



The Founders Academy  
**Nov 15, 2017 4 pm Board Meeting Agenda**

Pledge

Chairman opening statement

1) Public Comments

2) Review and Approval of Minutes from Oct. Board Meeting

3) Board Business

- Parent Steering Committee- see guidelines below
- Student Handbook Revisions - see below
- Board Communication: It must be made clear that although teachers must communicate concerns to the Administration, they are in no way prevented from communicating directly to the board.  
We also should make it clear that board members have an absolute right to communicate with teachers and staff to educate themselves on the workings of the school.
- Annual Fund Update

4) Faculty Report : see below

5) Student Report: see below

6) Dean's Report :

7) Treasurer's Report: September and October Financials

8.) Admissions Report: Admissions: To date there are 42 applications in process. The thirty received applications are as follows: 23 in the 6th grade, 6 in 7th grade, 1 in the 8th grade, 0 in 9th grade, 0 in 10th grade, 0 in 11th grade and 0 in 12th grade. A total of 23 completed applications at this time.

Admissions Nights:

45 families attended on 10/19/17

37 families attended on 11/6/17

Next Admissions Night on 1/22/18

9) Committee reports:

**Outreach:** Nov Calendar Raffle update

Founders Business Directory

**Policy:** Next meeting is at 6:45p Nov 29th- Review policies and start Reviewing the Charter for the Renewal next year. Visiting proc

**Finance:**

**Response:**

Next Meeting Jan 17,2018 at 4p



The Founders Academy  
Board of Trustees Meeting Minutes (DRAFT)  
October 18, 2017  
Location: School Library

## **Faculty Report 11/15/17**

### **Faculty Report 11/15/17**

The staff had a professional development day last Thursday, November 9th.

Recently, Ms. Marcotte & Mrs. George applied for a two-person scholarship to attend the Christa McAuliffe Technology Conference. These teachers were selected as scholarship winners which is a total of \$334 for the two-person team.

Ms. Marcotte in conjunction with Mrs. Hayes applied for the District level team to attend the Christa McAuliffe Technology Conference. Our school was one of two schools selected in the state to receive this scholarship. This is a total of 1837 for this additional PD opportunity for 11 staff members.

On our PD day, Ms. Marcotte presented her experience at CSPdWeek in Golden, CO over the summer learning about the Exploring Computer Science Curriculum. She explained that the experience opened her eyes to just how lucky we are at Founders as other participants in the program didn't have computers at their schools. The curriculum focuses on an inquiry-based model that is designed to create equity in the classroom. During this week Ms. Marcotte was the only representative from New Hampshire with over 300 other educators from across the US.

Ms. Marcotte, Mrs. George, & Ms. Perella attended CS4NH, in early October, where they heard from Google's education team about the importance of expanding CS. They each went to various breakout sessions on topics like making your own apps, maker spaces, coding using python, and many others.

Ms. Marcotte & Ms. George in mid-October attended Seacoast EdCamp with other educators from across the state. This "unconference" had amazing topics of collaborative discussion surround using Video Production with Greenscreens, Breakout EDU information sessions & Challenges, Arc Informational Systems for mapping data, and Teach Like a Pirate.

All of the professional development was free to the participants and located by Ms. Marcotte on Twitter. Ms. Marcotte talked about being connected outside of our school is a valuable experience to improve instructional practice.

Kimberly Scantlebury was accepted into the highly competitive Ecology Project International Teacher Fellowship. She will complete more than 20 hours of real research as well as 30+ hours of coursework and hands-on instruction in sea turtle biology, rainforest ecology, and conservation. This teacher fellowship takes place over eight days in Costa Rica with scientists and other teachers. It includes a trip to a local high school to discuss their educational practices and to practice Spanish. There is no cost to Founders Academy.

Faculty met in the library during our October 27th Professional Development day to discuss academics, school culture and student discipline. Administration approved of this meeting and did not attend, in order to allow teachers to discuss these topics. Teachers created a list of requests from administration. Minutes were taken and I met with Kim Lavallee last week to discuss the meeting. Faculty met again briefly during the November 9th PD day to revisit these topics.

Curriculum Committee has tasked Department Chairs with developing Academic Benchmarks. The goal is to have these implemented by the end of the current school year. This is being given priority. It is instrumental that we utilize benchmarks in order to ensure a consistent curriculum across content areas which aligns with the mission and vision of the school. By allowing these benchmarks to be crafted at the department level, we are empowering teachers to be a driving force in their creation.

### **Student Report**

Since the last meeting there has been a massive drive to increase positivity among the students and get rid of any negative attitudes discussed at the last meeting. An example of this is the joint campaign being held by Mrs. Picard and Ms. Small's round tables where they have been making posters to help improve the school environment and increase relations between the middle-school and high-school classes. The school has also held the annual halloween dance that appeared to be a smashing success and helped students have a good time with their peers.

As for the work of the senate, we have seen a proposal for two soccer teams getting started up. One being a middle-school one while the other being for high-school students. Both proposals passed through without opposition and now the only obstacle is the teams getting their funds together and actually signing up for the recreational league. The senate has also begin planning a soccer tournament around thanksgiving. Lastly, the senate has begun planning a winter event (probably karaoke) but it hasn't been approved and has no set date yet.

### **Parental Steering Committee**

A Parental Steering Committee shall be established within 21 days of passage of this proposal by the Board of Trustees. Within 21 days of this period, a caucus of parents/ guardians shall be held to elect parent/guardian members of the Steering Committee, (a) with a minimum of one parent/guardian representing the junior high school and one representing the high school, (b) a maximum of one parent / guardian representative per grade at Founders, (c) the Chair of said committee will be a parent / guardian member of the Board of Trustees as appointed by the Board Chair, (d) no family shall hold more than one seat on the Steering Committee, (e) the Steering Committee serves until the end of the school year at which time a caucus shall be held to appoint the Steering Committee for the following school year.

The Steering Committee shall meet to nominate to the Board of Trustees a minimum of two qualified candidates for every vacant opening of the designated parent /guardian slots on the Board of Trustees. The Board of Trustees will consider the nominees at the next regularly scheduled Board meeting and will vote the nominees. The Board reserves the right to ask the Steering Committee to put forward additional nominees.

The Steering Committee may take on other such duties as requested by the Board of Trustees.

**Policy Committee Approved: 11/7/17**

**Board of Trustees Approved:**

## **Revisions to the Student Handbook 2017-2018**

The revisions below was approved by the Policy Committee on 11/7/17. Everything that is highlight was content that was removed from the 2017-2018 student handbook. The Policy Committee proposes that we replace section 3 in the 2017-2018 student handbook and replace it with the version that we had in 2016 - 2017 student handbook until a permanent solution is made.

# Section 3.0: Student Expectations

## 3.1 Standards of Conduct

Students at The Founders Academy are held to the highest standards of conduct in order to maintain a safe and orderly learning environment for everyone. Founders strives to enable every student to acquire and demonstrate the skills, knowledge, and attitudes that are essential for responsible citizenship. We seek to prepare students to be ethical decision-makers who are committed to personal, family, and community well-being. We expect students to take responsibility for their actions and to treat others with respect. Anyone who does not, or who chooses to interfere with the learning of others, will be held accountable.

All students are expected to:

- Demonstrate safe behavior and proper school conduct at all times.
- Arrive in each class on time and ready to work.
- Stay on task to complete all assignments.
- Work to the best of their ability at all times.
- Demonstrate respect for the effort, creativity, and individuality of themselves and of others.
- Speak honestly and respectfully to faculty, staff, and fellow students.
- Adhere to the Dress Code established by The Founders Academy.
- Demonstrate integrity and honesty at all times.
- Refrain from plagiarism and cheating.
- Follow the school rules as outlined in this handbook.
- Follow classroom and hallway rules as established by individual teachers, including the following:

Classroom Rules

No food  
No gum  
(Cough drops OK)  
No swearing  
No cell phone use  
No rolling on office chairs  
Enter quietly and sit down ready to work  
Get out class supplies

#### Hall Rules

No eating  
No food or other items on top of lockers  
No pushing and shoving  
Wait your turn at lockers and move away when finished  
Stand outside classrooms in an orderly line  
No cell phone use  
No running  
Walk in small groups on the right side of the hall  
Be aware of and considerate of others

## 3.2 Attendance, Absenteeism, and Truancy

The Founders Academy regulations in relationship to attendance, absenteeism and truancy are based on the following New Hampshire statutes and administrative rules, as well as additional rules as needed:

#### Legal References Related to Attendance:

RSA 189:34, Appointment

RSA 189:35-a, Truancy Defined

RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil

RSA 193:7 Penalty

RSA 193:8, Notice Requirements

RSA 193:16 Bylaws as to Nonattendance

NH Code of Administrative Rules, Section Ed 306.04 (a)(1), Attendance and Absenteeism

NH Code of Administrative Rules, Section Ed 306.04 (c), Policy Relative to Attendance and Absenteeism

### 3.2.a Absences

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

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

The Founders Academy considers the following to be excused absences:

- Illness
- Recovery from an accident
- Required court attendance
- Medical and dental appointments
- Death in the immediate family
- Observation or celebration of religious holidays
- Such other good cause as may be acceptable to the Dean or permitted by law

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 must contact the school and inform Founders of the student's illness and absence. For other absences, parents/guardians must provide written notice or a written excuse that states one of the reasons above for non-attendance. The Dean may require parents to provide additional documentation in support of their written notice, including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance.

If parents wish for their child to be absent for a reason not listed above, the parent must provide a written explanation of the reason for such absence, including why the student will be absent and for how long the student will be absent. The Dean or his/her designee will make a determination as to whether the stated reason for the student's absence constitutes good cause. If the Dean determines that good cause does *not* exist, the parents may request a conference with the Dean to again explain the reasons for non-attendance. The Dean may then reconsider the initial determination. However, at this juncture, the Dean's decision shall be final.

Students who are absent during an entire day must get permission from the Dean prior to attending any afterschool activities or evening events that same day.

### **3.2.b Family Vacations/Educational Opportunities**

Generally, absences other than for illness during the school year are discouraged. The Dean or his/her designee may, however, grant special approval of absence for family vacations, provided written approval is given in advance. Students are required to complete all work assigned during any special approved absence and arrange to take any missed quiz, test or exam missed during this time period. Supplemental instruction is not to be expected.

### **3.2.c Repetitive Tardiness**

If a student's repeated tardiness impacts classroom instruction, the teacher shall report this to the Dean. The Dean has the authority to devise an alternative plan. Such a plan may allow for a certain number of tardy incidents to equal an unexcused, half-day absence.

### **3.2.d 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 will 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 Dean or Truant Officer is hereby designated as a Founders' employee responsible for overseeing truancy issues.

### **3.2.e Intervention Process to Address Truancy**

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

When the Dean identifies a student who is habitually truant or who is in danger of becoming habitually truant, he/she shall commence an intervention with the student, the student's parents, and other staff

members as may be deemed necessary. The intervention shall include processes including, but not limited to:

1. Investigates the cause(s) of the student's truant behavior;
2. Considers, when appropriate, modification of his/her educational program to meet particular needs that may be causing the truancy;
3. Involves the parents in the development of a plan designed to reduce the truancy;
4. Seeks alternative disciplinary measures, but still retains the right to impose discipline in accordance with The Founders Academy's policies and administrative guidelines on student discipline;

### **3.2.f Parental Involvement in Truancy Intervention**

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

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

### **3.2.g Parental Notification of Truancy Rules**

The Dean shall ensure that truancy rules are provided to students and parents annually.

### **3.2.h Notification of Absence or Tardiness**

When parent / guardian contacts the school, they are required to e-mail [attendance@tfanh.org](mailto:attendance@tfanh.org) with the following information:

- The student's name
- The parent / Guardian's name
- The reason for the absence
- The Phone number where the parent / Guardian can be reached that day

### 3.3 Acceptable Use of Computers and Internet Agreement

The Founders Academy may use technology equipment and software in its academic and co-curricular programs. Founders is designed so that students have access to school-configured computers, personal devices, and internet use for the purpose of enriched academic opportunities. Use of school computers and networks, as well as personal devices, are a privilege of attending Founders; however, it is not a right. The school expects that its students will use computers and the internet according to school rules and in the manner intended—for academic purposes. Violation of the use may result in the loss of privilege at the discretion of the Dean or designee.

The following rules (numbers 1-10 below) define the expectations for the use of personal devices, school computers, and internet use.

1. The use of electronic devices is a privilege that can be revoked.
2. During school hours, electronic devices (including school computers, laptops, Notebooks and Tablets) are permitted ONLY for taking notes, research, homework, study, and specific assignments such as projects. The intent is to use electronic devices ONLY for productivity and school business, not for entertainment. Cellular and smart phones are not permitted for phone calling or texting during school hours.
3. During school hours, students are allowed to listen to music if authorized by a teacher/staff/volunteer ONLY when appropriate during study halls, lunch and recess. Music may not be played loud so that others can hear it, nor should it be a distraction. NO music videos may be played. NO music can be considered explicit, obscene, harmful, or inappropriate.
4. Students authorized to use a school computer may NOT download any content unrelated to school including harmful or inappropriate material.
5. Students may NOT print out assignments on school printers.
6. Only Wi-Fi from Founders or approved networks can be used within the Founders building. NO Wi-Fi may be used from neighboring buildings, networks, companies or other outside sources. NO use of 3G, 4G, LTE, or other personal service is allowed. Teacher authorized internet usage for academic purposes is closely monitored by Founders and software protection. Breaking this rule will result in immediate loss of the privilege to use any personal computer device.
7. NO computer games may be played on ANY device from 7:45am - 3:10pm at The Founders Academy, unless the game is authorized by a teacher or staff member. ~~as part of a project or classroom exercise~~. Before or after school students may use their personal devices to play ONLY offline computer

games. Students may NOT use the school internet for games. Therefore, ANY games that require the use of internet are prohibited.

8. Students shall be respectful and use proper online etiquette when sending emails from Founders email accounts. Full descriptions and definitions of inappropriate and unacceptable usage can be found at [www.thefoundersacademy.org](http://www.thefoundersacademy.org) and The Founders Academy Student Handbook.

9. If a student loses or damages their personal device at school, it is NOT the responsibility of the school, although students should report the item if it is missing. Students are discouraged from bringing any unnecessary devices to school.

10. Further rules and explanations can be found below within this Student Handbook.

Inappropriate and unacceptable usage will be reviewed and will result in consequences - from a reminder or warning to loss of privileges. A student who knowingly manipulates the system and creates IT costs will be required to reimburse the school for these costs.

Internet and any materials accessed on school computers or personal devices must support Founders' educational program or extracurricular school activities. In compliance with the Children's Internet Protection Act (CIPA), Founders uses school filtering software intended to block visual depictions of material considered obscene, harmful, or inappropriate. Most sites blocked will be on the basis of content or sites where chat rooms and instant messages are found. As a result, valid sites are sometimes blocked when employing filters. When this occurs, please notify the front desk staff for "white listing." Student computer use at school includes internet access and can be monitored by Founders faculty and staff. Teachers and other adults can monitor computer and personal device use, check what students are doing, or ask that such be opened or closed in the same manner as any other school or classroom activity is monitored. The expectation is that technology is used properly in class for class purposes and subject to Founders regulations.

If a user inadvertently goes to an inappropriate website, the user should immediately exit the site and let the teacher or staff member know what happened. In this way, the incident can be documented so someone knows the access was not intended.

If a user wants access to a blocked site, there will be a system for making this request. Requests will be reviewed, and blocked sites may be (but are not required to be) removed from filtering.

### **3.3.a Network Etiquette**

The following actions are outlined to explain network etiquette:

- Be polite. No inflammatory or rude messages.
- Do not impersonate any other person including students, administrators, faculty, or staff when communicating with others.
- Under no circumstances should students allow others to use their accounts or share their passwords.
- Use appropriate language. No swears, slurs, or insulting comments, e.g. regarding race, gender, religion, disability, etc.
- When composing emails or providing online commentary, continue to use proper sentence structure and grammar.
- Be discreet and protective for everyone's safety. Do not reveal the personal address or phone number of yourself, other students, parents, faculty, or others in the school.
- Be respectful of the school. Your emails use the name of the school. Emailing and leaving messages with or about inappropriate sites or people could bring disrespect to the school.
- Be considerate of other users. Do not use the overuse network time or use a computer in a way that would disrupt the internet access for others.
- Be law-abiding. Some activities on the internet are illegal. These will be reported and are forbidden.

### **3.3.b Unacceptable Use**

The following actions are outlined to explain unacceptable use:

- Neglecting or misusing school computers.
- Sending or displaying messages or pictures that are offensive or intimidating.
- Using another individual's passwords, changing school passwords, or attempting to manipulate the system.
- Removing, altering, defacing, or exchanging any hardware or software components from any laptop, desktop, or other equipment.
- Tampering with installed software and files--deleting, renaming, moving, copying, or changing any file or its properties, other than the student's personal document files.
- Tampering with network computer equipment or any school hardware related to the school's system for using technology.
- Accessing or attempting to gain access to unauthorized or blocked files and websites
- Installing software on school computers.

- Violating copyright laws by unauthorized copying of software, e.g. pirated software or WAREZ files.
- Knowingly infecting a computer system with a virus.
- Using the school's network system for personal commercial purposes.
- Trespassing in someone else's folders, work, or files.
- Intentionally wasting resources, bandwidth, or computer processing.
- Not abiding by school guidelines, as clarified from time to time.
- Using another student's personal device without their permission.
- Engaging in an act of cyberbullying. See under "Bullying."

Students may not use others' personal devices without specific permission from the owner of the device. If a device is being utilized through a different service it will be removed and held in the office until a parent/guardian is available to retrieve it. To efficiently manage the school's technology resources, specific guidelines are in place for adding, deleting, and altering hardware and software and also for using the internet. Students may not attempt to make changes to any school software or hardware. A student who knowingly manipulates the system and creates IT costs will be required to reimburse the school for these costs. All documents should be stored in Google Apps. All students and parents have accounts to access Google Apps.

Communication on and use of public school computers and networks is public in nature. **There can be no expectation of privacy.** Adults who operate the system have access to all email and system files. Email, accounts, and computers may be monitored but Founders is not required to do so. Personal devices brought into Founders' network environment may be required to have antivirus software verified to be up to date. Those same personal devices may be required to have VNC monitoring software installed for the purpose of real-time monitoring.

### 3.4 Personal Cell Phones, iPods, MP3's, Cameras, etc.

Students are allowed to carry personal cell phones; however, these devices may only be used before or after school hours unless authorized by a teacher for specific use in a Particular class. In the instance of a school wide emergency, calls may be made on personal cell phones and/or at the front desk. Students shall not call parents to pick them up early for any reason. If the student needs to leave early for any reason, the student must report to the office. Office staff will make arrangements for pick up. Mp3 players and iPods may be used during free time or when permitted by individual instructors. The volume **MUST** be inaudible to surrounding students and school staff.

Due to privacy and safety issues, at no time are students allowed to use the camera function on their cell phones or digital device to photograph or record other students or adults. Individual instructors may allow photography or recordings for specific academic purposes only on a case by case basis. School employees shall confiscate any devices being used in a manner inconsistent with school policy. The devices will be returned to students. After multiple offenses, the devices will be returned only to parents.

Please note that Founders is not responsible for items which are lost, stolen, or damaged.

### **3.4.a High School Student Cell Phone Exception**

High School students may use their cell phones only with teacher permission and for the following reasons: calculators, research, email to teachers only, Google docs, spelling, and/or music with headphones. High school students may not use their cell phones for texting, pictures, social media, and/or online games.

## **3.6 Rules Governing Student Conduct at The Founders Academy**

### **3.6.a Alcohol, Drug and Tobacco Use**

The Founders Academy has a zero tolerance regarding the unlawful use, possession, sale, distribution, or manufacturing of alcohol, drugs and tobacco on school grounds. All prescription and over the counter medications must be kept at the front desk. The school's zero tolerance policy extends to being under the influence of prohibited substances on school grounds. Drugs are defined to include, but not limited to:

- Any controlled substance prohibited by law.
- Any beverage containing alcohol.
- Any prescription or over-the-counter drug, with the exception of those authorized by parents/guardians and held by school personnel in accordance with school policy.
- Hallucinogenic substances of any kind.
- Inhalants.

The Dean or designee and/or Board of Trustees will deal directly with students who are responsible for violating this policy and appropriate disciplinary action will be administered. Discipline may include suspension and/or expulsion. In addition, all cases will be referred to the proper authorities.

### **3.6.b Bullying**

The Founders Academy will not tolerate any form of bullying. The following policy, adopted by the Board of Trustees, outlines the definition of bullying as well as the procedure that is followed by administration for investigations and interventions:

#### **The Founders Academy Policy JZB - PUPIL SAFETY AND VIOLENCE PREVENTION**

The Founders Academy is committed to providing a safe and secure school environment for all pupils. Conduct constituting bullying or cyberbullying will not be tolerated, and is prohibited by this policy in accordance with RSA 193-F. This policy applies to, and is intended to protect, all students.

Our model for addressing bullying shall include:

- Primary prevention which will focus on protection and prevention of bullying.
- Secondary prevention strategies which will focus on targeting intervention efforts to those students who have been identified as at-risk for being a bully or victim.
- Tertiary prevention which will target students with severe needs, including individuals who are perpetual bullies or victims, and those that have threatened violence to peers and/or teachers and staff.

This policy also applies to activities that take place off-campus if the activities cause emotional distress to an individual that substantially disrupts or interferes with the operation of a school or an individual student's ability to receive an education.

The Dean of the Founders Academy or his/her designee is responsible for ensuring that this policy is implemented.

Definitions:

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

- (1) Physically harms a pupil or damages the pupil's property;

- (2) Causes emotional distress to a pupil;
- (3) Interferes with a pupil's educational opportunities;
- (4) Creates a hostile educational environment; or
- (5) Substantially disrupts the orderly operation of the school.

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

"Cyberbullying" is any conduct that is defined as "bullying" within this policy, which is undertaken through the use of electronic devices which include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.

The Founders Academy reserves the right to address bullying and/or cyberbullying, and impose discipline for bullying and/or cyberbullying that:

- occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
- occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

### **Reporting Procedure**

1. Any student who believes they have been a victim of bullying may report the alleged act to the Dean or his designee. If a student is more comfortable reporting the alleged act to a person other than the Dean or his designee, the student may contact any faculty or staff member at Founders.

2. Students or parents who have witnessed or who have reliable information that a pupil has been subjected to bullying or cyberbullying should report the same to the Dean or his designee. If the student or parent is more comfortable reporting the alleged act to a person other than the Dean, the student or parent may tell any employee at Founders.

3. Any school employee who has witnessed or has reliable information that a student has been subjected to bullying shall report the incident to the Dean or his designee. The report made by a school employee or employee of a company under contract with Founders who witnesses, receives a report or, has knowledge or belief that bullying or cyberbullying may have occurred shall inform the Dean as soon as possible, but no later than the end of that school day. The Dean will request in writing a summary of the event within two school days of the oral report.

4. Although a report may be done anonymously, disciplinary action may *not* be based solely on an anonymous report. Verification of the anonymous report shall be necessary in order for any disciplinary action to be taken.

5. The Dean or designee shall notify the parent or legal guardian of all pupils involved by phone within 48 hours that a bullying incident has been reported. All notifications shall be consistent with the student privacy rights under the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. sec. 1232g and C.F.R. Part 99.

6. Within the 48 hour time period, the Dean may grant a written waiver from the notification requirement if the Dean deems such waiver to be in the best interest of the child.

### **Investigation and Remedial Action**

1. The Dean or designee shall initiate an investigation within 5 school days of the reported incident. The Dean and/or his designee shall complete the investigation within 10 school days of receiving the initial report.

2. The Dean or designee may grant in writing an extension of the time period of the completion of the investigation by up to an additional 7 school days in the event they are unable to complete the investigation within the 10 school days. The Dean or Dean's designee shall notify in writing all parties involved of the granting of an extension within 24 hours of granting the extension.

3. Within 2 school days of completing an investigation, the Dean or designee will notify the students involved in person of the findings and the result of the investigation.

4. Within 2 days of the completion of the investigation, the Dean or designee will notify the parents of the students involved via telephone of the results of the investigation. The Dean or designee will also send a letter to the parents within 24 hours after the phone call, again notifying them of the result of the investigation.

5. In accordance with the Family Educational Rights and Privacy act, The Founders Academy will not disclose educational records or students, including any record of discipline and/or remedial action.

6. The Dean and/or his designee is responsible for determining the scope of the investigation, which may include documented interviews with alleged victim, alleged bully, and any witnesses. All interviews shall be conducted privately, separately, and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and bully be interviewed together during the investigation.

7. If the alleged bullying was in whole or in part cyberbullying, the Dean or his designee may ask students and/or parents to provide The Founders Academy with printed copies of emails, text messages, website pages, or other similar electronic communications.

8. The Dean or his designee will take such disciplinary action deemed necessary and appropriate for an actual incident of bullying or cyberbullying, or a false accusation including but not limited to detention, in-school suspension, out-of-school suspension or referral to the Board of Trustees to consider long-term suspension or expulsion, and/or referral to law enforcement in order to end bullying and prevent retaliation.

9. The procedures under RSA 193:13, N.H. Code of Administrative Rules, Section Ed 317 and The Founders Academy discipline policies establish the due process and appeal rights for students disciplined for acts of bullying.

10. The Dean or designee shall maintain a written report of all substantiated incidents.

### **Reprisal or Retaliation**

The Founders Academy shall discipline and take appropriate action against any student, teacher, administrator, volunteer, or other employee, including employees of a company under contract with the school, who retaliates against any person who makes a good faith report of alleged bullying or cyberbullying, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying or cyberbullying. All allegations shall be investigated and any substantiated cases will be subject to disciplinary measures up to and including suspension, expulsion, termination of employment, and/or exclusion from school grounds.

### **Distribution and Notice of the Policy**

Copies of this policy shall be given to all employees, students and parents annually by publishing it in The Founders Academy Student Handbook. Whenever new employees or students begin during the school year, they shall receive a copy of the handbook before commencing work or school attendance.

The bullying policy will be included in the beginning of the year packet and will require parent/student signatures, returned to the school, and kept on file in the office. The bullying policy will be added to the "new student enrollment" packet.

Students will participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying and cyberbullying of students, and Founders' prohibition of such conduct. Students shall also be informed of the consequences of engaging in bullying and cyberbullying. Consequences may include but are not limited to mediation, detention, restoration, suspension, and expulsion, in accordance with the Academy's provisions regarding "Investigation and Remedial Action."

### **Immunity**

A school administrative unit employee, school employee, regular school volunteer, pupil, parent, legal guardian, or employee of a company under contract to a school, school district, or school administrative unit, shall 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.

## **3.5.c Cheating and Plagiarism-Academic Integrity**

**Cheating:** The Founders Academy considers cheating to be a serious lapse in responsibility and a violation of trust. Students violating this trust in any way will be penalized.

Cheating includes:

- the duplication or copying of assignments that are turned in, wholly or in part, as the student's own work.
- the exchange of assignments with other students for the purpose of copying and submitting as original work.
- using any method to translate one language to another and submitting it as original work.
- providing or receiving any answers for a test or quiz. This includes discussion of tests and quizzes after class with a student who has not yet taken it.
- participating in group work and taking credit but not contributing equally to the final result.

- reading summaries and/or commentaries (Cliffs Notes, Spark Notes, etc.) in lieu of reading the assigned materials.

Teachers will notify the parents of any students involved in cheating. A grade of zero will be assigned for the activity (test, quiz, assignment, project, etc.,) with no chance of make-up. Further sanctions may be imposed in accordance with the severity of the incident.

**Plagiarism:** Plagiarism is the use of another person's words or ideas without properly indicating the source. Proper documentation of sources (including print sources and computer software, CDROMs, and information from the Internet) is an essential skill for students to learn. Plagiarism gives the impression that the student is trying to pass others' work off as his or her own. This is dishonest and is a form of cheating. Plagiarism demonstrates a lack of integrity and character that is inconsistent with the goals and values of The Founders Academy.

Indirect quotations (paraphrasing) must also be cited, as well as the use of any information which has been published or produced by another individual.

Plagiarism includes:

- submitting work as one's own when it has been copied from another person or source.
- submitting work that was knowingly produced by another person or source and rephrasing it without giving appropriate credit to the original source.
- purchasing the work of another and submitting it as one's own.
- utilizing work from the Internet and submitting it as one's own.

Cheating and plagiarism provide the teacher, parents, and student with a false sense of student comprehension and achievement. The student is thus deprived of the opportunity to master necessary material, and the teacher is unable to adequately assess whether the student needs additional instruction. A student who resorts to cheating or plagiarism will not reach his or her true potential.

Teachers and administrators will investigate all incidents of plagiarism. When plagiarism is determined by teachers or administration to be intentional, the student will be referred to the Dean and the student's parents will be notified. If a subsequent act of plagiarism should occur, the student will receive in-school suspension and the student's parent will be required to meet with the Dean, faculty, and the student to address the issue. In the event of a third act of plagiarism, the student is subject to expulsion from Founders.

**Students should follow the guidelines below in an attempt to promote true achievement:**

- Keep a realistic schedule for academic and other activities outside of school. Balance is essential for success.
- Obtain a clear understanding of assignments prior to leaving school. Contact teachers by email if questions arise and more clarification is needed.
- Keep current with assignments, as they are designed to help you prepare, learn, and achieve. Complete smaller parts of a large project as they are assigned. For instance, if you leave the reading of an entire novel to the night before a test on that novel, you will not be prepared and your performance will suffer. Divide long assignments into smaller, manageable bits, and begin working on them right away.
- Keep your work and your work area organized. Organization helps reduce anxiety when you study or prepare to take a test. Try to have a place for everything, and keep everything in its place.

Remember:

- Assignments are to be completed independently unless the instructor indicates that it is acceptable to work with others.
- If you choose to use another's ideas or solutions for any reason, cite that person as a source on your paper or project.
- Know what constitutes cheating, including all the variations of plagiarism. Ask your teachers for clarification, and ask again whenever you are in doubt.
- Work on learning to advocate for yourself.

### 3.6 Cutting Class

Class attendance is mandatory. If a student skips a class, he or she will be assigned detention and parents/guardians will be notified. Repeat offenses will also result in a parent conference, loss of school privileges, and the student being referred to The Founders Academy Discipline and Character Development Committee.

### 3.7 Damage to Structural Integrity

Damage to school property is serious and impacts the learning environment for all. Founders, being an electronic community, has structural and electrical conduits used to support our technology. No student is permitted to hang on, throw things, or in any way tamper with Founders or other people's property.

and devices. Students and/or parents/guardians will be responsible for any repair costs incurred and may be referred to the Discipline and Character Development Committee.

## 3.8 Dress Code

The Founders Academy Dress Code was created by students in collaboration with the Dean and teachers. It is based on principles of respectfulness, modesty, neatness and appropriateness. The purpose is to promote self-respect, respect for others, and for the school as a place of learning, and to create a professional appearance to the world.

Exceptions may be granted for religious reasons, if they do not create a risk to public health or safety.

Staff will be responsible for upholding the dress code by reporting possible violations to the Dean, her assistant, or to the guidance counselor. The decision of any one of these three administrators will be considered final. In certain cases students will not return to classes until a change of clothes has taken place.

### **Styles of Tops**

- T-shirt
- Polo shirt
- High v-neck
- Blouse, including sleeveless blouse
- Button down shirt
- Turtle neck
- Sweatshirt
- Sweater
- Hoody

### **Enforced Guidelines for Tops**

- Hoods and hats off
- No inappropriate, negative or disrespectful messages or graphics on any tops
- Tops must go from modest neckline to belt line.
- Shoulders and backs must be covered; see-through tops in front or back must have shirts underneath.
- Tops covering tights or leggings must hang 3 inches below the rear bottom.

- No rips, tears or holes in tops

### **Styles of Bottoms**

- Khakis
- Jeans
- Flare pants
- Cassidy pants
- Capris
- Jumpsuits
- Rompers
- Corduroys
- Leggings and tights
- Shorts 2 ½ inches above the knee
- Skirts and dresses

### **Enforced Guidelines for Bottoms**

- All bottoms must fit appropriately—neither too tight nor too loose.
- Pants must not fall below the waist.
- No rips, tears or holes in bottoms
- Leggings and tights must be solid unless worn under shorts, a skirt or a dress.
- All bottoms must not be more than 2 ½ inches above the knees.
- No messages or words on bottoms
- No sweat pants or gym shorts. For gym class you may change into these and then change back into school clothes after gym.

### **Shoes**

- Shoes must be safe and practical. All shoes must have backs. Toes may be open. No flip-flops or sandals. Heels on girls' shoes must be no more than 2 ½ inches high.

### **Make up, Jewelry and Hair**

- Hair, makeup and accessories will be modest and appropriate. No piercings (other than traditional earrings) or body art may be visible. Students may only wear natural hair colors.

During semi-formal dances, the dress code is as follows:

For the gentlemen, a collared shirt (button down or polo) and slacks/khakis are requested. No jeans or t-shirts. A tie is preferred but not mandatory.

For the ladies, a dress or skirt or nice pants is acceptable. No jeans or t-shirts. The length of the dress/skirt must go past the fingertips on your hand when you place your hands down along your side. Strapless or spaghetti strap dresses are not allowed (unless you wear a shrug/sweater), but you may have a dress with straps on the shoulders that are at least 2 fingers width wide (if you put two fingers together and hold them up to the dress straps, the material must be at least that wide). Strapless shoes for semi-formal dances are allowed.

### 3.9 Firearms / Weapons

Weapons of any type such as, but not limited to, firearms, explosives, knives, incendiaries, martial arts weapons (as defined in RSA 159:24), electronic defense weapons (as defined in RSA 159:20), clubs, billies, metallic knuckles or containers containing chemicals such as pepper gas or mace, or the use of any object as a weapon are prohibited on school property, on vehicles used for the transportation of students, or at school sponsored off site activities. Students violating this policy will receive school disciplinary action and police and/or other authorities will be notified. Violations of this RSA/school rule will result in suspension and possible expulsion.

### 3.10 Leaving School Grounds

Students are not permitted to leave school property, and are required to remain within designated school boundaries, during school hours. Violation will result in disciplinary action and parents will be notified.

### 3.11 Public Displays of Affection

Students are expected to use common sense, decency and good judgment regarding their personal boundaries and actions. Students are also expected to consider the feelings of other students and

adults. Inappropriate displays of affection are those which make the people around you feel uncomfortable. If the display is determined to be a form of sexual harassment, disciplinary action will be taken.

Students engaged in inappropriate displays of affection will be verbally redirected. If the behavior does not stop, detentions will be assigned. For repeat offenses, parent conferences and referral to the Discipline and Character Development Committee may follow.

### 3.12 Roughhousing

Roughhousing, noisy play, or other physical or verbal actions that interfere with safety or the learning environment will not be tolerated in school, on school property, or at school events. If such behavior persists or is dangerous, consequences may include detention, suspension, and/or additional disciplinary action. Roughhousing includes, but is not limited to, pushing, shoving, uninvited tickling, slapping, grabbing, pulling, punching, uninvited hugging, jumping on top of another student, placing another student in a wrestling maneuver hold, etc.

### 3.13 Sexual Harassment

Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature. It is the policy of the Board of Trustees that sexual harassment shall not be tolerated. Any student, faculty, staff or advisor who believes that he or she has been the victim of sexual harassment should report such incident or incidents to a teacher or administrator. In determining whether the alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the alleged harassment, and the context in which the alleged incidents occurred will be investigated promptly. Please refer to Founders' policy GBAA for additional information.

### 3.14 Student Reporting of Incidents

In keeping with Founders policy of freedom with responsibility, students who witness any abuse of fellow students, such as bullying, uninvited teasing, or other inappropriate behaviors, shall report the incident to a staff member as soon as possible. All student-reported incidents will be kept confidential.

Staff will investigate reported incidents and appropriate action will be taken to protect students from further incidents. When necessary, faculty, staff, and volunteers will be informed and asked to watch for a repeat occurrence of the reported behavior.

### 3.15 Theft/Vandalism

Acts of theft and vandalism will be reported to school administration as well as to the local authorities.

Students who commit acts of theft or vandalism will be suspended from school and referred to the Discipline and Character Development Committee. Any student involved in theft and/or vandalism, and the parent(s) of any such student, will be held financially responsible for any damages incurred as a result of the theft and/or vandalism.

### 3.16 Disciplinary Actions

*"Discipline is a positive process at The Founders Academy. The purpose is self-awareness and self-improvement. Yes, there are consequences for offenses as outlined in the Code of Discipline, but the most valuable part of the process is the questioning that takes place before the consequences are applied. The point is for the student, through skillful questioning, to genuinely take responsibility for his/her actions, to reflect upon them, to make amends where applicable, and to suggest more constructive methods for reaching his/her goals in similar situations in the future." The Founders Academy Philosophy of Discipline, 2015.*

In March, 2015, the students created and adopted the Student Code of Discipline.

#### Yellow Offenses

Disrupting class	Running	Swearing
Yelling, screaming.	Bad-mouthing or being rude to a teacher.	Throwing food.
Using the microwave wrongly.	Throwing snow.	Not cleaning up tables at snack and lunch.
Not doing duties with clean up committee.	Teasing.	Wasting time in the bathroom.

Lying to a teacher.	Going into forbidden areas.	Locking the bathroom stalls.
Not being quiet when lights are turned off.	Making excuses; not taking responsibility.	Hitting back when not necessary.
Any other offense deemed not to be red.		

### **Yellow Consequences**

Yellow warning	Period of work	Student calls parents
After school clean up or help a teacher	Loss of privilege	Check-in with the Dean
Written apology	Any other consequence or combination of consequences as determined by the Dean	

### **Red Offenses**

Bullying	Fighting	Vandalism
Stealing	Endangering Safety	Two detentions in one week

### **Red Consequences**

Student calls parents	Close supervision	Compensation for loss or damage
After school work activities	Recess work-detention or other work period	In or out of school suspension
Appearance before Discipline and Character Development Committee	Any other consequence or combination of consequences as determined by the Dean	

Disruptive behavior **and refusal to participate** will not be tolerated at Founders. There will be differences in classroom management styles, and Founders faculty and staff will make use of an array of disciplinary actions, including those listed in the Student Code of Discipline and those listed below, when students make choices that are detrimental to the educational environment. In general, any repeated offense will result in stronger disciplinary action. **Consequences are listed from least restrictive to most restrictive.**

In serious cases, cases of repeated offenses, or cases of behavior that endangers the safety or education of others, students will be required to go before the Discipline and Character Development Committee. General consequences include:

### **3.16.a Verbal Redirection**

Faculty, staff and volunteers may give a verbal cue for students to stop a specific undesirable behavior.

### **3.16.b Verbal Warning**

When a student commits a minor infraction of school rules, a verbal warning may be issued to notify the student that continuation of the improper behavior will result in disciplinary action, including removal from class, lunch detention, or other consequences.

### **3.16.c Removal from Class**

When a student's behavior is disruptive to the rest of the class, the student will be removed from the classroom and sent to the office for further disciplinary measures. Depending on the circumstances, removal from the classroom could be followed with lunch detention, loss of privileges, or other disciplinary action. Parents will be notified.

### **3.16.d Loss of Privileges**

For some infractions, the student may lose privileges such as attendance at dances, field trips, and/or any other privileges determined by administration. Parents will be notified.

### **3.16.e Restitution**

When school or personal property is damaged, payments will be collected to pay for damage. Examples include leaving books where they may be damaged or destruction of school or personal property. Parents will be notified.

### **3.16.f Detention**

When detention is assigned, students will be assigned a specific date and time by which the detention must be completed. The teacher or administrator assigning detention will determine the duration of and work to be performed during the detention. Detention takes priority over all extracurricular activities and events. Students who fail to report for detention may be assigned additional detentions and a conference with parents/guardians may be scheduled. Parents will be informed of any after school detentions that impact dismissal. Parents will be notified.

### **3.16.g Bus Suspension**

When riding the public school buses, students must obey the rules of the Manchester Transit Authority found at this web site:

[https://docs.google.com/document/pub?id=1\\_KVVbfkj5fXCo7TkLzun5gy498SwyYEOFnKea9LcfF8](https://docs.google.com/document/pub?id=1_KVVbfkj5fXCo7TkLzun5gy498SwyYEOFnKea9LcfF8). In the instance a bus suspension is issued, the student may not ride his/her bus for a specific period of time as determined by the administration. Parents will be notified.

### **3.16.h In-School Suspension**

The student on in-school suspension will be restricted to the office, conference room, or other designated area during school for the specified number of days. Teachers will be notified and assignments, tests, quizzes, and projects (when possible) will be completed during suspension. Students are not to attend after school or extracurricular activities on the same day an in-school suspension is served. Parents will be notified.

### **3.16.i Out-of-School Suspension**

Serious or repeated violations of school rules may merit out-of-school suspension. Parents will be required to remove the student from school grounds, and the student will not be allowed to participate in or attend school sponsored activities during the time of suspension. Parent conferences and/or referral to the Discipline and Character Development Committee may accompany an out of school suspension. Students are responsible for making up all assignments missed during suspension. Parents will be notified. The student will receive unexcused absences for each day he/she is suspended. Homework can be arranged through individual teachers.

### **3.16.j Expulsion**

Expulsion is reserved for the most extreme circumstances and is determined by the Board of Trustees after review of the infraction(s) and consultation with the Dean and appropriate Founders staff. Prior to expulsion, the student and his or her parents/ guardians will be granted a hearing by the Dean. If expulsion is determined to be necessary and appropriate, the Board of Trustees (or their designee) shall notify the parents/guardians in writing of the reason(s) for expulsion and shall file a copy of the notification in the student's permanent school record. Parents will be notified.

**Policy Committee Approved: 11/7/17**

**Board of Trustees Approved:**