

## **GBEBB - EMPLOYEE-STUDENT RELATIONS**

(Download policy)

**Category: *Recommended***

**See also: [GBEBD](#), [JICDAA](#)**

Staff members are expected to maintain courteous and professional relationships with students, maintain an atmosphere conducive to learning, through consistently and fairly applied discipline and established professional boundaries.

Unless necessary to serve an educational or health-related purpose:

1. Staff members shall not make derogatory comments to students regarding the school and/or its staff.
2. The exchange of purchased gifts between staff members and students are discouraged.
3. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
4. Staff members shall not associate with students in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
5. Dating between staff members and students is prohibited.
6. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
7. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
8. Staff members shall not send students on personal errands.
9. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
10. Staff members shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.
11. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.
12. Staff members shall not be alone in a room with a door closed, a locked door, or with the lights off.
13. Staff members are strongly discouraged from socializing with students outside of school on social networking websites, consistent with the provisions of Policy [GBEBD](#).

Staff members who violate this policy may face disciplinary measures, up to and including termination, consistent with state law and applicable provisions of a collective bargaining agreement.

Any employee who witnesses or learns of any of the above behaviors shall report it to the building principal or Superintendent immediately.

Revised: September 2009

Reviewed: June 2004

Revised: July 1998, August 2006

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**STUDENT TEACHING AND INTERNSHIPS*****Category: Recommended***

The School Board recognizes the student teacher program as an important aspect of a future teacher's education. Therefore, the Board will cooperate with institutions of higher education in training student teachers.

All persons involved in this program must recognize that the first and primary responsibility of the District is to the students within its schools. If at any time a student teacher becomes unacceptable, the District reserves the right to refuse that student teacher further teaching experience within the District.

Student teachers who work in the District shall be accepted only after approval of the Superintendent and the Principal of the building in which the person is to teach.

**Student teachers are only allowed to substitute teach with prior agreement of the institution of higher education and the principal.**

Student teachers shall be subject to a Criminal History Records Check prior to working in the District. The cost of the Criminal History Records Check is to be paid by the student teacher.

Reviewed: October, 2004

Revised: November, 1999

Revised: July, 1998

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## **Student Dress and Grooming Policy**

The building administrator will provide appropriate dress code guidelines for all students. These guidelines will be printed in the student handbook.

### **Definitions**

- Attire - Clothing, including outerwear, headwear, accessories such as scarves or jewelry, and shoes.
- Grooming - Makeup, tattoos, and hair style.
- Dress Code - A set of parameters determined by the district that describes standards for student attire and grooming.

### **General Dress Code**

Attire or grooming depicting or advocating violence, criminal activity, use of alcohol or drugs, pornography, or hate speech are prohibited. All students are expected to comply with the requirements of this policy. Specifically:

- Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing may not depict pornography, nudity, or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Clothing, including gang identifiers, must not pose a threat to the health or safety of any other student or staff.
- Enforcement must accommodate clothing worn by students as an expression of sincerely held religious beliefs (head scarves, for example) and worn by students with disabilities (protective helmets, for example)

### **Parent Responsibility**

The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians. Parents or guardians are responsible for ensuring student compliance with the school dress code.

### **Student Responsibility**

All students at all schools are responsible for complying with the district dress code during school hours and school activities.

### **Staff Responsibility**

To equitably enforce the district dress code, teachers, administrators, and all school staff must be notified of the policy at the beginning of the school year in regards to its purpose and spirit, and how to enforce it without shaming students or disproportionately impacting certain student groups. Staff should be guided by the dress code policy and follow the letter and spirit of the district dress code.

### **Enforcement**

When a school staff member or school administrator discusses a dress or grooming violation with a student, it is recommended that another adult should be present and at least one of the two adults should be the same sex as the student. Unless there is an immediate concern, a student should not be spoken to about a dress code violation in front of other students.

- Teachers or staff discussing a dress or grooming violation with a student should present options for obtaining appropriate clothing (e.g. school clothing closet).
- Where possible, students should not be required to wear school owned replacement garments and should never be required to wear specific garments as a disciplinary measure.
- Discipline for dress or grooming violations should be consistent with the discipline policies for comparable violations.

**STUDENT DRESS CODE**

(Greenland, New Castle, Newington)

The building administrator will provide appropriate dress code guidelines for all students. These guidelines will be printed in the student handbook.

The building administrator will have the sole discretion in determining whether a student's attire is appropriate.

When a student's attire has been determined to be inappropriate, the student's parent(s) or guardian(s) will be contacted. Each school will follow its own procedures and guidelines for the remainder of the school day. Repeated offenses will require a meeting between the student, parent/guardian, and building administrator.

It is the parents' and students' responsibility to adhere to the dress code guidelines.

Adopted 2001  
Reviewed 2017



development, or one's sex in general; gestures, jokes, pictures and leers. (Refer to School Board policy GBAA)

**Bullying** shall include actions motivated by an imbalance of power based on a pupil's actual or perceived characteristics, behaviors, beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors or beliefs. Bullying may occur electronically via cyberspace. (Refer to School Board policy JICK posted on the GCS Website for full text and reporting information)

**Hazing** is defined as an initiation-related or affiliation-related activity which endangers the mental or physical health or safety of a student. (Refer to School Board policy JICFA)

**\*\*Simple Assault Waiver** - The Greenland School Administration will not be obligated to report cases of "simple assault", that occur on school grounds, in the manner set out in RSA 193-D, Memorandum of Understanding (MOU). The incident of "simple assault" will be processed through established disciplinary guidelines and the parents of pupils involved will be notified as needed.

### ***PLAGIARISM***

The issue of **cheating or plagiarism** arises from time to time. Teachers will take time each year to define these unacceptable behaviors and to make clear that they will not be tolerated both in school and in our larger society. Teachers are expected to carefully review student work (i.e. homework, reports, etc.) to ensure that all submissions are original. Furthermore teachers will take care to ensure that during testing situations or routine class work that cheating or copying does not take place.

### ***SCHOOL TELEPHONE USE***

Children will be allowed to use the telephone as needed. Important telephone messages from parents will be passed on to the student from the school office. It should not be expected that students or teachers will be called to the telephone from their classroom. Students are **not permitted to use cell phones** during the school day. Please do not contact your child via his/her cell phone during school hours. See additional information regarding cell phones above.

### ***DRESS CODE***

The challenge of defining appropriate dress for school is always difficult given changing styles and societal norms. The onset of warmer weather always compounds this issue and oftentimes places the adults here at school in the position of having to make judgments about the acceptability of an individual student's attire (Policy JICA).

We ask parents to assist us in monitoring your child's dress to ensure that it is appropriate for school and will not contribute to distractions, and that undergarments and mid-sections are not exposed. As always, t-shirts or other articles of clothing that display offensive or inappropriate messages, or graphic illustrations will not be permitted at school.

Footwear must be worn at all times while at school, and for safety reasons, we strongly discourage loose fitting sandals, open toed shoes, or shoes with tall heels/soles that are unsafe for outdoor play. "Flip flop" beach sandals are strongly discouraged given the potential for foot injuries. We acknowledge a different standard for adult footwear given the difference in the type and level of activity.

Students who do not conform to these dress code guidelines may be required to change their attire. We appreciate parental attention to these concerns and standards and hope that you understand the difficulty we face as a school in defining appropriate dress, while at the same time demonstrating sensitivity to comfort and the ever influential fashions of the day.

### ***FACILITY GUIDELINES***

Students must be in their assigned areas and under adult supervision or direction at all times when in the school building or attending any school function on school property.

(NOTE: Students are not to be in the building after school unless attending a school/supervised activity and students must not arrive at school prior to the start of school unless attending a supervised before school activity.)

**All entry to the building will be through the main lobby door only.** Students arriving by car in the morning are to be dropped off along the sidewalk and proceed down the sidewalk to the front entry. It is preferred that students exit on the sidewalk side of their vehicle.

**Parents are reminded that it is unlawful to operate a vehicle in the vicinity of school buses displaying red flashing lights or an open stop sign on the driver's side of the vehicle.** All pedestrians are reminded to use sidewalks and crosswalks, and not to walk across lawn or landscaped areas. **Students and adults are to use extreme care when walking or driving in our busy parking lot.**

**The front lobby doors of the school will be locked at all times.** All visitors will be required to ring the bell to gain entry into the school during regular hours of 7am – 3pm. **After 3pm, visitors will not gain entry into the building without prior consent.**

**For dismissal, parents/guardians** may drive to the front of the building at 1:56 pm, or after the last bus leaves the parking lot. Students will be dismissed to you by a staff member.

If children are participating in an afterschool activity, parents can meet their children outside the front entry at the completion of their activity.

**To pick up students from PEAK,** please drive to the back of the building by the dumpster and walk up the path to use the exterior cafeteria door.



## **Basic Dress Code (In Handbook)**

### **Minimum Safe Attire**

Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel.

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.
- Shirts and dresses must have fabric in the front and on the sides (under the arms).
- Clothing must cover undergarments (waistbands and straps excluded).
- Fabric covering breasts, genitals, and buttocks must be opaque.
- Hats and other headwear must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to school staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

**JLCK - SPECIAL PHYSICAL HEALTH NEEDS OF STUDENTS**  
*Category: Priority/Required By Law*

The School District will meet the special physical health needs of all students, consistent with state and federal law. The school board recommends that all pupils participate in developmentally appropriate daily physical activity, exercise, or physical education as a way to minimize the health risks created by chronic inactivity, childhood obesity, and other related health problems. The School District will encourage developmentally appropriate daily physical activity, exercise, or physical education through curriculum, athletics, and other school programs.

**Legal References:**

RSA 189:11-a, V

*NH Department of Education Administrative Rule Ed 306.04(a)(2022), Meeting the Special Physical Health Needs of Students*

Revised: April 2017

New Sample Policy: May 2012

**NHSBA Note, April 2017:** Revised to update legal references and provide additional substance based on Dept. of Education guidance.

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**JKAA** - USE OF RESTRAINTS AND SECLUSION  
*Category: Priority/Required by Law*

**Definitions:**

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

(b) "Restraint" shall not include:

(1) Brief touching or holding to calm, comfort, encourage, or guide a child, so long as limitation of freedom of movement of the child does not occur.

(2) The temporary holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a child to stand, if necessary, and then walk to a safe location, so long as the child is in an upright position and moving toward a safe location.

(3) Physical devices, such as orthopedically prescribed appliances, surgical dressings and bandages, and supportive body bands, or other physical holding when necessary for routine physical examinations and tests or for orthopedic, surgical, and other similar medical treatment purposes, or when used to provide support for the achievement of functional body position or proper balance or to protect a person from falling out of bed, or to permit a child to participate in activities without the risk of physical harm.

(4) The use of seat belts, safety belts, or similar passenger restraints during the transportation of a child in a motor vehicle.

(5) The use of force by a person to defend himself or herself or a third person from what the actor reasonably believes to be the imminent use of unlawful force by a child, when the actor uses a degree of such force which he or she reasonably believes to be necessary for such purpose and the actor does not immobilize a child or restrict the freedom of movement of the torso, head, arms, or legs of any child.

2. "**Medication restraint**" occurs when a child is given medication involuntarily for the purpose of immediate control of the child's behavior.

3. "**Mechanical restraint**" occurs when a physical device or devices are used to restrict the movement of a child or the movement or normal function of a portion of his or her body.

4. "**Physical restraint**" occurs when a manual method is used to restrict a child's freedom of movement or normal access to his or her body.

5. "**Seclusion**" means the involuntary placement of a child alone in a place where no other person is present and from which the particular child is unable to exit, either due to physical manipulation by a person, a lock, or other mechanical device or barrier. The term shall not

include the voluntary separation of a child from a stressful environment for the purpose of allowing the child to regain self-control, when such separation is to an area which a child is able to leave. Seclusion does not include circumstances in which there is no physical barrier between the child and any other person or the child is physically able to leave the place. A circumstance may be considered seclusion even if a window or other device for visual observation is present, if the other elements of this definition are satisfied.

#### **Procedures for Managing The Behavior of Students:**

The Superintendent is authorized to establish procedures for managing the behavior. Such procedures shall be consistent with this policy and all applicable laws. The Superintendent is further authorized to establish any other procedures necessary to implement this policy and/or any other legal requirements.

#### **Circumstances in Which Restraint May Be Used:**

Restraint will only be used to ensure the immediate physical safety of any person when there is a substantial and imminent risk of serious bodily harm to the student or others.

Restraint will only be used by trained school staff.

Restraint will not be as punishment for the behavior of a student.

Restraint will not be imposed for longer than is necessary to protect the student or others from the substantial and imminent risk of serious bodily harm.

No period of restraint of a student may exceed 15 minutes without the approval of a supervisory employee designated by the director to provide such approval. No period of restraint of a student may exceed 30 minutes unless an assessment of the mental, emotional, and physical well-being of the student is conducted by a trained and authorized employee.

#### **Circumstances in Which Seclusion May Be Used:**

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

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

Seclusion will be used only by trained school staff.

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

#### **Prohibition of Dangerous Restraint Techniques:**

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

### **Reporting Requirements and Parental Notification:**

In the event restraint or seclusion is used on a student, the building principal will, within 24 hours, verbally notify the student's parents/ guardian of the occurrence.

The building principal will, within 5 business days after the occurrence, submit a written notification/report to the Superintendent. The notification shall contain all the requirements and information as mandated by RSA 126-U:7, II. The Superintendent may develop a reporting form or other documents necessary to satisfy these reporting requirements.

Unless prohibited by court order, the Superintendent will, within 2 business days of receipt of the notification required in the above paragraph, send by first class mail to the child's parent or guardian the information contained in the notification/report. Each notification/report prepared under this section shall be retained by the school for review in accordance with state board of education rules and the department of health and human services rules.

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

### **Transportation: (RSA 126-U:12)**

The school district will not use mechanical restraints during the transportation of children unless case-specific circumstances dictate that such methods are necessary.

Whenever a student is transported to a location outside the school, the Superintendent or designee will ensure that all reasonable and appropriate measures consistent with public safety are made to transport or escort the student in a manner which:

1. Prevents physical and psychological trauma;
2. Respects the privacy of the child; and
3. Represents the least restrictive means necessary for the safety of the child.

Whenever a student is transported using mechanical restraints, the Superintendent or designee will document in writing the reasons for the use of the mechanical restraints.

**NHSBA Note, September 2014:** Numerous changes to this policy are necessitated by legislative changes to RSA [126-U](#). Changes include:

- Title of policy has changed.
- "Seclusion" added to definitions.
- Section titled "Circumstances in Which Restraint May Be Used" amended and redrafted in its entirety.

- Section titled "Authorization and Monitoring of Extended Restraint" deleted in its entirety.
- New section titled "Circumstances in Which Seclusion May Be Used" added.
- Section titled "Prohibition of Dangerous Restraint Techniques" amended and redrafted in its entirety.
- New paragraph added to end of section titled "Reporting Requirements and Parental Notification."

**Legal References:**

*RSA 126-U, Limiting the Use of Child Restraint Practices*

Revised: September 2014

Revised: May 2012

New Policy: September 2010

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## INTER-ORGANIZATIONAL RELATIONS

It is the desire of the school board to establish positive working relationships with other public and private organizations and institutions involved in the education process.

The school district will strive to stand as a partner and colleague in such ways as described below.

1. With post-secondary institutions:
  - a. Within its resources and according to abilities and efforts of each individual student, the school district will prepare students for successful experiences in post-secondary institutions.
  - b. To the extent appropriate and applicable, the school district will utilize the resources of post-secondary institutions for the development of its own staff.
  - c. The school district will cooperate with post-high school institutions in selected areas of research and experimentation which have the potential to increase the effectiveness of teacher preparations or staff development and/or which directly improves the local instructional program.
  - d. The school district will share the responsibility for preparation of teachers and other school workers with institutions of higher education.
2. With other school districts:
  - a. The school district will work cooperatively with other school districts in selected programs, which can be better done in cooperation than by single districts acting alone.
  - b. The school district will assume appropriate responsibility for improving the climate for education in the state and the nation, particularly with reference to expanding the fiscal base, providing for efficient expenditure of funds, and bringing about state or federal legislation, which improves education or contributes to district goals.
3. The school district will cooperate with professional educational organizations recognized by the district as important forces for the improvement of education.
4. The school district will cooperate with institutions such as educational service units and regional organizations whose aims are to improve the education of children, when their programs are in keeping with or contribute to the goals of the district.

### **Legal References:**

NH Code of Administrative Rules, Section Ed. 306.04(k), *Policy Development: School-Community Partnerships*

Adopted 2001

