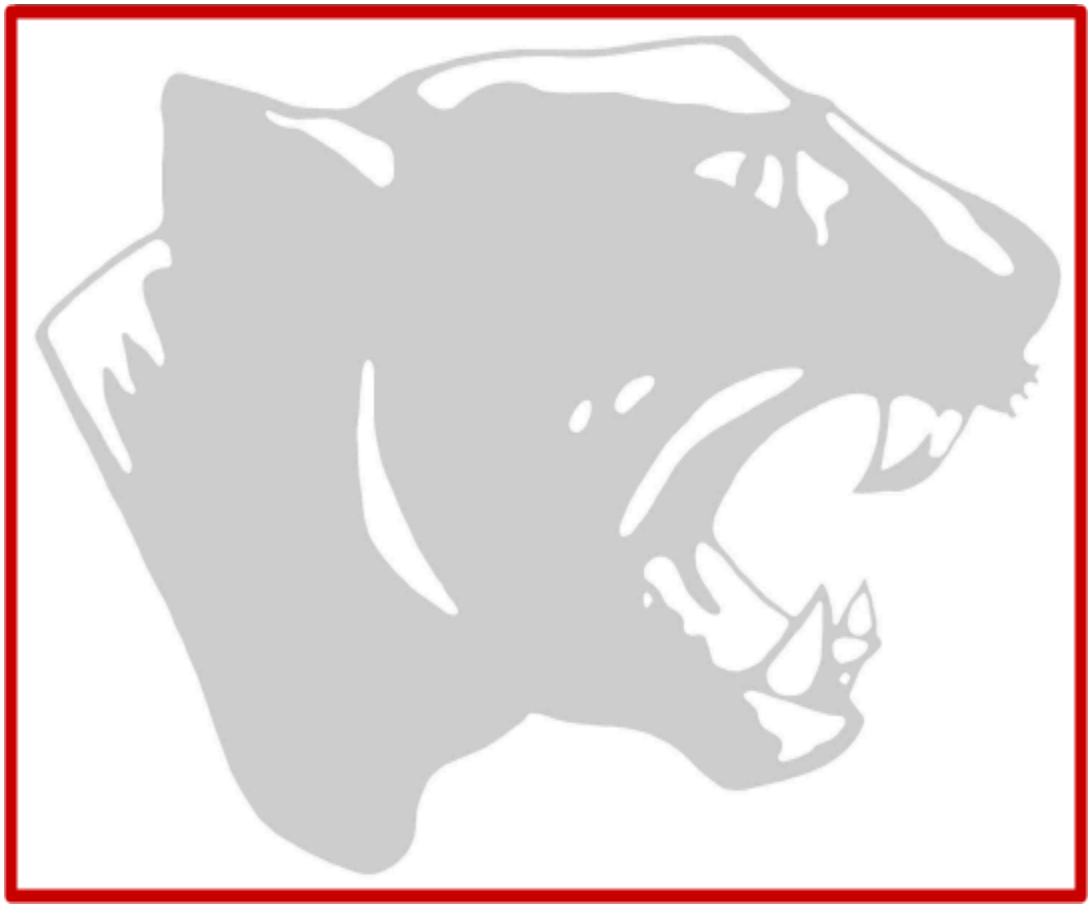
PITTSFIELD MIDDLE HIGH SCHOOL STUDENT AND PARENT/GUARDIAN HANDBOOK 2026-2027



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SCHOOL-WIDE NORMS

Although not enforced the same as rules, norms are behaviors expected of everyone when interacting within the community.

Responsibility

- We take responsibility for ourselves, our environment, and each other.
- We take responsibility for welcoming others and communicating challenges.
- We take responsibility for nurturing academic and social growth as a community.

Courage

- We show courage by advocating for ourselves and others.
- We show courage by standing up for what is right.

Respect

- We model respect by practicing common courtesy and modesty.
- We model respect by treating each other how we want to be treated.

Diversity

- We value the diversity of people and cultures and help everyone feel comfortable being themselves.
- We value the diversity of opinions and perspectives while allowing every voice to be heard.

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ADVISORY

The Advisory program is part of the foundation of PMHS, bringing together a diverse group of students with a caring adult. Advisors support the social, emotional, and academic growth of each advisee by building and sustaining relationships with advisees and the community. As an Advisory group, they nurture, advocate for, and guide one another through their unique school experience. The program is aligned to school-wide competencies which are evaluated through ongoing assessments by both students and advisors, addressing the following areas:

- College and Career: Students will understand that developing and activating an informed plan about college and/or career is a key component of post-graduate success.
- Be an Effective Learner: Students will understand that the continuous acquisition of skills, their choices for behavior, and development of their character contribute to being an effective learner and are necessary for success in school, work, and everyday settings.
- Community: Students will demonstrate the ability to be an engaged and responsible member of their community.
- Student-Led Conferences: Students will demonstrate the ability to articulate academic, personal, and social growth, as well as post-graduate goals, at Student-Led Conferences in the fall and spring.

The competencies above are assessed by the student and the advisor through individual goal setting and progress made towards those goals, guided by a four point rubric. Students receive ¼ credit each year for meeting expectations in all Advisory competencies. In addition, advisors and students work together to track assignments and academic progress, in order to help them achieve the highest possible level of academic success.

Middle School: All middle school students will be assigned to an Advisory group as seventh graders and will work with that group of students and their advisor during their middle school years. A review of Advisory progress will be completed during the fall and spring student-led conferences, and progress on Advisory competencies will be reported at the end of the first and second semesters.

High School: Students will be assigned to an advisory group as ninth graders and will spend the next four years working with that group of students and their advisor. Senior release will not be permitted during this period. A review of Advisory progress will be completed during the fall and spring Student-Led Conferences.

If you have questions or concerns about the Advisory program or student placement, please consult the Principal or Assistant Principal.

Alternative Learning Plan

A student who requires a non-traditional schedule may need to create an Alternative Learning Plan (ALP). To apply for an ALP, the student and parent/guardian must make an appointment to meet with the Assistant Principal. All ALPs must be approved by the Assistant Principal. Students with approved ALPs are required to carry four or more credit-bearing classes (maintain full-time status). This may include coursework scheduled off campus and/or online.

Alternative Learning Plans may include, but are not limited to, alternative schedules (due to health conditions or medical restrictions), online courses/distance education, early graduation, Extended Learning Opportunities (ELOs), or opportunities approved by the Assistant Principal in conjunction with School Board policies. Alternative Learning Plan components will be determined through a team consisting of the Assistant Principal, student, parent/guardian, advisor, and other appropriate people based on individual student needs.

CLASS STANDING

Students are required to accumulate a specific number of credits and courses in order to advance to the next grade. Class standing requirements are as follows:

- Sophomore = 5.25 credits including credit for English 9
- Junior = 10.5 credits including credit for English 10
- Senior = 15.75 credits including credit for English 11

COMMUNITY SERVICE

Purpose: Community Service is work performed without monetary compensation intended to help the community in some way, be it through beautification, support, or participation at community events. Community Service is voluntary work performed to help people or a person. It is meant to connect us to the community where we live, work or to the global community. Since we are all citizens, it is our responsibility to learn about and help others. It is a way to pay it forward.

Requirements: To receive a Pittsfield High School diploma, high school students are required to complete 40 hours of community service. The Administration is authorized to resolve any community service concerns.

The number of community service hours required for graduation and the number of hours a student has completed will be printed on the transcript.

It is recommended that students accumulate community service hours as follows:

- 10 hours by the end of freshman year
- 20 hours by the end of sophomore year
- 30 hours by the end of junior year

Seniors scheduled to receive the PMHS diploma or either of the Honors diplomas, who are going on the Senior Class trip, must complete all of their hours prior to the established date as determined by the senior class advisors and the Principal.

Students who transfer to PMHS during their high school years will have their hours prorated. Students may complete this requirement individually or by working in groups. Students may earn community service hours while enrolled in grades 7-12. Students are expected to follow the PMHS Norms while working in the community.

To receive credit for the hours, students must submit the completed Community Service Verification Form, including the required written reflection to the Guidance Office within 90 days of the date of service.

Community Service Reflection Example: *I spent the afternoon cleaning the town for Earth Day. We were able to show how much we care about the environment as well as our town. The residents of our town appreciate living in a place not littered with garbage. Removing trash from our sidewalks, roads, and public areas is not only beneficial for the environment, it makes our town a safer and more desirable place to live. Hopefully this will also encourage others to make an effort to keep it clean moving forward.*

Examples of Community Service Opportunities:

- Town beautification (cleaning public areas such as sidewalks, playgrounds, athletic fields, public buildings)
- Landscaping for public locations (i.e. playgrounds, athletic fields, sidewalks/roads, libraries, community centers)
- Volunteer work (i.e. food pantries, soup kitchens, homeless shelters, nursing homes, community centers, child care centers, libraries)
- Assisting in the summer recreational program
- Tutoring
- School or community-wide service committees that meet outside of school hours
- Set up community and school events (i.e. graduation, drama productions, wellness fair, book fairs, concerts, athletic functions)
- Co-teaching learning studios

Community service *excludes*:

- Work that results in pay
- Personal service benefitting their own home or family (i.e. babysitting, stacking wood, mowing lawns, packing boxes/moving)

COMPETENCY BASED EDUCATION

School Board Policy ILBAA

Our competency-based education (CBE) system is founded upon rigorous expectations for all learners. Competency based education is a student demonstration of core understanding through application of knowledge, reasoning, and skills. Each course at PMHS has a set of established competencies that describe what students are expected to know and be able to do as a result of completing the course competencies. The purpose of CBE is to ensure that all learners have an authentic opportunity to master course competencies in a personalized manner.

Common Terms

Formative Assessment: Formative assessments help teachers and students identify concepts that students are struggling to understand, skills they are having difficulty acquiring, or learning standards they have not yet achieved so that adjustments can be made to inform in process teaching and learning modifications.

Summative Assessment: Summative assessments measure a student's understanding of the concepts, skills, and knowledge within a course competency. Summative assessments include products and performances reflective of students'

knowledge and skills. **It is the summative assessment scores that accurately reflect student knowledge, abilities, and skills.**

Syllabus: At the beginning of every course, teachers will provide each student with a syllabus that outlines the course description, course competencies, summative assessments, and grading practices. Students and parents/guardians are expected to review the syllabus together and sign it.

Course Pace: The scope and sequence of a course is determined by the teacher for students to better understand the timeline to be approaching expectations or making progress towards meeting expectations. Course pace will be mapped on a course syllabus or on a visual timeline and shared on course websites.

Meeting Expectations: Students *meet expectations* when they demonstrate the knowledge and skills required within a course competency. Students may demonstrate mastery of course competencies throughout the course. Expectations may be progressive as the course goes along with increased levels of rigor to achieve mastery.

Rolling Progress: When a progress report is issued, the score reported is a “snapshot” of the student’s current level of progress towards meeting the expectations to satisfy a course competency. As learners show proficiency, progress toward completing all required competencies may be monitored in Alma, the school’s student management system.

Open/Closed Competencies: Some course competencies are open, which means they will be revisited all year through multiple assessment opportunities. Other course competencies are closed, meaning there is a specific time in which the competencies will be taught. **Teachers will communicate whether a competency is open or closed in the course syllabus and with students as the course progresses.**

Competency Scoring

Every course competency includes a rubric on a four-point scale. The rubric is a guide that communicates the required expectations to all members of the community. Course competencies reflect state and national standards for content knowledge, skills, and habits of mind.

Rubric Score	Rubric Term	Expected Level of Understanding

4	Exceeding	The student is doing some independent research to move beyond the scope of classroom discussion, addressing more complex or nuanced aspects of the topics. The student is evaluating, synthesizing, and problem solving to create high quality evidence of learning.
3	Meeting	The student is applying / transferring knowledge / skills to a new context.
2	Approaching	The student is building skills and understanding. The student may demonstrate an understanding of some essential elements but not all. The student may not yet be ready to apply skills and understanding.
1	Emerging	The student is beginning to engage with the expected content and skills.
NE	No Evidence	The student has not submitted an assignment, artifact, or produced any evidence to be assessed. An NE represents a zero.

Teachers structure learning opportunities to support all students to meet or exceed the course competencies. Teachers design their competency rubrics to allow for the demonstration of universal skills rather than requiring task-specific steps. Teachers may also suggest assessment products (assignments, learning artifacts) through which students can demonstrate their level of competency. Students who do not feel that a suggested assessment product meets their learning style, and does not accurately reflect their competency, have the opportunity to provide alternative evidence.

Statement of Procedure

All teachers will follow the procedures listed below related to course expectations, assessment practices, and parent/guardian-teacher communication.

1. At the beginning of a course, teachers will provide students and parents/guardians with a written course syllabus (see course website).

2. Teachers will discuss expectations, course pace, and grading practices at the beginning of each course. Each course will share how progress towards meeting expectations in a course competency will be evaluated. It may be the most recent assessment or an average of multiple assessments connected to that competency.
3. If the student has not submitted an assignment, artifact, or produced any evidence to be assessed an NE will be assigned, which represents a zero. Once the score is assigned as an NE, one of three steps may take place:
    - The student and teacher meet to develop a plan to make up for the missing or late work. The plan may be informal or formal at the discretion of the teacher.
    - The student may show evidence of knowledge or skills using an alternative method of expressing what they know or can do.
    - When a student is off pace, the teacher may require evidence of learning prior to attempting any summative assessment.

    The NE will be replaced with the competency score that the student earns after completing the steps required by the teacher.
4. A reassessment opportunity is available for students who turn in or complete an assessment by the established due date. Students should reassess if they score below a 2.5 on an assessment.
    - Students should meet with the teacher to create a reassessment plan. The reassessment plan may require completing additional assignments and an alternative summative that covers the same material.
    - When the reassessment plan is completed, and the score earned is between 2.5 and 4, the new score replaces the old score.
    - A reassessment score will never result in a lower score.
5. Students may demonstrate their knowledge and skills in a variety of ways. Students may propose alternative ways to demonstrate their mastery of course competencies. Teachers are expected to work with students to guide their understanding of final products or artifacts and any format adjustments needed to provide evidence of mastery.
6. Teachers will provide students with a clear understanding of all assessments. This includes a written overview that connects to course competencies, checklists for long term projects, and a rubric that will be used for the assessment of the competency. Examples will be shared to enhance student understanding of teacher expectations. Students are expected to show evidence of understanding prior to engaging in a summative assessment.

7. Mid-year assessments may be administered in segmented, full year, core classes. Core classes include English, mathematics, science, and social studies. Mid-year or Final exam scores will be counted as a summative assessment.
8. Teachers will communicate student progress through Alma and make updates every two weeks. Students and parents/guardians are expected to regularly monitor student progress on Alma. Progress reports will be mailed home quarterly and will include comments regarding student progress. **Additionally, if a student is off pace or struggling to meet expectations, teachers will make contact with the parent/guardian by email, phone call, and/or set up a conference in a timely manner.**
9. Final Course Reporting - A competency score of 2.5 is considered to be "*meeting expectations."* When a student *meets expectations* for all course competencies, credit will be awarded for the course. The course competencies will be averaged for an overall course mark. When a student completes a competency, it will be noted as *"Completed"* in the comment section. Competency scores will be averaged to determine the final course score. Report cards communicate student progress quarterly. Report cards include a breakdown of course competency scores and teacher comments.
10. Final Course Reporting on Transcripts - Final course competency scores will be translated to a letter score according to the table below. Student transcripts will reflect the letter grade.

Final Course Competency Score	Letter Grade
3.66-4.0	A
3.5-3.65	A-
3.44-3.49	B+
3.22-3.43	B
3.0-3.21	B-
2.83-2.99	C+
2.5-2.82	C
2.49-0	F (No Credit)
Course Audit	J (No Credit)

Competency Recovery	INC (No Credit Yet)
Not Competent Yet	NCY (No Credit Yet)

Course Audit

Students may request to “audit” a course. Auditing involves attending and completing course work without receiving credit or a final grade at the close of the course. Students may not audit courses that fulfill graduation requirements. Successfully audited courses will result in a “J” as a final mark on their high school transcript which will not affect their grade point average. Once a student has been enrolled in an audited course, they can no longer earn credit for the course.

Students must request to audit a course no later than the midpoint of the course. The midpoints are as follows:

- Midpoint of fall semester course: End of first quarter
- Midpoint of spring semester course: End of third quarter
- Midpoint of full year course: End of second quarter

The student must complete a Schedule Change Request form, obtained from the Guidance Office. The request for auditing a course must be approved by the Guidance Office, teacher of the course, advisor, case manager (if applicable), and parent/guardian if the student is under the age of 18.

Competency Recovery Plan

Competency recovery begins at the end of the term or at the end of the school year. The following process outlines the steps to be taken once a course has ended.

- Students who have mastered at least half of the course competencies are eligible to engage in a competency recovery plan. Students who do not master at least half of the course competencies will need to retake the course.
- Students who do not meet at least half of the course competencies may also create a competency recovery plan but will be assigned to the same course the following term or school year to continue working on course competencies with scores that carry over from the previous term or school year.

- After a first semester course has ended, the student is expected to meet with the teacher to develop a competency recovery plan, which will be submitted to the Principal within two weeks of the course end date.
- For yearlong and second semester courses, a competency recovery plan is expected to be in place and submitted to the Principal before the last day of school.
- **For courses with prerequisites,** competency recovery plans must be completed before the next course begins or teacher permission is obtained.
- **For full year courses,** the student is required to complete the competency recovery plan by the end of the first semester of the next school year.
- **For semester-long courses taken in the fall,** the student is required to complete the competency recovery plan by the end of the spring.
- **For semester-long courses taken in the spring,** the student is required to complete the competency recovery plan by the end of the first semester of the next school year.
- Once a plan has been completed, the teacher will recalculate the score and submit a Final Grade Authorization form to the Guidance Office.

Options for Competency Recovery

1. Online
• Staff assists students in registering for classes for competencies that need to be recovered and determining which online option will work best. • Staff gives instructions on how to complete VLACS and/or Apex registration. • Parents and students must then register for the program.
2. Work/Project • Teacher and student will generate alternative work/projects that fulfills competency.
3. Extended Learning Opportunity • See the Assistant Principal.

Extended Learning Opportunities (Policy IHBH)

PMHS encourages students to pursue Extended Learning Opportunities (ELOs) as a means of acquiring knowledge and skills through instruction or study outside the

traditional classroom methodology. Extended Learning Opportunities may include, but are not limited to, independent study, private instruction, performing groups, internships, job shadows, community service, apprenticeships, online courses/distance education, or other opportunities approved by the Administration in conjunction with Pittsfield School Board policies.

The purpose of ELOs are to provide educational experiences that are meaningful and relevant, and that provide students with opportunities to explore and achieve at high levels. In order to maximize student achievement and meet diverse pathways for learning, this policy permits students to employ ELOs that are stimulating and intellectually challenging, and that enable students to fulfill or exceed the expectations set forth by state minimum standards and applicable board policies.

Extended Learning Opportunities may be taken for core or elective credit or may be taken to supplement regular academic courses. Extended Learning Opportunities may also be used to fulfill prerequisite requirements for advanced classes. If the extended learning opportunity is taken for credit, the provisions of Policy IHBI, Alternative Credit Options, will apply. For more information on Extended Learning Opportunities contact the Administration.

Grade Point Average and Class Rank

Grade point average (GPA) is determined from final course grades, and is only calculated for high school level courses. Advisory, community service, audited courses, and courses with a final mark of “Pass” or “Fail” are not included in the GPA calculation. Final marks from included courses are given the appropriate non-weighted numerical value, and then multiplied by the potential credit of the course to determine grade points earned. The grade points are totaled and divided by the total number of potential credits to determine the student’s grade point average. The GPA is calculated each year, and a cumulative GPA is maintained.

Class rank is determined by the student’s cumulative GPA. After each semester, class members are ranked from highest to lowest.

Upon enrollment at Pittsfield Middle High School, grades for students transferring from other school districts are converted to the un-weighted GPA calculation method. Transfer students must be enrolled for their entire junior and senior year in order to be considered for valedictorian and salutatorian and other academic awards. Please note

that colleges and universities use their own formulas to recalculate grade point averages for admission and scholarship consideration.

Student GPA / Eligibility for Competency Recovery. Students who have 10 or more unexcused absences (habitual truancy) for a full year course, 5 or more for a half-year course will have an AF (Attendance Failure) indicated on their report card. The student may still earn credit for the class as long as they are passing all competencies. Additionally, a student who has 10 or more unexcused absences (5 or more for a semester course), who is not passing all competencies, will not be eligible for competency recovery (please refer to Attendance Guidelines for more information).

GRADUATION INFORMATION

High school graduation is the highlight of a successful educational experience at PMHS. It is a formal occasion for the graduates and all attendees. Graduation exercises consist of the Senior Awards Ceremony and Commencement Ceremony. All graduation requirements including community service and financial obligations must be met prior to participation in graduation rehearsals or exercises. Attendance at all graduation rehearsals is mandatory. We urge parent/guardian support and cooperation in making graduation a happy and meaningful event in the life of their child.

Early Graduation (Policy IKF)

The Pittsfield School Board has approved a policy for early graduation which provides that the Administration shall approve requests which are determined to meet all state and local graduation requirements and indicate that early graduation is related to career and/or educational plans of the student. Parent/guardian involvement is required for students under the age of 18.

Students contemplating early graduation must first discuss these plans with the Administration. If Early Graduation is feasible, the following process should occur:

- The student will submit a written request to the Administration detailing why early graduation is being considered, explaining how graduation requirements will be met, and indicating future plans.
- The parent/guardian will submit to the written approval of the student's request.
- Upon receipt from the Guidance Office, the Administration will approve or deny the request.

- The student and parent/guardian will receive written notification from the Administration.
- Students who are approved to graduate early are invited to attend all senior class activities and to participate in the graduation ceremony with the graduating class.

It is recommended that requests are submitted by the end of the sophomore year but no later than one semester prior to the completion of coursework.

Students graduating at the end of their junior year will remain members of the junior class for the purpose of class rank. Students who choose the early graduation option waive eligibility for valedictorian and salutatorian and awards based on four years of high school academics.

Graduation Honors

Students who have maintained a 3.75 average on a 4.0 scale (subject to School Board policy review and revision) throughout their high school career will be presented gold honor cords to wear at Commencement. Members of the National Honor Society (NHS) will each be awarded an NHS stole, honor cord, and a tassel to wear at Commencement. The two students who have achieved the highest grade point averages will be honored as valedictorian and salutatorian. Preliminary eligibility for graduation honors will be determined after the first semester of senior year. Second semester performance does impact final Class Rank, however. The valedictorian and salutatorian will be notified of their status two weeks prior to Commencement.

Graduation Requirements (Policy IKF)

A Pittsfield High School diploma or a Pittsfield School District diploma will be awarded to each student who meets the requirements for graduation. Additional information regarding diplomas and participation in graduation ceremonies is available in the Pittsfield School District Policy IKF.

DIPLOMA TYPES:

Pittsfield Middle High School offers four diploma types. The PMHS Diploma requires 21.25 credits. The PMHS Honors Diploma requires 23.25 credits. The PMHS High Honors Diploma requires 25.25 credits. The District Diploma requires 20 credits and reflects the courses mandated as minimum standards by the State of New Hampshire Department of Education. The tables below show the major differences between the four diploma types.

Pittsfield Middle High School Diploma Graduation Requirements for 2027

Credits	Curriculum Area	Prescribed Courses
4	English/Language Arts	English 9, 10, 11, and 12*
3	Mathematics***	Algebra, Statistics, and 1.5 Additional Math Credits*
3	Science	Biology, Physical Science, and 1 Additional Science Credit
3	Social Studies	World History, Economics, US History, American Government
1	Physical Education	Physical Education, Lifetime Fitness Activities, IPEP
0.5	Fine Arts	Band, Chorus, Principles of Art & Design
0.5	Health	Health
0.5	Financial Literacy	Personal Finance
0.5	Information & Communication Technology (ICT)**	Computer Applications for Business, Digital Art, Yearbook
5	Electives	Credits from any of the offered courses
0.25	Community Service Hours	40 hours required
21.25	**TOTAL CREDITS REQUIRED FOR GRADUATION**	

*****See specified Math-Related Courses (noted MRC). Students are required by NH state law to be enrolled in a Mathematics or Math-Related course each year they are in high school. Certain Concord Regional Technical Center (CRTC) courses are approved Math-Related Courses (MRC). Students are also required to pass the Civics exam.**

*Early College (dual enrollment) courses are available for English, Math, and Social Studies.

**Graphic Design and Computer Engineering offered at the CRTC are accepted ICT courses.

Pittsfield Middle High School HONORS Diploma Graduation Requirements for 2027

A Pittsfield Middle High School with Honors Diploma will be awarded to each student who has met all the following conditions of the Pittsfield Middle High School with Honors

Diploma, including the achievement of credits 23.25 as specified below and maintaining a cumulative 3.0 or better GPA.
Students meeting the criteria for the Pittsfield Middle High School with HONORS Diploma will be awarded Gold Stoles for graduation, indicating their achievement.

Credits	Curriculum Area	Prescribed Courses
4.5	English/Language Arts	English 9, 10, 11, and 12* and an additional .5 English credit
4.0	Mathematics***	Algebra, Geometry, Statistics, and 1.5 Additional Math Credits*
4.0	Science	Biology, Physical Science, Chemistry and 1 Additional Science Credit
3.5	Social Studies	World History, Economics, US History, American Government and .5 additional Social Studies elective
1	Physical Education	Physical Education, Lifetime Fitness Activities, Individual Physical Education Plan (IPEP)
0.5	Fine Arts	Band, Chorus, Principles of Art & Design
0.5	Health	Health
0.5	Financial Literacy	Personal Finance
0.5	Information & Communication Technology (ICT)**	Computer Applications for Business, Digital Art, Yearbook
4	Electives	Credits from any of the offered courses
0.25	Community Service Hours	40 hours required
23.25	**TOTAL CREDITS REQUIRED FOR PMHS HONORS Diploma (including 1.0 or more credit(s) earned for a Dual Enrollment or Advanced Placement course(currently available through VLACS)**	

*****See specified Math-Related Courses (noted MRC). Students are required by NH state law to be enrolled in a Mathematics or Math-Related course each year they are in high school. Certain Concord Regional Technical Center (CRTC) courses are approved Math-Related Courses (MRC). Students are also required to pass the Civics exam.**
*Early College (dual enrollment) courses are available for English, Math, and Social Studies.
**Graphic Design and Computer Engineering offered at the CRTC are accepted ICT courses.

PMHS HIGH HONORS Diploma Graduation Requirements for 2027

A Pittsfield Middle High School with High Honors Diploma will be awarded to each student who has met all the following conditions of the Pittsfield Middle High School with High Honors

Diploma, including the achievement of credits 25.25 as specified below and maintaining a cumulative 3.0 or better GPA.
Students meeting the criteria for the Pittsfield Middle High School with HIGH HONORS Diploma will be awarded white stoles and a double gold cord for graduation, indicating their achievement.

Credits	Curriculum Area	Prescribed Courses
4.5	English/Language Arts	English 9, 10, 11, and 12* and an additional .5 English credit
4.0	Mathematics***	Algebra, Geometry, and 2.0 Additional Math Credits*
4.0	Science	Biology, Physical Science, Chemistry and 1 Additional Science Credit
3.5	Social Studies	World History, Economics, US History, American Government and .5 additional Social Studies elective
1	Physical Education	Physical Education, Lifetime Fitness Activities, Individual Physical Education Plan (IPEP)
0.5	Fine Arts	Band, Chorus, Principles of Art & Design
0.5	Health	Health
0.5	Financial Literacy	Personal Finance
0.5	Information & Communication Technology (ICT)**	Computer Applications for Business, Digital Art, Yearbook, 3D Printing & Tech Drawing
6	Electives	Credits from any of the offered courses
0.25	Community Service Hours	40 hours required
25.25	**TOTAL CREDITS REQUIRED FOR PMHS HIGH HONORS Diploma (including 2.0 or more credit(s) earned for a Dual Enrollment or Advanced Placement course(currently available through VLACS)**	

*****See specified Math-Related Courses (noted MRC). Students are required by NH state law to be enrolled in a Mathematics or Math-Related course each year they are in high school. Certain Concord Regional Technical Center (CRTC) courses are approved Math-Related Courses (MRC). Students are also required to pass the Civics exam.**
*Early College (dual enrollment) courses are available for English, Math, and Social Studies.
**Graphic Design and Computer Engineering offered at the CRTC are accepted ICT courses.

New Hampshire Minimum Standards (District) Diploma Requirements for cohorts 2027, 2028, 2029

Credits	Curriculum Area	Prescribed Courses
4	English/Language Arts	English 9, 10, 11*, and 12*
3	Mathematics***	Algebra, Statistics, and 1.5 Additional Math Credits*
2	Science	Biology, Physical Science
2.5	Social Studies**	World History, Economics, US History, American Government
1	Physical Education	Physical Education, Lifetime Fitness Activities, Individual Physical Education Plan (IPEP)
0.5	Fine Arts	Band, Chorus, Principles of Art & Design
0.5	Health	Health
0.5	Financial Literacy	Personal Finance
0.5	Information & Communication Technology (ICT)**	Computer Applications for Business, Digital Art, Yearbook
5.5	Electives	Credits from any of the offered courses
20	**TOTAL CREDITS REQUIRED FOR GRADUATION**	

*****See specified Math-Related Courses (noted MRC). Students are required by NH state law to be enrolled in a Mathematics or Math-Related course each year they are in high school. Certain Concord Regional Technical Center (CRTC) courses are approved Math-Related Courses (MRC).**
**** .5 credit of World History, .5 credit Economics, 1 credit of US History, .5 credit of American Government, and passing the Civics exam for the State Diploma.**
*Early College (dual enrollment) courses are available for English, Math, and Social Studies.
**Graphic Design and Computer Engineering offered at the CRTC are accepted ICT courses.

New Hampshire Minimum Standards (District) Diploma Requirements for 2030

Credits	Curriculum Area	Prescribed Courses
4	English/Language Arts	English 9, 10, 11*, and 12* (includes Logic and Rhetoric)
3	Mathematics***	Algebra, Statistics, and 1.5 Additional Math Credits*
2	Science	Biology, Physical Science
4	Social Studies*	World History, Economics, US and NH History, Civics, Government of the US and NH

Credits	Curriculum Area	Prescribed Courses
1	Physical Education	Physical Education, Lifetime Fitness Activities, Individual Physical Education Plan (IPEP)
0.5	Fine Arts	Band, Chorus, Principles of Art & Design
0.5	Health	Health
0.5	Financial Literacy	Personal Finance
0.5	Information & Communication Technology (ICT)**	Computer Applications for Business, Digital Art, Yearbook
4	Electives	Credits from any of the offered courses
20	**TOTAL CREDITS REQUIRED FOR GRADUATION**	

*****See specified Math-Related Courses (noted MRC). Students are required by NH state law to be enrolled in a Mathematics or Math-Related course each year they are in high school. Certain Concord Regional Technical Center (CRTC) courses are approved Math-Related Courses (MRC).**
***Must pass the civics exam.**
*Early College (dual enrollment) courses are available for English, Math, and Social Studies.
**Graphic Design and Computer Engineering offered at the CRTC are accepted ICT courses.

In accordance with RSA 189:11, effective July 2023, in order to graduate from high school, a student must score 70 percent or better on the naturalization examination developed by the 2020 United States Citizen and Immigration Services.

According to Pittsfield School District Policy IKF, a Pittsfield School District Diploma will be awarded to a student who has met all the conditions of the New Hampshire Department of Education standards as specified in Ed 306.27, High School Curriculum, Credits, Graduation Requirements, and Co-Curricular Program or its successor. This option is available through review and consideration by the administration in collaboration with the student and the student's parent or guardian, if it is evident that the student is not likely to attain criteria established for a Pittsfield High School Diploma and may be at risk of not completing his / her high school education.

HEALTH EDUCATION AND EXEMPTION FROM INSTRUCTION (IHAM)

Parents/guardians have the right to inspect the health education curriculum and may do so by contacting the Administration to make those arrangements. Parents/guardians who wish to have their child opt-out of such instruction are required to make their request in writing to the Administration and state the particular unit of curriculum or lesson of instruction in which the student is not to participate. Opt-out requests must be

submitted annually and are valid only for the school year that they are submitted. Please see Board policy IHAM for more information.

HEALTH EDUCATION - CPR INSTRUCTION

The high school health curriculum will include instruction in infant, child, and adult CPR. Topics will include one and two person rescuer CPR, care for conscious and unconscious choking victims, and the use of automated external defibrillators (AED).

HONOR ROLL

Honor Roll will be determined at the end of the first and second semester. Students with an INC are not eligible for the Honor Roll.

High School eligibility requirements:

- **Honors with Distinction:** GPA of 4.0 (A)
- **High Honors:** Minimum GPA of 3.7 (A-)
- **Honors:** Minimum GPA of 3.0 (B)

Middle School eligibility requirements:

- **High Honors:** All grades of an A
- **Honors:** All grades of an A or B

MIDDLE SCHOOL PROMOTION

School Board Policy IKE

In accordance with School Board Policy IKE, the Promotion and Retention of Students, the Superintendent and Principal establish the rules for promotion and retention. Special consideration is given to the promotion of eighth grade students to ensure they have the knowledge and skills to be prepared for high school level courses. In order for a student to be promoted from eighth to ninth grade, first year eighth grade students are required to pass all course competencies in their core courses (English, math, science and social studies). The Administration reserves the right to grant exceptions to this policy based on extraordinary circumstances and/or recommendation from the middle school team.

MINIMUM CLASS REQUIREMENT

To be considered a full time student, students must carry a minimum of four classes.

PROGRESS REPORTS

Progress reports will be issued approximately five to eight school days after the closing date of the first and third quarter. Progress reports represent a student's progress at that date and time.

The final report card after each semester will indicate the final course grades and credits received.

ONLINE COURSES AND DISTANCE LEARNING (Policy IMBA)

The Board encourages students to take full advantage of online learning as a means of enhancing and supporting their education. It also includes opportunities for additional educational options. These educational courses will fulfill curriculum requirements.

Students must have online courses / distance education courses approved by the Guidance Office ahead of time to receive credit. An Online Approval Form must be signed by the student and the Guidance Office.

Approved online learning / distance education courses must satisfy both state and local standards, be delivered by staff licensed in the state where the course originates, and contain provisions for feedback and monitoring of student progress. The district requires accessibility to a syllabus, including prerequisites, specific learning goals/activities, student evaluation criteria, and teacher responsibilities. PMHS staff/faculty will be assigned to monitor student progress, grading of assignments, and testing.

Approved online courses / distance education must comply with all federal and state statutes pertaining to student privacy and public broadcasting of audio and video. Confidentiality of student record information will be maintained throughout the process. This includes information shared between the school district representative and the virtual school or online teacher, information shared between the School District or online teacher with students and parent/guardian and information shared between School District representatives, virtual school, or online teacher and others. The School District will provide safeguards for students participating in online instruction activities and Policy EGA, *Acceptable Use Policy,* will apply.

Students earning credit for online courses / distance education shall participate in all assessments required by the statewide education improvements and assessment

programs. Credit for the course is not recognized until an official or final grade has been submitted to the Guidance Office.

Students who violate any part of the policy or engage in any other activity that is considered inappropriate are subject to disciplinary action consistent with School Board policies and the Student and Family handbook.

SCHOLARSHIPS

School Board Policy IKG

Scholarship information and applications are available through Advisory and from the Guidance Office. National and regional scholarships are available year round. Students and parents are encouraged to visit the “Scholarships and Financial Aid” page in the Guidance Office section of the PMHS website for more information. Local scholarships are available during the second semester of the student’s senior year. Local scholarship applications will be distributed through Advisory and are available on the “Scholarships and Financial Aid” page in the Guidance Office section of the PMHS website.

SPECIAL EDUCATION

Special education programs and services are available to students with disabilities. A parent/guardian, teacher, or student may contact the Student Services Administrator to determine a student's eligibility for services.

NOTICE OF RIGHTS PURSUANT TO RSA 186(C) (16) (B)

The state and federal special education laws (New Hampshire Revised Statutes Annotated chapter 186-C and Title 20, United States Code, Sections 1400-1415) require that the school district offers a "free appropriate public education" to all educationally disabled children.

These statutes define educationally disabled children as children suffering from certain enumerated disabilities who are between the ages of three and twenty-two and who have not yet obtained a high school diploma. A "free appropriate public education" consists of specially designed instruction and educationally related consultation with the student's parents.

If you suspect that your child is educationally disabled and qualifies for such special services, you may make a written referral requesting that the school district determine

your child's eligibility. Such referrals should be addressed to the Student Services Administrator, Pittsfield Middle High School, 23 Oneida Street, Pittsfield, NH 03263.

The special education laws confer many rights and obligations upon parents and school districts regarding the educationally disabled children. These include, but are not limited to, the following which are listed in Title 20, United States Code, Section 1415(b).

1. Parents may examine all relevant records with respect to the identification, evaluation, and educational placement of the child, and the provision of a free appropriate public education.
2. Parents may obtain an independent educational evaluation at their own expense.
3. The school district must adopt procedures to protect the rights of the child whenever the parents of the child are unknown or unavailable or whenever the child is a ward of the state. Such procedures may include the assignment of an individual who is not an employee of the school district or the state department of education to act as a surrogate for the child's parents or guardians.
4. The school district must give the child's parents or guardians prior written notice whenever the district proposes to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free and appropriate public education. The school district must adopt procedures designed to assure that this notice fully informs the parents or legal guardian in their native language of all procedures available under Section 1415 unless it is clearly not feasible to do so.
5. The school district must adopt procedures which include the opportunity to present complaints with respect to any matter relating to the identification, evaluation, placement of the child, or the provision of a free appropriate public education to such child.
6. Whenever a school district receives such a complaint, the child's parents or guardian shall have the opportunity for an impartial due process hearing officer appointed by the state department of education. The hearing officer shall not be an employee of any agency involved in the education or care of the child. The administrative hearing officer's decision may be appealed to the US District Court or the New Hampshire Superior Court.

State law established short deadlines for requesting an administrative hearing and appealing the hearing officer's decision to the courts. According to New Hampshire Revised Statutes Annotated Section 186-C: 16-b, which became effective on May 1, 1992:

1. Any action seeking to enforce special education rights under state or federal law shall be commenced by requesting an administrative hearing from the state department within two years of the date on which the alleged violation was or reasonably should have been discovered. However, any action against a school district to recover the costs of a unilateral special placement shall be commenced by requesting an administrative hearing from the state department of education within 90 days of the unilateral placement.
2. Where the parent, legal guardian, or surrogate parent has not been given proper notice of special education rights pursuant to Title 20, United States Code, Section 1415(b), including notice of the time limitations in NH Revised Statutes Annotated Section 186-C:16-b, such limitations shall run from the time notice of those rights is properly given. The state department of education shall make available a model notice of rights which school districts may use as one means of complying with this notice requirement.
3. An appeal from the state department of education administrative hearing officer's decision to a court of competent jurisdiction shall be commenced within 120 days from receipt of the decision. All such decisions shall be sent certified mail, return receipt requested.
4. Any action under Title 20, United States Code, Section 1415(e), seeking reimbursement from the school district for attorney fees related to a request for an administrative hearing, shall be commenced within 120 (one hundred twenty) days from receipt of the state department of education administrative hearing officer's decision.
5. Where a unilateral placement has been made without the school district of residence being offered a reasonable opportunity to evaluate the child and to develop an individualized education plan, reimbursement may not be sought from the school district for any costs incurred until the school district is given an opportunity to evaluate the child and to develop an individualized education plan.

For additional information regarding special education and the special education laws, please contact the Student Services Administrator, Pittsfield Middle High School, 23 Oneida Street, Pittsfield, NH 03263, (603) 435-6701.

SECTION 504 – REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 is a federal law that prohibits discrimination based on disability in programs and activities that receive federal funding. It ensures that individuals with disabilities have equal access to opportunities and benefits in various settings, including education, employment, and healthcare. This

includes a barrier free environment for all pupils and personnel in the district. Parents/guardians, students, and teachers are advised to report any concerns regarding these matters to the PMHS Administration.

STUDENT CENTERED LEARNING

Student-centered learning holds the student at its center instead of the teacher. As students take on the role of “proactive learner,” they are challenged to become aware of their needs, abilities, interests, and learning styles as the teacher takes on the role of “coach or facilitator” of learning. This classroom teaching method acknowledges student voice as central to the learning experience for every learner.

STUDENT-LED CONFERENCES

The purpose of a student-led conference is for the student to take a lead role in a presentation that articulates her/his academic, personal, and social growth. Student-led conferences occur in the fall and spring of each year. Students and their advisors assess the conferences together using a 4-point rubric. The student-led conference fulfills an advisory requirement as well.

STUDENT RECORDS (JRA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible student”) certain rights with respect to the student’s education records.

- The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student’s educational records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write to the Principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of

the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right of a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED).

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

The Pittsfield School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Pittsfield School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Pittsfield School District will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Armed Forces Recruiter Access to Students and Student Recruiting Information

Junior and Senior Parents: Section 9528 of the *No Child Left Behind Act of 2001* is titled *Armed Forces Recruiter Access to Students and Student Recruiting Information*. This section gives armed service representatives access to junior and senior students' names, addresses and telephone listings. Parents/guardians may request in writing that this data not be released on the high school's information lists. A request to not release your junior or senior student's information should include their full name and date of birth. The written request should be sent to the address below by October 1 or within 30 days of registering for school.

Assistant Principal
Pittsfield High School
23 Oneida Street
Pittsfield, NH 03263

STUDY HALLS

An instructional study hall is available by elective choice for students who would benefit from a scheduled period to facilitate learning. Attendance is taken at the beginning of each period and students are expected to bring academic work. Study halls provide students the opportunity to complete assignments, readings, research, homework, and

projects during the school day. The atmosphere in the study hall must be quiet and purposeful. No activity will be allowed which interferes with another student's right to quiet and uninterrupted study time. Students are expected to use good judgment regarding their use of study hall time. All regular classroom expectations apply.

TRANSCRIPTS

The Guidance Office maintains high school transcripts for students who are enrolled in or have earned credit in high school courses. Students who need their high school transcript released to a post-secondary institution or employer must fill out a Transcript Release Form with the Guidance Office.

WITHDRAWAL FROM CLASS - COURSE WITHDRAWAL (HIGH SCHOOL ONLY)

Students are responsible for all the requirements of any course in which they are registered unless the student officially withdraws through the Guidance Office. Each request for withdrawal will be considered on its own merit and according to the educational needs of the student.

- For the initial ten days of class, students may withdraw without a final mark for the course on their high school transcript or affecting their grade point average.
- For a year-long course, between the tenth day and the end of the first quarter, the student must complete a Schedule Change Request form, obtained from the Guidance Office.
- For a semester-long course, between the tenth day and midpoint of the class, the student must complete a Schedule Change Request form, obtained from the Guidance Office. The midpoints are as follows:
    - Midpoint of fall semester course: End of first quarter
    - Midpoint of spring semester course: End of third quarter

The schedule change request must be approved by the Guidance Office as well as the teacher of the dropped/added course(s), advisor, case manager (if applicable), and parent/guardian if the student is under the age of 18. If approved, this will result in a final mark of "WP" (withdrawn passing) or "WF" (withdrawn failing) on their high school transcript and no earned credit. Final marks of "WP" and "WF" do not affect the student's grade point average if the withdrawal is before the midpoint of the class.

Withdrawals after the withdrawal deadline for the class will result in a failing grade for the course which will negatively affect their grade point average. The student will receive no credit for the course.

CO-CURRICULAR AND ATHLETIC INFORMATION SECTION 2

CO-CURRICULAR ACTIVITIES

All students are encouraged to get involved in some aspect of school life beyond the regular classroom. All requests to hold class, club, or organization activities must be submitted to and approved by the Principal. Copies of minutes of all class, club, and committee meetings are submitted to the Principal and made available to students, teachers, parents, administrators and others upon request. The Pittsfield Administration will avoid scheduling school co-curricular events on Sundays whenever possible. If an event must be scheduled on a Sunday there will be no penalties for any students who cannot attend.

CO-CURRICULAR SCHOOL CLUBS

Student participation in co-curricular activities is an integral part of our school experience. Our goal is to engage students in a variety of activities and empower them to be student leaders. Our current co-curricular offerings include:

- Chess Club
- Drama Club
- Environmental Club
- Future Business Leaders of America (FBLA)
- IMPACT Team
- National Honor Society
- National Junior Honor Society
- Ski & Snowboard Club
- Site Council
- Student Council*

*Please note that the Site Council and Student Council are elected positions.

If a student or staff member is interested in starting a new school club, please see the Principal.

INTERSCHOLASTIC ATHLETICS

Our athletic department's mission is to strive to develop: sportsmanship, leadership, integrity, a competitive spirit, a winning attitude, and team and school loyalty. Student-athletes are expected to be model students throughout the community as well as in the classroom through their effort and the respect they show to everyone.

PMHS is a member of the New Hampshire Interscholastic Athletics Association (NHIAA). The NHIAA sets forth guidelines for participation in interscholastic athletics. Eligibility regulations of the NHIAA apply to middle school, junior varsity, and varsity participation. PMHS also sets forth expectations in accordance with NHIAA (please reference the extra-curricular eligibility policy).

The PMHS Athletic Department offers many athletic options and encourages students to participate in multiple sports. We will create an environment where individuals can reach their potential as students, athletes, and community members.

INTERSCHOLASTIC ATHLETICS; CONCUSSIONS AND HEAD INJURIES (JLCJ)

The School Board recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The board acknowledges the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated or managed. The Board recognizes that the majority of concussions will occur in "contact" or "collision" sports. However, in order to ensure the safety of all District student-athletes, this policy will apply to all competitive athletic activities as identified by the administration.

Consistent with the National Federation of High Schools (NFHS) and the New Hampshire Interscholastic Athletic Association (NHIAA), the district will utilize recommended guidelines, procedures, and other pertinent information to inform and educate coaches, youth athletes, and parents/guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury.

Annually, the District will distribute a head injury and concussion information sheet to all parents/guardians of student-athletes in competitive sport activities prior to the student-athlete's initial practice or competition.

All coaches, including volunteers, will complete training as recommended and/or provided by NHIAA, the New Hampshire Department of Education, and/or other pertinent organizations. Additionally, all coaches of competitive sport activities will comply with NHIAA recommended procedures for the management of head injuries and concussions.

Athletic Director or Administrator in Charge of Athletic Duties

Updating: Each spring, the Athletic Director or designee shall review any changes that have been made in procedures required for concussion and head injury management or other serious injury by consulting with the NHIAA and other pertinent sources of such information. If there are any updated procedures, they will be adopted and used for the upcoming school year.

Identified Sports: Identified sports include all NHIAA-sanctioned activities, including cheer/dance squads, and any other district-sponsored sports or activities as determined by the district.

Coach Training: All coaches shall undergo training in head injury and concussion management at least once every two years by one of the following means: (1) through viewing the NHIAA sport-specific rules clinic; or (2) through viewing the NHIAA concussion clinic found on the MHSA Sports Medicine page at www.mhsa.org.

Parent Information Sheet: On a yearly basis, a concussion and head information sheet shall be distributed to the student-athlete and the athlete's parent/guardian prior to the student-athlete's initial practice or competition. This information sheet may be incorporated into the parent permission sheet that allows students to participate in extracurricular athletics.

Coach's Responsibility: A student-athlete who is suspected of sustaining a concussion or head injury or other serious injury in a practice or game shall be immediately removed from play.

Administrative Responsibilities: The superintendent or his/her designee will keep abreast of changes in standards regarding concussion, explore staff professional development programs relative to concussions, and will explore other areas of education, training, and programs.

Removal from Play and Protocol for Return to Play

Any coach, official, licensed athletic trainer, or health care provider who suspects that a student-athlete has sustained a concussion or head injury in a practice or game shall immediately remove the student-athlete from play. A student-athlete who has been removed from play shall not return to play on the same day or until he/she is evaluated by a healthcare provider and receives medical clearance and written authorization from that health care provider to return to play. The student-athlete shall also present written permission from a parent/guardian to return to play.

The District may limit a student-athlete's participation as determined by the student's treating health care provider.

Concussion Awareness and Education

To the extent possible, the Board encourages the administration to implement concussion awareness and education into the district's physical education and/or health education curriculum. The administrative decision will take into account all relevant considerations, including time, resources, access to materials, and other pertinent factors.

Academic Issues in Concussed Students

In the event a student is concussed, regardless of whether the concussion was a result of a school-related or non- school-related activity, district staff should be mindful that the concussion may affect the student's ability to learn. In the event a student has a concussion, that student's teachers will be notified. Teachers should report to the school nurse if the student appears to have any difficulty with academic tasks that the teacher believes may be related to the concussion. The school nurse will notify the student's parent/guardian and the treating physician. Administrators and district staff will work to establish a protocol and course of action to ensure the student is able to maintain his/her academic responsibilities while recovering from the concussion.

Section 504 accommodations may be developed in accordance with applicable law and Board policies.

INTERSCHOLASTIC ATHLETICS: STUDENT-ATHLETE CONTRACT

1. **Eligibility Requirements**:

To be **eligible** to participate in any extracurricular activity, the student must be **passing** a minimum of **four** credit-bearing courses (not including Driver's Education, ELOs, Learning Studios, or Advisory) during the previous PMHS reporting period. An INC does not qualify as a passing grade.

For Online Courses to count towards eligibility they must meet the following criteria:

1. Must be passing the course
2. Semester Course (.5 Credit):
    - 40% completed by mid-semester (1st or 3rd progress report)
    - 100% completed by the end of semester
3. Full Year Course (1 Credit):
    - 20% completed by 1st progress report
    - 40% completed by 2nd progress report
    - 60% completed by 3rd progress report
    - 100% completed by 4th progress report

Passing is defined by the institution granting credit.

2. **Ineligibility:**

A student who is considered **ineligible** (not passing a minimum of 4 credit bearing courses) is **not allowed to participate or attend any activity, meeting, practice, or team event.** An ineligible student has two weeks from the reporting date to regain their eligibility to participate in an extracurricular activity. If the student has not met the eligibility guidelines by that date, they are ineligible until the next reporting date or the start of the next season.

3. **Summer Competency Recovery:** Students who do not meet the PMHS Extra-Curricular requirements have until **one week prior to the fall season start date** (as set forth by the NHIAA guidelines) to complete competency recovery for eligibility purposes.

Physicals

In order to participate in interscholastic athletics (practices or games), students shall have a medical statement on file at school that is provided by a physician, nurse practitioner, or physician's assistant (within the meaning of NH RSA 329) certifying the student athlete has passed a preparticipation physical examination prior to the beginning of the student athlete's middle school (grades 7-8; inclusive of 6th grade) and high school (grades 9-12) athletic career. In every subsequent year, athletes shall provide an updated medical history. A physical examination pertinent to their needs shall be performed, if deemed necessary.

Pay to Participate Fee

Participation in middle and high school athletics requires a "Pay to Participate" fee. The fee is due prior to the first contest of the season. Families may apply to the Athletic Director for Participation Fee assistance if needed.

Injuries

Student-athletes are required to report all injuries they sustain before, during, or after a practice or game to their coach. Any injury that results in a doctor's note for care, prevention, or restriction from participation will require a parent/guardian and coach consultation prior to the student-athlete resuming participation.

Student Athlete Conduct

Being a student-athlete at Pittsfield Middle High School is a privilege that carries certain responsibilities. Student-athletes represent the school in an environment outside of the classroom and should conduct themselves in a way that best represents the school and the community. Student-athletes should display good sportsmanship and act responsibly at all times. Student-athletes are expected to exhibit sportsmanship, integrity, dedication, a healthy competitive spirit, and a winning attitude. All student-athletes will be afforded due process in any situation that may require disciplinary action.

Minor Misconduct: The head coach is responsible for handling minor misconduct during an athletic event and notifying the Athletic Director of any behavior resulting in a suspension. Minor misconduct includes, but is not limited to, failure to adhere to program or team standards, yellow or red cards, flagrant or technical fouls, and ejections.

Major Misconduct: The head coach is responsible for notifying the Athletic Director of any major misconduct during an athletic event and it will be reviewed by the Administration, Athletic Director, and Head Coach. Major misconduct includes, but is not limited to, use or possession of illegal substances, red cards, and ejections.

Travel

All student-athletes are expected to travel on the bus provided for athletic games. A student-athlete may travel to and from games with a parent/guardian provided the head coach is notified. A student-athlete will be allowed to travel on other transportation to away games only under extenuating circumstances with prior approval from the Athletic Director.

Communication of Concerns

If a student-athlete or parent/guardian encounters a concern, the following chain of command must be used to resolve those concerns.

1. Coach
2. Athletic Director
3. Principal
4. Superintendent
5. School Board

GENERAL INFORMATION SECTION 3

ANNOUNCEMENTS/DAILY BULLETIN

Announcements are read over the intercom at the start of school each day. All announcements are subject to the approval of the Administration.

CLASS MEETINGS

Class meetings will occur on a monthly basis. Class meeting locations and times will be determined at the beginning of each school year.

- Students are expected to attend their advisory level class meetings.

- Students in grades 9-12 will have the choice to attend a class meeting or attend a pre-determined study hall.
- All students attending a class meeting may participate, but only students on grade level may vote.
- Students must be on grade level in order to hold a class officer position (president, vice president, secretary, treasurer, and/or sergeant at arms).

COMMUNICATIONS SEQUENCE (Policy KEB)

In order to avoid any misunderstandings, student and/or parents/guardians questions, suggestions, or complaints should be directed in the following order:

1. Teacher and/or Advisor
2. Administrator
3. Superintendent
4. School Board

Only if the matter is not resolved through the first three steps should it be brought to the attention of the Pittsfield School Board.

CONCORD REGIONAL TECHNICAL CENTER

Students in tenth to twelfth standing have the opportunity to attend the Concord Regional Technical Center (CRTC) at Concord High School. Applications to the CRTC will be distributed by the Guidance Office, and will be due in February for admission for the following year.

The CRTC provides students with 14 two-year program opportunities including Automotive Technology, Business, Computer Engineering, Construction Trades, Cosmetology, Criminal Justice, Culinary and Pastry Arts, Education and Behavioral Science, Emergency Services, Graphic Design and Creative Media, Health Science, Theater and Film and Welding. Refer to the PMHS Program of Studies for complete course descriptions. Most of the programs at the CRTC have dual enrollment opportunities where the student can earn both high school and college credit. Please visit www.thecrtc.org for more information.

The CRTC institutes a strict attendance policy (showing up to work every day), dress expectations (workplace safety), and an emphasis upon proper conduct at all times

(teamwork). The CRTC allows five absences per semester, after which the student will lose credits in the course and must meet with the CRTC Director to appeal.

Bus service is provided to and from the CRTC from Pittsfield Middle High School. Students who miss the bus to CRTC are to report to the PMHS main office immediately. Students who miss the bus will not be allowed to sign out of the building and will be assigned to a study hall. Students are not allowed to drive to the Concord Regional Technical Center without written approval by Concord High School and Pittsfield Middle High School.

DAILY SCHEDULES

Daily class schedules are available on the school website. The class schedules include:

- Daily Schedule
- Wednesday Early Release Schedule
- Two-hour Delay Schedule
- Early Release Schedule for Weather Related or Emergency Closings
- Assembly Day Schedule
- Concord Regional Technical Center Bus Schedule

FOOD SERVICES

Pittsfield Middle High School works collaboratively with Fresh Picks Cafe to offer a variety of breakfast, snack, and lunch items. Families can manage student accounts in one of three ways:

- Option 1: Cash
- Option 2: MySchoolBucks – you can register for a free online account using a credit or debit card. This service allows you to make payments, view recent purchases, check balances, and set-up low balance alerts.
- Option 3: You may send a check with your child made payable to the Pittsfield Schools Lunch Program. Please make sure to include the child's name in the memo line.

Meal prices for breakfast and lunch are listed below.

- Breakfast
    - Full Price $2.85
    - Reduced Price $.00
- Lunch
    - Full Price $3.60
    - Reduced Price $0.40

The meal assistance program is a federally funded program that provides free and reduced meals to families that meet USDA income guidelines. Information regarding this program is available on Fresh Picks Cafe website and will be sent home on the first day of school. Please contact the main office or the Food Service Director at 435-6701 ext. 1105 for more information.

Students with free meal eligibility are not allowed to accrue a negative balance. Free meal status allows a student to receive free breakfast and lunch on a daily basis. A la carte items are not part of USDA NSLP. Students with reduced meal eligibility will be permitted to charge up to five reduced priced meals, defined as the account cap.

Reduced price eligibility status allows a student to receive reduced price meals at an amount determined by the Department of Education Nutrition, Health, and Safety Program. All other students will be permitted to charge up to five meals at the standard meal price, also defined as the account cap. The standard meal price is determined by the Pittsfield School District. Families will be notified of low or deficit balances at regular intervals during the school year.

Families may also monitor student account balances on MySchoolBucks. When a student reaches the account cap, students will be offered a meal from the signature meal station only, which will be charged to the student's account at the corresponding rate. Balances owed with no response from a parent/guardian after two notifications from the School District, may result in a student being prohibited from participation in extracurricular or co-curricular activities, field trips, promotion or graduation programs, or other fee-based programs.

HALL PASS SYSTEM

All students must carry a hall pass in the hallway during class time for the purposes of going to the bathroom, locker, etc. Students may transition to class and use the bathroom, go to lockers, etc. without a pass during transition times, but they are expected to be in class by the second bell. All students leaving the classroom are required to sign out and in. Students who don't have a hall pass will be sent back to class. Repeat offenders will be issued a behavioral referral to administration.

Students must have a hall pass to be in an area other than the cafeteria or outdoors during morning arrival time and lunch. A hall pass is also required from the main office to get breakfast after the second bell in the morning.

HEALTH OFFICE

The Health Office is available to anyone requiring medical attention.

- Students must receive a pass from their teacher to go to the Health Office unless it is an emergency.
- Students will be sent from the Health Office to class if symptoms do not require dismissal from school.

Medication During School Hours (Policy JLCD): New Hampshire State Policy advises that physician prescribed medication should be taken at home either before school or after school. In cases where a student requires medication during the school day, the following procedures must be followed:

- A written statement must be on file from the physician detailing the amount of medication the student is to receive, the method of administration and the time it is to be given.
- A signed request form must be submitted to the Health Office authorizing the school nurse, administration, or designee to administer the medication. The request form also releases the school from liability when administering medication. Request forms are available in the Health Office.
- All medications must be delivered to the nurse by a parent/guardian.
- The medication must be presented in a properly labeled container from the prescribing pharmacy. No container improperly labeled will be accepted.
- No student will be given prescription medication without the physician's statement and the Parental Release Form on file in the Health Office.
- Students who use asthma inhalers and/or epinephrine auto-injectors are allowed to possess and use these medications in school if they have written approval from the parent **and** physician. Also there must be written physician verification that the student has the knowledge and skills to safely possess and use an asthma inhaler and/or epinephrine auto-injector in a school setting.
- Students in grades 6 - 12 must, by regulation, have physician prescribed medication kept in the Health Office and be assisted by the school nurse, Principal, or designee when taking medication except as indicated in the paragraph above. All students must have a physician's signed statement on file in the Health Office when taking prescribed medication during school hours.

- No over the counter, non-prescription medication (including Tylenol, Ibuprofen, cough medicines, etc.) can be administered to your child at school without a signed Parental Consent Form. These forms are available in the Health Office.
- Medications should be in the original container, and should include the student's name, name of medication, and reason and times it should be given.

Physicals and Immunizations: All new registrations to the district must provide a copy of your child's most recent physical examination. Immunization records on file must be current in order to be in compliance with the state law. Your child may not be allowed to begin school or may be excluded from attending until the school nurse receives them. **Please refer to the Department of Health and Human Services at** www.dhhs.nh.gov **or by calling 1-800-852-3345 ext. 4482 for more information.**

HOMELESS STUDENTS

If you and/or your family live in any of the following situations you have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations
- Doubled up with friends or relatives because you cannot find or afford housing

When you move, or if you are in any of the circumstances described above, you should do the following:

1. Contact the building representative, the PMHS School Counselor for homeless education for help in enrolling in a new school or arranging to continue in your former school. (Someone at a shelter, social services office, or the school can direct you to the person you need to contact.)
2. Ask the local liaison or building representative for homeless education about assistance that you or your family may be entitled to and resources that may be available.

INSURANCE COVERAGE

All students have the opportunity to purchase an insurance plan covering medical and hospital bills resulting from an accident or injury while:

- Going directly to school or returning directly from school;
- At school or participating in school sponsored and supervised events; or
- Participating in interscholastic sports.

The school offers a comprehensive low-cost plan as a service to parents. Details of the plan will be presented in a brochure from the insurance company, which is sent home the first week of school. Inexpensive rates are only available at the beginning of the school year.

The Pittsfield School District, its employees and its agents, will not be held liable for injuries or illnesses incurred while attending school or school functions, nor will the District assume responsibility for payment of financial obligations resulting from such injuries or illnesses.

LIBRARY MEDIA CENTER

The Library is the academic center of the school and should be used as such. Students are expected to respect the learning environment by conducting themselves in a manner that promotes learning. All students entering the Library Media Center who are not scheduled to be there during a class need to sign in at the main desk.

LOCKERS

At the beginning of the school year all students will be assigned a locker.

- All students will be assigned a combination lock to use with their locker. No other locks will be permitted on student lockers unless approved by administration. Lockers should be locked at all times. Students are to only use their assigned locker.
- The administration and teachers are not responsible for the loss of money or property kept in lockers, desks, and storage areas.
- All lockers on school premises are the property of the School District. Lockers are made available for student use in storing school supplies and personal items necessary for school.
- The student's use of the locker does not lessen the School District's ownership or control of the locker. **The School District retains the right to periodically inspect the locker and its contents** to insure that the locker is being used in

accordance with its intended purpose to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material, and to prevent the use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, alcohol, contraband or any other material not specifically related to school purposes or an educational function of the School District.

- In the event that any weapons, illegal drugs, alcohol, contraband or other material not specifically related to school purposes is uncovered during an inspection of a locker, the item(s) will be removed by deemed consent.

NATIONAL HONOR SOCIETY AND NATIONAL JUNIOR HONOR SOCIETY

The National Honor Society (NHS) and National Junior Honor Society (NJHS) Faculty Council select students for membership. The NHS and NJHS Faculty Council consists of five faculty members from Pittsfield Middle High School appointed by the Advisor. The Advisors are non-voting members, therefore the NHS and NJHS Faculty Councils will make the final determination of selection.
Eligibility:

1. To meet the academic requirements for NHS, a student must have a minimum cumulative grade point average (GPA) of 3.0 on a 4.0 scale. The student's cumulative GPA will be calculated at the end of the second semester of their previous year. Additionally, a student who has an INC in any prior course, at the time of review, is not eligible. To retain membership in the National Honor Society, members must maintain a minimum cumulative GPA of 3.0.
2. To meet the academic requirements for NJHS, a student in seventh or eighth grade must have an 80% or higher in every class after the first semester report card.
3. Candidates must have been in attendance at PMHS for the entirety of the semester prior to the end of the previous marking period.

For notices of appeals in cases of non-selection of candidates, and disciplining or dismissal of members, please contact the NHS or NJHS Advisor for the official National Honor Society rules and regulations. Members who resign or are dismissed are never again eligible for membership or its benefits.

Selection Process: Students who are eligible for membership will be notified by the Advisor. Once notified, students will have one calendar week to complete and submit the application requirements. Only those students who return the completed application

will be considered for selection. The selection decision will be determined by the Faculty Council.

SCHOOL BOARD MEETINGS

The Pittsfield School Board meets the first Thursday of each month in the Media Center at Pittsfield Middle High School beginning at 5:30 PM. Meeting agendas and minutes are available on the Pittsfield School District website.

SITE COUNCIL (Policy CE)

The School Board recognizes the Pittsfield Middle High School Site Council as a school-based advisory group established to promote collaboration among students, staff, administration, and community members. The Site Council may provide input and make non-binding recommendations regarding school climate, student life, and revisions to the Student and Family/Guardian Handbook. All recommendations related to school policies, procedures, and handbook changes must be reviewed and approved by the Principal and Superintendent, and, where applicable, brought before the School Board for final approval.

STUDENT COUNCIL

The purpose of the Student Council is to build class camaraderie and promote school spirit. Each grade level elects two representatives to serve on the Student Council. The council meets monthly to plan and coordinate school wide events such as Spirit Week and Field Day.

TRANSPORTATION

Bicycles

For safety reasons, students who bring bicycles *(or motorized/electric bicycles)* to school are to park them at the bike rack. Students are not to ride bicycles on school grounds during the school day. Students are advised to lock their bikes while at the bike racks. It is state law that students under the age of 16 must wear a helmet and we recommend that all students wear helmets while riding a bicycle to and from school.

Bus Procedures and Regulations

The privilege of riding a school bus is conditioned on appropriate behavior and observance of the PMHS NORMS and bus rules. Any student who exhibits inappropriate behavior or violates established NORMS and/or rules will be reported to an administrator and may lose transportation privileges. Complaints concerning the operation of buses should be directed to the Principal.

The school's discipline system is in effect on all buses and will be enforced by the drivers. Inappropriate behaviors will be reported through the discipline system guidelines and consequences issued.

School Responsibilities:

1. The school Superintendent or his/her representative as designated in writing has the authority to suspend the riding privileges of students who have disciplinary problems on the bus by failing to conform to the rules and regulations established by the School Board (RSA 189:9-a).
2. If a student has been denied the right to ride a school bus for disciplinary reasons, the parent/guardian of that student has the right to appeal within 10 days of suspension to the authority that suspended this student's right (RSA 189:9-a).

Bus Misconduct Procedure

- Bus misconduct that breaks PMHS NORMS, as well as bus rules, will be treated as school misconduct and will be dealt with accordingly.
- Bus misconduct that involves violation of the law will be reported to the police.
- Students will be informed of any Transportation Discipline Notice and will be afforded a hearing with the Principal or designee prior to any disciplinary consequence. Parents/guardians will be informed of any Transportation Discipline Notice and consequence.

Bus Loading and Unloading Procedures

The most potentially dangerous situation a school bus driver faces each day is stopping a school bus on a public roadway to load or unload students. The average driver makes approximately 20 to 25 stops per route, therefore, the loading and unloading procedures are crucial to the safety of students being either loaded or unloaded, to the students on the bus and to the motoring public.

A school bus only stops at “designated stops” to load or unload students. The Superintendent, subject to review by the Board, shall approve bus routes. Students should be instructed that there is only one designated bus stop for them to board or leave the bus and any change in the procedure must follow school district policy.

1. Students should arrive at the bus stop at least five minutes prior to the scheduled arrival of the bus.
2. Students should stand at least ten feet from the point where the bus will stop.
3. Students should board the bus in an orderly fashion, using the handrail and go directly to their seats.
4. Students must be instructed not to pick up anything dropped within the ten foot Danger Zone. Students must get the driver’s permission to pick up any item within this zone.

Students become the responsibility of the school district when they board the bus in the morning and cease to be the responsibility of the school district when they disembark from the bus in the afternoon (N.H. Department of Education 308.02).

Parking

Student parking at PMHS is a privilege. There is limited student parking space available. All student vehicles must be registered with the main office. Parking permits must be displayed so they are visible on the windshield. Failure to follow the parking regulations may result in the loss of parking privileges.

- Parking permits are issued to individual students and must be properly displayed on the car while in the parking lot.
- Parking permits are not transferable to other students.
- Unregistered vehicles are not permitted on school grounds at any time.
- Oneida Street is a one-way street, along with Berry Avenue. Traffic will flow up Oneida Street and out to Tilton Hill Road via Berry Avenue.
- Off-highway recreational vehicles (OHRV) are only permitted on school grounds with permission from the Principal. OHRV must be parked in the area designated by the administration.
- The student parking is opposite the gym on Berry Avenue. Students are to park in this area only.
- Students may not remain in their vehicles or stand in the vicinity of the parking area. Students must obtain permission to go to their vehicles during the school day and must be supervised to and from the parking lot while school is in session.

- Careless driving, excessive speed, discourtesy for other persons or vehicles, failure to park properly, remaining in a parked vehicle, and loitering in the area are sufficient reasons to refuse permission for a student to use the parking area.
- Vehicles on school property are subject to inspection and/or search by school personnel if there is reasonable suspicion that the vehicle contains evidence of illegal activity or substances, or there is evidence of a violation of school rules. .

Reserved Senior Painted Parking Spaces

- All students who will have senior status (15.75 credits or more) for the following year will be eligible to apply for a Reserved Senior Parking Space.
- Reserved Senior Parking Spaces will be assigned by a lottery system.
- Seniors with Reserved Parking Spaces are allowed to paint their spot on the designated **Reserved Senior Parking Space Paint Day.**

1. Requirements:
    a. **Only PMHS seniors may purchase reserved parking spots.**
    b. Reserved Senior Parking spots must be painted.
    c. To paint a parking spot, seniors must turn in the Senior Reserved Painted Parking Painting form by the designated date.

2. Seniors will pay a fee of $20 to paint their reserved painted parking space:
    a. Seniors and parents/guardian(s) will sign a contract to agree to all rules and guidelines.
    b. Seniors may only paint their designated spot.
    c. Students who do not meet the required credits (15.75) by the paint day(s) will be refunded the fee.

3. Senior Reserved Parking Painting Design Proposal:
    a. Seniors will submit their drawn proposal of the parking space design (full color) to the Principal by June 1st. Paper submissions are required. No digital submissions will be considered.
    b. Any questionable designs will be discussed and evaluated.
    c. A copy of the design proposal will be kept on file with the seniors' parking permit information.
    d. Variation from the approved design proposal will warrant surrender of the reserved space and forfeiture of the fee.

4. The following will be prohibited for designs:
    a. No offensive language, pictures or symbols.
    b. No negative or rude language.
    c. No “gang-style” tagging.
    d. Nothing political or religious.

5. Guidelines for painting:
    a. Once a spot has been designated for painting, no spot will be traded or switched among students.
    b. May not paint over white lines.
    c. All designs must be painted within the 6” border of the designated spot.

6. Students must purchase their own paint and supplies:
    a. Must use a water-based latex paint.
    b. Will not use striping paint or any other “raised” paint.
    c. No spray paint, glitter, or textured paint.
7. Painting Days:
    a. The Principal will set the date and time of the painting day. Seniors may only paint their spaces on the designated day(s).
    b. Students may only paint their reserved space.
    c. All paint must be approved before painting.
    d. All painting must be completed on the designated painting day(s).
    e. Each spot that has been purchased and assigned will be chalked with a 6” border by the Senior Class Officers, prior to the painting day.

8. Discipline:
    a. Any PMHS student who paints a spot without permission or vandalizes a senior parking spot **will lose their parking privileges and face disciplinary action and consequences.**
    b. The upkeep of the space is the responsibility of the senior. If for some reason the space needs to be repainted (because of graffiti or other reasons), the senior must speak with the Principal immediately.
    c. If a student withdraws from the school during the year, the reserved parking spot will be painted over with black paint.
    d. If any PMHS student parks in a senior student’s reserved parking spot:
        i. 1st offense: Students will receive a warning and must move the vehicle immediately.

ii. 2nd offense: Students will receive disciplinary consequences and must move the vehicle immediately.
iii. 3rd offense: Students will receive disciplinary consequences and parking privileges revoked for the remainder of the school year.

e. If a student arrives at school and finds another vehicle in their reserved spot, the student needs to:
   i. Park in an empty spot and inform the main office of the violation. Include: your name, the spot number, and the license plate number of the vehicle parked there.
   ii. Attend class.
f. Prohibited or unapproved designs will be painted over and they will not receive a refund.

Scooters and Skateboards

Scooters and skateboards may be brought to school, but must be secured on the bike rack near the front entrance of the school until school is dismissed.

VISITORS (Policy KI)

All visitors must enter the building through the main entrance in the front of the school and report to the main office to obtain permission to visit the school. Once permission is obtained to enter the building, the visitor will sign in and be issued a visitor's pass. The pass must be displayed at all times while in the building.

Students wanting to bring visitors to school for school events (Spirit Day, Field Day, etc.) must receive prior written approval and/or permission from the Principal. The school administration has the right to refuse a visitor pass to any student visitor. The sponsor student will be responsible for her/his guest following all rules and procedures of the school.

ACCEPTABLE INTERNET USE POLICY

The Pittsfield School District supports the use of technology, such as one to one devices as a way to offer support to students who may in turn access global resources via digital connectivity to enhance the opportunities for success of all our students. Accordingly,

students and staff are expected to use access to the internet and related devices appropriately.

ATTENDANCE GUIDELINES

Good school attendance is essential for personal and academic growth. PMHS students are expected to attend school every day.

Absence Procedure: A parent/guardian should call the school between 7:00 a.m. and 8:30 a.m. to inform the school if their student will be absent. Notice may be provided outside of regular school hours by leaving a voicemail message. If the parent/guardian does not notify the school of their student's absence, phone calls will be made to the home and/or the parent/guardian's place of employment to verify the absence.

Arriving At School: Students in grades 7-12 may arrive at school starting at 7:30 a.m. Students must report to their first period class by 7:55 a.m. If students arrive late to school, they must obtain a pass from the front office before going to class. Every three unexcused tardies accumulated to school will result in an after school detention.

Dismissal: Dismissal at the end of the school day will be staggered in order to avoid congestion in the hallways and outside of the school facilities. PMHS will establish dismissal procedures by grade level.

Class Cuts: The staff of PMHS is committed to providing the finest educational experience possible for our students. Therefore, students are expected to be in their assigned classes at all times. Class cuts will be overseen by the Administration. A student who does not report to class or does not have a school related excuse (e.g. guidance, nurse, administration, etc.) is considered to be cutting class. A class cut will result in an after school detention and/or further disciplinary action as deemed necessary.

Early Dismissal from School: Students who need to be dismissed from school prior to the end of the day must present a note from a parent/guardian to the main office **before** the start of classes on the day of the dismissal. Phone calls, text messages, faxes, or emails will not be acceptable except in the case of emergencies. The note must contain the reason for the dismissal, the date and time of dismissal, a phone number and a signature of a parent/guardian. Students who are determined by the nurse to be ill will remain in the Nurse’s office until the parent/guardian is contacted. If the parent/guardian is not home and cannot be contacted, the student will remain in the Nurse’s office.

Tardy to Class: Students are expected to arrive at their classes on time. Three minutes is provided between classes for students to pass from one class to the next. Students will be considered tardy if they arrive beyond this three minute period. Students are expected to check-in with their teachers to notify them if they need to be late for a reasonable excuse (use the bathroom, etc.) Three accumulated tardies will result in an after school detention.

Missed Work Due to Absenteeism

When a student is absent from class due to illness or other excused absence for a short period of time (1-2 days), the student is expected to secure missed classwork from their teacher(s). The teacher and student should agree upon a due date to make up all missed assignments.

When a student is absent from class for an extended period of time (3 or more days) the student and/or parent/guardian should contact the student's advisor. The advisor may act as a liaison between teachers and the student and/or parent/guardian to collect assignments.

School Attendance/Truancy Policy (Policy JH)

Attendance shall be required of all students enrolled in the district during the days and hours that school is in session, except when there are exceptional circumstances approved by the Administration.

The Board considers the following to be excused absences:

1. **Documented Illness***;
2. Recovery from an accident;
3. Required court attendance;
4. Medical and dental appointments;
5. Death in the immediate family;
6. Observation or celebration of a bona fide religious holiday;
7. Such other good causes may be acceptable to the principal or permitted by law.

*A **documented illness** is determined with the recommendation from a physician or medical practice. Ongoing medical conditions, such as asthma, should be documented

in the nurse's office. Absences due to ongoing medical conditions are considered documented and do not need multiple verifications from a doctor or medical practice. Any absence that has not been excused for any of these reasons will be considered an unexcused absence.

In the event of an illness, parents/guardians need to call/inform the school of the student's absence. Parents/guardians may **document** a single day absence due to illness/medical reasons. For absences due to illness that extends beyond a single day, a "doctor's note"(physician or medical practice) is required to **document** the absence. For multi-day absences, the Principal may require parents to provide additional documentation in support of their written notice including, but not limited to, doctors' notes, court documents or other documents supporting the claimed reason for an excused absence. The decision of the Principal is final in determining "other good cause".

Family Vacations / Educational Opportunities. Generally, absences other than for illness during the school year are discouraged. The Principal or his/her designee may, however, grant special approval of absence for family vacations, provided written approval is given in advance. Parents/guardians are asked to submit a family vacation/ educational opportunity request form to the Principal at least three weeks prior to the planned trip for absence(s) to be considered excused. This advanced communication will allow teachers enough time to work with parents/guardians and the student regarding homework completion.

Student GPA / Eligibility for Competency Recovery. Students who have 10 or more unexcused absences in a class will receive an attendance failure. This means that a student can earn credit for the class as long as they are passing all competencies, however the attendance failure will negatively affect their GPA. Additionally, a student who has 10 or more unexcused absences, who is not passing all competencies, will not be eligible for competency recovery. **(GPA is applicable to High School only)**

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 of unexcused absence during a school year constitute habitual truancy. A half-day absence is defined as a student missing more than two hours of instructional time and less than three and one-half hours of instructional time. Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence. The Principal or designee is hereby designated as the district employee responsible for overseeing truancy issues.

Chronic Absenteeism. Chronic absenteeism is defined as being absent from school for ten percent or greater of the academic year for any reason, including both excused and unexcused absences, suspensions, and time missed due to changing schools. Based on a 180-day school year, being absent for eighteen or more days in a school year is considered chronic absenteeism. The Principal or designee is designated as the district employee responsible for overseeing chronic absenteeism issues.

NH State law defines habitual **truancy** as 10 half-days of unexcused absences.

Intervention Plan. When a student is identified as habitually truant or is in danger of becoming habitually truant (five unexcused absences), the Administration will commence an intervention plan with the student, parents/guardians, and other staff members as deemed necessary. The intervention will include the following steps:

1. A letter is sent to the parent/guardian notifying them that their child is habitually truant or is in danger of becoming habitually truant.
2. The administration will hold a preliminary meeting with the student to determine the cause(s) of the student's truant behavior.
3. The administration will arrange a meeting with the student, parent/guardian, and other staff members as deemed necessary to develop a plan designed to reduce truancy (to be signed by all parties involved in the plan).
4. Modification of the plan (as necessary) to address the causes of further absences.
5. Disciplinary measures and/or further action as deemed necessary

The School District and Pittsfield Police Department have a cooperative agreement to assist each other in the prevention of and response to chronic absenteeism.

CERTIFIED SERVICE ANIMALS (Policy IMGA)

Certified service animals are the only animals allowed inside the building. In the event a service animal is in the building, the administration must be notified.

DANCE CODE

1. All school expectations apply during dances.

2. All guests must be signed in on a guest list at least one day before the dance. You are allowed to bring one guest, whom you must arrive and leave with and are responsible for their actions.
3. Middle School Students may only attend Middle School dances and guests must be middle school students.
4. High School Students may only attend High School dances and guests must be under the age of 21.
5. Once a student leaves the dance, he/she is not allowed back in the building and must leave school grounds.
6. No one will be allowed into the dance 60 minutes after it has begun without prior permission from an administrator in charge.
7. Public displays of affection are inappropriate. Offenders may be required to leave the dance.
8. In order to be eligible to attend the dance, students must attend school the day of or the last scheduled day of school prior to the dance.

EARLY DISMISSALS, DELAYED OPENINGS, AND SCHOOL CANCELLATIONS

School Cancellations: Cancellations of school for weather or other emergencies will normally be made by 6:00 a.m.

Delayed Openings: Delayed Openings will occur when weather conditions and the forecast warrant and will normally be made by 6:00 a.m. School bus schedules and arrivals at school will also be adjusted in accordance with the duration of the delay.

Early Dismissals: Early Dismissal Notification due to emergency or adverse weather conditions will be announced as information becomes available.

Notifications: Cancellations or delayed opening announcements are broadcast on: WMUR Channel 9, WMUR.com, and the district website. Notifications will also be made through the Alma School Messenger automated phone system. If conditions dictate and school is canceled after a delayed opening is announced, the no-school announcement will be made by the same outlets.

Concord Regional Technology Center: During a delayed opening at PMHS the following will apply – only the second vocational bus will operate. If Concord Regional

Technical Center is cancelled, but Pittsfield Schools are open, neither vocational bus will operate. Pittsfield vocational students will be assigned to study hall.

EIGHTEEN YEAR OLD STUDENTS

Eighteen year-old students and older are subject to all school policies, rules, and standards. By law, the school/district requires the permission/agreement of the student to provide responsible parents/guardians report cards, discipline reports, and other communications from the school.

NHIAA (New Hampshire Interscholastic Athletic Association) ELIGIBILITY REQUIREMENTS (School Board Policy JJIC)

Extra-Curricular Participation Guidelines:

1. **Eligibility Requirements**:

To be **eligible** to participate in any extracurricular activity, the student must be **passing** a minimum of **four** credit-bearing courses (not including Driver's Education, ELOs, or Advisory) during the previous PMHS reporting period. An INC does not qualify as a passing grade.

For Online Courses to count towards eligibility they must meet the following criteria:

1. Must be passing the course
2. Semester Course (.5 Credit):
    - 40% completed by mid-semester (1st or 3rd progress report)
    - 100% completed by the end of semester
3. Full Year Course (1 Credit):
    - 20% completed by 1st progress report
    - 40% completed by 2nd progress report
    - 60% completed by 3rd progress report
    - 100% completed by 4th progress report

For online courses, passing is defined by the institution granting credit.

2. **Ineligibility:**

A student who is considered **ineligible** (not passing a minimum of 4 credit bearing courses) is **not allowed to participate or attend any activity, meeting, practice, or team event.** An ineligible student has two weeks from the reporting date to regain their eligibility to participate in an extracurricular activity. If the student has not met the eligibility guidelines by that date, they are ineligible until the next reporting date or the start of the next season.

3. **Summer Competency Recovery:** Students who do not meet the PMHS Extra-Curricular requirements have until **one week prior to the fall season start date** (as set forth by the NHIAA guidelines) to complete competency recovery for eligibility purposes.

Co-curricular Participation Guidelines: Students are expected to be in good academic standing. Club advisors will review student's academic performance in relation to participation and activities. Due to the missed instructional time required for participation in the ski club, members must meet the extra-curricular requirement by the first scheduled ski activity.

FIELD TRIPS

Field trips provide supplemental educational opportunities not available in the classroom. On field trips students represent not only themselves but also the school and the community. Students are expected to follow all school NORMS. Inappropriate behavior may result in loss of future field trip privileges. In addition to the PMHS School NORMS, the following are expected:

- Stay together in assigned groups with assigned leaders
- Be respectful during performances, plays, presentations, etc.
- Follow the rules of the site being visited

FOOD AND DRINK POLICY

Each classroom will have their own set of expectations. Please refer to each individual teacher regarding their rules for food and drinks in their classrooms. Food and drinks are allowed in the hallway. All trash is expected to be properly disposed of.

HANDBOOK APPROVAL & ACKNOWLEDGEMENT OF RECEIPT (CHCA)

In accordance with School Board Policy (CHCA), the Student and Family Handbook must be approved by the Board prior to publication. Schools have a legal obligation to provide the information within the handbook to students and families. To verify that the School District has met this obligation, students and parents/guardians are respectfully requested to review the contents of this handbook, and sign and return the handbook receipt provided.

JUNIOR RELEASE

Students in their third year of high school, who have 15.75 credits or more, and have passed English 10, are eligible to have junior release. Initial eligibility will be determined based on scores from the fourth quarter of the previous school year. Eligibility will be reviewed and updated on a weekly basis.

Qualifications: In addition to the eligibility standards above, students must maintain a 2.5 or higher in all *but two* competencies and be passing all courses.

Expectations: Students are expected to follow the expectations and procedures listed below. Any student who does not follow the expectations or procedures may lose their junior release privileges for a week or more.

1. Junior release may be used during study halls and lunch. It does **not apply for advisory or scheduled classes**.
2. Students must sign in and out at the main office.
3. The student must leave the school campus once they are signed out.
4. The student must sign back in at the main office prior to the bell for the next scheduled class.
5. Responsible behavior is to be shown at all times while off campus, including the school parking lot.

SENIOR RELEASE

Students in senior standing (15.75 credits or more) are eligible for senior release. This privilege begins the first Monday of the first full week of school. Initial eligibility will be determined by junior year, fourth quarter grades. Eligibility will be reviewed and updated on a weekly basis.

Qualifications: In order to be eligible for senior release, students must meet the following guideline; a 2.5 or higher in all *but two* competencies and be passing all courses.

Expectations: Students are expected to follow the expectations and procedures listed below. Any student who does not follow the expectations or procedures may lose their senior release privileges for a week or more.

1. Senior release may be used during study halls and lunch. It does **not apply for advisory or scheduled classes**.
2. Senior release may also be used during the FLEX period.
3. Students must sign in and out at the main office.
4. The student must leave the school campus once they are signed out.
5. The student must sign back in at the main office prior to the bell for the next scheduled class.
6. Responsible behavior is to be shown at all times while off campus, including the school parking lot

NON-DISCRIMINATION POLICY (AC)

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreement with the Pittsfield School District are hereby notified that the District does not discriminate on the basis of race, creed, color, national origin, disability, sex, marital status, age and/or sexual orientation in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries or complaints concerning the School District's compliance with the District's Non-Discrimination policy or written regulations implementing Title VI (discrimination on the basis of race, color or national origin), Title IX (sex discrimination), and/or the Americans with Disabilities Act is directed to contact the following:

Dr. Erik Anderson
Human Rights Officer/Title IX Coordinator
23 Oneida Street
Pittsfield, NH 03263
603-435-6701

The Principal has been designated by the Pittsfield School District to coordinate the District's efforts to comply with the Districts' above-stated Non-Discrimination policy and regulations implementing Title VI, Title IX, The Americans with Disabilities Act, and State Law.

Grievance Procedures: Although individuals with grievances are encouraged to file their complaints with the Nondiscrimination Coordinator, the following agencies also process complaints with respect to unlawful harassment:

1. United States Department of Education, Office for Civil Rights, Region I, J. W. McCormack Post Office and Courthouse, Room 222, Boston, MA 02109, Tel: (617) 223-9662 (voice), (617) 223-9695 (TDD). Complaints must be filed within 180 days of the adverse action.
2. New Hampshire Attorney General's Office, 33 Capitol Street, Concord, NH 03301-6397, Tel: (603) 271-3658. Complaints must be filed within 300 days of the adverse action.
3. Equal Employment Opportunity Commission, 1 Congress Street, Boston, MA 02114, Tel: (617) 565-3200 (voice), (617) 565-3204 (TDD). Complaints must be filed within 300 days of the adverse action.
4. New Hampshire Commission for Human Rights, 163 Loudon Road, Concord, NH 03301, Tel: (603) 271-2767. Complaints must be filed within 360 days of the adverse action.

Each of these agencies can conduct impartial investigations, facilitate conciliation, make a determination as to whether harassment occurred, and take such other steps as may be within its jurisdiction.

For additional information refer to School Board Policy ACA which is located in the Office of the Principal at both PES and PMHS.

PERSONAL PORTABLE ELECTRONIC DEVICES (e.g. Cell phones, laptops, tablets, smartwatches, other communication devices)

New Hampshire law, RSA 189:1-a, Paragraph V, prohibits the use of personal electronic devices by students in schools during the school day, characterized as “bell to bell”.

Policy JICJ: Unauthorized Communication Devices (adopted August 14, 2025)

A. Purpose

The District is committed to providing students with a learning environment free from disruptions. Use of personal communication devices (cell phones, tablets, laptops, other communication devices, smartwatches, etc.) for nonacademic means often leads to disruptions in the learning environment for both individual students and the classroom.

For the purposes of this policy, a personal communication device is defined as any non-district provided internet/ cellular-capable device that can support voice or video calls, texts, emails, or instant messages. Personal communication devices include, but are not limited to: cellphones, tablets, laptops, and smartwatches. For ease of reference, devices provided by the district for instructional use shall be referred to as "district-owned" or district-provided" devices.

B. Restrictions

Student use of personal communication devices is strictly prohibited from when the first bell rings to start instructional time until the dismissal bell rings to end the academic school day (referred to as “the school day”). The school day includes lunch periods, passing time, and recesses.

Students participating in extracurricular activities, co-curricular activities, field trips or other activities outside of the school day shall abide by the rules and consequences established for personal communication devices set by the coach, instructor, sponsor or other designated supervisor for the activity. However, in no event shall personal communication devices (or any other device with photographic or recording capabilities) be used in locker rooms, bathrooms, or any other location where such use could violate another person’s reasonable expectation of privacy.

If digital devices are used to enhance learning in the classroom, the District is responsible for providing District-owned devices.

While it is best practice that these devices are not brought to school, if these devices are brought to school, they shall be kept with the power turned off in a student's assigned locker, backpack, or handbag. The District will not be responsible for loss, damage or theft of any electronic communication device brought to the school.

C. Exceptions

Students with medical needs, such as insulin pumps and glucose sensors, or disabilities that require a device to support their learning as identified by their individualized education program (IEP) or plan developed under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. section 794, or a multilingual student with appropriate language access programs and services pursuant to Title VI of the Civil Rights Act of 1964 shall

be exempt from this policy. Additionally, the superintendent or their designee may approve additional exceptions on a case-by-case basis or through an administrative decision recorded in the student handbook, with respect to student medical, disability, or language proficiency needs.

D. Consequences and Violations

Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in disciplinary action. The school reserves the right to monitor, inspect, copy, and review a student's personal electronic device subject to the limitations of RSA 189:70, if there is reasonable suspicion to believe that a student has violated board policies, regulations, school rules, or has engaged in other misconduct while using their personal electronic device.

Consequences for violations of this Policy JIC will be pursuant to the Student Code of Conduct.

First Offense: If a student uses a personal communication device during school hours, on a first offense the teacher will discuss with the student about the offense and explain the consequences for a second offense.

Second Offense: A student who violates the personal device policy a second time will leave their device in the main office. School administration will log the incident, call home and the student can pick up their phone or device at the end of the school day.

Third Offense: A student who violates the personal device policy a third time will report to the main office. A parent/guardian will be required to come to school to retrieve the phone from school administration.

Students who chronically violate the cell phone rule may be subject to additional school consequences such as detention. Students refusing to turn over their cell phone or personal communication device will receive appropriate progressive disciplinary consequences, which may include, but are not limited to, a suspension from school. A meeting with the student and their family will be required.

E. Review

The Superintendent shall annually review policy in collaboration with parent(s) and teachers with a report and recommendations for policy changes to be delivered to the Board of each school year.

F. Dissemination

The Superintendent shall ensure that information regarding the prohibition against using personal communication devices during the school day is included in all student handbooks, and included in "beginning of school year" materials provided to parents/guardians.

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

NH Statutes	Description
RSA 189:68	Student Privacy
RSA 189:68-a	Student Online Personal Information
RSA 189:70	Educational Institution Policies on Social Media
RSA 644:21	Searches of Portable Electronic Devices

SAFETY PROCEDURES

There are eight different types of emergency response actions.

1. Drop, Cover, and Hold
2. Secure Campus
3. Shelter In Place
4. Lockdown Procedure
5. Evacuation Procedure
6. Reverse Evacuation
7. Scan Procedure
8. Clear Hallways

The above procedures are detailed in the Emergency Management Plan. All rooms have an outline of each procedure located near the exit. Students and staff will annually participate in safety drills to be prepared for various emergencies.

SAFETY STATEMENT

It is expected that all students and staff work together to maintain a safe learning environment at all times. Students are obligated to follow directives from staff members at all times.

SIGNATURES

Whenever a signature is required for an absence, dismissal note, progress report, field trip permission, or educational records release, that signature must be that of a parent or legal guardian, unless the student is 18 years of age or older.

STUDENT FINANCIAL OBLIGATIONS

Books and/or Money Owed: Students must have all owed monies, books, supplies, equipment, and/or school property turned into the school to participate in any extracurricular activities, including graduation activities. Parents/guardians of students who claim financial hardship must meet with the Principal and provide a written plan on providing reimbursement to the school.

VIDEO AND AUDIO RECORDINGS IN SCHOOL AND ON SCHOOL PROPERTY
School Board Policy EEAA

The Pittsfield School Board authorizes, through Policy EEAA, the use of video and audio surveillance equipment on district property to ensure the health welfare and safety of all students, staff, visitors, District property and to safeguard District buildings, grounds and equipment. The Superintendent has authorized the placement and locations of all surveillance devices. Placement of surveillance devices will be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view. However, such devices are not to be placed in restrooms or locker rooms.

WITHDRAWAL FROM SCHOOL

Students planning to withdraw from Pittsfield Middle High School must inform the Guidance Office.

- The Guidance Office will provide the student with a student withdrawal form.
- The student must present the withdrawal form to their currently scheduled teachers to obtain their signatures for returned books and other school materials.
- The parent/guardian must complete the top section of the withdrawal form.
- The student must submit the completed withdrawal form to the Guidance Office prior to their last day.

Please note that the parent/guardian and/or student are financially responsible for all non-returned items.

STUDENT CONDUCT SECTION 5

CARE OF SCHOOL PROPERTY-VANDALISM

School Board Policy ECAC

Students are entrusted with and agree to be responsible for school property such as but not limited to Chromebooks, media equipment, books, furniture, laboratory equipment, lockers, locks, athletic equipment and school facilities. Property of the school may be periodically checked throughout the year.

At the end of the assigned use, all school property is to be returned with no more than normal wear. Students may be held financially responsible for excessive wear or abuse of property, for loss of property entrusted to their care, and/or for destruction of school property. Students who have not paid for replacement of school property may be prohibited from participating in co-curricular and extracurricular activities including athletics, field trips, dances, graduation, etc.

Vandalism is defined as willful damage, destruction, or defacing of school-owned property. Depending on the severity, vandalism may be reported to the police. Any

student involved in vandalism is expected to come forward and take responsibility to make it right. Failure to do so will result in the damages being recouped by the entire 7-12 student body.

If the vandalism takes place at any event sponsored by an organization or class, the individual(s) responsible will be held accountable for restitution. In lieu of a responsible party, the organization will be responsible for taking care of the damages in a timely manner.

CHEATING AND PLAGIARISM

Plagiarism is defined as taking credit for another person's work or passing in another's work as if it is one's own. As a community nurturing individualism, plagiarism will not be tolerated. Concerns regarding cheating and/or plagiarism should be brought to the attention of the Administration. The use of generative A.I. (Artificial Intelligence-ChatGPT, Google Gemini, etc) can be helpful when conducting research. However, the copying and pasting of A.I generated information and presenting it as one's own work, is cheating. The Administration will work with the teacher to determine appropriate consequences.

BEHAVIORAL REFERRAL FORM

The Behavioral Referral Form may be used by any staff member to report a behavioral incident or student concern. All forms are sent to the Assistant Principal who follows a detailed process to follow up. Forms can be obtained in the Main Office.

DISCIPLINE PROCEDURES

All discipline procedures will be handled at the discretion of the Administration and/or any relevant and appropriate individual(s).

DRESS CODE

School Board Policy JICA

The Pittsfield School District Board of Education recognizes that student individual dress is primarily a parental responsibility that should reflect concern for health and safety of students, staff and others. When the dress of an individual student constitutes a health problem, is unsuitable for school wear, is a danger to any person, or causes a

substantial and material disruption or substantial disturbance, the principal or his/her designee shall take appropriate action to correct the situation.

RESTORATIVE JUSTICE

We believe that giving our students an opportunity to be an integral part in helping to restore any injustices that have been made within the school community is empowering and also aligns with our mission of student centered learning. Therefore, all behavior and incidents are treated in a way as to resolve the issue by taking personal responsibility and, as much as possible, keep the student in a learning environment which suits her/his needs and supports her/his academics.

Restorative Justice is focused on fixing the harms inflicted on the community. It helps reduce suspensions and detentions and helps students learn to take responsibility for their actions instead of simply being punished for their offenses.

It addresses the community's role in the responsible party's actions, how the incident affected the victim, what the victim needs to feel better about the situation, and how we can all work together to support the responsible party in helping them to "Make it right!"

Example: A student leaves a mess on the cafeteria tables and stays behind to clean all of the tables.

With Restorative Justice, we focus on peer mediation, working with students to help both parties come to an agreement which suits the affected party's needs and supports the responsible party in repairing the harm they caused.

STUDENT CONDUCT POLICIES

All Pittsfield School District Policies are available on the district website at:

Pittsfield School District Policies

The following are Pittsfield School Board level policies and procedures related to student conduct.

- Sexual Harassment and Violence (ACAC)
- Hazing (JICFA)
- Weapons & Dangerous Implements on School Property (JICI)
- Pupil Safety and Violence Prevention (Bullying) (JICK)- see below
- Alcohol and Drug Use by Students (JICH)

Any student found to be in violation of these policies will be subject to consequences as deemed appropriate by the Administration or School Board policy.

PUPIL SAFETY AND VIOLENCE PREVENTION (BULLYING)
Pittsfield School Board Policy-JICK

Bullying is prohibited by law (RSA 193-F). Children and parents/guardians who become aware of situations of possible bullying- as victims, witnesses, or through conversation- are encouraged to make a timely report to a teacher, school, counselor or administration.

JICK-Pupil-Safety-and-Violence-Prevention-Bullying-Amended 9-03-2026

Policy JICK: Pupil Safety and Violence Prevention ***Required***

PUPIL SAFETY AND VIOLENCE PREVENTION (BULLYING)

A. **Purpose and Intent.** The [School District Name] is committed to providing a safe and respectful learning environment for all students. Through education, prevention, and consistent enforcement, we aim to eliminate bullying and promote positive peer relationships for all of our students. This policy defines and prohibits bullying and related conduct, and establishes clear procedures for reporting, investigating, and responding to incidents.

1. Prohibition of Bullying or Cyberbullying of a Student - RSA 193-F:4, II(a). This policy is intended to comply with and implement RSA 193-F. Bullying, in any form—whether physical, verbal, social, or cyber—is strictly prohibited and will not be tolerated. The prohibition against bullying and cyberbullying, also applies to conduct that occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property, or occurs off school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or any school-sponsored activity or event.

2. Protection of all School Aged Children - RSA 193-F:4, II(c). This policy shall apply to all students and school-aged persons on school district grounds and participating in school district functions, whether or not such school-aged person is a student within

the District and regardless of status under the law.

3. Prohibition of Retaliation and False Accusations - RSA 193-F:4, II(b). This policy further prohibits retaliation or false threats against a victim, witness, or anyone else who, in good faith, provides information about an act of bullying or cyberbullying.

B. **Definitions** - (RSA 193-F:3).

1. "Bullying" means 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 any student which:
    a. Physically harms a student or damages the student's property;
    b. Causes emotional distress to a student;
    c. Interferes with a student's educational opportunities;
    d. Creates a hostile educational environment;
    e. Substantially disrupts the orderly operation of the school;or
    f. occurs on, is delivered to, school property or a school-sponsored activity or event on or off school property.

Examples of bullying conduct include, but are not limited to:

i. mocking a student's appearance, speech, or abilities.
ii. Spreading rumors to damage a student's reputation.
iii. Intentionally excluding a student from social or school activities.
iv. Threatening a student with physical harm or intimidation.
v. Encouraging others to target or ridicule a specific student.
vi. Taking, hiding, or damaging a student's personal belongings.
vii. Using slurs or derogatory names to demean a student.

2. "Cyberbullying" means conduct defined above as bullying committed or undertaken through the use of electronic devices. Unless the context indicates otherwise, the term "bullying" as used in this policy will include acts of cyberbullying.

Additional examples of cyberbullying conduct include, but are not limited to:

a. "Doxxing" - sharing through digital means another student's private information, such as their address(es), telephone number, images with the intent to cause embarrassment or damage to personal reputation.

b. "Cyberstalking" — repeatedly contacting another student through electronic devices, repeatedly attempting or requesting a connection on social media or messaging apps when that other student has requested not to be contacted or in any other manner that causes fear or distress.

c. "Catfishing" - creating fake accounts or pretending to be another student.

d. Sharing of "deepfakes" - distributing or communicating through electronic devices digitally altered images, video, audio or other content that impersonates another student, misrepresents facts, harasses, embarrasses or otherwise causes or is intended to cause reputational harm.

3. “Electronic devices” includes, but is not limited to, telephones, cellular or smartphones, computers, pagers, or any other device which is used for or can transmit: voice calls or messages; electronic mail; text/instant or other verbal messaging; images or videos; and websites.

4."Parent" means a person who has legal custody of a minor child as a natural or adoptive parent, as a legal guardian, or who is functioning in a parental role if the actual parent or guardian is absent from the child’s daily life. Additionally, “parent” may include students who have been emancipated, either by age or legal process. The term “parent”, shall not, however, include a parent as to whom the parent-child relationship has been terminated by judicial decree or voluntary relinquishment.

5. “Perpetrator” means a student who engages in bullying or cyberbullying.

6. "Principal" shall mean and include the building Principal or other senior building administrator of a school, as well as any "designee" (qualified person) designated by the Principal to carry out all or some Principal functions as described in this policy.

7. "Retaliation" means and includes such conduct as intimidation, threats, coercion, harassment, or discrimination in response to (or an effort to prevent) a victim, witness or other person, who in good faith provides information about an act or conduct that the person providing the information believes is bullying or cyberbullying.

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

9."Staff" means and includes all district, school or SAU employees, bus drivers, coaches, designated volunteers (or other volunteers who are regularly on school property, or who have significant contact with students, and any contracted consultants or employees of a company under contract to the District or SAU who provide services on school property.

10."Student" shall have the same meaning as "pupil" as used in RSA 193-F and this or any other Board policy.

11."Superintendent" means the Superintendent (Senior Education Official) or other person designated by the Superintendent to carry out all or some Superintendent functions as described in this policy.

12.“Victim” means a student against whom bullying or cyberbullying has been perpetrated.

C. **Retaliation & False Accusations** - RSA 193-F:4, II(b). Retaliation or false accusations related to bullying or cyberbullying shall be deemed a violation of this policy. Upon receiving any report of bullying or cyberbullying, the Principal will immediately assess the need to develop a plan or take steps to protect the alleged victim or any witnesses against retaliation. The same assessment shall be made at any point upon a report of retaliation or false accusations made during or after a bullying/cyberbullying investigation.

Reports of retaliation or false accusations relating to a bullying/cyberbullying report may be made in the same manner as for reports of bullying/cyberbullying as provided in this policy.

Investigations, and responses (i.e., interventions, supportive measures, disciplinary consequences) to reports of retaliation or false accusations may be made as provided in the same manner as provided in Sections E - H for reports or incidents of bullying/cyberbullying, or in accordance with procedures and provisions set forth in the Code of Conduct / Student Parent/Guardian handbook.

D. **Procedures for Reporting Bullying, Cyberbullying, Retaliation or False Accusations** - RSA 193-F:4, II(f)- (h). At each school, the Principal is responsible for receiving reports or complaints of bullying or cyberbullying.

1. Student Reporting. Any student who believes he or she has been the victim of bullying/cyberbullying, retaliation, or false accusations should report the alleged acts immediately to the Principal, or to a school district employee or volunteer that the student feels more comfortable making the report.

2. Staff Reporting. Any school employee or volunteer who receives a report of, witnesses, or has knowledge or belief that bullying/cyberbullying or retaliation may have occurred, shall inform the Principal as soon as possible, but no later than the end of that school day.
3. Parent Reporting. Parents and other adults are also encouraged to report any concerns about possible bullying/cyberbullying or retaliation of students to the Principal.
4. Anonymous Reports. The Principal may develop a system or method for receiving anonymous reports of bullying within the building. Although students, parents, volunteers and visitors may report anonymously, an investigation based upon such reports may by necessity be incomplete. More significantly, formal disciplinary action may not be based solely on an anonymous report, and, likewise, other remedial or supportive measures may require some form of evidentiary verification.
5. Reports Involving Students from Different Districts. Reports of bullying which relate to students from different districts should, when possible, be made to the Principal of the school in which the victim(s) is enrolled/attending, otherwise to the Principal of the school in which the perpetrator is enrolled/attending.
6. Report Forms. The administration may develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.

E. **Actions Upon Receipt of Report of Bullying or Cyberbullying.**

1. Notice when Allegations Involve Students from Other Districts/Schools/States - RSA 193-F:4, II(k). When a report of bullying involves conduct across multiple districts or students from multiple school districts, the Principal/designee will immediately inform the Principal(s) of each of the other schools/districts. Additionally, if the report concerns bullying across state lines, the Principal/designee will inform the New Hampshire Attorney General's office.

2. Information to Alleged Victim - Upon a receipt of a report of bullying, the Principal/designee shall provide the alleged victim with a written copy of their rights, protections, and support services available. RSA 193-F:4, II(i).

3. Parental Notice of Bullying Report — RSA 193-F:4, II(i). Within 48 hours of receiving a report of bullying, the Principal will notify the parents of any student reported as a victim of bullying, as well as the parents of any student who has been reported as a perpetrator of bullying. The notification to parent(s)/guardian(s) will include the measures being taken to ensure the safety of the victim (alleged) and to prevent further acts of bullying. Such notification may be made by telephone, writing or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be included in the investigative report.

Notifications shall be consistent with the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) relative to the student privacy rights of each student indicated in the report.

The Principal may request of the Superintendent designee a waiver of the parental notification requirement, which may be granted only if the Superintendent deems such a waiver to be in the best interest of either the alleged victim or alleged perpetrator. Details of any request for a waiver and any grant of such request will be included in the investigative report. However, notification to parents/guardians may not be waived for longer than 5 school days except for reports of bullying across multiple school districts RSA 193-F:4, II(j).

4. Receipt of Report. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of this policy, and shall assess:

    a. the need for a plan to protect students against retaliation,

    b. whether the conduct may be construed as illegal discrimination or harassment related to a protected class as set forth in Board policy AC. If so, the Principal shall confer with the District staff member(s) charged with handling such discrimination or harassment to determine how to proceed (e.g., parallel or combined investigations); and

    c. whether such conduct constitutes a safe schools violation requiring a report pursuant to RSA 193-D:4 and Ed 317.05.

F. **Investigative Procedures -** RSA 193-F:4, II(k).

1. Upon receipt of a report of bullying, the Principal shall, within 5 school days, initiate an investigation into the alleged act. If the Principal is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation.

2. Under state law, when bullying is alleged to occur across multiple New Hampshire school districts, the Principals/designees for each New Hampshire school involved are expected to collaborate and cooperate in the investigation. The Principal who first learns of the incident(s) is required to initiate the investigation.

3. The investigation should include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, and shall be confidential to the extent permitted by law. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.

4. The investigation should include review of any available surveillance recordings subject to the provisions of Board policy. As required under RSA 507-A:2, II(k), parents/guardians and students are notified that surveillance recordings with audio may occur on school buses if authorized under Board policy.

5. If the alleged bullying was cyberbullying in whole or in part, the Principal may ask students and/or parents to provide the District with printed copies of e-mails, text messages, website pages, or other similar electronic communications, consistent with Board policy and RSA 189:68. The Principal may not, however, require or request a student to disclose or to provide access to a personal social media account through the student's user credentials.

6. The Principal or other investigator may consider all relevant facts and circumstances during the course of the investigation, including but not limited to:

    a. Description of incident, including the nature of the behavior;

    b. How often the conduct occurred;

    c. Whether there were past incidents or past continuing patterns of behavior;

    d. The characteristics of parties involved, (name, grade, age, etc.);

    e. The identity and number of individuals who participated in bullying behavior;

    f. Where the alleged incident(s) occurred;

    g. Whether the conduct adversely affected any student's education or educational environment;

    h. Whether the alleged victim felt or perceived an imbalance or power as a result of the reported incident; and/or

    i. Whether the conduct violated any other District or school policies or rules.

7. In most instances, the Principal shall complete the investigation within 10 school days of receiving the initial report. See RSA 193-F:4, II(o). If the Principal needs more than 10 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the Superintendent/designee shall notify in writing all parties involved of the granting of the extension and the reason for the extension. To the extent not previously communicated, the Superintendent shall ensure that the victim's parent(s) or guardian(s) are notified of the investigation, the extension, and the reason for the extension.

Without limiting what might constitute sufficient cause for an extension under this paragraph, the Superintendent may consider the interests of the victim or alleged perpetrator related to any investigation into some or all of the same alleged conduct which other investigation includes procedures and timelines mandated by a regulation or statute other than RSA 193-F (e.g., Title IX, criminal investigations, etc.). Before waiving the time requirement on account of such other investigation, the Superintendent should confer with counsel and/or the District's Human Resources Officer.

8. In cases involving reports of bullying across multiple districts or states, the Principal(s) of any and all districts in New Hampshire, involved SHALL collaborate with any other principals or districts involved.

G. **Completion of Investigation and Report**.

1. Investigative Determination and Report. Whether a particular action or incident constitutes bullying/cyberbullying, retaliation or other violation of this policy – requires review and consideration of available evidence of all facts and surrounding circumstances. The investigative determination along with a summary of the investigation, shall be included in a comprehensive report. If the determination is that the bullying allegation is substantiated, the report shall include provisions describing any disciplinary consequences, interventions, supportive measures or other assistance for the victim or perpetrator, and, when indicated, any steps appropriate to protect all students from retaliation of any kind. The report may also include policy, training or other recommendations for preventing future bullying conduct within the school.

2. Communication with Students and Parents Upon Completion of Investigation - RSA 193-F:4, II(m) and (o).

    a. Within 10 school days, the Principal will notify the parents of the alleged victim and of the alleged perpetrator regarding the school's remedies and assistance, within the boundaries of applicable state and federal law. The initial communication may be in writing, in person or by telephone, but if verbally, the Principal will also send a letter confirming earlier determination to the parents within 2 school days confirming the earlier notification.

    b. The Principal/Designee shall conduct a conference with each perpetrator, and the perpetrator's parents/guardians and applicable school personnel for

age-appropriate discussion that includes at a minimum the impacts of bullying. The conference shall occur even if the parent or parents or guardian or guardians decline to participate or fail to attend. Information concerning the date, time, place and attendees of the conference, and any other information from the conference deemed pertinent by the Principal/designee shall be appended to the investigative report provided to the Superintendent.

c. If the victim's parents request, the Principal shall schedule a meeting with them to further explain the investigative determination.

d. In accordance with the Family Educational Rights and Privacy Act (FERPA) and other laws concerning student privacy, the District will not disclose educational records of other students, including the disciplinary consequences assigned to the perpetrator(s).

3. Appeals. A parent aggrieved by the investigative determination of the Principal may appeal the determination in accordance with the standards and procedures set forth for Level II and Level III appeals in Board policy ACA.

4. Additional Reporting Requirements.

a. Reporting Substantiated Incidents - RSA 193-F:4, II(n). The Principal shall forward all substantiated reports of bullying or retaliation to the Superintendent upon completion of the Principal's investigation.

b. Department of Education Reports - RSA 193-F:6. The Principal shall be responsible for completing such reports/forms as required by the New Hampshire Department of Education (NHED) for all substantiated incidents of bullying. Irrespective of the time/date a form/report is due to be filed with NHED, the report/form or the information required for the report/form shall be completed/compiled within 10 school days following an investigative finding of a substantiated bullying/cyberbullying report. The Principal or designee shall retain a copy and shall forward one copy to the Superintendent. Hard copies are not necessary if the digital form/data is retained and accessible to both the building administration and SAU.

c. Reporting to NH Department of Education - RSA 193-F:6, I. The Superintendent shall annually report the District's substantiated incidents of bullying to the New Hampshire Department of Education. Pursuant to FERPA, such reports shall not contain any personally identifiable information

pertaining to any student.

H. **Substantiated Instances of Bullying or Retaliation: Interventions, Remedial Measures and Disciplinary Consequences —**

While students who have been found to have committed an act of bullying/cyberbullying (i.e. perpetrators) shall face disciplinary consequences, the Board encourages the administration and school district staff to explore additional measures, remedies and interventions to address the substantiated instances of bullying/cyberbullying, and prevent their reoccurrence.

1. Interventions and Other Remedial Measures. Examples of interventions and remedial measures include, but are not limited to:

    a. Restitution,

    b. Parent conferences,

    c. Student counseling,

    d. Behavior assessment,

    e. Corrective instruction or other relevant learning experience,

    f. Peer support group, and

    g. Mediation (but only after the investigation has been completed).

Interventions and other remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

2. Disciplinary Consequences - RSA 193-F:4, II(d), VI & VIII.

    a. Students found to have committed one or more acts of bullying or retaliation shall receive disciplinary consequences. Such consequences for students shall be consistent with the Student Code of Conduct-Policy JIC for the conduct that constituted bullying/cyberbullying. Disciplinary consequences should be varied according to specific circumstances such as: the nature of the behavior, the developmental age of the student, the student's prior disciplinary history, or performance. Students will be afforded any due process applicable to the level of consequences as provided in Board Policy JICD, RSA 193:13 and Ed 317.

b. Staff (see definition above) who fail to report bullying or retaliation as required by this policy, fail to adhere to the timelines described above, submit inaccurate or false information with respect to reports or investigations under this policy, or commit an act of retaliation against a reporter of bullying or any parent will be disciplined up to and including dismissal. Additionally, under RSA 193-F:4, VI, any such violation by an "educator" as defined by state law or regulation will constitute a violation of the Code of Conduct for New Hampshire Educators.

3. Additional Requirement of Principal(s)/Designee(s) - RSA 193-F:4, II(l). Upon a determination that a bullying report is substantiated, the Principal or designee will, in addition to the specific interventions and disciplinary responses described above, will, in appropriate circumstances, make recommendations to the Superintendent strategies for "protecting all pupils from retaliation of any kind."

I. **Dissemination of Policy and Bullying Prevention Education** - RSA 193-F:4, II(e) and 193-F:5.

1. Staff, Coaches, Bus Drivers, Designated Volunteers, Employees of Contracted Companies/Contracted Consultants. All staff (see definition section above) will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (employee handbook, hard copy, website, workshops, etc.). The Superintendent will ensure that all school employees and volunteers receive **annual** training on bullying and related Board policies, consistent with RSA 193-F:5.

2. Students and Parents, and Student Handbooks. RSA 193-E:4, II(e) and (f). The Superintendent may determine the method of providing information about this policy to students and parents. Methods may include student handbooks, mailing, hard copy, website, etc. At the very least, all student/parent handbooks will include a summary of the prohibitions and other provisions of Sections A.1-3, the definitions of bullying, cyberbullying and retaliation in Sections B.1, 2 and 3, and the verbatim language relating to the procedures found in Section D.1 for students and parents to report bullying/cyberbullying or retaliation. Additionally, that provision of the student handbook(s) will include information as to where the entirety of this policy may be found on the District's website.

3. Curriculum. Each year, all students will participate in programming that includes anti-bullying/cyberbullying materials presented in age-appropriate language. The materials and information should, among other things, describe expectations for

student behavior, emphasize an understanding of what bullying/cyberbullying, harassment and intimidation is and looks like, the District's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable, and how and when the conduct can lead to disciplinary consequences.

The Superintendent, in consultation with staff, will, to the extent reasonably possible, integrate student anti-bullying training and education into the district's curriculum, behavior programs and other violence prevention efforts.

The following two sentences may be deleted from this policy any time after March 15, 2027 without further action of the School Board. No later than **December 15, 2026,** the Superintendent shall cause a report or a link to a report on how the District's policy has been integrated into the school's curriculum, discipline policies, behavior programs, and other violence prevention efforts. Such report or link shall be provided to the office of the Commissioner of Education, the Chair of the State Board of Education, the President of the New Hampshire Senate, the Speaker of the New Hampshire House of Representatives, and to members of the New Hampshire House and Senate education committees.

4. Additional Notice and School District Programs. The Board may, from time to time, host or schedule public forums in which it will address this anti-bullying policy, discuss bullying in the schools, and consult with a variety of individuals, including teachers, administrators, guidance counselors, school psychologists and other interested persons.

J. **Summary of School Officials' Duties to Implement Policy** - RSA 193-F:4, II(p).

The Superintendent, as the person charged with supervision of all employees of the District, is responsible for the implementation of this policy and the provisions of RSA 193-F. The School Principal(s) are expected and required by statute to implement this policy within their respective school buildings and ensure the procedures are followed.

Consistent with this Policy, the Principal(s) shall receive reports of alleged bullying or retaliation, investigate the alleged conduct, and communicate with the parties involved (including their parents) consistent with privacy laws, and communicate/report to the Superintendent. The Superintendent shall oversee the Principal(s) in their duties relative to this policy and shall ensure each school is compliant with this policy. Additionally, the Superintendent will receive reports of substantiated incidents, review waivers and time extension requests, and communicate with the Principal(s), the School Board, and the NH Department of Education, all as provided in this policy.

K. **Immunity and Liability** – RSA 193-F:7 & 9.

Under 193-F:7, employees, volunteers, students, parents and any other person covered by this policy will be immune from civil liability for **good faith** conduct arising from or pertaining to the reporting, investigation, findings, recommended response, or implementation of a recommended response under this policy or RSA 193-F. (Note – civil liability could arise, (including for attorneys fees) in the event of gross negligence or willful misconduct for violations of this policy.)

District Policy History:
First Reading: May 7, 2009
Second Reading/Adopted: May 21, 2009
Reviewed: July 22, 2010
Amended/Adopted: December 9, 2010
Amended/Adopted: April 2, 2015
Amended/Adopted: October 1, 2015
Reviewed: December 6, 2018
Revised: January 4, 2024
Reviewed: September 4, 2025
Adopted Revised: September 11, 2025
Amended/Adopted: September 3, 2026

Legal References Disclaimer*: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

NH Statutes	**Description**
RSA 189:70	Educational Institution Policies on Social Media
RSA 193-F	Pupil Safety and Violence Prevention
RSA 193-F:3	Definitions (Pupil Safety and Violence Prevention
RSA 570-A:2	Capture of Audio Recordings on School Buses Allowed

NH Dept. of Ed Regulation	**Description**
N.H. Code Admin. Rules Ed 306.04(b)(7)	Student Harassment

Policy JICK-R(1): Pupil Safety and Violence Prevention (Bullying) Report Form

PUPIL SAFETY AND VIOLENCE PREVENTION (BULLYING) REPORTING FORM

School:

Directions: The Pittsfield School Board is committed to providing all students with a safe and secure school environment. Conduct constituting bullying and/or cyberbullying will not be tolerated and is hereby prohibited. This form is to be used to report alleged bullying that occurred on school property, at a school-sponsored event either on or off campus, on a school bus, or on the way to or from school. This form should be completed and returned to the Building Principal. Contact the school for additional information or assistance.
Today's Date:

Person Reporting the Incident:

Name: Telephone:

Place an **X** in the appropriate box below indicating your status:

[ ] Student

[ ] Parent/guardian

[ ] School staff member

[ ] Other:

Information Regarding Incident:

1. Name and age of individual who was allegedly bullied:

2. Name(s) and ages of alleged offenders:

3. Date(s) on which alleged bullying occurred:

4. Place an **X** in the appropriate box that best describes the incident that is being reported; choose all that apply:

[ ] Uninvited physical contact

[ ] Getting another person to engage in uninvited physical contact [ ]

Making threatening statements

[ ] Teasing, name-calling, critical remarks, etc.

[ ] Making demeaning or joking statements

[ ] Rude or threatening gestures

[ ] Intimidation, extortion, exploitation, etc.

[ ] Initiating, repeating, or spreading harmful rumors or gossip

[ ] Electronic communication; specify:

[ ] Other; specify

5. Place an **X** in the appropriate box that best describes where the incident that is being reported occurred; choose all that apply:

[ ] On school property

[ ] On a school bus

[ ] On the way to or from school

[ ] At an off-campus school-sponsored activity

[ ] Off campus; specify:

6. Names and status (student, staff member, other) of other witnesses present:

7. Describe the incident; include details, such as names of all people involved, what occurred, and what each person said (including specific words) and actions each person took. Please use the other side of this form or additional paper if necessary.

***** FOR ADMINISTRATIVE USE ONLY *****

1. Date this report has been received by school employee:

2. Name and job title of person investigating this report:

3. Names, status (student, employee, parent, etc.) of persons interviewed in investigating this report: **PUPIL SAFETY AND VIOLENCE PREVENTION (BULLYING) REPORTING FORM**

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Directions: The Pittsfield School Board is committed to providing all students with a safe and secure school environment. Conduct constituting bullying and/or cyberbullying will not be tolerated and is hereby prohibited. This form is to be used to report alleged bullying that occurred on school property, at a school-sponsored event either on or off campus, on a school bus, or on the way to or from school. This form should be completed and returned to the Building Principal. Contact the school for additional information or assistance.

Today's Date:

<u>Person Reporting the Incident</u>:

Name: Telephone:

Place an **X** in the appropriate box below indicating your status:

[ ] Student

[ ] Parent/guardian

[ ] School staff member

[ ] Other:

<u>Information Regarding Incident</u>:

1. Name and age of individual who was allegedly bullied:

2. Name(s) and ages of alleged offenders:

3. Date(s) on which alleged bullying occurred:

4. Place an **X** in the appropriate box that best describes the incident that is being reported; choose all that apply:

[ ] Uninvited physical contact

[ ] Getting another person to engage in uninvited physical contact [ ]

Making threatening statements

[ ] Teasing, name-calling, critical remarks, etc.

[ ] Making demeaning or joking statements

[ ] Rude or threatening gestures

[ ] Intimidation, extortion, exploitation, etc.

[ ] Initiating, repeating, or spreading harmful rumors or gossip

[ ] Electronic communication; specify:

[ ] Other; specify

5. Place an **X** in the appropriate box that best describes where the incident that is being reported occurred; choose all that apply:

[ ] On school property

[ ] On a school bus

[ ] On the way to or from school

[ ] At an off-campus school-sponsored activity

[ ] Off campus; specify:

6. Names and status (student, staff member, other) of other witnesses present:

7. Describe the incident; include details, such as names of all people involved, what occurred, and what each person said (including specific words) and actions each person took. Please use the other side of this form or additional paper if necessary.

***** FOR ADMINISTRATIVE USE ONLY *****

1. Date this report has been received by school employee:

2. Name and job title of person investigating this report:

3. Names, status (student, employee, parent, etc.) of persons interviewed in investigating this report:

4. Documented prior incidents (and dates) of alleged aggressor:

5. Place an **X** in the appropriate box that indicates impact of incident as reported by the alleged victim; choose all that apply:

    [ ] Physical harm and/or uninvited physical contact

    [ ] Damage to alleged victim's personal property or school property issued to the alleged victim

    [ ] Emotional distress

    [ ] Interference with alleged victim's educational opportunities

    [ ] Creation of hostile educational environment

    [ ] Fear of retaliation or reprisal

6. Outline of plan to protect alleged victim and/or witnesses from retaliation or reprisal (if applicable):

7. Notification of parents/guardians (both alleged victim and alleged offender(s)); include names of persons notified, method of communication (face-to-face, telephone, etc.), and date and time of communication:

8. Investigation:

    a) Date that investigation is initiated:

    b) Names and status (student, staff member, parent, etc.) of individuals interviewed and dates of interview:

    c) Findings of investigation:

d) Date investigation completed:

e) Notification of parents/guardians (both alleged victim and alleged offender(s)) of the findings of the investigation; include names of persons notified, method of communication (face-to-face, telephone, etc.), and date and time of communication:

9. Conclusion of investigation:

a) Finding of bullying or retaliation (yes or no?):

b) If *no*, reported incident documented as:

c) If *yes*, place an **X** in the appropriate box; choose all that apply:

[ ] Admonishment

[ ] Temporary removal from classroom

[ ] Deprivation of privileges

[ ] Classroom or administrative detention

[ ] Referral to student support center

[ ] In-school suspension

[ ] Out-of-school suspension

[ ] Expulsion

Name and title of person completing this report:

Signature of person completing this report and date submitted:

District History:

Adopted: September 3, 2009
Amended: April 2, 2015
Reviewed: December 6, 2018
Reviewed: January 4, 2024
Revised: September 3, 2026

Notification of Parents'/Guardians' Rights Under the "No Child Left Behind Act":

According to The No Child Left Behind Act of 2001 (Public Law 107-110), you have the right to know certain information concerning schools that receive grant funding from Title I, Part A – Improving the Academic Achievement of the Disadvantaged.

Pittsfield Middle High School is a Title I school. At the beginning of each school year, a school that receives Title I funds must notify parents/guardians that they may request, and that the school will provide, information regarding the professional qualification of a student's classroom teacher(s), including at minimum the following:

- Whether the teachers have met State qualifications for the grade levels and subject areas in which the teacher provides instruction;
- Whether a teacher is teaching under emergency or other professional status that the State has waived;
- The degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree; and
- Whether the child is provided services by paraprofessionals, and if so, their qualifications.

As a school receiving Title I funds we must also provide to you the following:

- Information on the level of achievement the child has made on all state assessments; and
- Timely notice that a child has been assigned or taught for four or more consecutive weeks by a teacher who is not highly qualified.

We at Pittsfield Middle High School fully comply with the provisions of this law. Please contact the Principal if you would like any of the above-mentioned information about your child's teacher(s).