

*Monadnock Regional  
Middle High School*

**FAMILY/STUDENT  
HANDBOOK**



***2025-2026***

*580 Old Homestead Highway*

*Swanzey, NH 03446*

*603-352-6575*

<https://www.mrsd.org/>



# Monadnock Regional Middle High School Handbook

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## **Prohibition Against Discrimination of Students in Educational Programs (Policy [AC](#))**

Under New Hampshire law and Board policy, no person shall be excluded from, denied the benefits of, or subjected to discrimination in the District's public schools because of their age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion or national origin. Discrimination, including harassment, against any student in the District's education programs, on the basis of any of the above classes, or a student's creed, is prohibited. Finally, there shall be no denial to any person of the benefits of educational programs or activities, on the basis of any of the above classes, or economic status.

Superintendent of Schools     Jeremy Rathbun  
Human Rights Officer         Monadnock Regional School District  
600 Old Homestead Highway  
Swanzey, NH 03446  
(603) 352-6955, ext. 6951  
FAX (603) 358-6708  
[jrathbun@mrsd.org](mailto:jrathbun@mrsd.org)

Assistant Superintendent     Lisa A. Spencer  
Title IX Coordinator         (603) 352-6955, ext. 6959  
[lspencer@mrsd.org](mailto:lspencer@mrsd.org)

Director of Student Services     Stephanie Betit-Hancock – Director of Student Services  
504 Coordinator                 (603) 352-6955 ext. 6967  
[sbetit-hancock@mrsd.org](mailto:sbetit-hancock@mrsd.org)

Director of School                 Laura Weiderman  
Counseling & 504                 (603)352-6955 ext. 6969  
Coordinator                         [lweiderman@mrsd.org](mailto:lweiderman@mrsd.org)

English Language Learners     Natalia Rogova – English Language Teacher  
(603) 352-3383  
[nrogova@mrsd.org](mailto:nrogova@mrsd.org)

Dear Families,

Welcome to the Monadnock Regional School District! I am honored to be part of the Monadnock Regional School District, and our entire MRSD team is looking forward to working with you and your children this year. We understand that each and every child is special to their family, and I would like to assure you that they are special to us as well. We are committed to providing each child with a quality and meaningful education.

This publication of the Monadnock Regional Middle-High School Parent Student Handbook includes general information regarding the policies and procedures governing the operation of our schools that will be useful to you throughout the school year. Please refer to this handbook for any questions you may have regarding procedures. If you do not find the answer to your question, please do not hesitate to contact your school office.

After you read through this handbook, please review it with your child/children, sign and return any required documents, and keep it handy for reference during the school year.

Thank you for your attention to this publication. Welcome to a wonderful year of learning at MRMHS, and join us as we **#celebrateMRSD!**

Sincerely,

Jeremy Rathbun  
Superintendent of Schools  
Monadnock Regional School District

[Follow the Monadnock Regional School District on Facebook!](#)  
[@MonadnockRSD](#)

Dear Husky Community:

Welcome to the 2025-2026 school year! I am excited to be working with each of you to help make your educational experience here at Monadnock Regional Middle High School positive and meaningful.

Within this handbook, you will find important information about our school, including procedures, behavioral expectations, extracurricular activities, guidelines for acceptable technology use, and our Student Code of Conduct. I encourage you to take the time to read through it carefully and ask questions about any aspect you do not understand or have concerns about.

I look forward to a great year and to working together as a community. Our school offers many opportunities for students to get involved and feel connected. If you have any questions or need assistance, do not hesitate to reach out to staff, including paraprofessionals, administrative assistants, teachers, counselors, nurses, administrators, and me.

Sincerely,

A handwritten signature in black ink, appearing to read "Brett Gottheimer", with a long horizontal line extending to the right.

Brett Gottheimer  
Principal  
Monadnock Regional Middle High School

## **Monadnock Regional School District Mission Statement**

We embrace our shared responsibility to guide students to become active citizens who are both empowered and inspired to contribute to the future of their community.

Therefore, we collaborate not just to teach, but also to engage and educate every student in our district in an environment that is challenging, caring, and safe, while fostering life-long learning.

### **Monadnock Regional School Board**

*2022 New Hampshire School Board of the Year*

Mr. Scott Peters, Chair, Troy	Ms. Lisa Steadman, Troy
Ms. Kristen Noonan, Vice Chair, Fitzwilliam	Ms. Cheryl McDaniel Thomas, Swanzey
Mr. Edmond Laplante, Richmond	Mr. Eric Stanley, Swanzey
Mr. Brian Bohannon, Swanzey	Ms. Elizabeth Tatro, Swanzey
Ms. Hannah Blood, Swanzey	Ms. Jennifer Strimbeck, Gilsum
Ms. Rachel Vogt, Swanzey	Mr. Jeff Cesaitis, Fitzwilliam
Ms. Gina Carraro, Roxbury	

### **Monadnock Regional School District Personnel**

Mr. Jeremy Rathbun, Superintendent of Schools  
Ms. Lisa A. Spencer, Assistant Superintendent  
Ms. Janel Morin, Business Administrator  
Ms. Stephanie Betit-Hancock, Director of Student Services  
Ms. Laura Weiderman, Director of School Counseling  
Mr. Chris Czifrik, Director of Technology  
Ms. Beth Cox, Director of Nutritional Services  
Mr. Tony Breen, Director of Facilities  
Ms. Barb Arguin, Title 1 Program Manager  
Ms. Frannie Ashworth, Project Beyond the Bell Program Director  
Ms. Lauren Klowak, PK/Elementary Special Education Administrator  
Ms. Lillian Sutton, Administrative Assistant to Superintendent & Assistant Superintendent  
Ms. Pam Melvin, Payroll Coordinator  
Ms. Ann DeTurris, Administrative Assistant to Student Services  
Ms. Sharon Boucher, Personnel Coordinator  
Ms. Norita Pacanza, Accounts Payable Coordinator  
Ms. Michele Robidoux, Office Coordinator  
Ms. Sandy Jepson, District Data Specialist  
Ms. Sharon Arnone, Title 1 Administrative Coordinator

## **MRMHS Belief Statements**

As the faculty and staff of Monadnock Regional Middle High School, we profess the following belief statements. We constantly hold them in our thoughts and strive to incorporate them into all that we say and do. (revised 5/26/16)

1. We believe that every student has the right to a quality education.
2. We believe that every student has a responsibility to be an active participant in an education with a challenging curriculum.
3. We believe that curriculum should be delivered using differentiated instructional strategies and assessed using appropriate methods.
4. We believe that meaningful learning should take place in a safe, supportive environment infused with respect for others.
5. We believe that teaching content, in addition to habits, is the best way to educate the whole student.
6. We believe that all students should be ready to become active members of society as they continue their learning or start a career.

## **Monadnock Husky P.R.I.D.E.**

With **PERSEVERANCE** we focus on the level at which the student's work demonstrates a combination of his or her initiative, resourcefulness, and effort.

With **RESPONSIBILITY** we describe the student's ability to respond to the social expectations required for a civil society. This code of conduct is outlined informally throughout general classroom expectations such as those concerning punctuality, attendance, and work deadlines. It is described formally in documents such as the student handbook and district policies.

With **INTEGRITY** we look at the student's ability to make ethical decisions and accept the consequences of those decisions.

With **DEDICATION** we describe the attitudes and choices that lead to the student's achievement of personal, civic and academic growth. We look at how well the student connects educational goals with his or her future, community and life.

With **EMPATHY** we describe how the student helps to build up his or her community and civil society. We look at personal attributes such as patience, kindness, tolerance, care and concern for the well-being of others and the student's ability to accept the differences between himself or herself and others.

## Monadnock Regional Middle High School Contacts

Brett Gottheimer	Principal	Ext. 6703
Monica DeVito	Administrative Assistant (Principal)	Ext. 6704
Lisa Ellis	Reception Desk-Front Office	Ext. 6700
Catlin McLaughlin	Assistant Principal (7-8)	Ext. 6765
Hailey Hazen	Administrative Assistant (7-8)	Ext. 6764
Becky Russell	Assistant Principal (9-12)	Ext. 6746
Vicky Tupper	Administrative Assistant (9-12)	Ext. 6715
Samantha Sestito	School Counselor (A-K)	Ext. 6709
Bethany Maynard	School Counselor (L-Z)	Ext. 6713
Lindsey Charron	School Counselor (7-8)	Ext. 6754
Karin Willson	Administrative Assistant (Guidance)	Ext. 6708
Heather Keyes	Administrative Assistant (Special)	Ext. 6714
Kathryn Schnare	Special Ed. Administrator	Ext. 6706
Shannon Topa	Athletic Director	Ext. 6781
Lisa Brooks	School Nurse	Ext. 6701

\*If a student is to be absent from school, a parent or guardian should call:

- Middle School Assistant Principal's Office at **352-6575 ext. 6764**
- High School Assistant Principal's Office at **352-6515 ext. 6715**
- or email at [mrmhsattendance@mrsd.org](mailto:mrmhsattendance@mrsd.org)

### Setting Appointments with Administrators

Should a parent/guardian desire to speak with an administrator, they must call and set up an appointment with that administrator's assistant. We recognize that the concerns you have regarding your student are of the utmost importance. They are a top priority for us as well. Nevertheless, we

have to ensure that we are serving the needs of all of our students. Each student is important and each deserves our time and attention. As such, we ask that you request for a meeting at least 4 hours in advance. 24-hour notice is ideal.

**Visitors (Policy [KK](#))**

Citizens are encouraged to visit the schools and to observe the school program. All persons, other than teachers and pupils enrolled in the school, who may come to the school for any reason during the school day are considered visitors and must report and sign in at the school office. Employees of the school system (directors, coordinators, maintenance staff members, and others) are to advise the school principal or secretary that they are in the building. A visitor (a person not employed by the school system) must report to the school office and receive permission to be on the school grounds.

Persons wishing to meet with a teacher for the purpose of discussing a particular problem shall do so only at a time when it does not interrupt the normal school program. Persons wishing to make such arrangements may do so by securing an appointment with the teacher through the office of the principal or by direct contact with the teacher. No person shall visit a school without first reporting to the office of the principal as to the purpose and place of the visit.

To avoid many disruptions to the educational process and protect the safety and welfare of the students and staff, visitors are encouraged to make appointments after 2:30 to meet with faculty and staff. If there is a case when this cannot occur, the visitor must be approved by the Principal or Assistant Principal at least three days in advance.

**2025-2026 High School Bell Schedules**

**High School Daily Bell Schedule**

TIME	Description	CCC Line-Up
7:15 am	Warning Bell	
7:24 am	2nd Warning Bell – Report to Block 1	
7:30am — 8:17am	Period 1 (47 min.)	
8:20am — 9:07am	Period 2 (47 min.)	
9:10am - 9:50am	Period 3 <b>W.I.N.</b> (40 min.)	Leave MRMHS at 9:40am, return at 11:40 CCC Block 2 10:03-11:21
9:53am - 10:40am	Period 4 (47 min.)	

10:43am - 11:30am	Period 5 (47 min.)	Leave MRMHS at 11:10 and return at 1:35pm CCC Block 4 is 11:26-1:17pm
11:33am - 12:48pm	Period 6 (75 min.)	
Class/Lunch B/Class	Class 11:13am – 11:52pm (39 min) B Lunch 11:58am – 12:23pm (25 min) Class 12:23pm – 12:48pm (41 min)	CCC Block 4 students will eat lunch at Keene High School
Class/Lunch C	Class 11:13am – 12:25pm (83 min) C Lunch 12:25pm – 12:48pm (25 min)	
12:51pm - 1:39pm	Period 7 (48 min.)	
1:43pm - 2:30pm	Period 8 (47 min.)	
2:30pm	Departure	
4:00pm	Late bus bell and departure on M, T, Th	

### High School 2-Hour Delay Schedule

9:15am	Warning Bell
9:24am	2nd Warning Bell – Report to Block 1
9:30am - 10:03am	Period 1 (33 min)
10:06am - 10:39am	Period 2 (33 min)
10:42am - 11:15am	Period 4 (33 min)
11:18am - 11:51am	Period 5 (33 min)
11:54am - 1:18pm	Period 6 (84min. -includes passing time)
Class/Lunch B/Class	Class 11:54am – 12:19pm (25 min) B Lunch 12:22pm – 12:47pm (25 min) Class 12:50pm – 1:18pm (25 min)
Class/Lunch C	Class 11:54am – 12:47pm (50 min) C Lunch 12:50pm – 1:18pm (25 min)
1:21pm - 1:54pm	Period 7 (33 min.)
1:57pm - 2:30pm	Period 8 (33 min.)
2:30pm	Departure

## 2025-2026 Middle School Bell Schedules

### Middle School Daily Bell Schedule

Time	Description
7:15 AM	Warning Bell
7:30 AM	2nd Warning Bell – Report to Core 1
7:30 - 8:19 AM	Core 1
8:21 - 9:10 AM	Core 2
9:12 - 9:50 AM	Core Applications
9:53 - 10:50 AM	WIN
10:55 - 11:25 AM	Activity
11:33 - 11:58 AM	Lunch
12:01 - 12:48 PM	VEX
12:50 - 1:39 PM	Core 3
1:41 - 2:30 PM	Core 4
2:30 PM	Departure
2:35 PM	Bell to begin after school activities-After school duties begin
4:00 PM	Late bus bell & departure on M, T, TH

### Middle School 2-Hour Delay Schedule

9:15-9:30 AM	Warning Bell-report to Core 1
9:30 - 9:55 AM	Core 1
9:58 - 10:23 AM	Core 2
10:25 - 11:52	CA/WIN/Activity
11:54 - 12:19 PM	MS Lunch
12:22 - 1:18 PM	VEX
1:21 - 1:46 PM	Core 3
1:49 - 2:30 PM	Core 4

## SECTION ONE: Academic Standards and Requirements

### Guidance Office and School Counseling Services

Our school counselors work regularly with students to assist them with their academic courses, to provide personal counseling services, and to provide college and career counseling. The department aligns their services and curriculum with the American School Counselor Association (ASCA) model. Effective school counseling programs are a collaborative effort between the school counselor, parents and other educators to create an environment that promotes student achievement. Staff and school counselors value and respond to the diversity and individual differences in our societies and communities. Comprehensive school counseling programs ensure equitable access to opportunities and rigorous curriculum for all students to participate fully in the educational process. (ASCA). Students are assigned a school counselor based on the first letter of their last name. Our assignments are as follows:

Guidance Counselor:	Student Last Name	Phone Extension
Samantha Sestito	A-K (9-12)	Ext. 6709
Bethany Maynard	L-Z (9-12)	Ext. 6713
Lindsey Charron	Middle School (7-8)	Ext. 6754

High School students will have the same school counselor for their four years at MRMHS. Since counselors are assigned by alphabet, in order to maintain a balanced caseload and give each student as much individualized attention as possible, as a rule we do not change counselors.

### Registration Procedures

For questions and concerns you may contact the Guidance Administrative Assistant at 603-352-6575 ext. 6708.

### ***Admission of Resident Students (Policies [JFAA](#), [JF](#))***

In accordance with [RSA 193:12](#) and District Policy, legal residence is required for enrollment in district schools. All new resident students, accompanied by a parent/guardian, should register at school before opening day and as early as possible. Children entering school for the first time must have proof of physical examination, immunization records, a copy of the child's birth certificate and proof of residency within one of the six District towns. Acceptable proof of residency includes any two of the following:

- Utility bill (gas, electric, water/sewer) dated within the last 60 days
- Mortgage payment dated within the last 60 days

- Property tax bill dated within the last year
- Current lease, signed
- Current vehicle registration

Principals or their designees will meet with new children and parents to explain school programs.

Additional information needed may include:

- Up-to-date physician-signed vaccination and immunization record.
- Transcript
- Testing Records
- Special Education Records
- 504 Plan

### **Admission of Non-Resident Students (*Policy [JFAB](#)*)**

Students who are not residents of one of the six District towns may attend Monadnock Regional School District (MRSD) schools only with approval from the School Board. Admission is contingent upon space availability and may be tuition-free or tuition-based, depending on individual circumstances.

#### **Admission Process**

- Families must submit a written request to the Superintendent for review.
- If approved, the student may enroll once any applicable tuition arrangements are finalized.
- The Superintendent will notify the student's resident district of the student's name, birthdate, address, and grade level upon admission and at the start of each school year thereafter.

#### **Residency Verification**

Parents/guardians must provide proof of residency upon request. If documentation cannot or will not be provided, the student will be considered non-resident and subject to tuition billing or potential withdrawal.

#### **Tuition-Free Admission**

Non-resident students may attend **tuition-free** under the following circumstances:

1. **Exchange Students:** Those participating in a recognized foreign exchange program and residing with a district family (see also Policy JFABB).
2. **Split Residency (Divorce/Parenting Plans):** Students living primarily outside the district may attend MRSD if the parenting plan allows for residency in either parent's town and both parents agree in writing, with documentation shared with both districts.  
**Seniors:** Students whose families move out of the District during their senior year may finish the year tuition-free.
3. **Pending Residency:** Students with proof of intent to move into the District within 60 days (e.g., signed Purchase & Sales agreement) may enroll tuition-free.
4. **Late-Year Movers:** Students who move out of the District within 90 school days of the end of the school year may complete the year tuition-free.  
**Homeless/Transient Students:** As defined by the McKinney-Vento Homeless Assistance Act, these students will be enrolled immediately and tuition-free (Policy JFABD).

## **Tuition-Based Admission**

Non-resident students may attend **with tuition**, payable quarterly in advance by either the parent/guardian or the student's home district (with written approval).

### **Rates:**

- **District Employees:** Children of district staff may attend at **0% tuition cost**, pending annual approval and availability (up to 5 students per year, district-wide, at the Superintendent's discretion; more require Board approval).
- **Other Non-Residents:** Students from nearby towns may attend at **100% of the district's per-pupil tuition rate**.

Continued enrollment for tuition students depends on:

- Space availability
- Satisfactory academic progress
- Consistent and punctual attendance
- Adherence to behavior expectations

## **Special Education Services**

The student's resident district remains responsible for all special education and related services in accordance with RSA 186-C. MRSD cannot deny admission based on a student's disability status.

## **Transportation**

The District will not provide transportation to and from school for non-resident or tuition students. However, the District may assist families in arranging independent transportation where possible. In some cases, a pre-established route may be available.

## ***Immunizations (Policy [JLCB](#))***

Any child being admitted to the District must present written documentation of meeting the then-current New Hampshire immunization requirements unless exempted for medical reasons under RSA 141-C:20-c, or for religious reasons as provided in Paragraph D of this policy. All immunizations must meet minimum age and interval requirements for each vaccine. A 4-day grace period is allowed; however, live attenuated vaccines (e.g., MMR, Varicella, nasal influenza vaccine, etc.) that are not administered on the same day must be administered at least 28 days apart. A child who has not met the immunizations requirements of paragraph A, above, may be "conditionally" enrolled and allowed to attend school when the parent/guardian provides:

1. Documentation of at least one dose for each required vaccine; AND
2. The appointment date for the next dose of required but incomplete vaccine.

The appointment date above shall serve as the exclusion date if the child does not keep the scheduled appointment. Conditional enrollment shall not be extended to the next school year for the same dose of vaccine.

## **Add/Drop Procedure**

Students are encouraged to finalize their schedules prior to the first day of school. If changes need to be made due to placement issues or schedule conflicts, they must be initiated within the first two weeks of the semester. No changes will be considered without extenuating circumstances and the approval of the principal. Teacher-initiated changes will be considered for placement considerations at any time during the year with the permission of the parent, counselor and principal. Two weeks after the first progress report, the letter grade at the time of drop will be posted on the student's transcript.

## **Withdrawal or Transfer from MRMHS**

Students transferring or withdrawing out of school should notify their school counselor as soon as possible so the withdrawal process can be initiated and the proper paperwork can be promptly processed. Students must settle accounts pertaining to school property. Without clearance a "hold" is placed on school records until the obligations are settled. A special clearance form should be obtained in the Guidance Office. The student is responsible for having the form signed by the Librarian, Guidance Counselor, classroom teachers, Technology Department and Administration whereby money owed will be noted and grades to date will be recorded. Once the student withdrawal form has been completed and has been signed by the student's parent, the student's records will be released to the receiving school. Students who are under 18 years of age may not withdraw from school per state law.

## **Parent Communication**

When an academic or course concern arises, parents are encouraged to contact teachers directly by email or by calling 603-352-6575 to be transferred to the teacher's mailbox. Contact school counselors for scheduling or personal concerns.

## **Student Records and Privacy (*Policy JRA*)**

Except for elements of a student's directory information (defined below) which the student's parents or an eligible student has notified the District not to disclose, the District may release or disclose student directory information without prior consent of the student's parents/eligible students. Directory information includes:

- Students' name(s), address(es), telephone number(s), and date(s) of enrollment;
- Parents'/guardians' name(s) and address(es);
- Students grade levels, enrollment status and dates of attendance;
- Student photographs;
- Students participation in recognized school activities and sports;
- Weight and height of members of athletic teams;
- Post-high school plans; and
- Students' diplomas, certificates, awards and honors received.

Notice from a parent/eligible student that any or all directory information shall not be released will

only be valid for that school year and must be re-issued each school year.

Parents or eligible students may inspect and review that student's education records, and should contact the Principal to make arrangements to do so.

### **Change of Address or Telephone Number**

It is important to keep student records updated. Please immediately notify the school of any change in address or telephone number that occurs during the school year. Your calls should be directed to the Guidance office registrar.

### **Attendance**

The Monadnock community recognizes the integral role of daily attendance in fully accessing one's education. Consistent class attendance affords both students and teachers the opportunities to establish an environment of genuine learning. Students must make every effort to attend class consistently to benefit from the opportunities for holistic growth.

#### ***Guidelines for attendance***

- Students and parents/guardians must work together to ensure regular attendance. Thus, failure to attend class and to abide by the attendance guidelines is shared by students and parents/guardians alike.
- The school **MUST** be notified of any expected absences. This includes family vacations. When possible, parents/guardians should call prior to the start of the school day. Middle school absences should be reported to the Middle School Assistant Principal's office at 903-6764; High school absences should be reported to the High School Assistant Principal's office at 903-6715 or email [mrmhsattendance@mrsd.org](mailto:mrmhsattendance@mrsd.org).
- Written documentation may be requested for an absence. These may include: doctor's notes, proof of college visit, family emergencies, etc.
- A student's absence may be categorized as either excused or unexcused (more information below). It is the student's educational responsibility to communicate with the teacher to gather any make-up work.

#### ***Compulsory Attendance Law (Policies [JEA](#), [JH](#))***

In accordance with RSA 193:1 and Board Policy, "Every child between six and eighteen years of age shall attend the public school within the district to which s/he is assigned during all the time public schools are in session, unless s/he has been excused from attending on the ground that his/her physical or mental condition is such to prevent his/her attendance or make it undesirable." The following procedures have been established to monitor attendance in accordance with this law.

Regular attendance is an important component of academic success. Students are responsible for meeting school-wide and course competencies and all class expectations in order to receive credit for a

class. It is the student’s responsibility to initiate make-up work with individual teachers in a timely manner. Students who are truant or skip class are expected to make-up all work missed.

Students absent from school for more than one half (1/2) of the student's scheduled credit classes in the school day shall not be eligible to participate in school activities for that day or evening. Extenuating circumstances must be approved by the school administration.

**Tardy to School**

Arriving at school on time, prepared to learn is an important life skill. There are times when extenuating circumstances may prevent students from reporting on time. At the same time we take seriously the development of positive work habits. When students miss class time due to tardiness, it adversely affects the quality of their education, the education of others and classroom instruction. Students who arrive to school after the late bell will report to the front office for an “excused or unexcused ” admittance pass. Any student that is tardy to school for a sixth time and they check in at 7:35am or later will be given an office detention from the front office. Please see the chart below for the progression of consequences for the continuation of tardies to school. If the behavior isn’t corrected, alternative consequences may be administered such as loss of parking privileges, Senior Privileges, Late Arrival, Early Dismissal, extra-curricular activities (dances, performances), etc.

0-5 Tardies	6th tardy	7-10 tardies	11th	12-15 tardies	16th + tardies
No Consequence Parent/guardian contact	Office detention or Saturday morning detention 8-11am	Warning - contact parents	Office detention or Saturday morning detention 8-11am	Warning - contact parents	One day of ISI, parent meeting

**Tardy to Class**

Students who are tardy to class/Learning Lab may receive a teacher-issued detention for the 2nd/3rd tardy. Every subsequent tardy will be referred to administration. Teachers are expected to email the student’s parent/guardian after the 2nd/3rd tardy. The student will serve the detention on an assigned day that has after-school buses (Monday, Tuesday or Thursday). If the detentions do not improve the student’s behavior, teachers are to notify the Assistant Principal’s office by completing a referral form. At this point, an appropriate and restorative consequence shall be determined by the administration.

**Skipping**

Students are expected to attend all classes, Learning Lab and W.I.N. as scheduled. Students who cut class, Learning Lab, W.I.N. or lunch will miss a valuable part of their educational experience. For this reason, the offense will be communicated to the administration and consequences will be issued. A

student who arrives at class, without a pass, after the first ten minutes will be referred to Administration and be subject to progressive disciplinary action, up to and including parental contact, detention and/or other restorative measures.

### ***Excused Absences***

Observation of a religious holiday, court appearance, death in the family, illness, school nurse dismissal, family/individual counseling session, involvement in school sponsored activity, recovery from an accident, medical/dental appointment, up to three college visits per year, and other causes as acceptable by law or administrative approval are considered excused absences. Students missing more than three days in a quarter may be asked to get a doctor's note to excuse subsequent absences.

Parents wishing a student to be excused for a pre-planned reason must submit a request to the administration for approval. Students who are absent for reasons other than these will be considered truant. *Warning letters will be sent to parents when a pattern of truancy is observed.* Truancy letters are mailed home multiple times a year. A meeting with parents will be scheduled and a plan developed to improve the student's attendance.

### ***Family Vacations***

These family trips will be counted against the student's attendance record per the attendance policy. It is incumbent upon both the student and his or her parent/guardian to notify the school **PRIOR** to the absence(s). A notice at least one week prior to the vacation is ideal and appropriate. The student must also notify the teacher of his or her impending absence. Additionally, it is the student's responsibility to collect the work that will be missed and to establish deadlines with each teacher for completion of the work.

### ***Appeal Process***

All appeals of the attendance policy shall be made in writing to Principal Pickering immediately. The principal or his designee shall read the appeal and make a determination regarding the student's attendance record.

### ***Dismissal During School Hours***

Parents are encouraged to schedule appointments during non-school hours. If it becomes necessary because of illness or an emergency to leave school before the closing hour, including detention, a student should report to the nurse or the proper administrative office. Students who leave the school grounds or are in an unsupervised area without proper authorization will be assigned an Office Detention or appropriate disciplinary actions. Leaving the school grounds is also meant to include any wooded area unless it is class related.

**Emergency Closing (*Policies [EBCD](#), [EBCE](#)*)**

We utilize an automated call system to reach parents and staff about weather and/or emergency school closings or delays. To ensure that you receive these important messages please report your preferred home and/or cell phone numbers on your children’s school registration and enrollment forms. We also utilize television (WMUR Channel 9), radio (WKNE-FM (103.7), WKBK-AM (1290), WZBK-AM (1220), WOQL-FM (97.9), WINQ-FM (98.7)), social media (Facebook @MonadnockRSD) and our website ([www.mrsd.org](http://www.mrsd.org)) to post announcements.

**Graduation Requirements**

Students will have the opportunity to earn a:

1. State of New Hampshire Standard Diploma (ADP only)
2. Monadnock Regional High School Diploma
3. New Hampshire State Scholars Diploma
4. New Hampshire State Scholars Art Diploma
5. New Hampshire State Scholars STEM Diploma
6. Monadnock Regional High School Diploma of Distinction

All six diplomas are Monadnock Regional High School Diplomas with an additional official seal on the diplomas for the New Hampshire State Scholars Diploma and Diploma of Distinction.

<b>Required Subjects</b>	<b>Credits Required</b>					
	<b>NH Standard</b>	<b>MRHS</b>	<b>NH Scholars</b>	<b>NH Scholars Fine Arts</b>	<b>NH Scholars STEM</b>	<b>MRHS Distinction</b>
<b>English:</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<i>Grade 9, 10, 11 &amp; 12 English</i>						CP, H or AP
<b>Mathematics:</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<i>Grade 9, 10, 11 &amp; 12 Mathematics</i>	Algebra I	Algebra I	Algebra I, Algebra II, Geometry	Algebra I, Algebra II, Geometry	Algebra I, Algebra II, Geometry	CP, H or AP
<b>Physical Sciences:</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
						CP, H or AP
<b>Biological Sciences:</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
						CP, H or AP
<b>Elective Sciences:</b>	-	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>2</b>
	-		Chemistry & Physics or HAP	Chemistry & Physics or HAP	Chemistry, STEM, & Physics or HAP	Chemistry & Physics or HAP

<b>Civics:</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>
<b>Economics:</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>
<b>World History:</b>	<b>0.5</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<i>Or AP European History</i>						CP, H or AP
<b>US History:</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
						CP, H or AP
<b>Social Studies Electives:</b>	<b>-</b>	<b>-</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>1</b>
						CP, H or AP
<b>World Language:</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>
<i>Consecutive Years</i>						
<b>Arts Education:</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>2</b>	<b>0.5</b>	<b>0.5</b>
<b>Information &amp; Communication Technologies</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>
<b>Health Education:</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>
<b>Physical Education:</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Senior Capstone</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Electives:</b>	<b>5</b>	<b>1.5</b>	<b>2</b>	<b>0.5</b>	<b>1</b>	<b>3.5</b>
<b>Total:</b>	<b>20</b>	<b>20</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>26</b>

CP= College Prep, H=Honors, AP= Advanced Placement, HAP= Human Anatomy & Physiology

### **Graduation Date**

The date for graduation is tentatively set when the school calendar is approved by the school board. The final date of graduation is set in the spring by the superintendent and the principal once it is determined how many inclement weather days must be made-up.

### **Graduation Ceremony**

The graduation ceremony is a celebration for students who have met the graduation requirements set by the state of New Hampshire and the Monadnock Regional School District.

**Only students who meet the requirements by the Tuesday prior to graduation by 2:30 pm may participate in the ceremony. There are no “blank” diplomas issued.**

By school board policy the high school principal solely determines who will participate in the graduation ceremony. Every attempt is made to regularly communicate with students and the parents of students who are at-risk of not graduating so every means possible can be exhausted to help students pass their courses and earn the credits needed to graduate. **NO EXCEPTIONS.**

Only academic regalia issued by MRHS or the CCC may be worn on the robe. Students may decorate their hats in an appropriate manner as determined by the principal or his/her designee. Appropriate dress must be worn under the robe.

To participate in the graduation ceremony all materials, supplies, textbooks, and Chromebooks must be returned and or paid in full. A cumulative list is kept during the time the student is enrolled. Also, any food service debt must be paid. The graduation ceremony is a celebration of the school community and should be conducted with appropriate behavior, respect, and dignity it deserves.

**Grading and Reporting**

Grade reports to parents/guardians are issued two times each marking period. Midway through each marking period an interim report will be mailed to parents/guardians. These Progress Reports will reflect the performance of the student in each of their classes. Report cards issued at the end of each quarter will also be mailed home. Both reports will include a section for teacher comments.

We strongly encourage parents to access and monitor their student’s progress regularly. Our student data information can be accessed by parents and students at any time via the internet and the school’s website to review grades. Teachers are expected to update their grades every two weeks. Please use this resource to support your child’s academic achievements. Contact Sandy Jepson at [sjepson@mrsd.org](mailto:sjepson@mrsd.org) for a username and password to access ALMA.

**Marking System**

A+	97-100	B+	87-89	C+	77-79	D+	68-69	F	0-64
A	94-96	B	84-86	C	74-76	D	66-67		
A-	90-93	B-	80-83	C-	70-73	D-	65		

**School Wide Rubrics**

In addition to academic grades, students will now receive a rubric score (from 1-4) in each class in the following five categories: communication, problem solving, technological literacy, creativity and career skills. We believe that these rubrics reinforce those 21<sup>st</sup> century skills that are often lacking among our young students.

**State Testing**

The New Hampshire Department of Education annually tests students in the areas of Math, Science, and English. These tests are important to provide data to our staff to help determine areas of strength.

**National Honor Society**

The Monadnock Regional High School is a chapter of the national organization which recognizes academic achievement. For students to be a member of this group they must be nominated by a staff

member, attain a high grade point average, be a good school citizen and display positive leadership skills. A fall induction ceremony will also be held at the high school.

### **Honor Roll**

To receive “High Honors” at the end of each quarterly marking period, a student must earn at least an A in all subjects. To receive “Honors, a student cannot have any marks below an 80%. If an incomplete appears on your report card, you will not be listed on the honor roll.

### **Academic Honesty & Integrity (Policy [JKL](#))**

At Monadnock Regional Middle High School, we expect all students to demonstrate academic integrity. This means completing your own work, using only approved resources, and being honest in your academic efforts.

**Cheating and plagiarism** are dishonest and undermine your learning and our school community. Academic dishonesty includes, but is not limited to:

- Copying someone else's work or allowing someone to copy yours
- Using notes or getting help during a test without permission
- Using AI tools (like ChatGPT or Google Gemini) unless allowed by your teacher
- Submitting work done by someone else or using past work from another class without approval
- Working with others on assignments that are supposed to be completed independently
- Representing someone else’s words or ideas as your own without proper citation

### **Improper Use of AI Tools**

Students may only use AI tools when a teacher specifically allows it. When AI is permitted, you must clearly state how you used it and cite any information that comes from it. If you're unsure about whether something is allowed, it's your responsibility to ask your teacher.

### **Complaint Procedure**

The administration and staff of MRMHS believe that each student deserves free and appropriate access to public education. We recognize the likely contingent that you may have concerns regarding your student’s educational experience. As such, we encourage you to express your thoughts and/or concerns about your student’s education.

The procedure for bringing concerns to the attention of the school is as follows:

1. Address your concern with the staff or faculty member involved first.
2. If you are unable to resolve the issue, contact the Assistant Principal.
3. If you are still unable to resolve the issue, contact the Principal.
4. If you are unsatisfied with the response, please write a letter to the Superintendent of Schools, with a copy to the Principal.

5. At this point, you may wish to request a meeting with necessary staff or faculty.

## **Alternative Education Opportunities**

### ***Accelerated Student Higher Education Programs***

#### **Credits to be determined**

The Accelerated Student Programs at Keene State College, Franklin Pierce University, River Valley Community College or other post-secondary institutes are available to all students who have a “B” or better overall average. Students need to see their guidance counselor for an application and recommendation. Students accepted into this program may take college courses and start their college transcript. The school district will pay up to \$300.00 per year for these courses.

### ***Evening Division Program***

#### **Credit to be Determined**

The Evening Division Program is an after school option for all students over the age of 16. The courses are free to students residing in SAU #93 and are under the age of 21. Please contact your child’s school counselor for further information. Students must have shown satisfactory completion of work one week prior to the Adult Diploma ceremony.

### ***Cheshire Career Center (Grades 11 & 12)***

#### **1 Year, 2 Credits**

The Cheshire Career Center is one of 25 regional career and technical education centers located through-out New Hampshire. The Career Center offers 14 career track programs. The programs are Automotive Technology, Accounting, Computer Maintenance and Repair, Computer Science, Construction Trades, Cosmetology, Culinary Arts, Drafting and Design, Early Childhood Education, Health Science Technology, Horticulture, Machine Tool Processing, Marketing and TV Studio Production & Digital Filmmaking and Fire Science.

### ***Driver Education (Grades 9-12)***

#### **Not for Credit**

The driver education program strives toward developing the proper attitudes and skills in future motor vehicle operators. Classroom sessions stress the role of the driver, natural and man-made laws, and techniques of driving. Defensive driving is emphasized. Laboratory (in-car) sessions are of ten hours total duration and are designed to permit students to apply the knowledge gained in the classroom. Preference will be given to seniors and juniors; sophomores and freshmen will be admitted to the program if vacancies exist. A fee will be charged for this course. No credit toward graduation is awarded for Driver Education. Driver Education Prerequisites: Students must pass a minimum of 4 subjects for the previous marking period, and must have written parental permission.

### ***English for Speakers of Other Languages (Grades 9-12)***

#### **1 Year, 1 Credit**

The ESOL English course is designed to be used by students who have been designated as English Language Learners. This course of study is based on an integrated skills approach with listening, speaking, reading, writing, and grammar components. It emphasizes those skills necessary for effective oral and written communication. The small class size allows each participant a maximum amount of individual attention and an opportunity to develop conversational skills.

### ***Extended Learning Opportunities***

#### **Credit to be determined**

Students may participate in and earn credit for various activities outside of the classroom. A New Hampshire teacher certified in the area for which credit is awarded, must oversee the program and a mentor may work with the student to develop a proposal and monitor activities. An application which describes activities and methods for assessing student work is submitted to the alternative credit office for approval. Once approved, the student works on his/her program at his/her pace. All ELO work should be completed in the academic year it was approved or by the deadline for senior grades.

### ***Summer School (Grades 7-12)***

Summer School provides an opportunity for students to recover lost credit and competencies from the most recent school year. Typical Summer School courses are offered in English 9, 10, 11 & 12, Pre-Algebra, Algebra I, Economics, Civics and Physical Science. Summer School is considered an extension of the school year and a highly qualified teacher of record will provide the competencies.

### ***Virtual Learning Academy Charter School***

#### **Credits to be determined**

The Virtual Learning Academy Charter School (VLACS) is New Hampshire's first statewide online virtual public high school and middle school where they offer students the opportunity to learn at their own pace from anywhere. As part of the public school system, they are free to all students living in New Hampshire. Their mission is to use the latest technology to provide students with anytime, anywhere access to a rigorous, personalized education that helps students learn today, graduate tomorrow and prepare for the future. They offer courses in every traditional subject and many electives which will fulfill all graduation requirements for a MRHS diploma. Students may attend part-time or full time. Visit the VLAC website ([@vlacs.org](http://vlacs.org)) to view their course catalog.

### ***Emergency Drills (Policy [EBCB](#))***

The fire, shelter-in-place and lockdown drill procedures are posted in each room. These are serious drills are a rehearsal of procedures that may someday save your life.

The fire drill warning involves a siren used only for fire warnings and emergencies. Orderliness and silence are emphasized. During a fire drill everyone must leave the building and report to a designated area with their assigned teacher.

**Bullying and Harassment (*Policy [JICK](#)*)**

MRMHS does not tolerate bullying or harassment in any of its nefarious forms. \*Anyone who fears that bullying or harassment is taking place is strongly encouraged to report this information to a school administrator as soon as reasonably possible. This information may be communicated via email, phone or in person. We also provide a link to a Google Form that may be completed online. The link is located on the Monadnock Regional Middle High School page on the bottom left. It is the first link in the “Quick Links” section. For more information about our Bullying and Harassment Policy, turn to Section Four of the handbook.

## Section 2: Student Conduct

### **Personal Conduct**

Our first core belief states that “we believe that every student has a right to a quality education.” Thus, providing a safe and orderly environment is a priority at MRMHS. In order to ensure an environment that promotes educational, social and emotional well-being, we hold high standards for student conduct. Some of our other core beliefs express that “we believe that every student has a responsibility to be an active participant” and to aid in creating a “safe, supportive environment infused with respect for others”. It is our desire to encourage students to act in an appropriate and respectful manner at all times. Respect, a key value in our Husky Pride Model, calls upon every student to have respect for self, others and for the facilities that encompass MRMHS is expected at all times.

Disruptions, disrespect, refusals and safety violations fundamentally interfere with student learning, and threaten the integrity of a safe, supportive learning environment. Students conducting themselves in any of these behaviors will be dealt with either by the classroom teacher or the administrators immediately. A variety of corrective options are available to the administration to help persuade students to act appropriately. Regardless of the consequence, the intention of our corrective actions are always restorative and not punitive. Our sincerest hope is to foster in our students those intrinsic motivators, the interpersonal desire to do the right things because they are the right things to do and not because doing the wrong things ends in a consequence. We encourage each student to make amends for his or her poor choices, beginning with taking responsibility for one’s actions and then actively working to repair any personal, emotional or physical damage done.

As a school community, we categorize all misconduct into one of four categories: disruptions, disrespect, refusal, and safety. These qualities are defined more thoroughly below.

### ***Disruption***

A disruption can be defined as an act performed by a student, either physical, representational, verbal or digital, that prevents other students from accessing their education. Disruptions can include, though are not limited to, swearing, shouting, public displays of affection, playing music too loudly, inappropriately using social media, refusing to follow a reasonable request during class.

### ***Disrespect***

Disrespect involves any student act that belittles, demeans or mistreats people, property or the school’s mission. Clear examples of disrespect include: shouting at others, swearing, insulting, and harassing. Disrespect toward property involves vandalism, willful mistreatment of school resources (Chromebooks, lockers, textbooks, drinking fountains). Profanity is not an acceptable language in a school setting. Direct confrontation and/or profanity in the presence of a staff member is a serious violation of school policy regardless of the student’s emotional state. The consequences for such

profanity will follow a ladder of corrective practices that may end with out of school suspension.

### ***Refusal***

Students are expected to follow the rules, policies, procedures and expectations as dictated by written policy guidelines or as verbally requested by any district employee. Students are expected to follow all reasonable requests. This form of misconduct includes a student's willful and blatant disregard for school rules. This may include: violating dress code, accumulating tardies, being present without a hall pass, using or possessing certain forms of contraband.

Students questioning the reasonableness of a rule, policy, expectation or request are strongly encouraged to appropriately share their concerns along the proper channels. Failure to comply with written or verbal requests by district employees will be considered refusal and will result in disciplinary action, which may include suspension, In-School Intervention or a variety of other disciplinary actions.

### ***Safety***

Safety violations involve instances in which a student (or students) create a situation that endangers the student themselves or others in the school community. Several clear examples include: fighting, making threats of any kind, leaving class or campus without permission, possession of a weapon, and allowing an unauthorized individual into the building.

### **School Bus Information, Rules and Regulations (*Policies [JICC](#), [EEAEC](#), [EEA](#), [EEAE](#), [JICC-R](#)*)**

Students living outside the walking limits to school are granted the privilege of riding the school buses to and from school. In order to maintain a safe, efficient and orderly means of transportation, students must choose to display acceptable behavior.

1. Students must be at their designated bus stops five (5) minutes prior to the pick-up time. Schedules do not allow waiting for late students. Students shall hold onto the handrail when loading and unloading.
2. Permission to get off at a stop that is not the student's regular stop requires a bus pass issued by the school at the request of the parent(s)
3. The school bus driver is in complete charge of the bus and students. The bus driver is authorized to assign seats whenever necessary.
4. Eating and drinking are not allowed on the bus.
5. Students who are addressed by the bus driver for unacceptable behavior shall provide the driver with their name. Failure to do so may result in suspension from riding the bus for up to three (3) days.
6. Students must remain properly seated until the bus comes to a complete stop and the eight way lights are activated.
7. Loud, vulgar, obscene and improper language or gestures will not be tolerated on the bus.
8. Smoking, Smokeless Tobacco, Vapor or E Cigarettes, Alcohol, Drug use and the use of lighters or

matches are forbidden.

9. Spraying of perfumes, deodorants, hairspray, air fresheners etc. is not allowed on the bus. Students will refrain from throwing things through the windows, out of the window or around the inside of the bus. Trash will be placed in receptacles on the bus.  
—NO LITTERING
10. Aisles and emergency exits will remain clear at all times. Students shall not be destructive of the school bus seats, sidewalls, floors and/or windows, nor shall they tamper with any other bus equipment.
11. Skateboards, skis, animals, insects, glass containers, nuisance items and other objects of injurious or objectionable nature are prohibited on the school bus. Students may bring acceptable items on the bus only if the item can be held in the student's lap.
12. Fighting, pushing, tripping, hitting, bullying or spitting will not be tolerated. Behavior relating to the safety, well-being and respect for others in a harmful, destructive or degrading manner is not acceptable.
13. The cost of any intentional damage will be the responsibility of the student/parent. Destruction of First Student property will result in a 5-day mandatory suspension from the bus and the student will remain off all buses until such time as a suitable payment agreement can be met.
14. Parents please note! There may be circumstances that could result in immediate suspension from the bus. If this should happen, the parent/guardian shall be responsible for providing transportation.

## **Consequence Guide**

Below we offer a general consequence guide to give a sense of our basic expectations. While we offer this guide, we ask that you remember that every situation is uniquely different. We recognize that it is vitally important to consider all factors involved in providing a corrective consequence that will genuinely bring about restorative change in the student(s) involved. We do our very best to balance the communal need for justice with the individual need for correction. The administration affirms the right to administer consequences based on all information afforded us.

### ***Disrespect***

Inappropriate verbal behavior will not be tolerated. Students are not allowed to use vulgar language in the school building regardless of the general cultural acceptance of such behavior. We strive to create an environment of respect where the dignity of every student is acknowledged and protected.

**Disrespect to students or building** - examples may include vandalism, swearing at other students, disruption of the learning environment, posturing:

Depending on severity and previous issues, consequences can range from a verbal warning, detention, repairing damaged property, ISI to OSS, or a combination of these

**Disrespect to staff** - examples may include swearing directed toward a staff member; threatening language or gestures directed toward a staff:

Depending on severity and previous issues, consequences may range from a verbal warning, apology letter to the other individual, office detention, ISI to OSS, or a combination of these.

### ***Disruption***

Examples may include: talking out of turn, texting during class, shouting in the cafeteria:

Depending on severity and previous issues, consequences may range from a verbal warning, forfeiture of phone or other electronic device, apology letter to the other individual, office detention, ISI to OSS, or a combination of these.

### ***Refusal***

Generally speaking, refusal involves the student's willful decision to violate any established school rules and policies. Examples may include: arguing with an adult, failing to report to class when directed, cheating, lying to a staff member, misusing Chromebook, habitual tardiness, stealing, dress code violations, leaving without permission, parking violation, etc.

Depending on severity and previous issues, consequences may range from a verbal warning, forfeiture of phone or other electronic device, higher-level Chromebook restrictions, apology letter to the other individual, detention, loss of parking privileges, changing clothes, ISI to OSS, or a combination of these.

### ***Safety***

Failure to comply with school rules and policies to such a degree, that the student compromises her own or his own and others' safety. Examples may include: possession of a weapon, fighting/assault, threatening, bullying or harassing other students, leaving class or campus without permission, possession of or dealing illegal substances.

Due to the serious nature of these violations, consequences are more stringent. Students may be suspended for up to ten days for any of these offenses.

### **Consequence Definitions**

MRMHS continues to work diligently to meet all students where they are at. We recognize the importance of keeping students in school and engaged, though, unfortunately, certain behaviors, namely, those that put self and others at risk, and those that interfere with a healthy learning environment, often necessitate an out of school suspension. Know that both the spirit and the practice behind our behavior plan is always restorative rather than punitive, progressive rather than absolute, and student-oriented rather than rule focused. As such, we recognize that all students are different. A consequence that works for one student may not work for another. Thus, we do our best to balance

equity with individuality.

### ***Teacher Detention***

Misconduct in class, Learning Labs or elsewhere on school grounds may result in a teacher detention being issued. When a teacher issues a detention, they must also communicate with the parent/guardian of the student via email or phone call. Failure to serve a teacher detention will result in parental contact by the teacher and may result in an additional detention being awarded. Repeated non-attendance at the second level will result in a referral issued to the Assistant Principal for additional consequences. Teacher and office issued detentions will take precedence over after school activities.

### ***Lunch Detention***

Lunch detention represents an immediate consequence for repeated tardiness. Students will report to the designated lunch detention room in a timely manner. Students will then be ushered down to get their lunches and return to the lunch detention room to sit quietly for the remainder of the lunch period.

### ***Office Detention***

School administrators may assign office detentions in an attempt to correct inappropriate behaviors. Teachers are responsible for maintaining classroom discipline and will issue consequences as part of their classroom management plan to ensure that the classroom environment is positive and conducive to learning. Students who do not respond to warnings, parental conference, counseling, or refuse to serve teacher detentions may be referred to the Assistant Principal for administrative action. Office detentions will take precedence over all after school activities. Students who have made previous arrangements with a teacher will be permitted to leave the detention hall when that teacher arrives to escort the student to an alternate location.

### ***In-School Intervention***

In-School Intervention (ISI) is a continuously monitored setting. Students assigned to ISI have exhibited major violations of school policies, accumulated several consequences or shown a blatant disregard for the educational environment. This is a serious step in the discipline process.

Students who are assigned to ISI are expected to follow all rules and regulations governing the room:

- Failure to follow the rules of the room will result in additional days of In-School Intervention.
- If school is canceled on the date of ISI, the ISI assignment is carried over to the next day that school is in session. Students refusing an In-School Intervention assignment will be sent home. The student will be required to serve their ISI assignment the day they return to school.
- The day that the In-School Intervention is assigned (i.e. The consequence day) students will not be able to participate in any after school activities regardless of what time the suspension was handed out. The student may not be on school grounds once school is dismissed at 2:30 pm.
- There may be a counseling component to In-School Intervention should the resources be

available.

- Students who are assigned ISI, must forfeit their phone to either administration or the ISI staff member. *If the student refuses to surrender his or her phone, the ISI may turn into an out of school suspension.*
- Students in ISI, will NOT have access to music, video games, or any other device that provides entertainment.

Students may be allowed to leave the room to attend class, if it is an educational necessity; permission to attend must be requested by the student and verified by the teacher and administrator. The student is responsible for self-advocating.

### ***Out-of School-Suspension***

A student will be suspended from school for persistent minor violations of school rules, major violations of school regulations including all offenses and conduct deemed serious enough by the administration to have a negative effect on the educational process and/or endanger the health and /or safety of others. If possible, a meeting will be held with the Assistant Principal and the student when any type of suspension is issued. Occasionally, timeliness requires that a suspension is given out after school hours. In this case, parents will be called and notified. Building administrators may only suspend a student for up to ten (10) school days. Any suspension that lasts longer than ten days will be dealt with by the school board. **If school is canceled on the date of suspension, the suspension will be served the next day that school is in session.** Subsequent offenses may bring longer suspensions or expulsion. Parents will be informed of all suspensions by phone or mail by the Assistant Principal's Office. Students suspended from school are ineligible for participation in any school activities during the suspension. In addition, they cannot be on school grounds. Violation of this policy may result in an extension of the existing suspension and referral to law enforcement for trespass violation. Students are expected to complete all assigned work during a suspension. For due process and right to appeal please reference Board Policy JICD, revised 11/2018. For students with disabilities, due process and rights to appeal by requesting a hearing under §300.507, and procedural safeguard policies, procedures, and practices that address the discipline procedures are located in §300.530.

When a child with a disability is removed from his/her placement for 10 or fewer days in the school year, the district is not required to provide special or regular education as the removal does not constitute a change in placement (34CFR 300.536)

When a child with a disability is removed for more than 10 cumulative days the LEA must provide services to allow the child to progress in his/her IEP goals and have the opportunity to participate and progress in the general curriculum.

A “change in placement” occurs if a.) a student is removed for more than 10 days consecutive days or b.) has a pattern of removals that totals more than 10 school days in a school year and the student’s behavior is similar to prior incidents or the length and frequency of removals is similar.

If a change of placement exists, the parent shall be notified immediately and a team meeting scheduled on the 11th day in order to conduct a Manifestation Determination (§300.530(e)). It is not required to include all parties on the IEP team but only those with sufficient knowledge of the situation and the student. This meeting should occur within 5 days of the violation of student code of conduct.

If it is determined that the behavior that violated a student code of conduct is a manifestation of a student’s disability the team must conduct (or review) a functional behavioral assessment (FBA) and a behavioral intervention plan (BIP). **ALSO**, if a manifestation is determined, the LEA must return the student to his/her last placement **UNLESS** the team and parent agree on an alternative setting. **NOTE:** A manifestation exists if the behavior was “caused by or had a direct and substantial relationship to the child’s disability” (CFR 300.530(e) (1) (i)). **OR** the child’s behavior was the “direct result of the school’s failure to implement the IEP” (CFR 300.530(1)(ii)).

If no manifestation is determined regular school discipline may be applied but **WITH** special education services including behavioral supports to prevent recurrence.

School officials may remove a student for 45 days (Interim Alternative Educational Setting - §300.530(g)) regardless of manifestation if the student a) carries or possesses a weapon to or at school, on school premises, or at a school function; b) the student knowingly possesses, uses, sells or solicits the sale of illegal drugs or controlled substances at school, on school premises, or at a school function; or if the student inflicts “serious bodily injury” (see CFR 300.350 (g) (3) for definition) at school, on school grounds or at a school function. Procedural safeguards remain in place for the student (§300.504) and will be implemented in the instance of an IAES. When it is determined that an IAES is required, the parent will be notified by US Mail and via telephone/email about the IAES. An IEP team meeting will be conducted as soon as is reasonable after the violation of the student code of conduct. During this meeting, the team will determine the setting in which the Interim Alternative Educational Setting will occur. It is in the IAES setting the student will receive their IEP services for the next 45 school days.

The parent of a child with a disability who disagrees with any decision regarding placement under §§300.530 and 300.531, or the manifestation determination under §300.530(e), or an LEA that believes that maintaining the current placement of the child is substantially likely to result in injury to the child or others, may appeal the decision by requesting a hearing. The hearing is requested by filing a complaint pursuant to §§300.507 and 300.508(a) and (b).

## **Appeal of Suspension or Expulsion**

Long term suspensions and expulsions may be appealed to the State Board of Education. Prior to the start of each school year, expulsions are subject to review if requested.

Procedures for hearings will include:

- Notification of the date and time of the proposed hearing.
- The right to be represented by legal counsel or advisor.
- The right to have witnesses and to cross-examine complaining witnesses.
- The right to either a public or private hearing.
- The right to testify and present evidence.

For students with disabilities, the right to appeal through a due process hearing is discussed in §300.507.

## **Suicide Prevention and Response Plan (*Policy [JLDBB](#)*)**

Protecting the health and well-being of all students is of utmost importance to the school district. The school board has adopted a suicide prevention policy which will help to protect all students through the following steps:

- Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, support systems, and seeking help for themselves and friends. This curricular content will occur in all health classes throughout the school year, not just in response to a suicide, and the encouragement of help-seeking behavior will be promoted at all levels of the school leadership and stakeholders
- Each school or district will designate a suicide prevention coordinator to serve as a point of contact for students in crisis and to refer students to appropriate resources
- When a student is identified as being at-risk, a risk assessment will be completed by a trained school staff member who will work with the student and help connect the student to appropriate local resources.
- Students will have access to national resources that they can contact for additional support, such as:
  - National Suicide Prevention Lifeline: 988 or [suicidepreventionlifeline.org](http://suicidepreventionlifeline.org)
  - The Trevor Lifeline: 1-866-488-7386 [thetrevorproject.org/get-help-now](http://thetrevorproject.org/get-help-now)
  - Trevor Lifeline Text/Chat Services, available 24/7 Text "TREVOR" to 678-678
  - Crisis Text Line: Text TALK to 741-741 [crisistextline.org](http://crisistextline.org)
  - Call or Text 988 for the suicide and crisis lifeline
- All school personnel and students will be expected to help create a school culture of respect and support, in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they or a friend are feeling suicidal, or are in need of help. While confidentiality and privacy are important, students should know that when there is risk of suicide, safety comes first. For a more detailed review of policy changes, please

see the district’s full suicide prevention policy.

Laura Weiderman, Director of School Counseling	<a href="mailto:lweiderman@mrsd.org">lweiderman@mrsd.org</a>	603-903-6969	District-Wide
Melissa Johnson, School Social Worker	<a href="mailto:mjohnson@mrsd.org">mjohnson@mrsd.org</a>	603-903-6782	MRMHS
Bethany Maynard, School Counselor	<a href="mailto:bmaynard@mrsd.org">bmaynard@mrsd.org</a>	603-903-6713	High School
Samantha Sestitio, School Counselor	<a href="mailto:sestito@mrsd.org">sestito@mrsd.org</a>	603-903-6709	High School
Lindsey Charron, School Counselor	<a href="mailto:lcharron@mrsd.org">lcharron@mrsd.org</a>	603-903-6754	Middle School

**School Safety Officer**

The role of the School Safety Officer (SSO) is to assist the staff and administration in ensuring a safe school environment. The SSO is responsible for school safety issues, for applying school rules and regulations, and for ensuring that students are abiding by the code of conduct.

**Smoking/Tobacco Violation/Vapes/Smokeless Tobacco (Policies [JICG/ADC/GBED](#))**

Smoking is not allowed within the school building or on school grounds. Also prohibited is the use of smokeless devices (vapes, dab pens, etc.), chewing tobacco, or any other tobacco or nicotine ingesting method or device. Students who are found violating this policy may receive up to a three day out of school suspension for a first offense. Police and parents will be notified of each offense. Subsequent offenses will likely merit harsher consequences. Additionally, vape devices and other paraphernalia will be disposed of immediately following all necessary investigations. These devices will NOT be returned to students and anyone over 18, parents or guardians.

**Drug/Alcohol Violation (Policy [JICH](#))**

A student shall not buy, attempt to buy, sell, attempt to sell, possess on his/her person or in his/her desk, locker, or any other place, use, transmit, give, or be under the influence, or knowingly in the presence of, any narcotic drug, controlled drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, counterfeit drug purported to be controlled, alcoholic beverage, or intoxicant of any kind.

A student shall not possess on his/her person or in his/her desk or locker or any other place any drug or any kind of drug paraphernalia (including, but not limited to, dab pens, roach clips, rolling papers, bongs). All information pertaining to any alleged offense will be presented to the student’s parents and the local police authorities, and the student will be suspended from school for up to 10 days.

**Weapons on School Property (Policy [JICI](#))**

Weapons are not permitted in school buildings, on school property, in school vehicles or at school-sponsored activities. This policy applies to students and members of the public alike. Student

violations of this policy will result in both school disciplinary action and notification of local law enforcement authorities. "Weapon" includes but is not limited to: slingshot, metallic knuckles, billies, knives, electric defense weapons (as defined in RSA 159:20), aerosol self-defense spray weapons (as defined in RSA 159:20), and martial arts weapons (as defined in RSA 159:24). "Weapon" is further defined as any device, instrument, material or substance, which is used, attempted to be used or threatened to be used is readily capable of causing death or physical injury.

Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D:1 shall be expelled from school by the local school board for a period of not less than 12 months. This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law.

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

### **ID Cards**

All students and staff will be issued picture ID cards. Students are expected to have their ID cards with them at all times when they are in school. Students are required to show their school-issued Picture ID when requested by any MRMHS staff member. Students who lose or destroy/deface their ID cards may have a replacement card issued for a fee of \$5.00.

### **Lockers**

The school assigns lockers to students, and reserves the right to inspect and to search lockers when deemed appropriate. This comes from the responsibility to operate the school and to guard the health, welfare, and safety of students and staff. Lockers will be distributed and monitored by students' Advisor. Your locker combination should not be given to other students, nor should any student switch lockers without administrative approval. Students will be held responsible for the condition of the locker assigned to them. The school is not responsible for stolen items. Under no circumstances shall students write in or on lockers nor shall students alter the closing or locking mechanism or parts thereof of any locker. Inappropriate pictures are not to be hung in lockers and may be removed. Students will be held responsible for the cost of repairs for any damage caused to the lockers, including rigging them to open without using the combination.

### **Hall Pass/Privilege Card**

Students are required to have a Senior Privilege Card, a written multi-pass properly filled out in ink, or a teacher artifact that indicates time and intent, whenever they are en route to the health office, library, water fountain, bathroom, locker or the computer lab. Teachers must fill out the pass and students must sign out prior to leaving.

## **Dress Code (*Policy JICA*)**

Monadnock's goal is to provide the best educational environment possible, while simultaneously preparing students for life after high school. Therefore, the dress code is necessary to maintain a productive learning environment. All attire must abide by the following criteria:

- **Non-Offensive-** Phrases that are sexual in nature, or that refer to a person's ethnic, national origin, religious belief, sexual orientation, or disability in a derogatory way are not permitted.
- **Modest-** Undergarments are not acceptable as outer clothing. Strapless tops are **not** considered to be acceptable to wear at school. All pants/shorts will be worn at the waist and midriff should **not** be exposed.
- **Professional-** Property that advertises drugs, alcohol, tobacco, sex, violence and/or any illegal substance is not acceptable, exhibits vulgar or offensive language or symbols, this includes ironic expressions meant to poke fun at serious topics.
- **Safety-** Anything that compromises the safety of others should not be worn. All footwear without a sole is not acceptable in case of emergency situations. Also, students are required to wear protective clothing, eye protection, appropriate athletic gear, and other specialty requirements as deemed by specific classes.

The administration reserves the right to ask students to change any clothing, accessories, backpacks or the like that they believe violates the Monadnock dress code policy. Students who fail to abide by the policy once prompted, will be asked to change the offending attire.

## **Assemblies**

Assemblies may be held during the school year for various purposes. These might be to commemorate a national holiday, to recognize a sports season of the year, or to hear a speaker. When called, students will enter the auditorium or gymnasium quickly, quietly, and will be supervised by their teacher. All students are expected to attend the assemblies, regardless of senior privileges, assuming that the student is on campus.

## **Class Dues**

In order to fund class activities, dues shall be collected from the members of each class. These funds shall primarily serve to support activities occurring during the junior and senior years, such as the Junior-Senior Prom, Senior Banquet, Senior Brunch, and Senior Class Gift; however, funds may be utilized throughout the four-year period at the discretion of each class, its officers, representatives, and advisor(s). Students shall fund these activities through the payment of class dues in the amount of \$10.00 per year. All class dues collected will stay with that class through graduation. The first week of each marking quarter shall be designated as "Dues Week." For those students who cannot pay their dues, fund raising options will be made available each year so that dues may be earned rather than

paid through a direct cash contribution. Students who transfer to Monadnock Regional High School are required to pay dues only for the years in which they attend the school. Nonpayment of dues shall result in student ineligibility for participation in all class sponsored functions (including graduation) until such time that all dues have been paid.

## **Dances**

Dances sponsored by Monadnock Regional High School are for high school students only. Dates from other high schools need to be approved and signed up in the Principal's office and paid for in advance. For eligibility for dances, please reference the Extra-Curricular Eligibility section of the handbook.

## **Junior/Senior Prom and Semi-Formal Dances**

The annual Junior-Senior Prom is an essential and exciting spring event open to all eligible students in grades eleven and twelve. To ensure the success of this tradition, every effort is made to control costs, encourage the attendance of mature individuals, and preserve the prom as an experience unique to high school students; therefore, no middle school student regardless of age or escort shall be permitted to attend the annual Junior-Senior Prom held by Monadnock Regional High School. For eligibility for Prom and Semi-formal, please reference the Extra- Curricular Eligibility section of the handbook.

Appropriate clothing is required. No jeans or T-shirts. High school dates from another school need to be signed up in the Principal's office and paid for prior to the dance. Perfect attendance cards are accepted as payment at semi-formals. The administration reserves the right to prohibit any student from attending the prom who is not a student, who is over 20 years of age, who poses a threat to the safety and security of the event, or who may cause the event to be less than successful for the students in attendance.

## **Learning Lab**

MRMHS takes seriously its mission to educate every student and maximize their potential. Therefore, a student who is not meeting the academic expectations of a course as indicated by a failure to meet competencies, missing work, or low grades, may be assigned to the Learning Lab for academic intervention. The Learning Lab staff is trained and ready to help if you are having difficulties meeting academic requirements. *Students who are assigned to Learning Lab must attend or disciplinary consequences will result at the discretion of the administration.* Students must remain in their assigned Learning Lab, unless they have received permission from the Principal or Assistant Principal to move. In other words, Learning Lab instructors do not have the authority to send students to a different Learning Lab.

## **Perfect Attendance Card**

Any student with perfect attendance will be issued a "Perfect Attendance Card" by the Assistant Principal, which will entitle that student to free admission to school dances and school sponsored

athletic events as well as many other school sponsored activities for the following year.

### **Medication (Policies [JLCD](#), [JLCD-R](#))**

All medication must be brought to school by the parent and in the original container. The school cannot store more than a 30 day supply of prescription medication. Prescribed medicine shall not be dispensed or administered to any child by school personnel except by the school nurse, or under the nurse's supervision. In the event the school nurse is unavailable, the building principal, or designee shall administer the medication. All prescribed medication to be given in the school shall require a written order signed by the physician who has examined and prescribed the medication.

Over-the-counter medication may be given by the nurse using professional knowledge and judgment with signed permission from the parent. **Please do not send medicine to school with your child.**

If medications, whether prescription or over the counter, need to be given during school hours, a [Medication Administration Authorization Form](#) must be on file in the school health office. To administer prescription medication, this form must be signed by both a parent and the child's physician. Any changes in the doctor's order including dosage, time of administering, etc., must be accompanied by a new permission form. Some medications may be self-administered with parental and physician permission. For self-administered Epi-Pen permission, please complete the [Epi-Pen Form](#). For self-administered inhaled medication, please complete the [Inhaled Medication Form](#).

Medication orders are good for one school year only. A new form must be placed on file every school year. Parents must never give a child any medication, including, but not limited to, vitamins, dietary supplements, aspirin, Tylenol, ibuprofen, etc., to self-administer at school, or to carry such medication to or from school. All medications must be retrieved from school at the end of each school year.

### **Accidents or Injuries**

If a student, staff member or anyone visiting MRMHS has any sort of accident, they must report to the nurse's office and fill out an Accident Report form immediately. It is very important that the school have your updated phone numbers where you can be reached in the event that your child becomes sick or injured at school. Please be sure to include an emergency number and contact person for this reason.

## Section 3: Student Activities and Services

### Extracurricular Activities, Clubs and Organizations

Students are encouraged to participate in the extracurricular opportunities at MRMHS. Participation can foster the feeling of being a part of the school community and can provide valuable learning experiences.

### Becoming a Club or Organization

Before it can be recognized as a school group and given use of school time and/or facilities, the club or group must be approved by the school board. See the pertinent school board policy to receive approval for a club or organization. Membership must be open to all students. The club must have a sponsor or advisor who is approved by the administration. School groups are not permitted to use the school name for activities outside the school unless prior permission has been granted by the administration. All fundraising must be approved by the superintendent and/or their designee in advance. Forms are online and in the Principal's Office.

### Extracurricular Participation Policies, Rules, and Guidelines

Monadnock Regional Middle High School strives to offer extracurricular opportunities that meet the needs, abilities, and desires of each student. MRMHS provides a variety of extracurricular activities. *These include clubs, activities, dances (prom and semi), field trips, and athletics.*

Any activity that does not earn credit meets the criteria to be considered an extracurricular activity. Students involved in extracurricular activities must represent their school in a positive manner and conduct themselves in an exemplary manner during the school day and during activities. Participation in extracurricular activities is subject to District policies (listed below), NHIAA rules (for interscholastic sports) and other rules and guidelines established by the Principal and Superintendent.

The following guidelines will be used to determine student eligibility to participate in extracurricular activities.

For **interscholastic athletics**, students must meet the following criteria to be eligible.

1. All interscholastic athletic participants must complete and submit all required participation forms, including:
  - a. Athlete's Health History
  - b. Emergency Medical
  - c. Physical Requirements
  - d. Student/Parent Agreement
  - e. Web Page Permission

2. All interscholastic athletic participants are required to be enrolled in four (4) academic courses AND have no failing grades. (letter grade F).
3. Eligibility for fall interscholastic athletic participation will be determined in the fourth quarter of the previous school year.\*
4. Students' grades will be checked on Mondays every 2 weeks. This will be done by WIN advisors. If the student has a failing grade (letter grade F) WIN advisors will let the Athletic Director know and they will be put on academic probation for 2 weeks. Activity participants will still be able to participate in practice and games at their own discretion. If the failure is not lifted after the 2-week probation period, the player will become ineligible to participate in any extracurricular activity until the grade becomes passing.
5. The Athletic Director will meet with the student(s) to inform them of being on academic probation and will check in with the student routinely.
6. Incompletes are not to be considered passing grades for purposes of eligibility.

Participants in **all extracurricular activities, including interscholastic athletics**, must abide by the following rules and guidelines for maintaining eligibility.

1. Students must attend half of their scheduled classes during the day in order to participate in extracurricular activities on that day.
2. Any student suspended from school is also suspended from all activities on that day. This includes In-School suspension.
3. The following offenses (on or off campus) are subject to disciplinary action while a student is a member of an extracurricular activity:
  - a. Use of alcohol, tobacco or any other illegal drugs ("tobacco" includes liquid e-cigs, and vapors);
  - b. Use of any prescription drug without proper medical prescription
  - c. Possession of alcohol, any illegal drug, or any legal drug without proper medical prescription;
  - d. Possession of alcohol/drug paraphernalia;
  - e. Selling alcohol, any illegal drug, or any prescription drug;
  - f. Misuse of any over-the-counter medication;
  - g. Taking, dispensing, possession, or knowingly being present during illegal consumption of alcohol or drugs;
  - h. Knowingly or willfully assisting another person in using alcohol and/or drugs, including but not limited to, hosting a party where alcohol or controlled substances are consumed;
  - i. Consuming alcoholic beverages or drugs prior to attendance at or participate in school activities or functions;
  - j. Stealing;
  - k. Hazing;
  - l. Vandalizing;

- m. Other acts of misconduct outlined in the Student Handbook (see Penalties for Acts of Misconduct) during school or activities, as a participant or as a spectator
4. Consequences
- a. **First Offense:** Minimum suspension of 25% of the competitive sport season or activity which may extend into the following activity season or sport (competitive) season. The student must perform 8 hours of community service on school property. It is mandatory to attend practices after being reinstated at school and completing an online awareness program.
  - b. **Second Offense:** (Within 2 years of first offense) Minimum suspension of 50 % of the competitive sport season or activity *which may extend into the following activity or sport (competitive) season*. The student must perform 24 hours of community service on school property and enroll in mandatory professional counseling. It is mandatory to attend practices and complete an online awareness program.
  - c. **Third Offense:** (Within 2 years of first offense) Immediate removal from any activity (sports or otherwise) for 365 calendar days. The student is to attend practices, perform 80 hours of community service on school property, and receive mandatory professional counseling at the expense of the parent/guardian. In the event professional counseling and rehab has been successfully completed the student may return to school activities after 90 days, however, the student will be subjected to mandatory testing a minimum of 4 times per year at an approved facility at the expense of the parent/ guardian.
5. Any student violating the school's rules must, as a condition of staying at the school, agree to a minimum of three meetings (at the parent's expense) with a professional counselor in the field of substance use/abuse (school administration / staff will provide counselor list for referrals as needed). The student and family must be willing to follow the recommendation(s) set forth at the end of the three sessions. In addition, the student and family must complete and submit appropriate release forms (HIPAA, FERPA, etc.) in order for school administration to receive notification of counseling and testing results.
6. Two years of no violations constitutes the establishment of a clean slate for the student.
7. Activity members must use transportation arranged by the school to attend programs away from MRMHS. With the advisor's permission, activity members may return home with a parent or guardian
8. School facilities will not be used without the supervision of an advisor.

## **Extracurricular Opportunities Available at MRMHS**

### ***Athletics***

Fall: Football, Boys/Girls Soccer, Cross Country, Field Hockey, Spirit

Winter: Boys/Girls Basketball, Ice Hockey (JV), Swimming (HS), Winter Track (HS), Spirit

Spring: Baseball, Softball, Lacrosse (HS), Boys/Girls Track

### ***Student Government***

Each fall students interested in serving as part of student government and/or their class council will take part in student elections. The process for participating in elections will be made available to all students prior to the vote. Student government is the opportunity for students to have a voice in the operation of the school and generally provides positive activities and events for the student body. The student government regularly gives a report at each school board meeting. Participants in student government are role models for others and should represent themselves and their school in a positive manner at all times.

### ***Extracurricular Clubs and Organizations***

Class Officer	Color Guard	Drama: Musical/Play
Fish and Game Club	Interact Club	Key Club
Special Olympics	National Honor Society	Junior Honor Society
Superintendent's Club	Student Govt./Class Council	Best Buddies

### **Late Buses and After School Regulations**

The Monadnock Regional School District provides late buses for students on **Monday, Tuesday** and **Thursday** afternoons so students can stay after school for assistance with their school work, attend club meetings, participate in athletics, etc. Students are encouraged to stay after school and to take advantage of the late bus when they have a reason to be here. To stay after school and take the late bus students must have permission and obtain a green Bus Pass from the administrator, teacher or coach that is supervising them after school. Students will present the bus pass to the teacher on duty or administrator during the bus line-up in order to ride the bus home.

Students should not be staying after school without a school-based reason to do so. Students who are done getting help, or if their meeting is completed, must wait in the cafeteria annex during "bus wait" until the time to board the buses.

### **Nutritional Services (*Policies [EFA](#), [EFAA](#), [JLCE](#), [EFC](#)*)**

The Monadnock Regional High School cafeteria staff offers breakfast each morning. Special tables are reserved for students who wish to have breakfast. As always, students are expected to clean up their area immediately upon finishing breakfast. The administration may suspend the breakfast program for those who abuse the privilege. Students may not be dismissed from classes to attend breakfast. The cafeteria will be closed during W.I.N.

Full information about our nutritional services can be found [HERE](#).

Free or reduced-price meals will be available for families that qualify. To participate in this federal program, simply complete a Free & Reduced Meals Program application each fall or as soon as you

learn that you may qualify by clicking [HERE](#). For a paper version, please contact us to request an application or download it [HERE](#).

To minimize the possibility that your child may be without meal money on any given day, meals can be paid for in advance and the balances maintained in your child's account. To pay by check, send checks in with your student on the first day of the school week OR mail a check and the full names of your children to Monadnock Nutrition Services, P.O. Box 10451, Swanzey, New Hampshire, 03446. To pay online, click [HERE](#). Cash payments can be added to accounts at MRMHS by students before 9:30 am at a cashier's station.

Students are required to use their school ID card for purchases in Cafeteria- students without ID cards will need to wait to make purchases until students that have ID cards transactions are completed.

Following completion of lunch, students must clear their section of the table and floor of all trash. Students throwing food or leaving trash behind in any area of the building are subject to consequences for disrespect to the school building. Cafeteria misbehavior may result in an assigned seat being awarded to the student for a period of time, detention and even In-School Suspension.

### **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

### **Employee/Student Technology Acceptable Use (Policy [JICL/GBEF](#))**

Monadnock Regional School District (MRSD) provides students access to computers, the internet, and other digital tools for learning. Using school technology is a privilege—not a right—and students are expected to act responsibly, respectfully, and ethically when online.

#### **What's Allowed**

- Use technology for school-related work, research, and projects.
- Follow teacher instructions and class/school guidelines when using the internet or AI tools.
- Keep your passwords private and your accounts secure.
- Treat other users and their work with respect.
- Use proper citation and avoid plagiarism or copying.

#### **What's Not Allowed**

Students may not use school technology to:

- Access, view, or share inappropriate, offensive, or explicit content.
- Use AI tools, chat apps, or social media without permission.
- Plagiarize, cheat, or submit someone else's work (including AI-generated work) as their own.
- Harass, bully, or threaten others online.
- Destroy, damage, or change school devices, accounts, or data.
- Install unapproved software or try to bypass internet filters.
- Engage in illegal or dishonest activities (e.g., hacking, impersonation, scams).

#### **AI Use**

AI tools (like ChatGPT) may only be used with teacher permission. If allowed, students must clearly say how the tool was used and cite it appropriately. Misuse will be treated as plagiarism or cheating.

#### **Monitoring & Privacy**

Students should have no expectation of privacy when using school devices or networks. MRSD may monitor internet use, files, and communications at any time.

#### **Consequences**

Violating this policy may lead to:

- Loss of tech privileges
- Disciplinary action
- Parent/guardian notification
- Legal consequences in severe cases

### **Employee/Volunteer Responsibility to Supervise Student Computer Use**

Employees and volunteers who use school computers with students for instructional purposes have a duty of care to supervise such use and to enforce school policies concerning employee and student computer use. When, in the course of their duties, employees or volunteers become aware of a violation, they are expected to stop the activity and follow the steps prescribed in Policy JICM/GBEG, (Prohibited Use of Technology), and Policy EHAC (Reporting of Issues).

### **No Expectation of Privacy**

All computer hardware, software, network, and email systems are owned by the school district, they are not the property of the employee or student. All emails, websites, and social media posts created using these systems are subject to the monitoring systems used by the school district to safeguard its students and employees.

The Monadnock Regional School District's computers and web accounts remain under the control, custody, and supervision of the school district at all times. Employees and students have no expectation of privacy in their use of email, stored files, websites, and social media when used on district computers or networks.

### **Compensation for Losses, Costs and/or Damages**

The employee or student and his/her parents/guardians are responsible for compensating the school district for any losses, costs or damages incurred by the district for policy violations while the employee or student is using district technologies, including the cost of investigating such violations. The district assumes no responsibility for any unauthorized charges or costs incurred by an employee or student using school district technologies.

The MRSD reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

### **Code of Conduct - MRSD Websites and Social Media**

Social media pages and websites sponsored by MRSD are provided for the MRSD community to share information about our schools and the achievements of the students and staff as well as other relevant MRSD community information. All posting of comments on MRSD pages are at the discretion of the page administrators. The intent of this policy is to protect the privacy and rights of the MRSD school community. We expect participants to be respectful and courteous. This includes avoiding posting comments, complaints, criticisms, statements, photographs, video or audio, or other forms of electronic communication that are or could reasonably be viewed as malicious, threatening or intimidating, disparaging, profane, obscene, offensive, sexually explicit, inappropriate, inflammatory, discriminatory or otherwise objectionable or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, sexual

orientation, or any other status protected by law or company policy. Please understand that all postings to MRSD-sponsored sites are publicly accessible without limitation or protection of any kind. Be cautious with the personal information you share, and understand that this information may be linked to your name and published on the Internet or utilized by others.

All official MRSD web pages and social networking sites (those designed for student use and/or communication to stakeholders about MRSD programs) must be approved by the Administration and must adhere to the following standards:

1. Logos and graphics used on the site must be consistent with the branding standards and usage guidelines of the District.
2. Sites that accept comments or postings by anyone other than the site administrator must be diligently monitored to ensure that information displayed complies with MRSD guidelines as set forth above and as established in the MRSD's Employee Technology Acceptable Use and Social Media Policy, and is appropriate to the subject matter of the page.
3. Students should not be expected to utilize the site as the only source of important information since student access to social networking sites is restricted on the MRSD networks.
4. Pages or sites which have not been approved by the Administration will be treated as personal pages as defined by this policy.

MRSD further reserves the right to reject or remove comments if they violate this Social Media Policy. Any submissions that fail to follow this Policy in any way or are otherwise irrelevant will be removed. We also reserve the right to amend this Policy from time to time in our judgment to address issues that may arise and changes in our operations or the law.

In posting material on MRSD-sponsored sites, you agree not to:

1. Post materials that are or could reasonably be viewed as malicious, threatening or intimidating, disparaging, profane, obscene, offensive, sexually explicit, inappropriate, inflammatory, discriminatory or otherwise objectionable or that might constitute harassment or bullying towards an individual or entity member of the MRSD community.
2. Post phone numbers, email addresses or other confidential information of students, faculty, staff, or any person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
3. Break the law or encourage others to do so. This includes respecting copyright and fair use laws. If you are talking about somebody else's work, reference this or the person, and where possible include a link.
4. Post material that infringes on the rights of MRSD or any individual or entity, including privacy, intellectual property or publication rights.
5. Post material that promotes or advertises a commercial product or solicits business or

membership or financial of other support in any business, group or organization except those which are officially sponsored by MRSD.

6. Post chain letters, post the same comment multiple times, or otherwise distribute “spam” via the MRSD-sponsored site.
7. Allow any other individual or entity to use your identification for posting or viewing comments.
8. Post comments under multiple names or using another person’s name.

In posting material on MRSD-sponsored sites, you understand that:

1. You agree to indemnify and hold harmless MRSD, its affiliates, directors, employees, successors and assigns against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorneys’ fees and costs) arising out of any claim by a third party relating to any material user has posted on MRSD-sponsored sites.
2. MRSD reserves the right to remove any comments at any time for any reason and/or ban future posts from people who repeatedly violate this Policy.

### **Personal Communication Devices & Personal Computing Devices (*Policies [JICJ/JICM/GBEH/GBEBE](#)*)**

For the purpose of this policy, “Personal Communication Devices” and "Personal Computing Devices" is defined as any technology that is owned by an individual and not owned by the School District. This may include, but is not limited to laptops, tablets, cell phones, smart watches, gaming devices, or similar devices. This topic is sometimes referred to as BYOD, "Bring Your Own Device".

- On campus, during the academic learning hours, personal devices such as cell phones, tablets, etc. are prohibited. They must be turned off and put away, including during lunch periods, study halls, and passing between classes.
- On campus, during the academic learning hours, personal wearable technology devices such as smart watches, digital eyeglasses, etc. may be used for traditional functions of telling time, reading, etc., but may not be used for communication, photography, or audio/video recording.
- On campus, during the academic learning hours, personal headphones may not be used. For legitimate learning activities such as watching videos or listening to music, the school will provide headphones. Employees/volunteers are not permitted to use earbuds/headphones at any time before, during, or after the school day; they must be present and attentive to their surroundings at all times for the purpose of safety and security

### **Textbooks**

Textbooks are provided by the school district with the expectation that students take care of the book and return it in the same condition that it was issued. Each student is responsible for the return of books at the end of each course. If a book is lost, stolen or damaged, it is the student’s responsibility to pay for the book before a new one is issued. MRMHS compiles a Book Owe list throughout each year. If a student has not paid for a book by the end of the year they are placed on the Book Owe list.

**Pledge of Allegiance and Flag Display (Policy [INDB-R](#))**

New Hampshire law that requires schools to set aside time daily for students to voluntarily recite the Pledge of Allegiance. Accordingly, the Pledge of Allegiance will be an administrator, teacher, staff, or student-lead and recited at the beginning of each school day in each school. Pupils not participating in the recitation of the pledge of allegiance may silently stand or remain seated but shall be required to respect the rights of those pupils electing to participate.

**Field Trips (Policies [IJOA](#), [IJOA-R](#))**

Authorized field trips which have educational value are part of the student's school experience. School buses are utilized for these trips. Permission slips are required for every child before s/he leaves the school grounds. It is necessary that these be signed and returned promptly to the school by parents/guardians.

## Section 4: Annual Policy Notifications

### Policy Manual

All Monadnock Regional School District Policies are available in their entirety [HERE](#). Use the magnifying glass tool to search for policies by entering a keyword (for example, 'immunization'). Certain policies requiring annual review or notification are presented or linked in this manual.

### Drug-Free and Tobacco-Free Schools (*Policies [GBEC](#), [JICG/ADC/GBED](#)*)

Monadnock Regional School District maintains a drug-free and tobacco-free environment in compliance with state and federal law.

- Under RSA 193-B ("Drug-Free School Zone" law), it is illegal for any person to manufacture, sell, or possess controlled drugs within 1,000 feet of school property.
- The District is responsible for establishing and marking these zones and notifying students, staff, and the public of the law's enforcement.

In addition, all use and possession of the following is prohibited in any school facility, vehicle, or on school grounds:

- Tobacco products (including cigarettes, cigars, chewing tobacco, and snuff)
- E-cigarettes and vape devices
- E-liquids or liquid nicotine (including those containing nicotine or cannabis)

Students and minors are also prohibited from possessing these items on any school property or at school events. Violations may result in disciplinary action and/or referral to law enforcement. Signs are posted in all district facilities to indicate the tobacco-free policy.

### Students with Disabilities (*Policies [IHBA](#), [IHBA-R](#)*)

Monadnock Regional School District ensures all students with disabilities are provided with a Free Appropriate Public Education (FAPE) in accordance with the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, and Title II of the Americans with Disabilities Act. (Ed 1105 CHILD FIND Ed 1105.01).

**Child Find** (§300.8) : The district identifies, locates, and evaluates all children ages 2.5 through 21 within its jurisdiction who may have a disability and need special education or accommodations, including students in private schools and homeschool settings.

**Special Education (IDEA):** Eligible students receive an Individualized Education Program (IEP) with specially designed instruction and related services. Services are available until a student earns a regular high school diploma or turns 22.

**Section 504:** Students who do not qualify under IDEA may receive accommodations through a 504 Plan if they have a disability that substantially limits a major life activity (e.g., learning, walking, breathing).

**Parent Rights:** Families receive annual procedural safeguards outlining their rights, including participation in meetings, access to records, and dispute resolution options.

For more information or to refer a student, contact: Director of Student Services

### **Video and Audio Recording (Policy [EEAA](#))**

The Monadnock Regional School District authorizes the use of video and/or audio surveillance on school property—including, but not limited to, school buildings, parking lots, meeting rooms, school buses, and other district-provided transportation—to help ensure the safety, welfare, and security of students, staff, and visitors, and to protect district facilities and equipment.

Surveillance may include video recording throughout the district in areas where there is no reasonable expectation of privacy. These include common areas such as hallways and exterior grounds, but do not include bathrooms, locker rooms, or changing areas.

- **Audio surveillance** is only permitted on school buses in accordance with NH RSA 570-A:2, and in certain educational settings when required as part of a student’s Individualized Education Plan (IEP) or 504 Plan.
- **Notification** of surveillance is provided through signage on school property and may also be communicated through this handbook and school websites.

**Retention and Use:** Any video or audio recording that becomes part of a student disciplinary matter may be treated as part of the student’s education record and protected under the Family Educational Rights and Privacy Act (FERPA).

- **Unapproved Recordings:** Students and staff are prohibited from making video or audio recordings on district property without administrative permission. Unauthorized use may result in disciplinary action, including device confiscation, parent contact, or legal consequences.

Additionally, parents/guardians may grant or deny permission for their student to be photographed or recorded for public purposes (e.g., newspaper, radio, TV, or web). This media release form can be found on the last page of this handbook

### **Homework (Policy [IKB](#))**

Homework is both educational and practical. Students will be responsible for completing assigned homework, returning homework to the teacher by the designated time, and submitting homework assignments which reflect careful attention to detail and quality of work. Parent's/Guardian's responsibilities include being familiar with the District Homework Policy and the school/classroom expectations, communicating with the school when homework questions or concerns arise, and supporting the child’s learning by monitoring homework assignments and helping the child be prepared to succeed.

### **Student Conduct (Policy [JIC](#))**

The School Board is committed to promoting a safe, healthy, orderly, and supportive school and learning environment. To achieve that for all, it is important for students to conduct themselves in a manner fitting to their age level and maturity, and with respect and consideration for other students,

District personnel, and other members of the community. Students are expected and required to maintain appropriate behavior that allows teachers and staff to perform their professional duties effectively and without disruption, while on school district property or on property within the jurisdiction of the School District (including vehicles); and/or while attending or engaged in school activities. Student conduct that causes material or substantial disruption to the school environment interferes with the rights of others, presents a threat to the health and safety of students, employees, or visitors, and/or violates the Code of Conduct or classroom rules is prohibited.

### **Student Discipline and Due Process ([Policy JICD](#))**

The Monadnock Regional School District believes discipline should support student success while ensuring the safety of all students, staff, and visitors. Responses to misconduct follow a system of supports and graduated consequences as outlined in Board Policy JIC and the Code of Conduct.

#### **Consequences**

- **Removal from Class** – A teacher may send a student to the office or another supervised location if the student refuses to follow directions, disrupts learning, or violates school rules. The student will first be warned and allowed to respond.
- **Restriction from Activities** – A student may attend school but be restricted from extracurricular activities such as field trips, competitions, or performances. Parents/guardians will be notified.
- **Detention** – Students may be assigned detention before or after school (up to 1 hour) or on Saturday (up to 3 hours). Parents/guardians will be notified at least 24 hours in advance.
- **In-School Suspension (Temporary Reassignment)** – A student may be removed from regular classes for up to 5 days while under supervision.
- **Probation** – A student may receive a conditional suspension of a consequence. If the student does not meet the conditions, the penalty is reinstated.
- **Out-of-School Suspension** –
  - *Short-term suspension* (10 days or less) may be imposed for behavior harmful to health/safety or repeated serious rule violations. Students are entitled to due process (notice of charges, explanation of evidence, opportunity to respond, and a written decision).
  - *Long-term suspension* (more than 10 days, up to an additional 10 beyond a short-term) may be imposed for serious offenses such as theft, violence, bullying with safety concerns, or possession of a firearm/weapon. A hearing and written decision are required. Long-term suspensions may be appealed to the School Board.
  - Students will receive schoolwork during suspension. If suspended more than 20 days in a year, alternative educational services will be provided. A re-entry meeting and intervention plan will be developed when appropriate. Students cannot be penalized academically solely for missing class due to suspension.
- **Expulsion** – Expulsion may be imposed only for serious acts that threaten safety (e.g., violence, felony-level assault, criminal threatening, or possession of a firearm). The School Board will consider age, history, disability status, seriousness, and prior interventions before making a decision. Expulsions related to firearms are at least 12 months.

## **Students with Disabilities**

Disciplinary procedures for students with disabilities follow state and federal law (IDEA, Section 504, ADA).

## **Bullying (*Policy JICK*)**

Bullying is hereby 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. Substantially disrupts the orderly operation of the school.
2. Creates a hostile educational environment; or
3. Interferes with a pupil's educational opportunities;
4. Causes emotional distress to a pupil;
5. Physically harms a pupil or damages the pupil's property.

Bullying shall also 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 defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites. School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans. Any reference in this policy to "parent" shall include parents or legal guardians.

## **Statement Prohibiting Bullying or Cyberbullying of a Pupil ([RSA 193-F:4, II\(a\)](#))**

The Board is committed to providing all pupils a safe and secure school environment. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyberbullying will not be tolerated and is hereby prohibited.

Further, in accordance with RSA 193-F: 4, the District reserves the right to address bullying and, if necessary, impose discipline for bullying that:

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

The Superintendent of Schools is responsible for ensuring that this policy is implemented.

**Statement prohibiting retaliation or false accusations ([RSA 193-F:4, II\(b\)](#))**

A student found to have wrongfully and intentionally accused another of bullying may face discipline or other consequences, ranging from positive behavioral interventions up to and including suspension or expulsion. A school employee found to have wrongfully and intentionally accused a student of bullying shall face discipline or other consequences be determined in accordance with applicable law, District policies, procedures, and collective bargaining agreements.

The District will discipline and take appropriate action against any student, teacher, administrator, volunteer, or another employee who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying.

1. The consequences and appropriate remedial action for a student, teacher, school administrator or school volunteer who engages in reprisal or retaliation shall be determined by the Principal after consideration of the nature, severity, and circumstances of the act, in accordance with law, Board policies and any applicable collective bargaining agreements.
2. Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including suspension and expulsion.
3. Any teacher or school administrator found to have engaged in reprisal or retaliation in violation of this policy shall be subject to discipline up to, and including, termination of employment.
4. Any school volunteer found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

If the alleged victim or any witness expresses to the Principal or other staff members that he/she believes he/she may be retaliated against, the Principal shall develop a process or plan to protect that student from possible retaliation. Each process or plan may be developed on a case-by-case basis. Suggestions include, but are not limited to, re-arranging student class schedules to minimize their contact, stern warnings to alleged perpetrators, temporary removal of privileges, or other means necessary to protect against possible retaliation.

**Protection of all Pupils ([RSA 193-F:4, II\(c\)](#))**

This policy shall apply to all pupils and school-aged persons on school district grounds and participating in school district functions, regardless of whether or not such pupil or school-aged person is a student within the District.

**Disciplinary Consequences for Violations of this Policy ([RSA 193-F:4, II \(d\)](#))**

The district reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying. In addition to imposing discipline under such circumstances, the board encourages the administration and school district staff to seek alternatives to

traditional discipline, including but not limited to early intervention measures, alternative dispute resolution, conflict resolution, and other similar measures.

**Distribution and Notice of this Policy – ([RSA 193-F:4, II\(e\)](#))**

All staff will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (employee handbook, hard copy, etc.) The Superintendent will ensure that all school employees and volunteers receive annual training on bullying and related district’s policies.

All students will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (student handbook, mailing, hard copy, etc.) Students will participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the District’s prohibition of such conduct and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers. The Superintendent, in consultation with staff, may incorporate student anti-bullying training and education into the district’s curriculum, but shall not be required to do so.

All parents will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (parent handbook, mailing, etc.). Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Cooperate fully with school personnel in identifying and resolving incidents.

**Additional Notice and School District Programs**

The Board may, from time to time, host or schedule public forums in which it will address the 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.

**Procedure for Reporting Bullying ([RSA 193-F:4, II\(f\)](#))**

The Principal shall be responsible for receiving complaints of alleged violations of this policy.

**Student Reporting**

1. Any student who believes he or she has been the victim of bullying should report the alleged

acts immediately to the Principal. If the student is more comfortable reporting the alleged act to a person other than the Principal, the student may tell any school district employee or volunteer about the alleged bullying.

2. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of that school day.
3. The Principal may develop a system or method for receiving anonymous reports of bullying. Although students, parents, volunteers and visitors may report anonymously, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.
4. 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.
5. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

### **Staff Reporting**

1. An important duty of the staff is to report acts or behavior that they witness that appears to constitute bullying.
2. All district employees and volunteers shall encourage students to tell them about acts that may constitute bullying. For young students, staff members may provide direct assistance to the student.
3. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of that school day.
4. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

### **Procedure for Internal Reporting Requirements ([RSA 193-F:4, II\(g\)](#))**

In order to satisfy the reporting requirements of RSA 193-F:6, the Principal or designee shall be responsible for completing all New Hampshire Department of Education forms and reporting documents of substantiated incidents of bullying. Said forms shall be completed within 10 school days of any substantiated incident. Upon completion of such forms, the Principal or designee shall retain a copy for himself and shall forward one copy to the Superintendent. The Superintendent shall maintain said forms in a safe and secure location.

### **Notifying Parents of Alleged Bullying ([RSA 193-F:4, II\(h\)](#))**

The Principal shall report to the parents of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of

receiving the report. 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 noted in the report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

**Waiver of Notification Requirement** ([RSA 193-F:4, II\(i\)](#))

The Superintendent may, within a 48 hour time period, grant the Principal a waiver from the requirement that the parents of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Superintendent deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

**Investigative Procedures** ([RSA 193-F:4, II\(j\)](#))

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. The investigation may include documented interviews with the alleged victim, alleged perpetrator 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 perpetrator be interviewed together during the investigation.
3. If the alleged bullying was in whole or in part cyberbullying, 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.
4. A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
5. Factors the Principal or other investigator may consider during the course of the investigation, including but not limited to:
  - i. Description of incident, including the nature of the behavior;
  - ii. How often the conduct occurred;
  - iii. Whether there were past incidents or past continuing patterns of behavior;
  - iv. The characteristics of parties involved, (name, grade, age, etc.);
  - v. The identity and number of individuals who participated in bullying behavior;
  - vi. Where the alleged incident(s) occurred;
  - vii. Whether the conduct adversely affected the student's education or educational environment;
  - viii. Whether the alleged victim felt or perceived an imbalance or power as a result of the reported incident; and
  - ix. The date, time and method in which parents or legal guardians of all parties involved were contacted.

6. The Principal shall complete the investigation within 10 school days of receiving the initial report. 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 Principal shall notify in writing all parties involved of the granting of the extension.
7. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include recommended remedial steps necessary to stop the bullying and a written final report to the Principal.
8. Students who are found to have violated this policy may face discipline in accordance with other applicable board policies, up to and including suspension. Students facing discipline will be afforded all due process required by law.
9. Consistent with applicable law, the District will not require or request that a student disclose or provide to the District the student's user name, password or other authenticating information to a student's personal social media account. However, the District may request to a student or a student's parent/guardian that the student voluntarily share printed copies of specific information from a student's personal social media account if such information is relevant to an ongoing District investigation.

**Response to Remediate Substantiated Instances of Bullying – ([RSA 193-F: 4, II\(k\)](#))**

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion of students and dismissal from employment for staff members. Consequences for a student who commits an act of bullying or retaliation shall be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. 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.

Examples of consequences may include, but are not limited to:

- Admonishment
- Temporary removal from classroom
- Deprivation of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension
- Out-of-school suspension
- Expulsion
- Structured Study Hall

Examples of remedial measures may include, but are not limited to:

- Restitution
- Mediation
- Peer support group
- Corrective instruction or other relevant learning experience
- Behavior assessment
- Student counseling
- Parent conferences

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Board encourages the Superintendent to work collaboratively with all staff members to develop responses other than traditional discipline as a way to remediate substantiated instances of bullying.

**Reporting of Substantiated Incidents to the Superintendent** ([RSA 193-F:4, II\(l\)](#))

The Principal shall forward all substantiated reports of bullying to the Superintendent upon completion of the Principal's investigation.

**Communication with Parents upon completion of Investigation** ([RSA 193-F:4, II\(m\)](#))

1. Within two (2) school days of completing an investigation, the Principal will notify the students involved in person of his/her findings and the result of the investigation.
2. The Principal will notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. The Principal will also send a letter to the parents within 24 hours again notifying them of the results of the investigation.
3. If the parents request, the Principal shall schedule a meeting with them to further explain his/her findings and reasons for his/her actions.
4. In accordance with the Family Educational Rights and Privacy Act and other law concerning student privacy, the District will not disclose educational records of students including the discipline and remedial action assigned to those students and the parents of other students involved in a bullying incident.

**Appeal**

1. A parent or guardian who is aggrieved by the investigative determination letter of the principal or his/her designee may appeal the determination to the Superintendent for review. The appeal shall be in writing addressed to the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek. The Superintendent shall not be required to re-investigate the matter and shall conduct such review as he/she deems appropriate under the circumstances.
2. It is in the best interests of students, families and the District that these matters be promptly

resolved. Therefore, any such appeal to the Superintendent shall be made within ten (10) calendar days of the parent/guardian's receipt of the investigative determination letter of the principal or his/her designee. The Superintendent shall issue his/her decision in writing.

3. If the parent or guardian is aggrieved by the decision of the Superintendent, they may appeal the decision to the school board within ten (10) calendar days of the date of the parent/guardian's receipt of the Superintendent's decision. An appeal to the Superintendent shall be a prerequisite to any appeal to the School Board. The appeal to the School Board shall be in writing, addressed to the School Board Chair in care of the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek.
4. An aggrieved parent/guardian has the right to appeal the final decision of the local School Board to the State Board within thirty (30) calendar days of receipt of the written decision of the local School Board in accordance with RSA 541-A and State of New Hampshire Department of Education Regulations set forth in ED 200. The State Board may waive the thirty-day requirement for good cause shown, including, but not limited to, illness, accident, or death of a family member.

#### **School Officials ([RSA 193-F:4, II\(n\)](#))**

The Superintendent of Schools is responsible for ensuring that this policy is implemented. The Superintendent may establish additional procedures to facilitate the implementation of this policy.

#### **Capture of Audio Recordings on School Buses**

Pursuant to [RSA 570-A:2](#), notice is hereby given that the Board authorizes audio recordings to be made in conjunction with video recordings of the interior of school buses while students are being transported to and from school or school activities. The Superintendent shall ensure that there is a sign informing the occupants of school buses that such recordings are occurring.

#### **Use of Video or Audio Recordings in Student Discipline Matters**

The District reserves the right to use audio and/or video recording devices on District property (including school buses) to ensure the health, safety, and welfare of all staff, students, and visitors. Placement and location of such devices will be established in accordance with the provisions of Policies EEA, EEAE and ECAF. In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's education record, the provisions of Policy JRA shall apply. The Superintendent is authorized to contact the District's attorney for a full legal opinion relative in the event of such an occurrence.

#### **Hazing ([Policy JICFA](#))**

It is the policy of the District that no student or employee of the District shall participate in or be a member of any secret fraternity or secret organization that is in any degree related to the school or to a

school activity. No student organization or any person associated with any organization sanctioned by the Board of Education shall engage or participate in hazing. This District does not permit or condone student hazing.

For the purposes of this policy, hazing is defined as any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when: (1) Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and (2) Such act is a condition of initiation into, admission into, continued membership in or association with any organization. Hazing includes but is not limited to an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.

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

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

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

This policy is not intended to deprive School District authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

The Superintendent shall take reasonable measures within the scope of the District's authority to prevent student hazing. All hazing reported to the District or which any District staff member has knowledge of shall be promptly reported to law enforcement, as required by RSA 631:7, Student Hazing.

A copy of this policy will be furnished to each student and teacher in the School District, including being printed in the student handbook.

## **Drug and Alcohol Use by Students (Policy [JICH](#))**

Any drug, which a student carries onto school property for ingestion as prescribed by a doctor, will be kept in the nurse or principal's office.

Taking of illegal drugs, and/or possession of the same, in any form, is not permitted at any time. A student, during school hours or on school property (or in the approximate vicinity), shall not buy, attempt to buy, sell, attempt to sell, possess on his/her person or in his/her desk, locker or any other place, use, transmit, give or be under the influence, or knowingly in the presence of, any narcotic, controlled drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, counterfeit drug purported to be controlled, alcoholic beverage, or intoxicant of any kind.

A student shall not possess on his/her person or in his/her desk or locker or any other place any drug or any kind of drug paraphernalia (including, but not limited to roach clips, rolling papers, bongs).

If at any time an employee of the district perceives that a student may be at risk due to substance abuse, they are authorized to provide pupils, parents, and legal guardians with information and resources relative to drug or alcohol counseling and treatment programs that are available. (per RSA189:11-d, II)

In case a student appears to be under the influence of drugs or alcohol, the parent will be notified by school authorities to come for the student and remove him/her to his home or to medical facilities.

In severe cases, if the parents or school doctor will not come to the school, the principal is authorized to call an ambulance to remove the student to the hospital. Parents will be notified of this action and will be responsible for the incurred expenses.

The substances defined in this policy will not be permitted on school property at any time or at any or at school-sponsored activities. Any student in possession or under the influence of alcohol will be immediately suspended from school in accordance with JICD-R.

All factual information pertaining to any alleged offense will be presented to the student's parents and the local police authorities, and the student will be suspended from school for up to ten (10) days. A conference between the parents, child, and principal will be held as soon as possible.

Any student found selling, distributing, or giving away illegal drugs will be turned over to the police authorities immediately, and suspended from school at once pending action from the Superintendent of Schools, and, if necessary, the School Board.

Any student convicted in court for illegally selling drugs on or off school property will be suspended

from school pending action from the Superintendent of Schools and, if necessary, the School Board.

All disciplinary and administrative action taken in cases of student drug or alcohol abuse will be in accordance with Policy JICD-R, and as defined in RSA 193:13.

Any person, while in attendance as a spectator or otherwise, at any place where a school interscholastic event is being conducted, may be subject to penalties as set forth in New Hampshire Statute RSA 571:C2.

Controlled drugs are defined to be those drugs prohibited by New Hampshire State Law as defined in RSA Chapter 318-B.

Any person, while in attendance as a spectator or otherwise, at any place where a school interscholastic contest is being conducted, may be subject to penalties as set forth in New Hampshire Statute RSA 571:C2 (formerly RSA 570:24).

### **Personal Communication Devices and Personal Computing Devices (Policies [JICJ/JICM/GBEH/GBEBE](#))**

For the purpose of this policy, "Personal Communication Devices" and "Personal Computing Devices" is defined as any technology that is owned by an individual and not owned by the School District. This may include, but is not limited to laptops, tablets, cell phones, smart watches, gaming devices, or similar devices.

- On campus, during the academic learning hours (7:30-2:30), personal devices such as cell phones, tablets, etc. are prohibited. They must be turned off and put away, including during lunch periods, learning labs, and passing between classes.
- On campus, during the academic learning hours, personal wearable technology devices such as smart watches, digital eyeglasses, etc. may be used for traditional functions of telling time, reading, etc., but may not be used for communication, photography, or audio/video recording
- On campus, during the academic learning hours, personal headphones may not be used. For legitimate learning activities such as watching videos or listening to music, the school will provide headphones.

#### **Use of personal communication devices is allowed in these exception scenarios:**

- Before the first academic bell of school (start of first period)
- After the last academic bell of school (end of last period)
- Students or employees with documented, approved accommodations (such as IEP, medical, or 504 documentation)
- Classroom activities for which the teacher has documented and received approval from their administrator
  - Classroom teachers who approve students to use devices are expected to use

professional discretion and register the activity with administration in advance. Teachers and Administrators are responsible to demonstrate how the use of devices is connected to the learning objectives of the specific class

- School-sponsored trips, at the discretion of the teacher/employee chaperoning the event
  - Field trips, sports dismissal, etc.
- Travel to/from Cheshire Career Center
  - When a student is on-campus at Cheshire Career Center, their cell phone use is governed by the policies of both the Monadnock and Keene School Districts

### **Communications During the School Day**

If a student needs to make a phone call during the school day they must request a pass and make the call from an approved phone in the office of Guidance or an Administrator. Personal devices are not to be used to call or text guardians, employers, or for delivery services.

Students are not permitted to leave a classroom with their personal device

### **Communication with staff and extracurricular leaders**

Students who need to contact a teacher, coach, club advisor, etc. should do so through the school's email system. Calling and texting with district employees and volunteers is forbidden.

### **Illegal use**

Additionally, it is prohibited for students to take, store, disseminate, transfer, view, or share obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing. Any student found to have engaged in such conduct may be reported to local law enforcement authorities and may face criminal penalties in accordance with applicable law. School administrators may refer such matters to local law enforcement if the administrator believes student action in this regard involves illegal activity (e.g., pornography.)

### **Disciplinary Action**

**Students that violate this policy will have their device confiscated. Repeated offenses will follow other disciplinary standards, and could result in banning that student's device from the school.**

The school district will not be responsible for loss, damage or theft of any electronic communication device brought to the school.

### **Notification in Student Handbooks**

Student handbooks shall include all policies regarding the appropriate use of cellular phones, and electronic messages devices (e.g. iPod, iTouch, iPad, tablet PCs, etc.) in school buildings.

### **Student Searches and Their Property (Policy [JH](#))**

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

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

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

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

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

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

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

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

### **Search of Students (Policy [JH-R](#))**

The purpose of this administrative rule is to provide guidelines for the conduct of student questioning and searches by authorized school administrators. These are guidelines only and may be adjusted within reasonable and lawful limits on a case-by-case basis. School administrators have the discretion

to request the assistance of law enforcement authorities as they deem necessary and in accordance with Board policy. Law enforcement authorities will not participate in searches except under exceptional circumstances.

Any item found during a search that is illegal violates Board policies or school rules, or which in the reasonable judgment of school administrators represents a threat to the safety and welfare of the school population shall be seized. Illegal items shall be turned over to law enforcement authorities. Other items shall be stored in a secure location until a determination is made regarding appropriate disposition. School administrators are required to document all searches and items seized or impounded. The Superintendent and the parents of students involved shall be provided with a copy of such reports.

#### **A. Questioning by School Administrators**

1. School administrators are under no obligation to notify a student's parents/guardians prior to questioning a student regarding alleged violations of Board policies, school rules, and/or federal/state laws.
2. School administrators shall inform the student of the reasons for the questioning and provide an opportunity for the student to respond to any allegations. School administrators shall make a reasonable effort to question the student in a location out of the sight and hearing of other students.
3. If a student fails to cooperate, lies, misleads, or threatens any person during questioning, he/she may be subject to additional disciplinary action.

#### **B. Searches of Students, Personal Property in Students' Immediate Possession**

1. School administrators are authorized to search students and/or personal property in students' immediate possession, when, in their judgment, there are reasonable grounds to suspect that a student has violated or is violating Board policies, school rules, federal/state laws, or is interfering with the operations, discipline or general welfare of the school.
2. All searches of students and/or their personal property shall be authorized and conducted by a school administrator in the presence of a witness, except where the circumstances render the presence of a witness impractical. A reasonable effort will be made to conduct searches out of the sight and hearing of other students.
3. Searches should be reasonably related to the suspected violation and no more intrusive than necessary to discover the evidence for which the search was instigated. Searches may include pat-downs and searches of the student's outer clothes (e.g., pockets, jacket, shoes, hat) and personal belongings (e.g., purse, backpack, gym bag, lunch bag). The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator shall open and search the items. If the search produces a reasonable suspicion of the presence of evidence, a broader search may be justified. If a strip

search appears to be necessary, law enforcement authorities shall be contacted.

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

### **C. Searches of Lockers, Desks, and Other School Storage Facilities**

1. School administrators shall consult with the Superintendent prior to conducting random searches. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School administrators have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent.
2. Searches of individual student lockers, desks, or other storage facilities and their contents based upon reasonable suspicion will be conducted in the presence of the student and a witness, if practical under the circumstances of the search. A reasonable effort will be made to conduct searches out of the sight and hearing of other students. The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator shall open and search the items.
3. Any search which discloses evidence that a student has violated Board policies or school rules will be addressed through school disciplinary procedures. Evidence of violation of federal/state laws may result in school disciplinary action and/or be forwarded to law enforcement authorities for possible investigation/prosecution.

### **D. Patrolling of Parking Lots and Searching Vehicle**

1. Students may drive vehicles to school and park in designated areas in accordance with school rules. School administrators retain the authority to patrol parking lots.
2. If school administrators have a reasonable suspicion that a vehicle which a student has parked at school contains evidence that the student has or is violating Board policies or school rules, or federal/state laws, and/or there is a substantial threat to the welfare and safety of the schools, a school administrator will search the vehicle in the presence of a witness, except where the circumstances make the presence of a witness impractical.
3. If practical, the student should be present during the search. A reasonable effort will be made to conduct searches out of the sight and hearing of other students. The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator shall open and search the items.

### **E. Canine Patrols and Searches**

1. The Superintendent, his/her designee, following consultation with Board Chair and law enforcement officials may authorize canine patrols to take place anywhere on school property,

including in hallways and parking lots, if he/she deems it advisable to maintain a safe and orderly school environment and/or to discourage drugs, weapons and/or other illegal substances or items from being brought onto school grounds.

2. The Superintendent must make requests for canine patrols in writing to the appropriate law enforcement authorities. Only certified dogs and handlers may be used.
3. Whenever possible, canine patrols will be scheduled to minimize disruption of the academic program and risk of contact with students.
4. When canine patrols take place during the school day, teachers will be notified prior to the initiation of a canine patrol to keep students in their classrooms during the patrol. Any students in the parking lot, or anywhere outside of a classroom, prior to a canine patrol will be instructed to report to the school office or appropriate classroom.
5. All student vehicles, lockers, and/or other school storage facilities will be scanned during a canine patrol. Any vehicle, locker or other school storage facility identified by the canine patrol will be noted by the school administrators accompanying the patrol.
6. Immediately following removal of the dogs, each area noted during the canine patrol will be searched. Each search will be conducted by a school administrator in the presence of a witness, except where the circumstances make the presence of a witness impractical.
7. If practical, the student should be present during a search of his/her vehicle, locker or other school storage facility. A reasonable effort may be made to conduct the search out of the sight and hearing of other students. The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator shall open and search the items.

## **Wellness (*Policy [JLCE](#)*)**

### **Monadnock Nutrition and Wellness Policy Committee**

In October 2005, the policy committee was formed to develop a local wellness policy as required by Federal Public Law 108.265 Section 204. This committee was comprised of SAU #93 MRSD teachers, a student, school nurses, the district food service director, a physical education teacher, a school board member, parents, dietitians, and community representatives.

The Monadnock Regional School District (MRSD) is committed to providing a school environment that enhances learning and development of lifelong wellness practices.

### **To accomplish this goal:**

- Child Nutrition Programs will comply with federal, state and local requirements under proposed rule “Local Wellness Policy Implementation under the Healthy, Hunger- Free Kids Act of 2010”. Child Nutrition Programs will be accessible to all children.
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity with the goal to establish linkages between health education and school meal programs, and with related community services.

- In all aspects of local wellness, the school staff will act as role models for good nutrition and physical activity behaviors.
- All school-sponsored activities will be consistent with local wellness policy goals.
- Qualified nutrition service professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
- SAU #93 will ensure that the food service staff meets all professional development & educational requirements as outlined by the NH Department of Education, USDA and SAU #93-Monadnock Schools.

### **Nutrition Guidelines for All Foods on Campus**

- SAU #93 schools will meet or exceed the established USDA and State standards for the school meals programs.
- USDA established nutrient standards for all foods sold during the school day which is defined at 12:01am through 30 minutes after the last bell 7CFR 210.11(a)(5).
- The standards apply to any food (vending, fundraisers, school/student stores, concession stands, etc. ) sold to students during the school day throughout the school campus and is required by the Healthy, Hunger-Free Kids Act of 2010. All groups selling food during the school day shall comply with those standards.
- Foods will not be sold in the cafeteria area of SAU # 93 schools during the school day unless the proceeds are being credited to the School Foodservice Authority and in compliance with applicable food standards.
- Classrooms & events during the school day should follow and comply with the NH Bureau of Nutrition guidelines.

### **Cafeteria Eating Environment**

- Student lunch periods are scheduled between 11 am and 1 PM.
- The National Association of State Boards of Education recommends that students should be provided adequate time to eat lunch, at least 10 minutes for breakfast and 20 minutes for lunch, from the time the students are seated.
- Cafeterias will include enough serving areas so that students do not have to spend too much time waiting in line.
- Dining areas shall be attractive and have enough space for seating all students.
- Students will have access to hand washing or hand sanitizing before they eat meals or snacks.
- Drinking water fountains or water stations will be available for students at meals.

### **Nutrition Education**

- Nutrition education will be offered as part of a sequential, comprehensive, program based on state guidelines and designed to provide students with the knowledge and skills necessary to

promote and protect their health.

- SAU #93 will accept Health Curriculum Committee recommendations & curriculum standards as proposed to the Policy Committee for inclusion in this policy following SAU #93 public meeting notification guidelines.
- Nutrition curriculum and promotions will include, but are not limited to the following:
- A nutrition wellness information area will be located in each cafeteria area for students, staff and the public.
- Emphasize caloric balance between food intake and energy expenditure (physical activity/exercise).
- Encourage unprocessed wholesome foods such as: fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy and safe food preparation methods, and health-enhancing nutrition practices.
- Encourage students to start each day with a healthy breakfast.
- Use local foods whenever available.
- Nutrition education will be integrated into other areas of the curriculum such as math, science, language arts, and social studies.
- Classroom curriculum will coordinate with cafeteria school meal programs and other foods offered or sold at schools to allow students to apply skills and knowledge taught in the classroom.
- Nutrition education shall include information for families that encourages them to teach their children about health and nutrition and to provide nutritious meals.
- Schools will provide opportunities for training of teachers and other staff responsible for student nutrition education.
- The school district shall provide the means to fund updated nutritional information as it becomes available.
- Nutrition education will be consistent with the Dietary Guidelines for Americans.

### **Physical Activity**

The goal of MRSD is that students will receive the nationally recommended amount of daily physical activity (i.e., at least 60 minutes per day). For students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class.

### **Toward that goal:**

- Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television.
- Integrate across curricula and throughout the school day opportunities for physical activity. Movement can be made a part of science, math, social studies and language arts.
- Classroom teachers will provide short physical activity breaks between lessons or classes, as

appropriate.

- Schools will allow time for physical education and/or physical activity that strives to be consistent with research and national standards for daily physical education or the equivalent of at least 150 minutes of physical activity per week for all students during the school day.
- Students will spend at least 50% of physical education class time participating in moderate to vigorous physical activity.
- Physical education will include the instruction of individual activities as well as competitive and non-competitive team sports to encourage life-long physical activity.
- Physical education courses will be the environment where students learn, practice and are assessed on developmentally appropriate motor skills, social skills and knowledge.
- Adequate equipment will be available for all students to participate in physical education. Physical activity facilities on school grounds will be safe.
- Policies shall ensure that state-certified physical education instructors teach all physical education classes.
- Policies will ensure that state physical education classes have a student/teacher ratio similar to other classes.
- Elementary schools will provide a daily recess period and consider planning recess before lunch since research indicates that physical activity prior to lunch can increase the nutrient intake and reduce food waste.
- Whereas physical activity should be a positive aspect of each child's life, teachers and other school personnel:
  - Will not use physical activity as punishment.
  - Will not withhold opportunities for physical activity (e.g., recess, physical education) as punishment.
- The school shall provide a physical and social environment that encourages safe and enjoyable activity for all students, including those who are not athletically gifted as well as those with special needs.
- Information will be provided to families to help them incorporate physical activity into their student's lives including community resources for active recreation.
- Schools will provide community access to and encourage students and community members to use the school's physical activity facilities outside of the normal school day, in accordance with district policies.
- Schools will encourage families and community members to institute programs that support physical activity, such as a walk to school program.
- The school district will assess and, if necessary and to the extent possible, make needed improvements to make it safer and easier for students to walk and bike to school. When appropriate, MRSD will work together with local public works, public safety and or police departments in those efforts. MRSD will explore the availability of federal "safe routes to school" funds, administered by the NH Department of Transportation to finance such

improvements.

### **Other School-Based Activities**

- After-school programs should encourage physical activity and healthy habit formation.
- School Wellness Policy goals shall be considered in planning all school-based activities (such as school events, field trips, dances, and assemblies).
- At all non-school-sponsored events that take place on school property: organizations shall be encouraged to follow the Monadnock Nutrition & Wellness Policy.
- Support for the health of all students will be demonstrated by hosting health clinics, health screenings, and helping to enroll eligible children in Medicaid and other state children's health insurance programs.
- The district will support the schools' initiatives to establish a school environment that encourages wellness and improves nutrition and physical activity choices by teachers, staff, administration, students, and families. This may include but not be limited to:
  - Forming of school and/or staff wellness committees
  - Publicizing employee benefits promoting wellness and healthy lifestyle choices
  - Supporting proposals for grant funding of school initiatives for wellness activities

### **Child Nutrition Operations**

- The child nutrition program will aim to be financially self-supporting. However, the program is an essential educational support activity. Budget neutrality or profit generation will not take precedence over the nutritional needs of the students. If subsidy of the child nutrition fund is needed, it will not be from the sale of foods that have minimal nutritional value and/or compete nutritionally with program meals.
- The child nutrition program will ensure that all students have affordable access to the varied and nutritious foods they need to stay healthy and learn well.
- The school will strive to increase awareness of ability to participate in the available federal Child Nutrition programs (e.g. school lunch and school breakfast).
- The SAU #93 MRSD will employ a food service director, who is properly qualified, certified and/or credentialed according to applicable USDA- NH DOE professional standards, to administer the school food service program and satisfy reporting requirements.
- All food service personnel shall have meet Professional standards / training in child food service operations under applicable State or Federal training requirements.

### **Food Safety/Food Security**

- All foods made available by the SFA will comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines will be implemented to prevent food illness in schools.
- For the safety and security of the food and facility access to the food service, operations will be

limited to Child Nutrition staff and authorized personnel. For further guidance, see the US Department of Agriculture food security guidelines.

### **Wellness Policy Implementation, Monitoring, Accountability and Community Engagement**

The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies as outlined in the USDA's Local Wellness Policy Implementation under the Healthy, Hunger- Free Kids Act of 2010" 7CFR Parts 210 and 220. Additionally in each school, the principal or designee will ensure compliance with those policies in their school.

### **School Wellness Committee/Policy Implementation, Monitoring and Accountability**

- To help with the initial development of the district's wellness policies, a Principal or other designee will conduct a baseline assessment of the each school's existing nutrition and physical activity environments and policies. The results of those school-by-school assessments will be compiled at the district level to identify and prioritize needs.
- The Monadnock Nutrition and Wellness Policy Committee will meet three times per school year on the fourth Monday of September, January and May, or as necessary to evaluate new food products and recommendations, and to review and propose revisions to the MRSD Wellness Policy.
- Notice of these meetings will be included Monadnock Education Matters a District news flyer that is distributed to the entire community of the Monadnock Regional School District, an active link at SAU website, [www.mrsd.org](http://www.mrsd.org) , follow applicable public meeting posting requirements and included/updated on Wellness information areas at each school site.
- Yearly and every three years a triennial review and assessment of this policy will be completed and recommended updates brought to the School Board for approval.
- The public will be notified and encouraged for review and involvement in the policy.
- The wellness policy and progress reports can be found on the District's website.
- The building principal will be responsible for oversight of this policy.

# Handbook Receipt Form and Disclosure Rights

Print Student Name:

Grade:

Student's Advisor:

**YOU MUST RETURN THIS FORM TO YOUR ADVISOR BY September 30, 2025**

## Student Section

I RECOGNIZE AS A MEMBER OF THE MRMHS COMMUNITY THAT I AM RESPONSIBLE FOR UNDERSTANDING AND RESPECTING THE EXPECTATIONS OUTLINED IN THIS **MRMHS PARENT STUDENT HANDBOOK**.

I DO/I DO NOT (**circle one**) GRANT MRMHS PERMISSION TO PHOTOGRAPH, VIDEOTAPE OR USE MY NAME IN SCHOOL RELATED ACTIVITIES FOR SCHOOL PUBLICATIONS AND PRESS RELEASES.

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## Parent Section

I RECOGNIZE AS A MEMBER OF THE MRMHS COMMUNITY THAT I AM RESPONSIBLE FOR UNDERSTANDING AND RESPECTING THE EXPECTATIONS OUTLINED IN THIS **MRMHS PARENT STUDENT HANDBOOK**.

I DO/I DO NOT (**circle one**) GRANT MRMHS PERMISSION TO PHOTOGRAPH, VIDEOTAPE OR USE MY STUDENT'S NAME FOR SCHOOL PUBLICATIONS AND PRESS RELEASES.

I DO/I DO NOT (**circle one**) INTEND TO ACCESS ALMA TO TRACK MY STUDENT'S ACADEMIC PROGRESS.

I DO/I DO NOT (**circle one**) HAVE INTERNET ACCESS & WISH COMMUNICATIONS VIA EMAIL AT THIS ADDRESS:

EMAIL ADDRESS \_\_\_\_\_

PRINTED NAME OF PARENT/GUARDIAN: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_