a sound financial institution. The SAF will be in the depository name of the school, with "Student Activity Account" as part of the account title. The Director will be the primary signatory authority for the account, and will name an alternate authority to act on behalf of the Director for the account should the need arise.

A letter from the Director will be submitted to the financial institution at the time the account is established or for the purpose of changing an authorized signer for the account.

The Director will:

- name a person to act in the capacity of SAF treasurer who will be responsible for the accounting and reporting of all funds directly to the Administrator
- name an advisor to each student activity group within the SAF

The advisor will: work in conjunction with a student treasurer for the group to count and submit receipts, establish events with principal approval for the group, and request disbursement of funds for events or for purchases to be made on behalf of the group.

Safeguards: The Director, in conjunction with the Administrator, will establish a system of internal controls to ensure proper accounting of all funds within the SAF. Such controls will include, but not be limited to:

1. forms for establishing record of receipts
2. forms for establishing record of disbursements
3. separation duties regarding deposits made at the bank and the issuance of checks
4. outline of student activity group advisor responsibilities
5. system for deposits to ensure that no cash is left in the school overnight
6. system for the security of and inventory of blank checks within the school

Miscellaneous

The Director will be responsible for reporting to the BOD any student activity groups which are in a deficit position and the reason for the over-expenditure. Additionally, the Director will outline any plan that is under consideration for dealing with the deficit and report any change in status to the board.

The Director is authorized to make immediate resolution to any question which may arise in the operation of the SAF's. Such resolution action will be binding until such time as the BOD may review information and make a vote which will then update this policy.

JNA

CORPORAL PUNISHMENT

No teacher, administrator, student, or other person will subject a student to corporal punishment or condone the use of corporal punishment by any person under his or her supervision or control. Provisions for the use of physical restraint, medical restraint and/or mechanical restraint are established in CCA policy Section J: JNB, Physical Restraint Policy.

PHYSICAL RESTRAINT POLICY

Compass Classical Academy personnel are responsible for the safety and well-being of all students. In doing so, on occasion, personnel are authorized to restrain students when they are a danger to themselves or others. The Department of Education for the State of New Hampshire promotes the practices of positive behavior interventions and prohibits the use of “aversive” behavioral interventions, which are defined in section Ed 1113.04; Ed 114.07; and RSA 126-U, Limiting the Use of Child Restraint Practices. If a restraint is used to protect a student or staff member from a threat of danger, the following definition, outlines circumstances, and reporting procedures are supported in this policy.

Definitions:

RESTRAINT means bodily physical restriction, mechanical devices, or any device that limits immobilizes a person or restricts freedom of movement of the torso, head, arms, or legs. It includes physical restraint and mechanical restraint and medication restraint used to control behavior in an emergency or any involuntary medication. It is limited to actions taken by persons who are school or facility staff members, contractors, or otherwise under the control or direction of the school or facility.

Restraint may include:

1. Holding a student to calm or comfort the student, holding a student’s hand or arm to escort the student safely from one area to another, or intervening in an ongoing assault or fight.
2. Brief periods of physical restriction by person-to-person contact, without the aid of medication or mechanical restraints, accomplished with minimal force and designed either to prevent a student from completing an act that potentially would result in physical harm to himself/herself or to another person, or to remove a disruptive student who is unwilling to leave an area voluntarily.
3. Brief touching or holding to calm, comfort, encourage, or guide a child, so long as limitation of freedom of movement of the child does not occur.
4. Temporary holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a child to stand, if necessary, and then walk to a safe location, so long as the child is in an upright position and moving toward a safe location.
5. Physical devices, such as orthopedically prescribed appliances, surgical dressings and bandages, and supportive body bands, or other physical holding when necessary for routine physical examination and tests or for orthopedic, surgical and other similar treatment purposes, or when used to provide support for the achievement of functional body position or proper balance or to protect a person from falling out of bed, or to permit a child to participate in activities without the risk of physical harm.
6. The use of seatbelts, safety belts, or similar passenger restraints during the transportation of a student in a motor vehicle.
7. The use of force by a person to defend himself/herself or a third person from what the actor reasonably believes to be the imminent use of unlawful force by a child, when the actor uses a degree of such force which he/she reasonably believes to be necessary for such purpose and the actor does not immobilize a child or restrict the freedom of movement of the torso, head, arms, or legs of any child.

MEDICATION RESTRAINT: occurs when a child is given medication involuntarily for the purpose of immediate control of the child’s behavior.

MECHANICAL RESTRAINT: occurs when a physical device or devices are used to restrict the movement of a child or the movement or normal function of a portion of her or her body.

PHYSICAL RESTRAINT: occurs when a manual method is used to restrict a child's freedom of movement or normal access to his or her body.

SECULSION: means the involuntary placement of a child alone in a place where no others person is present and from which the child is unable to exit, either due to physical manipulation by a person, a lock, or other mechanical device or barrier. The term will not include voluntary separation of a child from a stressful environment for the purpose of allowing the child to regain self-control when such separation is to an area which a child is able to leave. Seclusion does not include circumstance in which there is not physical barrier between the child and any other person, or the child is physical able to leave the place. A circumstance may be considered seclusion even if a window or other device for visual observation is present if the other elements of this definition are satisfied.

SUBSTANTIAL RISK: means a strong possibility, as contrasted with a remote or even a significant possibility, that a certain result may occur or that a certain circumstance may exist. It is a risk of such a nature and degree that to disregard it constitutes a gross deviation from the standard of care that a reasonable person would exercise in such a situation. A substantial risk of serious harm means that the risk was so great that it was almost certain to materialize if nothing was done.

Procedures for Managing the Behavior of Students

The Director is authorized to establish procedure for managing the behavior. Such procedures will be consistent with the Policies of Section J and all applicable laws. The Director is further authorized to establish any other procedures necessary to implement these Policies and/or any other legal requirements.

Circumstances in which restrain may be used:

Restraint will be used only to ensure the immediate physical safety of any person when there is a substantial and imminent risk of serious bodily harm to the student or others; and/or as a last resort when all other positive interventions have failed, or the level of immediate risk prohibits exhausting other means.

Persons implementing a restraint will use extreme caution and will use the least amount of physical strength necessary to protect the student. The use of physical intervention should not exceed that which is necessary. The degree of physical restriction employed must be in proportion to the circumstances of the incident and the potential consequences.

Students in restraint will be the subject of continuous direct observation.

Restraint will not be imposed for longer than is reasonably necessary to protect the student or others from the substantial and imminent risk of serious bodily harm. If restraints are necessary, the restraint will end when appropriate emergency response personnel take control of the student/incident.

Circumstances in Which Seclusion May Be Used:

The CCA and the Board of Directors recognizes the statutorily imposed conditions of seclusions and hereby adopts those conditions, as define by RSA 126-U:5-b.

Seclusion may only be used when a student's behavior poses a substantial and imminent risk of physical harm to the student or others.

Seclusion will not be used as a form of punishment for the behavior of a student.

Prohibition of Dangerous Restraint Techniques:

The CCA and the Board of Directors recognize and hereby prohibits the use of "dangerous restraint techniques" as defined in RSA 126-U:4.

Reporting requirements and parental notification:

In the event restraint or seclusion is used on a student, the Director or designee will, within 24 hours, make reasonable efforts to verbally notify the student's parent/guardian of the occurrence.

The Director or designee will, within five (5) business days of the occurrence document the incident in a written notification/report. The written notification/report will contain all the requirements and information as mandated by RSA 126-U:7, II. The Director or designee may develop a reporting form or other documents necessary to satisfy these reporting requirements.

The report will include, but not necessarily be limited to, the following:

- the date, time, and duration of the use of restraint
- description of the actions of the student before, during and after the occurrence
- the names of the persons involved in the occurrence
- description of the restraint used
- description of any injuries sustained by the student, employee(s) or others involved

Unless prohibited by court order, the Director or designee will, within two (2) business days of receipt of the notification/report required in the above paragraph, send by first class mail or electronic transmission to the child's parent or guardian the information contained in the notification/report. Each notification/report prepared under this section will be retained by the school in the student's confidential file.

If a school employee has intentional physical contact with a student in response to a student's aggressive misconduct or disruptive behavior, the Director or designee will make reasonable efforts to inform the student's parent or guardian as soon as possible, but no later than the end of the school day. The Director or designee will also prepare a written report of the incident within five (5) business days of the incident. The report will include information required under RSA 126-U:7, V.

JOA

STUDENT HEALTH SERVICES**Health Care**

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 stitches will be treated with emergency first aid and support measures until a parent/guardian can be contacted. When neither parent can be reached not 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.

The CCA may appoint a school nurse to function in the school health program. A school nurse will be a registered professional nurse licensed in New Hampshire.

The Board may employ or contract with a licensed practical nurse or a certified nursing assistant, to work under the direct supervision of the school registered nurse. Treatment is limited to first aid care. The administration will make every attempt to notify parents before a student, who is ill is permitted to go home.

Any student not in class because of illness must report to the nurse or Administrator.

Illness

Students with symptoms of illness such as fever, frequent productive cough, nausea and/or vomiting, or excessively runny nose should not be sent to school. 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.

Emergency Contact Information

Emergency contact information forms must be filled out for each child enrolled in CCA. Parents must immediately notify the Director or Administrator at CCA if there are any changes during the course of the year. In the event the parents or emergency contacts cannot be reached, the police will be called to assist.

JOB

MEDICATIONS

The Director will be responsible for following establishing specific procedures to protect and control medications administered in school.

CCA encourages parent/guardians to, if it is possible, to achieve the medical regimen at home rather than during other than school hours.

1. No student should carry medications of any type on his/her person. The only exception is for an inhaler or asthma or an Epi-pen for allergies. The parent permission for these exceptions must be on file with the main office.
2. 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 medication at school.
3. Medication is to be administered by the Director or other designee. Medication will be administered in school only after receiving and filing in the student's health record the following:
 - a. A written statement from the licensed prescriber detailing the method of taking the medication, dosage, and the time schedule of the medication.
 - b. A written authorization from the parent/guardian indicating the desire that the school assist the student in taking the prescribed medication.
4. All student medications must be kept in the locked office, cabinet or refrigerator in the Administrator/nurse's office. No more than a 30-day supply will be kept and maintained by the school. Parents/guardians will be contacted regarding any unused medication. Such medication will be picked up by parent/guardian within ten (10) days after its use is discontinued. If the parent/guardian does not pick up the medication within ten (10) days, it will be disposed of and recorded as such in the student's health record file.
5. With the parent's permission, non-prescription medication may be given by the designated staff person. Any medication must be in the original, professionally labeled packaging.
6. 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.
7. All accidents occurring on school property are to be reported to the Administrator or school nurse and the Director immediately. Students attending school during the extended day, night, or summer school or any other time when the school nurse is not in the building are to report to the administrator or designated individual immediately in case of illness or accident.

Accurate records regarding the administration of medication to students are to be kept.

Student will not share any prescription or over-the-counter medication with another student. Notice of this prohibition will be provided in student handbooks. Students acting in violation of this prohibition will be subject to discipline consistent with applicable CCA policies.

This policy will extend to any school sponsored activity, event, or program.

In addition to the provisions set forth herein, the Director is responsible for ensuring the provision of Ed. 311.02, Medication During the School Day, are followed.

Epinephrine and Inhalers

Students may possess and self-administer an epinephrine auto-injector if the student suffers from potentially life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. If a student finds it necessary to use his/her auto-injector, he/she will immediately report after its use to the nearest supervising adult. The school may maintain at least one epinephrine auto-injector, provided by the student, in the main office/nurse's office or other suitable location.

Additionally, students may possess and self-administer a metered dose inhaler or a dry powder inhaler to alleviate or prevent asthmatic symptoms, and other injectable medication necessary to treat life threatening allergies. The student's parent/guardian and physician must authorize such self-possession and self-administration.

Glucagon Injections

Regarding incidents of hypoglycemia resulting in unconsciousness, seizure and/or the inability to swallow in order to provide for the health and safety of children who have been medically identified as having diabetes. The policies, rules, and regulations will include procedures:

1. A parent or legal guardian will provide a diabetes management plan or physician's order, signed by the student's health care provider, that prescribes the care and assistance needed by the student including glucagon administration.
2. A parent/guardian of any child may authorize school employees, to administer glucagon on such child in case of an emergency, while at school or school sponsored activities
3. Such personnel will only be authorized to provide such assistance upon successful completion of glucagon administration training.
4. The glucagon will be kept in a conspicuous place, readily available.

No school teacher, school administrator, school health care personnel, person employed on behalf of the school, any other school personnel, nor any local educational authority will be liable for civil damages which may result from acts or omissions in use of glucagon which may constitute ordinary negligence. This immunity does not apply to acts or omissions constituting gross negligence or willful or wanton conduct.

The administration of epinephrine or glucagon by school personnel, or those employed on behalf of the school, will not be considered the delegation of nursing practice or the practice of nursing.

Cough Drop Safety

Up to three cough drops per day for up to 1 week will be dispensed to students providing a signed parental/guardian consent is on file. Parents/guardians will provide the cough drops.

Students will be advised to wait until seated in the classroom before placing cough drop in their mouth. The wrapper should be saved so that the student can "park" their cough drop if they must leave their seat.

Cough drops will not be consumed while eating or drinking. Chewing cough drops is discouraged.

Vitamin C drops are a dietary supplement and cannot be used as a cough drop at school.

JOC

PHYSICAL EXAMINATIONS OF STUDENTS

Each child must have a complete physical examination before entry to kindergarten.

However, no medical examination will be required of a child whose parent or guardian objects thereto in writing on the grounds such medical examination is contrary to his/her religious tenets and teachings.

Parents of students transferring to the CCA must provide documentation of a physical examination within the previous three years.

For high school students to participate in sports, documentation of a sports physical after January 1st of grade 8 must be presented. For middle school students to participate in sports, documentation of a sports physical after January 1st of grade 5 must be presented.

No child will be excused from physical education class except on the written advice of the child's health care provider. On occasion a parent and or the school nurse may excuse the student from physical education class. At times an alternative program may be approved subject to Director approval.

JOD

IMMUNIZATION OF STUDENTS

In accordance with RSA 141-C:20, any student being admitted to the CCA must present proof of meeting immunization requirements at the time the child is registering at the school. Failure to comply with this provision may result in exclusion from school for the child. The school nurse or designee is responsible for documenting that all students have been immunized prior to school entrance.

The CCA will notify parents/guardians in writing of this requirement, at the earliest possible date, so that the necessary plans can be made with the family physician or other medical resources to accomplish this standard prior to a child being admitted to the school. These immunizations/diseases will include, but not be limited to, diphtheria, mumps, pertussis, poliomyelitis, rubella, rubeola, and tetanus.

Exemption under RSA 141-C:20-c.

A child will be exempted from the above immunization requirements if:

- he/she presents evidence from his/her physician that immunization will be detrimental to his/her health.
- for religious reason, upon the signing of a notarized form by the parent or guardian stating that the child has not been immunized because of religious beliefs
- for diseases that are noncommunicable

Noncommunicable disease means a disease that is not infectious or transmissible from person-to-person.

In the event of an outbreak, students who have been exempted from immunization requirements may be

excluded from school for a period of time, to be established after consultation with the NH Department of Health and Human Services, if such students are considered to be at risk for the disease that they have not been immunized against.

JOE

COMMUNICABLE DISEASES

The Compass Classical Academy will seek to protect students from contagion of communicable disease and directs the implement the provisions of New Hampshire school law as outlined in RSA 141- C:6.

Whenever a student exhibits symptoms of contagion or is a hazard to herself/himself or others as noted in the NH RSA Title X Public Health 144-C:2(6) Definitions, she/he shall be excluded from the classroom and her/his parents or guardians will be notified as soon as possible.

The New Hampshire Department of Health and Human Services, Division of Public Health Services will provide guidance and direction in the event of an outbreak of a communicable disease.

JOE

EMERGENCIES and LIFE-SUSTAINING MEDICAL CARE

Emergencies

All CCA personnel have responsibilities to assist with injuries and emergencies occurring in school and at school-sponsored events, which may be classified as follows: (1) administering first aid; (2) summoning medical assistance; (3) notifying administration; (4) notifying parents; and (5) filing accident/injury reports.

CCA personnel must use reasonable judgment in handling injuries and emergencies. Caution should be exercised not to minimize or maximize any injury or illness. All personnel will understand the proper steps to be taken in the event of an injury or emergency.

The Director or designee will ensure that at least one other person on staff during school hours, has current first aid and cardiopulmonary resuscitation certification (CPR). The person(s) who have current first aid and CPR certification are authorized to administer first aid and CPR as needed.

CCA will obtain at the start of each school year emergency contact information of parents or legal guardian for each student and staff member.

The Director, Administrator or designated personnel may administer other medications to students in emergency situations, provided such personnel has all training as is required by law. Such medication may also be administered in emergency situations if a student's medical action plan has been filed and updated with the CCA to the extent required by law. The CCA will maintain all necessary records relative to the emergency administration of medication and will file all such reports as may be required.

Additionally, staff members may administer epinephrine auto injector to any student in case of a medical emergency, if appropriate. This authorization extends to administering epinephrine without prior notification to parents/guardians.

For significant injuries, the staff person witnessing the event must fill out an accident report, which must be submitted to Director so that he/she is informed, and a basis is established for the proper processing of insurance claims and remediation if necessary.

Life-Sustaining Medical Care

The CCA policy is not to comply with directives from parents or others that life-sustaining emergency care should not be provided to any particular student in need of such care while under the control and supervision of CCA. The decision to forego life-sustaining emergency care is a medical determination that cannot be made by CCA staff and has not been authorized by State law in the public school setting. In addition, permitting a student to die in the public school during school hours when CCA officials have the capacity to prevent that death through life-sustaining emergency care would be extremely disturbing and disruptive to other students and staff at the school.

Life-sustaining emergency care under this policy means any procedure or intervention applied by appropriately trained school staff that may prevent a student from dying who, without such a procedure or intervention, faces a risk of imminent death. Life-sustaining emergency medical care includes, but is not limited to, efforts to stop bleeding, unblocking airways, mouth-to-mouth resuscitation, and cardiopulmonary resuscitation (CPR), and/or individually designed medical resuscitation plans.

Life-sustaining emergency measures to maintain the child's life until an ambulance arrives or the student is otherwise transported to the care of medical personnel.

Naloxone/Narcan and Opioid Antagonists:

The Board of Directors authorizes the CCA to obtain, store and administer naloxone/Narcan and/or other opioid antagonists for emergency use in schools.

Staff members may administer such medication in emergency situations.

All such medication will be clearly marked and stored in a secure space in the main office. Such medication will be locked at all times except when needed for administration. The Director is responsible for storing the medication consistent with the manufacturer's instructions.

Local law enforcement and emergency medical service personnel will be notified if such medication is administered by the CCA.

Records related to the administration of such medication will be made and maintained by the Director. The Director or his/her designee will follow other first aid reporting protocols, as may be determined by other CCA policies.

JOG

WELLNESS/HEALTHY SCHOOL POLICY

The CCA recognizes the importance of proper nutrition and developmentally appropriate physical activity as ways of promoting healthy lifestyles, minimizing childhood obesity, and preventing other diet-related chronic diseases. The CCA also recognizes that health and student success are interrelated. It is therefore the goal of the CCA that the entire learning environment be aligned to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and physical activity.

The CCA will provide students and families educational opportunities regarding healthy choices in nutrition. Educational opportunities will include formal academic instruction in health, physical education, family and consumer science, and/or science classes. While healthy food choices brought from home are encouraged, food for individual consumption is excluded from this policy.

Goals:

- 1.The CCA will teach, encourage, support and model healthy eating habits for students.
- 2.The CCA will teach encourage, support and model age-appropriate daily physical activity
- 3.The CCA will educate students and employees regarding the important benefits of a healthy lifestyle.

Nutrition Guidelines

The CCA nutrition standards are based upon standards established by the USDA and New Hampshire Healthy School Coalition/Best Practice and by the Healthy Hunger-Free Kids Act (HHFKA) of 2010 (implemented in 2012). Such offerings will meet or exceed the regulations issued by the US Secretary of Agriculture as applicable to schools.

These nutrition guidelines, apply to all foods available to students on school grounds during the school day, including but not limited to:

foods and beverages sold in vending machines/school stores and as part of classroom lesson/activities, parties, celebrations.

The CCA will implement any updates to the Federal and State nutrition guidelines received by the NH Department of Education.

Nutrition Education and Promotion

Nutrition education and promotion can positively influence lifelong eating habits and choices through clear messaging of evidence-based techniques and by creating food environments that encourage healthy nutrition choices.

The CCA will promote healthy food and beverage choices for all students, as well as encourage participation in the school lunch programs. This promotion includes, but is not limited to:

- ensuring that all foods and beverages promoted to students meet or exceed the USDA Smart Snacks in Schools nutrition standards:
- promote healthy food and beverage choices through health education
- ensure that promotion materials for food and beverages meet the criteria of this policy

Free and Reduced Meals:

Eligibility for and distribution of free and reduced priced meals will be provided with confidentiality and in accordance with State and Federal requirements.

Meal Times and Scheduling:

Whenever possible, the CCA

-will ensure students have sufficient time to eat lunch in accordance with the Federal guidelines

-should schedule meal periods at appropriate times in accordance with NH Healthy School Best Coalition recommendations. Lunch should normally be scheduled between 11:00 AM and 1PM

-will not schedule tutoring, club, or organizational meetings/activities during mealtimes, unless students may eat during such activities

-will schedule lunch periods to follow recess periods when applicable

Food sales:

All food items available during school should meet or exceed nutritional standards established by the USDA or other guidelines established by the NH Department of Education.

In middle/junior high and high school, all foods and beverages sold individually, through a la carte (snack) lines, vending machines, school stores, concessions, and fundraising, to students during the school day, will meet the following nutrition and portion size standards:

Beverages:

- beverages sold during school, to students include, plain bottled water, 100% fruit juices, 100% vegetable juice
- beverages that will not be sold to students during school include: soda, caffeinated drinks (coffee, hot chocolate, iced tea and sodas), sports drinks, lemonade, and punch

Foods:

It is suggested that any items sold individually:

- will meet or exceed nutritional guidelines established by the USDA and NH Healthy School Coalition Best Practices Health Snack Coalition
- will have no more than 35% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and 10% of its calories from saturated and trans-fat combined
- will have no more than 35% of its weight from added sugars
- will contain no more than 200mg of sodium per serving for chips, cereals, crackers, French fries, baked goods, and other snack items; will contain no more than 480mg of sodium for pizza, sandwiches, and main dishes
- a choice of at least two fruits and/or non-fried vegetables will be offered for sale at any location on the school site where foods are sold. Such items could include, but are not limited to, fresh fruits and vegetables; 100% fruit or vegetable juice, fruit-based drinks that are at least 50% juice and that do not contain additional caloric sweeteners, cooked, dried or canned fruits (canned in fruit juice or light syrup); and cooked, dried, or canned vegetables (that meet the above fat and sodium guidelines).

Rewards:

The school will not use foods or beverages as rewards for academic performance or good behavior and will not withhold food or beverages as a punishment.

Celebrations:

We love to celebrate! In keeping with our mission, we want to celebrate with healthy habits. To be healthy, we need to be creative. Party food can be more than just junk food. Although some items like cookies, brownies, and other sugary baked goods can add to the enjoyment of a party, we strongly encourage participants to also provide some delicious healthier party food. Vegetables with a healthy cheese dip or fruit snacks, we encourage tasty alternatives like these and want to make them the bulk of the foods included for parties. Beverages chosen will be water, 100% juice (no sugar added) and milk.

Classroom Activities:

CCA will discourage the use of food items for instructional purposes unless directly related to the curriculum area.

Plan for Measuring Implementation:

The CCA instructs the Director to establish procedures for implementation of this policy that includes targets in support of the goals set forth in this policy and is charged with the operational responsibility for ensuring that the school follows the guidelines set forth in this policy and implements strategies for achieving the targets set forth in the procedures. The Director will decide upon the targets and strategies in support of the goals stated in this Policy. Periodic progress reports will be provided to the Board.

Concussions and Head Injuries

Head injury Management Policy: Care and management of head injuries in the school setting requires collaboration between families, health care providers and school staff.

Suspected or possible concussions that occur during school activities which are not deemed to require immediate emergency care are reported immediately to families for referral to a health care provider. Head injuries occurring outside of the school day should be reported by families to the school for follow up. Medical clearance for gradual return to academics and physical education may be given only by a physician

Any student who sustains a head injury during the school day with loss of consciousness will be evacuated for evaluation at the local emergency department, and the parent/guardian will be notified immediately. For any other head injury that occurs during the school day, the student will be escorted to the main/health office for concussion assessment, and the parent/guardian will be notified of the injury and assessment results. If the school personnel determine immediate medical attention is necessary, the student will be evacuated for evaluation at a local emergency department. In all other cases, determination will be left to the parent/guardian.

SPECIAL PHYSICAL HEALTH NEEDS OF STUDENTS

The Compass Classical Academy will meet the special physical health needs of all students, consistent with state and federal law, including Individual Education Plans, Individual Health Plans and 504 Plans. The CCA recommends that all students participate in developmentally appropriate physical activity, exercise, or physical education as a way to minimize the health risks created by chronic inactivity, childhood obesity, and other related health problems.

BEHAVIOR MANAGEMENT AND INTERVENTION

It is the policy of the CCA to promote good behavior in a safe and orderly environment where all students can be fully engaged in the learning process. To ensure that our students and staff are protected against disruptive behavior, the BOD directs the Director to set forth procedures for behavior management and interventions that are designed to maintain a positive environment conducive to learning.

Student conduct that disrupts class work, involves disorder, or invades the rights of others will not be tolerated and may be cause for suspension or other disciplinary action.

The administration of disciplinary action will focus both on consequences and on changing or managing inappropriate behavior.

It is important that there be careful evaluation of the individual situation so that the school's response to the student is appropriate.

If the student has an Individualized Education Program (IEP), the process will follow Federal and State laws governing special education.

All available resources should be utilized, including preventive and responsive interventions to support students' needs. These interventions should include psychological, curricular, and behavioral services, which should take place within classrooms, school, and alternative settings.

The Director will ensure that classroom behavior management skills are addressed through professional development, and that there is an adequate system of recordkeeping regarding disciplinary infractions and interventions.

The use of corporal punishment is prohibited.

This policy will be reviewed on an ongoing basis in accordance with the Board's policy review process.

JQA

SUICIDE PREVENTION AND RESPONSE

The Compass Classical Academy is committed to protecting the health, safety and welfare of its students and school community. This policy supports Federal, State, and local efforts to provide education on youth suicide awareness and prevention; to establish methods of prevention, intervention, and response to suicide or suicide attempt (“postvention”); and to promote access to suicide awareness, prevention, and postvention resources.

A. CCA Suicide Prevention Plan and Biennial Review. The Director or designee will develop and provide to the Board for approval, a coordinated written CCA Suicide Prevention Plan (the “Plan”) to include guidelines, protocols, and procedures with the objectives of prevention, risk assessment, intervention, and response to youth suicides and suicide attempts.

The CCA Suicide Prevention Plan:

Students will learn about recognizing and responding to the warning signs of suicide in friends, using coping skills, support systems, and seeking help for themselves and friends. This curricular content will occur in all health classes throughout the school year, not just in response to a suicide, and the encouragement of help-seeking behavior will be promoted at all levels of the school leadership and stakeholders. The Director, or designee will be designated as the suicide prevention coordinator to serve as the point of contact for students in crisis and to refer students to appropriate resources. When a student is identified as at risk, a risk assessment will be completed by the Director, or designee.

The Suicide Prevention curriculum will include, but not be limited to:

1. suicide prevention; risk factors, warning signs, protective factors, referrals
2. response to in-or-out-of-school student suicides or suicide attempts (postvention, suicide contagion)
3. student education regarding safe and healthy choices, coping strategies, recognition of risk factors and warning signs of mental disorders and suicide; and help seeking strategies
4. training of staff, designated volunteers, and contracted personnel on the issues of youth suicide risk factors, warning signs, protective factors, response procedures, referrals, post-intervention, and resources available within the school and community

5. confidentiality considerations
6. designation of any personnel to act as points of contact when students are believed to be at an elevated risk of suicide
7. information regarding state and community resources for referral, crisis intervention, and other related information
8. dissemination of The Plan or information about The Plan to students, parents, faculty, staff, and school volunteers
9. promotion of cooperative efforts between the CCA and community suicide prevention program personnel
10. such include such other provisions deemed appropriate to meet the objectives of this Policy (e.g., student handbook language, reporting processes, “postvention” strategies, etc.).

Biennial Review:

No less than once every two years, the Director or designee, will update the Suicide Prevention Plan, and present the same to the Board for review. Such Plan updates will be submitted to the Board in time for appropriate budget consideration.

The Director or appointed designee will be responsible for:

1. developing and maintaining cooperative relationships with, and coordination efforts between the CCA and community suicide prevention programs and personnel
2. annual updating of State and community crisis or intervention referral intervention information
3. maintaining names and contact information of contacts for inclusion in student handbooks and on the CCA’s website
4. developing or assisting individual teachers with the development of age-appropriate student educational programming, such that all students receive information in the importance of safe and healthy choices and coping strategies, recognizing risk factors and warning signs of mental disorders and suicide in oneself and others, and providing help-seeking strategies for oneself or others, including how to engage school resources and refer friends for help
5. developing or assisting in the development of the annual staff training required under this policy
6. In absence of the Director, he/she will appoint a designee who will serve as the in-building point-of-contact person when a student is believed to be at an elevated risk for suicide. Employees who have reason to believe a student is at risk of suicide, or is exhibiting risk factors for suicide, will report that information to the designee, who will, immediately or as soon as possible, establish and implement a response plan.

Annual Staff Training:

The Director or designee will assure that all school building faculty and staff, designated volunteers, and any other personnel who have regular contact with students, including contracted personnel or third-party employees, receive at least two hours of training in suicide awareness and prevention. Training may include such matters as youth suicide, risk factors, warning signs, protective factors, intervention, response procedures, referrals, and postvention and local resources.

Dissemination:

Student-Parent/Guardian Handbooks and the CCA website will be updated each year with the contact information for the CCA Suicide Prevention Liaisons and State and community crisis intervention teams. The CCA Suicide Prevention Plan will be made available in the office.

Best use practices: Compass Classical Academy will use best use practices for Suicide prevention and training.

NATIONAL SUICIDE PREVENTION LIFELINE

DIAL 9 8 8

text or chat/sms: 9 8 8

HOTLINES

National Suicide Prevention Lifeline: call 1-800-273-TALK (8255) for free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals.

Veterans: veterans and their loved ones can call 1-800-273-8255 and Press 1, chat online, or send a text message to 838255 to receive confidential support 24 hours a day, 7 days a week, 365 days a year. Support for deaf and hard of hearing individuals is available.

Crisis Text Line: free, 24/7 support for those in crisis. Text 988 from anywhere in the US to text with a trained Crisis Counselor.

Trans Lifeline: call 1-877-565-8860 for a hotline staffed by transgender people for transgender people. Trans Lifeline volunteers are ready to respond to whatever support needs community members might have.

Disaster Distress Helpline: call 1-800-985-5990 for a 24/7 national hotline dedicated to providing immediate crisis counseling for people who are experiencing emotional distress related to any natural or human-caused disaster.

The Trevor Project: a national 24-hour, toll free confidential suicide hotline for LGBTQ youth. If you are a young person in crisis, feeling suicidal, or in need of a safe and judgment-free place to talk, call 1-866-488-7386 to connect with a trained counselor.

The LGBT National Help Center: call 1-888-843-4564. Open to callers of all ages. Provides peer-counseling, information, and local resources.

JQC

REPORTING CHILD ABUSE

Any school employee having reason to suspect that a child is being or had been abused or neglected, will immediately report his/her suspicions to the Director.

The Director will then immediately notify the appropriate State officials at the NH Department of Health and Human Services, Division of Children, Youth and Family Services (DCYF) office as required by law.

An intake report will be made by the Director to DCYF within 24 hours. The report will, if known, contain the name and address of the child suspected of being neglected or abused and the person responsible for the child's welfare, the specific information indicating neglect or the nature and extent of the child's injuries (including any evidence of previous injuries), the identity of the person or persons suspected of being responsible for such neglect or abuse, and any other information that might be helpful in establishing neglect or abuse or that may be required by the Division of Children, Youth and Family Services.

The Board of Directors recommends all school employees receive routine training or information on how to identify child abuse and neglect.

JQD

SUPERVISION OF STUDENTS

The Board of Directors is committed to ensuring that students are appropriately supervised at times when the CCA is responsible for providing students with a reasonable duty of care and supervision.

The Director is responsible for administering and supervising the school, the general conduct of students, both on school premises and during school-sponsored activities off school grounds. Students should be under supervision by a member of the school staff at all reasonable times while they are in school or attending school functions. All school staff will ensure the safety of student even when they are not specifically scheduled for supervisory duty.

All dangerous conditions in the school should be reported at once to the Director.

The Director is authorized to establish administrative rules and/or regulation in furtherance of this policy.

JQE

STUDENT AUTOMOBILE USE

It is the policy of the CCA that the administration will work with the faculty and students to establish rules and procedures for parking. Such rules and procedures will be readily available and distributed annually in student and faculty handbooks.

STUDENT FEES, FINES, AND CHARGES

Students are responsible for all textbooks and school property entrusted to them and must ensure they receive proper care in accordance with the Student Handbook. Identifying tags, marks or labels will not be tampered with or destroyed. Damage, destruction, or disappearance of school property is the responsibility of the student, and reimbursement up to replacement cost may be required by the CCA.

STUDENT RECORDS AND ACCESS – FERPA**STUDENT RECORDS – FERPA**

General Statement: The Compass Classical Academy will comply with the Family Educational Rights and Privacy Act (“FERPA”) and all other Federal and State laws and regulations concerning confidentiality and maintenance of student records and information. Also see CCA Policies Section M for details.

Definitions

Education Record: In accordance with FERPA, the term “educational record” is defined as all the records, files, documents, and other material containing information directly related to a student; and maintained by the CCA; or by such agents as may be acting for the CCA.

Parent: includes a parent, guardian, or an individual given the legal right to act as a parent of a student in the absence of a parent or guardian.

Directory Information

In accordance with the provisions of FERPA and New Hampshire RSA 189:1-e, the term “directory information” refers to information that is generally available through various sources and is often reported in student directories, team/club/athletic programs and news releases.

A directory may include local information not generally considered harmful or an invasion of privacy if disclosed, including:

1. name and address of a student
2. field of study
3. weight and height of athletes
4. most recent previous school attended
5. date and place of birth
6. participation in officially recognized activities and sports
7. date of attendance, degrees, and awards

Directory information may be published in student yearbooks, school websites, school social media accounts, team publications, radio programs, television broadcasts, performing group, graduation programs, and in the publication of achievement awards and honors for individual students. This information may also be disseminated to local newspapers in accordance with school sponsored sporting activities and/or programs.

Personally Identifiable Information

“Personally identifiable information” is defined as data or information which makes the subject of a record know, including a student’s name, the student’s or student’s family address; the name of the student’s

parent or other family members; a personal identifier such as a student's Social Security number, the student's date of birth, place of birth or mother's maiden name; or other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with a reasonable certainty or information requested by a person who the CCA reasonably believes knows the identity of the student to who the education record relates.

Process:

Annual notification of FERPA Rights

Within the first three (3) weeks of each school year, the CCA will publish notice to parents and eligible student of their rights under State and Federal law and this policy. The CCA will send home with each student a notice listing these rights. The notice will include:

1. The rights of parent or eligible students to inspect and review the student's education records.
2. The intent of the CCA to limit the disclosure of information in a student's record, except:
 - a. by the prior written consent of the parent or eligible student
 - b. as the directory information
 - c. under certain, limited circumstance, as permitted by law
3. The right of a student's parents or an eligible student to seek to correct parts of the student's educational records which he/she believes to be inaccurate, misleading, or in violation of student rights. This includes a hearing to present evidence that the records should be changed if the CCA decides not to alter them according to the parent's or eligible student's request.
4. The right of any person to file a complaint with the United States Department of Education if the CCA violates FERPA.
5. The procedure that a student's parents or an eligible student should follow to obtain copies of this policy.

Annual Notification of Directory Information

On an annual basis, the CCA will give public notice of the categories of information it considers directory information. The CCA will allow parents/guardians until 30 calendar days after notification, to notify the Director in writing of specific directory information that should not be released without prior consent of the parent/guardian or student of age except as provided by law. If no objection is received within the designated time, the information will be classified as directory information until the beginning of the next school year. Notification must be re-issued each school year.

Procedure to Inspect Education Records

Parent's/eligible students should submit to the Director a written request that identifies, as precisely as possible, the record or records that he/she wishes to inspect. The Director will contact the parents of the eligible student to make the needed arrangements as soon as possible and notify the parent or eligible student of the time and place where the records may be inspected, or when copies will be provided, when appropriate. This procedure must be completed within thirty (30) days or earlier after the Director's receipt of the request for access.

When records contain information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students or incident reports/records containing the names of other students. If such records do contain the names of other students, the Director will make a copy of the record requested and remove Personally Identifiable Information regarding other students.

Procedures to Seek Correction of Education Records

Parents of students or eligible students have a right to seek to change any part of the student's records which they believe is inaccurate, misleading or in violation of student rights. To establish an orderly process to review and correct the education records for the requester, following processes are established.

1. first-level decision – when a parent or eligible student finds an item in the student's education records that he/she believes is inaccurate, misleading or in violation of student rights, he/she should submit a written request to the CCA asking for the record to be corrected.

If the Director believes that the record should not be changed, he/she will:

- provide the requester with a written statement regarding why the Director will not make the change, a copy of the record requested in its original state, as well as the process for appealing the Director's decision.

2. second-level decision – If the parents or eligible student are not satisfied with the Director's decision, they may submit a written request for a hearing before the Board of Directors, in keeping with the Board policies.

Disclosure of Student Records and Student Information

In addition to directory information, the CCA may disclose student records, including special education records, and other student information without consent to the following parties or under the following conditions:

1. school officials with a legitimate educational interest "Legitimate education interest" refers to school officials or employees who need to know information in a student's education record in order to perform the employee's employment responsibilities and duties.
2. other schools into which a student is transferring or enrolling
3. officials for audit or evaluation purposes
4. appropriate parties in connection with financial aid or financial reimbursement
5. accrediting organizations
6. judicial orders or lawfully issued subpoenas
7. health and safety emergencies
8. Organizations conducting certain studies for, or on behalf of the CCA. Student records or student information will only be provided pursuant to this paragraph if the study is for the purpose of: developing, validating or administering predictive tests, administering student aid programs or improving instruction.

Maintenance of Student Records and Data

The CCA is responsible for record maintenance, access, and destruction of all student records. All CCA personnel having access to records will place great emphasis upon privacy rights of students and parents.

Disclosures Made From Educational Records

The CCA will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits, with some exceptions listed below. This record is kept with, but is not a part of, each student's cumulative school records.

The record includes:

1. the name of the person who or agency which made the request
2. the interest which the person or agency has in the information
3. the date on which the person or agency made the request
4. whether the request was granted, and if it was, the date access was permitted for the disclosure was made

5. in the event of a health and safety emergency, the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure and the parties to whom the agency or institution disclosed the information

The CCA will maintain this record as long as it maintains the student's education record.

The records do not include requests for access or information relative to access which has been granted to parent(s) of the student or to an eligible student, requests for access or access granted to officials of the CCA who have a legitimate educational interest in the student; requests for, or disclosure of, information contained in the student's education records if the request is accompanied by the prior written consent of a parent(s) or eligible student or if the disclosure is authorized by such prior consent or for requests for, or disclosures of, directory information designated for that student.

Military Recruiters/Higher Education Access to Information

Under Federal law, military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students. The CCA must comply with any such request, provided that parents have been notified that they and secondary school students have the right to request that this information not be released without their prior written consent.

Health or Safety Emergencies

In accordance with Federal regulations, the CCA may disclose education records in a health or safety emergency without prior written consent to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Violations by Employees, School Board Members, and Volunteers

All employees, Board members, and volunteers must comply with this policy and corresponding procedures. Failure to do so may result in discipline and/or exclusion from continuing participation in volunteer activities. Such discipline may include, but not be limited to, termination.

Administrative Procedures and Notices

The Director or designee is responsible for developing and implementing any administrative procedures and parent notices necessary to comply with the applicable laws and regulations concerning student education records and information.

JSB

SCHOOL MASCOT

The CCA recognizes the influence a school mascot/logo may have on building school spirit. It is the intent of the CCA to promote and respect cultural diversity, sensitivity, and dignity of all cultures.

Mascots/logos should depict positive images embracing history, community, spirit, and traditions. Mascots/logos shall not be derogatory or offensive to persons of any race, color, religion, sex, sexual orientation, national origin, ancestry, age, or persons with a disability. Neither shall the mascot/logo depict violence or abuse.

SCHOOL VISITORS

Visitors are always welcome at Compass Classical Academy. However, in the interest of the safety of our students and staff, 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 name tag. Parents who wish to visit a classroom during the regular instructional day should call the school so we can schedule a mutually convenient date and time. It is important to keep the environment at CCA conducive to learning; therefore we will seek to keep all visitations as unobtrusive as possible.

VOLUNTEERISM

Parent volunteerism is an important part of Compass Classical Academy. As a Chartered Public School our funding is lower than traditional public schools, so volunteers with expertise in various areas will be gladly accepted. 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 have this information completed in advance if you anticipate being a chaperone on a field trip or volunteering in the school at some point during the year. Information about how to obtain a criminal background check is available in the office.

PETS

Pets may not be brought onto the CCA school grounds unless they remain in the car. Any exceptions to this must be approved in advance by the Director. This is an insurance requirement.

PARENT TEACHER ORGANIZATION (PTO)

The Compass Classical Academy PTO is organized for the purpose of supporting the Mission of Compass Classical Academy.

The Compass Classical Academy Parent Teacher Organization (PTO) is significant in the support and enrichment of Compass Classical Academy. It is a separate organizational and financial group from CCA. The Parent Teacher Organization is a 501C3, with its own accounting, Board of Directors, Policies and Procedures.

Parent/guardian volunteerism is an important part of CCA, and we depend on our parents/guardians to share their talents and time to help make our school successful. CCA PTO is one of the many types of volunteer activities associated with the school.

Have questions? Want to get involved? Make an on-line connection at the Compass Classical PTO Facebook site or PTOCompassClassical@gmail.com

AFTER SCHOOL PROGRAM

Parents have the option of enrolling Compass Classical Academy students in an Extended Day Program. Our staff will be operating an Extended Day Program each day of school through the end of the school year. The after-school program will include homework time, an opportunity to work on and get help with homework, and an opportunity to get exercise.

The morning program will run from 7:00am to 7:45am and the after-school program will run from 3:30pm to 5:30pm

We have kept the cost low because our purpose is to offer convenience to parents and to provide a fun and safe place for children to spend their non-school hours when parents are unable to be there.

DISCLAIMER:

The written documents of Compass Classical Academy, including but not limited to, Policies and Procedures, Student-Parent/Guardian Handbook and Teacher-Staff Handbook are living documents. As such are subject to the necessity of additions, subtractions, changes, and revisions. Documents are dated as to approval/application date. If significant changes occur during the 2022-23 school year in the Student Parent/Guardian Handbook, notification will be made. Assume revisions on a yearly basis.

