

HOLLIS BROOKLINE MIDDLE SCHOOL  
STUDENT/PARENT HANDBOOK 2025-2026



**Home of the Knights**

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Superintendent

**Ms. Dorothy Flaherty**  
Assistant Superintendent

**Mrs. Lauren DiGennaro**  
Director of Student Services

**Mr. Patrick West**  
Principal

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**\*This handbook and district policies are subject to change during the school year**

**This Student Handbook belongs to:**

Name: \_\_\_\_\_

ROCK Teacher: \_\_\_\_\_

Team: \_\_\_\_\_

## **Welcome to Hollis Brookline Middle School!**

We are thrilled to welcome each of you to the 2025–2026 school year as we begin another exciting journey of learning and growth together. It is our privilege to support you during your 7th and 8th grade years, critical stages in your educational and personal development.

At HBMS, we are committed to delivering a rigorous and age-appropriate educational experience that challenges you academically while supporting your social and emotional growth. We believe learning happens not only in the classroom but in every interaction, activity, and opportunity you engage in.

This handbook includes important information about HBMS policies, procedures, and available resources. It is intended to be your guide for a successful school year. We encourage you to read it carefully, reference it throughout the year, and reach out to a staff member if you ever have questions.

Hollis Brookline Middle School prides itself on setting high expectations for all members of our learning community. We are committed to the following core expectations:

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### **TAKE RESPONSIBILITY FOR YOUR ACTIONS**

Be mindful of your behavior and choices. Stay organized and be prepared for class.

### **WORK WELL WITH OTHERS**

Collaborate and communicate effectively. Show kindness and respect in all interactions.

### **RESPECT PROPERTY**

Treat school and personal belongings with care. Appreciate and protect shared spaces and resources.

### **MAKE HEALTHY AND SAFE CHOICES**

Take care of your physical and mental well-being. Follow rules and laws to ensure everyone's safety.

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Your education is a partnership between you, your teachers, and your family. We value open communication and teamwork and are here to help you succeed. Please don't hesitate to speak with any adult in the building if you need support.

We are looking forward to a fantastic school year with you. Embrace the opportunities ahead, rise to new challenges, and never stop growing.

Warm regards,

**Mr. West, Mrs. Ransom, and Mrs. Buschmann**

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# **Mission and Vision Statement**

## **Two Towns, One Community: Built on Kindness and Respect**

### **Mission Statement**

At Hollis Brookline Middle School (HBMS), we are committed to providing a transformative educational experience that prepares all of our students for a future of **academic excellence**, **emotional intelligence**, and **community leadership**. At the heart of the Hollis Brookline Cooperative School District, we proudly bring together students from Hollis and Brookline to **cultivate a diverse, equitable, and inclusive learning community**.

### **Academic Excellence**

We maintain high academic standards while also recognizing the individuality of each student. Our tailored and rigorous curriculum caters to diverse learning styles, ensuring that every student reaches their full potential.

### **Emotional Intelligence**

We place a strong emphasis on the social and emotional growth of our students. Through our daily ROCK (advisory) program, students engage in meaningful discussions, receive personalized support, and build strong connections with peers and mentors. We foster a nurturing environment that prioritizes mental well-being and emotional resilience.

### **Community Leadership**

HBMS actively encourages students to engage with their local and global communities. We instill a sense of responsibility and encourage volunteerism, empowering students to become active and caring citizens who positively impact the world around them.

### **Diversity, Equity, and Inclusion**

We are committed to promoting diversity, equity, and inclusion in all aspects of school life. Our curriculum incorporates diverse perspectives and histories, and we actively address issues of bias and discrimination. HBMS provides a safe and supportive environment where every individual can thrive and contribute to the rich tapestry of our school community.

## **Vision Statement**

**As a whole-school community, we will:**

- **EMPOWER UNITY**
- **EMBRACE DIVERSITY**
- **SHAPE LIFELONG LEARNERS**
- **DEVELOP COMPASSIONATE LEADERS**

### **Empowering Unity**

We believe in the strength of unity, where students from different backgrounds come together as one cohesive community. We strive to create an environment that fosters teamwork, collaboration, and mutual respect among students, faculty, and staff. By empowering unity, we enable our students to develop empathy, compassion, and a sense of responsibility toward each other and the world around them.

### **Embracing Diversity**

We celebrate the unique talents, perspectives, and cultural identities of our students and staff, creating a safe and inclusive space where everyone feels valued and supported. Through our commitment to embracing diversity, we aim to prepare our students to be global citizens who appreciate and understand the richness of diverse perspectives and experiences.

### **Shaping Lifelong Learners**

Our educational approach extends beyond preparing students for academic success and achievement; we focus on fostering a love for learning that lasts a lifetime. We encourage intellectual curiosity, innovation, critical thinking, and a growth mindset. Our students become confident, well-rounded, self-directed learners, equipped with the skills needed to adapt and thrive in an ever-changing world.

### **Developing Compassionate Leaders**

At HBMS, Leadership is defined by empathy, integrity, and a commitment to serving others. We nurture the development of social and emotional intelligence in our students, fostering resilience, self-awareness, and empathy. By cultivating compassionate leaders, we prepare our students to positively impact their communities and promote a more equitable and just society.

# SCHOOL CALENDAR AND SCHEDULE



## HB COOP School District Academic Calendar

2025 to 2026

Aug 2025 (2 days)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Sep 2025 (21 days)						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Oct 2025 (22 days)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Nov 2025 (15 days)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Dec 2025 (17 days)						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan 2026 (19 days)						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Feb 2026 (15 days)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Mar 2026 (21 days)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Apr 2026 (18 days)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026 (19 days)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jun 2026 (14 days)						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Teacher Workshop Flex Day (1)—No School for Students
Teacher Workshop—No School for Students
Early Release for Students
No School Students or Staff
7 <sup>th</sup> /9 <sup>th</sup> Grade Orientation
First School Day Grades 7-12
Proposed HS Graduation
Last School Day Grades 7-12

### Important dates

Aug 22 Teacher Prof Day Flex  
 Aug 25 All staff return  
 Aug 27 7<sup>th</sup>/9<sup>th</sup> Orientation  
 Aug 28 School Begins 7-12

Sep 1 Labor Day (No School)

Oct 13 Columbus Day (No School)  
 Oct 22 Early Release

Nov 4 Teacher Prof Day (No School for students)

Nov 11 Veterans Day (No School)

Nov 26-28 Thanksgiving Break (No School)

Dec 10 Early Release

Dec 24-31 Holiday Break (No School)

Jan 1-2 New Year's Day (No School)

Jan 19 Martin Luther King Jr Civil Rights Day (No School)

Jan 26 Early Release

Feb 23-27 Winter Break (No School)

Mar 10 Teacher Prof Day (No School for students)

Mar 18 Early Release

Apr 15 Early Release

Apr 27-30 Spring Break (No School)

May 1 Spring Break (No School)

May 25 Memorial Day (No School)

Jun 5/6 Proposed HS Graduation

Jun 18 Last Day of School for Students (includes 5 snow days)

Jun 19, 22 Teacher Prof Day (No School for students)

**Board Approved 4/9/2025**

## HBMS Bell Schedule

Monday (drop 4 & 8)	Tuesday (drop 3 & 7)	Wednesday (drop 1 & 5)	Thursday (drop 2 & 6)	Friday (PLC)
<b>ROCK</b> 7:35-7:49 14 min	<b>ROCK</b> 7:35-7:49 14 min	<b>ROCK</b> 7:35-7:49 14 min	<b>ROCK</b> 7:35-7:49 14 min	<b>ROCK</b> 8:00-8:05 5 min
Period 1 7:52-8:50 58 min	Period 1 7:52-8:50 58 min	Period 2 7:52-8:50 58 min	Period 1 7:52-8:50 58 min	Period 1 8:08-8:49 41 min
Period 2 8:53-9:51 58 min	Period 2 8:53-9:51 58 min	Period 3 8:53-9:51 58 min	Period 3 8:53-9:51 58 min	Period 2 8:52-9:33 41 min
Period 3 9:54-10:52 58 min	Period 4 9:54-10:52 58 min	Period 4 9:54-10:52 58 min	Period 4 9:54-10:52 58 min	Period 3 9:36-10:17 41 min
Period 5 & Lunch 10:52-12:18 86 min	Period 5 & Lunch 10:52-12:18 86 min	Period 6 & Lunch 10:52-12:18 86 min	Period 5 & Lunch 10:52-12:18 86 min	Period 4 10:20-11:01 41 min
Gr 8 Lunch: 10:52-11:17 25 min Gr 8 Per 5: 11:20-12:18 58 min	Gr 8 Lunch: 10:52-11:17 25 min Gr 8 Per 5: 11:20-12:18 58 min	Gr 8 Lunch: 10:52-11:17 25 min Gr 8 Per 6: 11:20-12:18 58 min	Gr 8 Lunch: 10:52-11:17 25 min Gr 8 Per 5: 11:20-12:18 58 min	Period 5 11:01-12:08 67 min
Gr 7 Per 5: 10:55-11:53 58 min Gr 7 Lunch: 11:53-12:18 25 min	Gr 7 Per 5: 10:55-11:53 58 min Gr 7 Lunch: 11:53-12:18 25 min	Gr 7 Per 6: 10:55-11:53 58 min Gr 7 Lunch: 11:53-12:18 25 min	Gr 7 Per 5: 10:55-11:53 58 min Gr 7 Lunch: 11:53-12:18 25 min	Gr 8 Lunch: 11:01-11:27 26 min Gr 8 Per 5: 11:27-12:08 41 min
Period 6 12:21-1:19 58 min	Period 6 12:21-1:19 58 min	Period 7 12:21-1:19 58 min	Period 7 12:21-1:19 58 min	Gr 7 Per 5: 11:01-11:42 41 min Gr 7 Lunch: 11:42-12:08 26 min
Period 7 1:22-2:20 58 min	Period 8 1:22-2:20 58 min	Period 8 1:22-2:20 58 min	Period 8 1:22-2:20 58 min	Period 6 12:11-12:52 41 min
				Period 7 12:55-1:36 41 min
				Period 8 1:39-2:20 41 min

## DAILY GUIDELINES

### Communication Protocol

In alignment with our core values, it is best to resolve issues as they arise by adhering to the protocol outlined below. *All issues must proceed through these channels prior to notifying an administrator.*

#### *Academic matters:*

1. The student should speak directly to the staff member and/or School Counselor.
2. If not resolved, the parent should speak directly with and/or meet with the student and staff member.
3. If not resolved, the student/parent should contact the Department Chair to meet with the student, parent, and staff member.
4. If the matter is still not resolved, the student/parent should contact the appropriate Administrator to discuss the matter.

#### *Athletic matters:*

1. The student should speak directly to the coach and/or School Counselor.
2. If not resolved, the parent should speak directly with and/or meet with the student and the coach.
3. If not resolved, the student/parent should contact the Athletic Director to meet with the student, parent, and staff member.
4. If the matter is still not resolved, the student/parent should contact the student's Administrator to discuss the matter.

## **SCHOOL CANCELLATION OR DELAYED OPENING**

On those occasions when the regular school time schedule must be altered due to inclement weather (or other emergency), please access the following:

Manchester	WMUR TV Ch. 9
	WZID 95.7 FM
Hollis Cable	Channel 12

**A text message alert regarding cancellation and delay can be obtained by going to WMUR.com**

In addition, a call will be made by the Superintendent or designee through ParentSquare.

## **EMERGENCY CLOSINGS**

There are times when we may have to transport students home before the regularly scheduled dismissal time. The above-mentioned radio stations will broadcast notification of such an emergency closing. HBMS will also send a ParentSquare message to parents and guardians. Middle School and High School students will be dismissed first followed in 45 minutes by the Elementary Schools.

Please do not call the police or fire stations regarding school cancellations or emergency closings.

We encourage all parents to develop with their child a plan of action, so that your student will know what s/he should do in the event of any change in the regular school schedule. This plan will be kept in our front office.

## **DELAYED START**

When deemed necessary, the start of school may be delayed and begin at 9:35 a.m. (includes Fridays). Students should expect buses to arrive 2 hours later than normal.

## **STUDENT ATTENDANCE**

The Board requires that school-aged children enrolled in the District attend school in accordance with all applicable state laws and Board policies. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. See **Policy JH - Attendance, Absenteeism and Truancy** for more information.

RSA 193:1 states, "A parent of any child at least six (6) years of age, and under eighteen (18) years of age, shall cause such child to attend the public school to which the child is assigned in the child's resident district."

## **ABSENCES**

The board considers the following to be excused absences:

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

Any absence that has not been excused for any of these reasons will be considered an unexcused absence.

If a student is going to be absent, **parent or guardian must call the school office (603-324-5997) or email the attendance line (hbms.attendance@sau41.org) prior to 7:35 am.** The communication should include the student's first and last name, the date(s) of absence(s), and the reason for the absence. The school will follow up with families of students for whom no calls have been received.

Absences due to a chronic illness may be exempted following verification from a physician (including specific dates to be excused) and a meeting with the Administration. Absences other than for illness during the school year are discouraged. The school principal or his/her designee may, however, grant special approval of absence for family vacation, provided written approval is given in advance. Administration reserves the right to request documentation (including medical excusal notes, court documents, or other documents) related to student absences at any time. Parents/guardians may appeal decisions on attendance matters to the administration. A student may be considered truant if parental notification is not received upon their return to school.

Student attendance records are reviewed regularly. In situations where students are experiencing multiple absences, interventions are put in place. Strategies to assist students with improving their attendance may include, but are not limited to: attendance alert letter, parent phone call and/or conference, request for documentation, consideration of the need for additional/alternate services, meeting with the school resource officer, and home visit, among others.

#### **Absence from class without permission**

- **First Occurrence:** A *Lunch detention* will be assigned and parents/guardians will be notified.
- **Second Occurrence:** A *Week of Lunch detentions* will be assigned and parents/guardians will be notified.
- **Subsequent Occurrences:** A *Day of ISS* will be issued, parents/guardians will be notified, and a meeting may be held with parents/guardians.

Missing a class or classes without permission from the teacher and/or administration is considered an unexcused absence. Students who become ill and cannot attend class must immediately report to the nurse or main office and remain there until dismissed with a pass. Missing a class by spending the period in the lavatory or locker room, etc. due to illness is considered an unexcused absence.

\*The main focus when a student is out due to illness should be rest and recovery. However, if the student is able, we encourage them to check Google Classroom and PowerSchool to keep up with any assignments while they are out.

#### **DISMISSAL**

Dismissal from school requires written permission from the parent or guardian and must be given to the office before or during ROCK. Students are only allowed to be dismissed to a contact listed in powerschool. **Parents/Guardians must come into the building to sign out and pick their child up for dismissal.**

#### **TARDINESS**

The school day at Hollis Brookline Middle School runs from 7:35 a.m. to 2:20 p.m. Monday through Thursday. All students are expected to be in ROCK by 7:35 a.m. On PLC Fridays, students are expected to be in ROCK by 8:00 a.m.

Students arriving at or after 7:35 a.m. on Monday through Thursday must report to the office to receive a tardy pass. Students arriving at or after 8:00am on PLC Friday must report to the office to receive a tardy pass. Oversleeping and missing the bus are not considered valid excuses for tardiness. To excuse a tardy, students must present a note from a parent or guardian.

Students with unexcused tardies may receive a lunch detention after the fourth occurrence. Tardies are calculated on a quarterly basis, and students start fresh each quarter. Chronic tardiness may result in further disciplinary actions.

### **VISITORS**

Students wishing to have a guest attend school must receive permission from the office prior to the visit.

### **WITHDRAWALS FROM SCHOOL**

Students withdrawing from school should:

1. Have a parent or guardian notify the office and obtain a checkout form.
2. Return all books and materials to teachers and present the checkout form to all teachers for signature. All financial obligations must be met prior to withdrawal.

### **FAMILY VACATION/EDUCATIONAL OPPORTUNITIES**

Generally, absences other than for illness during the school year are discouraged. The school principal or their designee may, however, grant special approval of absence for family vacations, provided written approval is given in advance. Parents are asked to write a note to their child's teacher at least two weeks before the trip. This advance planning will allow the teacher enough time to work with parents and the student regarding homework completion.

### **TRUANCY**

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

- Ten half-days of unexcused absence during a school year constitutes habitual truancy.
- A half-day absence is defined as a student who is in attendance more than 25% and less than 75% of the school day.
- Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence.
- The Principal or Assistant Principal is hereby designated as the District employee responsible for overseeing truancy issues.

### **INTERVENTION PROCESS TO ADDRESS TRUANCY**

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

When the Principal identifies a student who is habitually truant or who is in danger of becoming habitually truant, they shall commence an intervention with the student, the student's parents, and other staff members as may be deemed necessary. The intervention shall include processes including, but not limited to:

1. Investigating the cause(s) of the student's truant behavior;
2. Considers, when appropriate, modification of their educational program to meet particular needs that may be causing the truancy;

3. Involving the parents in the development of a plan designed to reduce the truancy;
4. Seeks alternative disciplinary measures, but still retains the right to impose discipline in accordance with the District's policies and administrative guidelines on student discipline.

### **PARENT INVOLVEMENT IN TRUANCY INTERVENTION**

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

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

### **DEVELOPING AND COORDINATING STRATEGIES FOR TRUANCY REDUCTION**

The Board encourages the administration to seek truancy-prevention and truancy-reduction strategies along the recommendations listed below. However, these guidelines shall be advisory only. The Superintendent is authorized to develop and utilize other means, guidelines and programs aimed at preventing and reducing truancy.

1. Coordinate truancy-prevention strategies based on the early identification of truancy, such as prompt notification of absences to parents.
2. Assist school staff to develop site attendance plans by providing development strategies, resources, and referral procedures.
3. Encourage and coordinate the adoption of attendance-incentive programs at school sites and in individual classrooms that reward and celebrate good attendance and significant improvements in attendance.

### **PARENTAL NOTIFICATION OF TRUANCY POLICY**

Prior to adopting this policy, the Board will place the item on the agenda of a public school board meeting and will allow two weeks for public input as to the policy's provisions. Any public input shall be advisory only and final adoption as to the policy's provisions will remain solely with the Board.

### **ROCK (Advisory)**

ROCK, our advisory program, has been a vital part of HBMS for many years. ROCK stands for Relationships, Organization, Community and Kindness, which we feel represents what ROCK is intended for at HBMS. Its goal is to support the social and emotional needs of students by fostering strong, positive relationships between adults and students. Research shows that the number-one factor in student success is having positive connections at school and promoting a sense of community for all. As a staff, we are committed to continually updating the ROCK curriculum to better address our students' overall wellness in an ever-changing world.

### **STUDENT EVALUATION - GRADE SCALE**

The following is the standard for numerical and letter grades:

A+ 97 and above	C+ 77 - 79
A 93 - 96	C 73 - 76
A- 90 - 92	C- 70 - 72
B+ 87 - 89	D+ 67 - 69
B 83 - 86	D 63 - 66
B- 80 - 82	D- 60 - 62

### **HOMEWORK**

Students can expect approximately 10 minutes per grade level (7<sup>th</sup> graders should expect approximately 70 minutes of homework per night and 8<sup>th</sup> graders should expect approximately 80 minutes of homework per night).

#### **Teacher Responsibility**

- Homework will consist of practice, preparation, extension and/or integration.
- Homework will have a clear academic connection.
- Homework will be preceded by an explanation of content, purpose and directions.
- Timely, constructive, formal and/or informal feedback will be given on all assignments.
- Every effort will be made for teachers to coordinate assignments.

#### **Student Responsibility**

- Record all homework in agenda, or approved electronic device, clearly with specific details and due dates.
- Ask the teacher during class for clarification on anything that you do not understand or are not clear about regarding assignments.
- Complete homework carefully and bring it to class and pass it in on time.
- Study for tests and quizzes using study guides when provided and/or develop your own study guide.
- Determine a plan for completion of long-term assignments and work to complete them throughout the designated time frame.
- Use rubrics provided by teachers to make sure that you have successfully completed all of the components of the assignment.
- Check your teacher's website/Google Classroom for homework when absent and/or meet with teachers about what you missed when returning from an absence.
- Check PowerSchool regularly.

### **ADD/DROP PERIOD**

During the initial course registration, students are asked to make their selections carefully since staff is hired and resources are allocated based on these requests. Once the master schedule is developed, course changes are very limited. Course changes should be made before the school year starts or within the first week and course level changes may be made by the end of the first quarter. In instances where a level change is required before the quarters end, grade calculations will be dealt with on a case by case basis. Requests for a course change should be directed to the school counselor.

### **COURSE SELECTION OVERRIDE**

Teachers make recommendations based on the student's performance, as well as potential and ability. We encourage you to discuss the course selection with your child, the teacher, and the school counselor. If you decide you would like to request a class above or below their teacher's recommendation, please reach out to your child's school counselor for a Course Override form. Parents and students are highly cautioned in the use of the override form. If a parent overrides a teacher recommendation and the student begins to experience difficulty in the class, moving the student out of that class may result in your student's schedule being significantly altered. Course recommendation forms should be returned to the school counselor and until this form is returned to the Guidance Office, the student will be scheduled for the teacher-recommended course. Submission of this form does not guarantee enrollment in the course requested. Placement in the course will be based on course availability and open seats. Students may be placed on a wait list.

### **HONOR ROLL**

Hollis Brookline Middle School recognizes student achievement through the use of an Honor Roll, which is awarded at the end of each quarter.

- High Honor Roll requires that a student achieve all A's in each subject area (including A-).
- Honor Roll requires that a student achieve all A's and B's in each subject area (including B-).

### **PRESIDENT'S AWARD FOR ACADEMIC EXCELLENCE**

The President's Award for Academic Excellence recognizes students annually at the conclusion of their 8th grade year, who have demonstrated outstanding academic achievement.

Eligibility Criteria:

To qualify for this distinguished award, students must meet the following criteria:

- Earn a minimum grade of A- (90% or higher) in all academic classes for each quarter they attend Hollis Brookline Middle School (HBMS) during the academic year.
- Maintain this level of academic excellence consistently across all subjects and grading periods.

This award celebrates the commitment, effort, and discipline required to sustain high academic performance and reflects the values of academic integrity and personal responsibility. Award recipients will be honored at the end-of-year awards ceremony and will receive a certificate recognizing their achievement.

### **INFORMATION COMMUNICATION TECHNOLOGY (ICT) PORTFOLIO**

Students will accumulate ICT projects created in classes to be used in the 8th grade as part of an Information and Communication Technology Portfolio:

- The portfolio will be assembled during the 3rd and 4th quarter of their 8th grade year.
- 5 projects will be selected by students to be evaluated.

- The projects will demonstrate skills in the applications of *word processing, spreadsheets, presentations, web page*.
- A *choice* submission incorporates two or more of the above applications or an approved project from a content area.
- Students must write reflections to show their growth in the use of technology (three supporting statements to be submitted with their project).
- Students must demonstrate they have learned what it means to be a responsible Digital Citizen. The Portfolio requirement is to comply with the NH State Ed306.42 Information and Communication Technologies Program.

### **POWERSCHOOL ONLINE ACADEMIC MONITORING**

Parents and students have ongoing access to current and historical grades and attendance while at HBMS. This web-based access is provided through PowerSchool, our student information system. You will be provided with a username and password that can be used to access your account at <http://sau41.powerschool.com>. It is imperative that this information remain secure and is not shared with anyone. If you forget your password, you can reset it using the Forgot Password link at [sau41.powerschool.com](http://sau41.powerschool.com). If you forgot your username, please contact the school. Passwords can not be given out over the phone, but may be sent to a secure email address.

PowerSchool allows students and parents to continuously monitor academic progress in every class. Detailed data is available at the assignment level.

Teachers will grade and enter assignments into PowerSchool within a reasonable time period. In general, minor assignments such as daily homework will be available within one week of the due date. Most major assignments such as tests, projects, essays, etc. will be available within two weeks of the due date. There will be exceptions to this for long term projects, some written assignments and others. Teachers will make note of assignments requiring longer than two weeks to grade either on the portal or other form of communication. If a major assignment is not turned in on the day it is due, as soon as reasonably possible the teacher will make a notation of “missing.” Grading is at the discretion of the classroom teacher.

### **REPORT CARDS**

Report cards will be electronically issued, typically within 1-2 weeks after grades close. Quarter grades will close on:

**October 30th          January 21st          April 3rd          June 16th**

**Parents will receive a *ParentSquare* message when final quarter grades are made available. Parents without internet access can request that a paper copy be mailed to the home address.**

Each student will be evaluated on his/her conduct and effort, as well as academic progress.

# **STUDENT CONDUCT**

At Hollis Brookline Middle School, four major principles guide the making and enforcing of school rules:

## **TAKE RESPONSIBILITY FOR YOUR ACTIONS**

- Be mindful of your behavior and choices. Stay organized and be prepared for class.

## **WORK WELL WITH OTHERS**

- Collaborate and communicate effectively. Show kindness and respect in all interactions.

## **RESPECT PROPERTY**

- Treat school and personal belongings with care. Appreciate and protect shared spaces and resources.

## **MAKE HEALTHY AND SAFE CHOICES**

- Take care of your physical and mental well-being. Follow rules and laws to ensure everyone's safety.

Every student has the right to be safe within our school community. This means that no student may physically or verbally violate the safety and security of another. This requires that each student be respectful of each other and the adults with whom they interact on a daily basis. Also, no student has the right to disrupt the educational process of others. Included are classroom disruptions and disturbances that hamper the efforts of other students to learn.

### ***Code of Conduct - JICD***

The School Board authorizes the Superintendent to establish a Code of Conduct which will contain a system of support and consequences designed to correct student misconduct and promote behavior within acceptable norms. The Code of Conduct will include a graduated set of age appropriate responses to misconduct (as outlined below) and will set forth standards for short term in school and out of school suspensions up to five (5) school days, short term suspensions up to ten (10) school days, long-term suspensions up to 20 school days, and expulsion. Such standards will make reference to the nature and degree of disruption caused to the school environment, the threat to the health and safety of pupils and school personnel, and the isolated or repeated nature of incidents forming the basis of disciplinary action.

### ***Insubordination***

In order to maintain an atmosphere of mutual trust and respect, students are expected to respond truthfully and promptly to directions and/or reasonable requests made by staff members. Failure to do so is a serious violation of school regulations and will result in disciplinary action up to and including suspension from school. Instances of lying or deliberate misrepresentation of the truth may also result in disciplinary action up to and including suspension from school.

### ***Hallway Expectations***

Students need to walk safely and stay to the right when in the hallways. Unless classes are changing, ***passes are required to go anywhere in the building***. Three minutes of passing time is provided. You will need to choose locker times wisely in order to reach each class on time.

### ***Public Displays of Affection***

Public displays of affection are inappropriate in an educational setting and not permitted at Hollis Brookline Middle School.

### ***Vulgar or Obscene Language/Gestures***

Use of vulgar or obscene language or gestures on school property is unacceptable.

- First Occurrence: Student will receive anywhere from a ***Lunch Detention to In School Suspension***
- Second Occurrence: ***Multiple days' In School Suspension***.
- Third Occurrence: ***Multiple days' suspension and referral*** to the Superintendent of Schools.

### ***Bullying/Harassment***

Bullying and harassment are a violation of School Board policy as well as the core values of Hollis Brookline Middle School. Violations will result in disciplinary action up to, and including, suspension from school with a report made to the Hollis Police Department.

### ***Policy JICK***

### ***Conduct on School Busses***

Bus transportation is a privilege extended to students. All students who ride school buses are subject to the governing regulations designed to promote safety. The bus driver is the authority responsible for enforcing regulations. Any behavior that is distracting will be considered as hazardous to the safe operation of the bus. No food or beverages may be consumed on the bus and students are not allowed to chew gum. Exceptions to the food rule may be made for field trips and other events. Coaches, chaperones, and students are responsible for maintaining the cleanliness of the bus if eating has been allowed.

The driver will report disciplinary infractions to the Administration. Students will receive a written warning for the infraction of bus conduct regulations. The bus driver will give the warning notice to the bus contractor who will forward it to the administration to discuss with the student(s) involved. Serious misconduct or repeated violations of bus conduct regulations may result in an assigned seat on the bus, or suspension from riding the bus for a period of one to five (1-5) days and parents/guardians will be notified. Longer periods of suspension shall require the approval of the Superintendent of Schools. A bus suspension may be appealed by the parent/guardian of the student as outlined in the appeal process found in RSA 189:9-A.

Following are a number of expectations designed to assure the safety of all while the bus is in operation:

- Students should remain at a safe distance from roadways at bus pickup points.
- Students should remain quiet and orderly while riding the bus.
- Students should remain in their seats until destinations are reached; keeping aisles clear for possible emergency exiting.
- Students should keep hands and objects inside the windows at all times.

*Policies JICC, EEAE*

### ***Appearance and Dress***

The matter of dress and appearance is, for the most part, a matter of individual taste. Students must, however, respect the learning environment. Any appearance or dress which would cause a distraction from the learning process, infringe upon the rights of other students, or clothing that is unsafe will not be tolerated.

1. Any appearance or dress that may be a distraction to the educational process or infringe on the rights of others are not permitted.
2. Because obscene, vulgar, lewd, or indecent clothing and jewelry is inappropriate in an educational setting, it is not permitted. This includes but is not limited to any clothing or jewelry that contains profanity or sexual innuendo; is demeaning to others' gender, race, religion, or ethnic group; or that advertises, displays, or contains innuendo for drugs, tobacco, alcohol, weapons, gangs, or their use.
3. Students may not wear clothing, footwear, or hairstyles that may be hazardous in their educational activities such as physical education, lab work, art, or on-the-job training.
4. Dress and grooming should be clean and in keeping with health and sanitary practices.
5. Students must wear a shirt on school property at all times during school hours.

6. Students may not wear sunglasses or hoods within the building until the completion of the school day. Hats are allowed in the building, but teachers may use their discretion about whether they may be worn in their individual classrooms.
7. Students may not go barefoot at any time.
8. Roller blades, shoes, or any other footwear on wheels may not be worn at any time.
9. Students may not spray any perfume, cologne, or aerosol deodorant on in the school building
10. Accommodations to dress code will be made for religious customs.

Students in violation of the dress code policy will be referred to the administration and may be required to modify their attire to comply with the dress code policy. Students who refuse to comply with the dress code shall be subject to disciplinary action up to, and including, out of school suspension.

### ***Stealing/Vandalism (Personal Property)***

Students are responsible for all their personal property. Students should not bring large sums of money or items of great value to school. Hollis Brookline Middle School cannot assume any responsibility for lost or stolen items. **Any lost and found items**, with the exception of phones, jewelry, or electronic devices, will be placed in the lost and found bins located outside of the MPR. Electronics, phones, and other items deemed more valuable will be in the front office.

Destruction, damage to, defacing, or theft of private or school property will result in consequences up to, and including, suspension from school. The Hollis Police Department will be notified and the person(s) responsible will be required to pay restitution.

### ***Tobacco Use or Possession***

Hollis-Brookline Middle School is a tobacco-free zone. No person shall use any Tobacco product in any facility maintained by the School District or on any grounds on the District. Any individual found to be in possession of tobacco products or paraphernalia including by not limited to cigarettes, e-cigarettes, vaporizers, and chewing tobacco, or caught smoking, chewing, or using tobacco or vaporizers in any manner are subject to school and legal consequences. These consequences include a minimum 1 day suspension from school. A report will also be filed with the Hollis Police Department.

### ***Policies JICG, ADC***

### ***Conduct Suspicion of Vaping or Smoking***

No loitering is permitted in the lavatories and only one student is allowed in a stall at any time. Any student or students observed in a closed lavatory stall from which smoke or vapor odor is emanating will be reported to an administrator for suspicion of vaping. At the discretion of the administrator, the student(s) will be disciplined for tobacco use or suspicion of smoking or vaping.

### ***Alcohol and Drugs***

The Hollis Brookline Cooperative School Board adopted the Drug- Free Schools/Workplace Policy:

*"The unlawful manufacture, distribution, dispensation, possession, use of, illicit drugs and/or alcohol is prohibited in all the District's workplaces and any violation is subject to disciplinary action."*

This policy also governs the distribution, dispensation, and/or abuse of prescription medications. Any student in violation of this policy will be subject to the following disciplinary action:

- **First Occurrence:** A **10 day suspension**, 5 of which may be deferred by the Principal or their designee with voluntary participation in the Student Assistance Program. Parents/guardians will be notified as will the Superintendent of Schools and the Hollis Police Department.
- **Subsequent Occurrences:** Will result in a **10 day suspension** from school. Parents/guardians will be notified as will the Superintendent of Schools and the Hollis Police Department.

Students who distribute or sell drugs and/or alcohol on school grounds, or at school functions, will be referred to the Superintendent for expulsion. Parents/guardians will be notified as will the Hollis Police Department. An illicit drug is defined as “any substance, which taken into the human body, can impair the ability of that person (student) to function appropriately in a school setting”. Students utilizing prescription medications must bring them to the School Nurse (in their original container) for distribution and may not have possession of them during the school day. Students who fail to turn medications over to the School Nurse may be subject to the consequences listed above.

### ***Policies JICH, ADB, GBEC***

#### ***Fighting on School Grounds (Aggressive Physical Behavior)***

In keeping with our mission to resolve conflicts appropriately, unprivileged physical contact will not be tolerated. All those involved in an altercation, who provoke a confrontation, or who threaten student or staff (either verbally or in writing) will be subject to disciplinary action as follows:

- **First Occurrence:** Consequences will range ***from 1 to 5 days of suspension.***
- **Second Occurrence:** Consequences will be enhanced and may result in ***multiple days of suspension.***
- Additional disciplinary action may be referred to the Superintendent of Schools and the Hollis Police Department will be notified. A student may also be suspended for longer than 3 or 5 days on a 1<sup>st</sup> or 2<sup>nd</sup> offense if at the conclusion of an investigation by the Administration, it is determined that a lengthier suspension is warranted.

#### ***Weapons***

The possession of a weapon at school, or any school-sponsored activity, is a serious violation of school rules and laws. The possession of any type is prohibited and violates New Hampshire Laws RSA 193-D (Safe School Zones) and RSA 159 (Pistols and Revolvers):

Weapons are not permitted on school property, on school vehicles or at school-sponsored activities. Student violations of this policy will result in both school disciplinary action and notification of the police. Suspension or expulsion from school could result.

The term “weapons” includes, but is not limited to firearms (rifles, pistols, revolvers, pellet guns, BB guns, etc.), knives, slingshots, metallic knuckles, firecrackers, billies, stilettos, switchblade knives, sword canes, pistol canes, black jacks, daggers, dirk knives, explosives, incendiaries, martial arts weapons (as defined by RSA [159:24](#)), self-defense weapons (as defined by RSA [159:20](#)) or any other substance, object or thing which, in the manner it is used, or threatened to be used, is known to be capable of producing death or bodily injury.

In addition, any Student who is determined to have brought a firearm (as defined by 18 U.S.C. 921) to school will be expelled for not less than one year (365 days). This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law.

As prescribed in the Safe Schools Act, students who possess, use, or threaten to use a weapon as defined above will be suspended indefinitely subject to a Superintendent’s review, and the Hollis Police Department will be notified.

#### ***Policy JICI***

#### ***Fireworks/Firecrackers/Stink Bombs/Other Incendiary Devices***

Use of these materials in school is a serious safety violation and will result in the following disciplinary action:

- **First Occurrence:** Will range from ***Minimum one (1) day of in school suspension.***
- **Second Occurrence:** ***Multiple day suspension and referral to Superintendent*** for further action.

#### ***False Fire Alarm***

Activating a false fire alarm will result in a 5 day suspension and a referral the Superintendent of Schools and the Hollis Police Department.

## ***Emergency Procedures***

Fire drills, lockdown drills, secure campus, and shelter in place drills occur at regular intervals and are an important safety precaution. It is essential that when the first signal is given, everyone reacts, remains silent, and follows directions immediately. Everyone should remain with his/her supervising adult until the ALL CLEAR signal is given.

## ***Lockers***

Students are provided with a locker. Your ROCK teacher will provide the number, location and combination of your locker. Students are to use only their assigned locker and are not to share the combination. These lockers are your responsibility; you will be held responsible for the contents of your locker. Please keep them neat, clear of food/debris, and free of adhesive-backed bumper stickers/advertisements. Any trouble with lockers should be reported to the office. Lockers are the property of the Hollis Brookline Cooperative School District.

## ***Textbooks***

Textbooks are furnished free of charge for your use and must be kept covered at all times. Students will be held financially responsible for all books and other school equipment that is lost, destroyed, or damaged. The actual cost of the individual text will be charged should a book not be returned. Prices range between 55 and 120 dollars.

## ***Chromebooks***

Students are responsible for bringing their district chromebook to school everyday. We encourage students to charge their device every night as part of their electronics responsibilities. If a district chromebook or charger is damaged, lost or destroyed, the student will be responsible for the following charges. Parents/guardians sign off on this in PowerSchool Registration.

-Replacement if lost/stolen/destroyed (\$200) -Replacement screen (\$20) -Replacement AC adapter (\$20)

## ***Cell Phones***

In accordance with recently passed New Hampshire State Law, RSA 189:1-a , and the District's commitment to a focused, respectful, and engaging learning environment, student use of personal electronic communication devices (including but not limited to cell phones, smartwatches, earbuds, and headphones) is prohibited from when the first bell rings to start instructional time until the dismissal bell rings to end the school day.

In support of student focus, academic engagement, and social connection, our school is continuing to implement a cell phone-free learning environment, as now required by a new state law.

Pending final School Board Policy the following procedures will be followed and enforced.

### **1. First Offense**

- a. The student will receive a verbal warning and be reminded to put their device away

### **2. Second Offense**

- a. The device will be turned into the main office for the remainder of the school day. The classroom teacher will notify parents/guardians. The student may retrieve the device from the main office at dismissal.

### 3. **Repeated Offenses:**

- a. A disciplinary referral will be issued, and a parent/guardian will be required to pick up the device from the principal's office at the end of the school day. Repeated offenses will result in a student being required to check in their device into the main office daily.

### 4. **Insubordination/Refusal to Comply:**

- a. Progressive disciplinary action will be taken in accordance with the HBMS Code of Conduct. A parent/guardian meeting with administration will be scheduled.

Exceptions to this law will be narrow and carefully reviewed, and may include medical needs (such as insulin pumps and glucose sensors), disability accommodations based on student learning and access, and language support for English learners who require translation assistance and only when other technology is not sufficient.

These exceptions are intended to meet specific educational or health-related needs that cannot be met using another device or instrument and must be formally approved through the IEP or Section 504 process or in cases of language support, by school administration in advance.

If a student needs to make a phone call in a non-emergency situation, the student should go to the main office to contact their parents/guardians or family member.

We appreciate your partnership in helping us create an environment that supports every student's ability to thrive without unnecessary digital distractions. More detailed information will follow once the district finalizes the policy.

#### ***Electronic Devices***

Including, but not limited to cell phones, smartphones, tablets, and laptops please refer to Acceptable Use Agreement at the end of the handbook

Electronic devices other than district-issued Chromebooks are not permitted within the school day unless it is for academic purposes and is at the discretion of the classroom teacher. Students who fail to comply with a reasonable request to refrain from using an electronic device will be addressed by the staff member. If a student is unable to comply after intervention by the staff member, the student will be referred to administration.

**The use of VPNs, proxy servers and any applications which circumvent our filters are prohibited and will result in loss of computer privileges.**

#### ***Recording Students/Staff Members***

It is expressly forbidden for students to photograph, video/record, upload, attach, or disseminate images/audio without permission from the person being recorded or who is in the content being shared. This includes, but is not limited to: Facebook, Instagram, text messages, emails, etc. Doing so is a serious violation and will result in consequences up to, and including suspension from school. Depending on the severity of the matter it may also be referred to the Superintendent of Schools and/or Police Department for further action.

In SAU41 schools, we celebrate and showcase student learning. We often share photos or videos of classroom and extracurricular activities in our school newsletters and website pages in order to celebrate our students. Photos and videos do not include names, unless the student is being recognized for a specific accomplishment. If there are specific

concerns about the use of a student's photo being shared, families should indicate this in the registration forms distributed to families at the start of the year.

In the event that the need arises, when a staff member connects with your child virtually, the mode of contact may be in audio and/or video format only, through an online video platform. No audio or video interactions with students will be recorded by any staff member. Students and families must refrain from recording audio or video connections with staff.

### **ACADEMIC INTEGRITY & HONESTY - Policy IKL**

All students are expected to demonstrate academic integrity and honesty. Students are expected to put forth their best effort on tests and assignments. Students are expected to demonstrate respect towards their instructors who develop assignments and assessments that value Human Intelligence and aim to create learning experiences for students. Engaging in various forms of cheating or academic dishonesty does not permit students to realize the full extent of their educational experience or their full academic potential. These expectations are directly related to the Board's educational objectives for students to learn to be responsible for and accept the consequences of their behavior.

#### **Prohibited Behavior**

In addition to individual classroom standards, the following behaviors violate academic integrity and are prohibited:

1. **Cheating:** Cheating is any act of academic dishonesty, which includes such things as receiving or communicating information to another student during a test or other assessment; looking at another's test or assessment during the exam; using notes or obtaining information during a test or assessment when prohibited; obtaining information about the questions or answers for an assessment prior to the administration of the exam; or whatever else is deemed contrary to the rules of fairness with respect to school work or assessment, including special rules developed by the instructor of the course.
2. **Improper Use of Technology:** Misusing technology tools (including AI tools) for assigned work or homework goes against the spirit of the assignment and specific instructions. Students can only use such tools under teacher guidance and must disclose their use. Citing the use of AI tools and any information or product obtained through those tools is expected, when applicable. This includes but is not limited to the use of translators and math applications.
3. **Plagiarism:** Representing someone else's ideas or words as your own without proper citation. This includes paraphrasing or directly quoting published or unpublished work without acknowledging the source. Sources include books, articles, websites, work of others, and AI tools. Teachers will provide clear citation guidelines, but students should seek clarification if unsure.
4. **Academic Misrepresentation:** Having someone else complete a test or assessment for you.
5. **Academic Collusion:** Sharing test questions or answers with another student without the instructor's permission. This includes copying another's work or allowing someone to copy yours, as well as unauthorized group collaboration on individual assignments.
6. **Dishonesty in Academic Work:** Submitting work prepared by someone else, including writing services, AI tools, or another person. All submitted work must be your own original work unless properly cited or following the teacher's instructions.

7. **Self-Plagiarism:** Reusing work from a previous class to fulfill requirements in another class without permission does not promote new learning. Repurposing work may be allowed in some cases with prior teacher approval.
8. **Unfair Academic Advantage:** Intentionally hindering another student's academic performance. Examples include but not limited to hiding research materials, sabotaging another's work, or intimidation, or failure to contribute meaningfully to a group assignment.
9. **Facilitating Academic Dishonesty:** Completing work for another student or collaborating on work meant to be independent.
10. **Other Academic Dishonesty:** Any intentional act that violates the spirit of academic integrity and this policy. This includes stealing assessments, tampering with records, including false academic information on applications, altering academic records or grades, distributing materials for cheating, or unethical technology use (e.g., pre-programmed calculators).
11. **Consequences:** Disciplinary consequences for violations will follow Board policy and the Student Code of Conduct. Consequences may range from a zero on an assignment to more serious actions depending on the circumstances surrounding the violation.

Note: This policy uses the term "technology tools" to encompass all AI tools and allows for flexibility with their use under teacher guidance. It also clarifies citation expectations for information and products generated through AI tools."

## **GENERAL DISCIPLINE PROCEDURES AND PRACTICES**

### ***Due Process***

Prior to any decision or disciplinary action, due process will apply and take the form of the following: an opportunity will be given for the student to present his or her interpretation of the incident/situation to an administrator; every effort will be made to contact and inform the parent/guardian; and students and their parents/guardians will be notified of the reason for suspension, duration, and any associated plan for re-entry, if applicable.

### ***Teacher Detentions***

Teachers may assign lunch detentions or after school detentions to address minor infractions (if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school rules or policies, or otherwise impedes the educational purpose of the class) that prior interventions and/or warnings have not corrected. Students are given at least one day's notice of the detention, and should report directly after school to the teacher assigning the detention, or to the office for a lunch detention.

### ***Detention Rules***

- Students are expected to report promptly at 2:30 p.m. to the assigned area.
- No food or beverage is allowed in the detention room.
- Students should use the time productively for homework or other appropriate work.
- Silence will be maintained or the student forfeits the time spent and another after school detention will be assigned.
- Any student who requires special arrangements, i.e. arrive late, leave early, etc., must have prior written permission from administration when they report to detention.
- Students will be given at least one day's notice when assigned detention. After school jobs, athletic practices/events, or any other extracurricular activities are not acceptable reasons for missing detention.
- Students who fail to abide by the detention rules will be assigned additional consequences.
- Students may not sleep during detention.

### ***Suspension***

Suspension is the highest level of discipline assigned at the building level. The building Principal or their designee is authorized to issue in-school suspensions or restrictions of activities for any failure to conform to school or School District policies or rules, or for any 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, and visitors, is otherwise inappropriate, or is prohibited by law.

Restriction of activities may also be issued pursuant to rules or policies pertaining to specific clubs or teams.

Grounds for suspension may include, but are not limited to, the following:

- assault or battery upon any person
- larceny, or receiving or possession of stolen goods
- conduct or language which is obscene, abusive, threatening, offensive, disrespectful, or harassing
- disruption of the educational process
- extortion or attempting to extort or intimidate
- possession or transfer of any firearm, knife, explosive or any other object capable of being used to harm or threaten an individual
- possession, sale, purchase, consumption or use, or the attempt to possess, sell, buy or consume any drug, alcohol or drug paraphernalia
- violation of the school's drug and alcohol policy

- use or possession of tobacco or nicotine based products on school grounds, on school busses, or at school sponsored functions
- destruction, misuse of, or damage to school property or personal property of another individual
- leaving school grounds without prior authorization from the Administration

While on suspension, a student is not allowed to return to school grounds or attend school functions until the day after the suspension ends. Students who are on school grounds or at a school function during suspension will be considered to be trespassing. In most instances, suspensions will begin on the same day, or the day after the misconduct. Suspensions may only be issued by an administrator and remain in effect for the day school is in session. Students may resume activities on the day following the last day of suspension. Students are allowed to make up any schoolwork missed as a result of their suspension; however, it is the student's responsibility to make arrangements with teachers for the completion of assignments.

### ***In-School Suspensions***

The building Principal or their designee is authorized to issue in-school suspensions or restrictions of activities for any failure to conform to school or School District policies or rules, or for any 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, and visitors, is otherwise inappropriate, or is prohibited by law.

Restriction of activities may also be issued pursuant to rules or policies pertaining to specific clubs or teams.

### ***Short- and Long-Term Suspensions***

The building Principal or their designee is authorized to issue short-term suspensions. The Superintendent is authorized to issue long-term suspensions.

### ***Behavior Intervention Plans***

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

### ***Removal of a Student from Class***

Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school rules or policies, or otherwise impedes the educational purpose of the class. Students who are repeatedly disruptive in class or consistently refuse to do assigned class work may be temporarily or permanently removed from a class by an administrator at any point in the year. A parent conference will take place if permanent removal is being considered and will be followed by a summary letter. Permanent removal will take place only if no noticeable change in student behavior and/or performance occurs following the parent conference.

## **I. Definitions** (RSA [193-F:3](#))

1. **Bullying**. 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) Physically harms a pupil or damages the pupil's property;
  - (2) Causes emotional distress to a pupil;
  - (3) Interferes with a pupil's educational opportunities;
  - (4) Creates a hostile educational environment; or

(5) Substantially disrupts the orderly operation of the school.

Bullying shall 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.

2. Cyberbullying. 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.

3. Electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.

4. School property. School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans and any school sponsored activity.

Any reference in this policy to "parent" shall include parents or legal guardians.

Any reference in this policy to "Superintendent" or "Principal" shall include their designee.

## **II. 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 a 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.

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

### False Reporting

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 to be determined in accordance with applicable law, District policies, procedures and collective bargaining agreements.

### Reprisal or Retaliation

The District will discipline and take appropriate action against any student, teacher, administrator, volunteer, or other 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, administrator, volunteer, or other employee 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, administrator, volunteer, or other employee 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.

#### Process to Protect Pupils from Retaliation

If the alleged victim or any witness expresses to the Principal or other staff member that they believe they 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 protected against possible retaliation.

#### **IV. 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.

#### **V. 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.

#### **VI. Distribution and Notice of This Policy** (RSA [193-F:4](#), II(e))

##### Staff and Volunteers

All staff will be made aware and provided access to a copy of this policy annually. The Superintendent may determine the method of providing the policy (employee handbook, hard copy, electronically, etc.)

The Superintendent will ensure that all school employees and volunteers receive annual training on bullying and related district's policies.

##### Students

All students will be made aware and provided access to a copy of this policy annually. The Superintendent may determine the method of providing the policy (student handbook, mailing, hard copy, electronically 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.

### Parents

All parents will be made aware and provided access to a copy of this policy annually. The Superintendent may determine the method of providing the policy (parent handbook, mailing, hard copy, electronically, etc.). Parents will be informed of the process 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:

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

### 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.

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

At each school, the Principal shall be responsible for receiving complaints of alleged violations of this policy.

#### Student Reporting

1. Any student who believes they have been the victim of bullying should report the alleged acts immediately to the Principal or 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.

3. Any school employee or volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible and within 48 hours.
4. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

**VIII. 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 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 shall retain a copy for themselves and shall forward one copy to the Superintendent and may forward one copy to the local authority. The Superintendent shall maintain said forms in a safe and secure location.

**IX. 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).

**X. 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.

**XI. 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 consistent with the developmental needs of the students in mind and shall be confidential.
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 or electronic copies of e-mails, text messages, website pages, or other similar electronic communications.
4. 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 shared printed or electronic copies of specific information from a student's personal social media account if such information is relevant to an ongoing District investigation.
5. A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
6. Factors the Principal or other investigator may consider during the course of the investigation, including but not limited to:

- Description of incident, including the nature of the behavior;
- How often the conduct occurred;
- Whether there were past incidents or past continuing patterns of behavior;
- The characteristics of parties involved, (name, grade, age, etc.);
- The identity and number of individuals who participated in bullying behavior;
- Where the alleged incident(s) occurred;
- Whether the conduct adversely affected the student's education or educational environment;
- Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
- The date, time and method in which parents or legal guardians of all parties involved were contacted.

7. 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.

8. A determination of whether a particular action or incident constitutes a violation of this policy shall be based on all facts and surrounding circumstances. If the determination is that there has been a substantiated incidence of bullying, the Principal shall include recommended remedial steps necessary to stop the bullying within ~~in~~ a written final report submitted to the Superintendent.

9. 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.

## **XII. 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

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.

**XIII. 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.

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

1. Within two school days of completing an investigation, the Principal will notify the students involved in person of their 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 their findings and reasons for their 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 to the parents of other students involved in a bullying incident.

**XV. Appeal**

1. For non-disciplinary remedial actions where no other review procedures govern, the parents of the pupils involved in the bullying shall have the right to appeal the Principal’s decision to the Superintendent in writing within ten (10) calendar\_days. Upon receipt of the appeal, the Superintendent shall review the Principal’s decision and issue a written decision within ten (10) school days. If the aggrieved party is still not satisfied with the outcome, the aggrieved party may file a written request for review by the School Board within ten (10) calendar days of the Superintendent’s decision. The School Board will adhere to all applicable New Hampshire Department of Education administrative rules.

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.

2. The procedures under RSA [193](#):13, Ed 317, and District policies establish the due process and appeal rights for students disciplined for acts of bullying.
3. The School Board or its designee will inform parents of any appeal rights they may have to the New Hampshire State Board of Education.

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

The Superintendent of schools is responsible for ensuring that this policy is implemented. In order to facilitate the implementation of this policy, the Superintendent may establish further administrative rules or regulations.

**XVII. 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.

**XIII. 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 EEAA, 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.

**Legal References:**

*RSA [187:70](#), Educational Institution Policies on Social Media*

*RSA [193-F](#):3, Pupil Safety and Violence Prevention Act*

*RSA [570-A](#):2, Capture of Audio Recordings on School Buses Allowed*

*NH Code of Administrative Rules, Section Ed 306.04(a)(8), Student Harassment*

## AFTER SCHOOL ACTIVITIES

### CLUBS/ACTIVITIES

Hollis Brookline Middle School strives to offer a wide variety of organizations and activities to provide outlets and opportunities for the diverse talents and interests of the student body. The amount of student interest and participation, as well as the availability and interest of faculty members will be considered, as these activities become operational. Clubs and activities that are being offered are posted on the school website.

Your child's safety is our concern. Any student remaining at HBMS beyond 2:20 must be in a supervised activity.

### INTERSCHOLASTIC ATHLETIC PROGRAM

The Interscholastic Athletic Program offers students a wide variety of activities and opportunities to represent Hollis Brookline Middle School in competition with other schools.

### ELIGIBILITY

1. To be eligible a student must have on file in the school nurse's office documentation in accordance with the Hollis Brookline Middle School policy of physical requirements for entrance to the middle school.
2. Academic eligibility requires a student to pass all classes and to be in good/excellent "conduct" standing.
3. It is expected that students selected for teams will make a full commitment to all practices and games.

Fall	- Soccer, Field Hockey, Cross Country, Volleyball
Winter	- Basketball, Wrestling
Spring	- Track and Field, Baseball, Softball, Lacrosse

### STUDENT WELLNESS

#### *Expectations in the Cafeteria*

The cafeteria is meant to be a place where you may relax and enjoy a meal with your friends. Good friends, good food and good manners can make this break a very pleasant time in the school day.

**Students are not allowed to sell food, beverages or other items during the school day for personal profit.** Please help to keep the cafeteria clean and observe all rules as described below:

Students should . . .

- . . . always walk in the building; especially in the cafeteria.
- . . . select a table and remain there until it is time to be dismissed.
- . . . clear the area where they are seated and the floor immediately surrounding them.
- . . . wait to be dismissed by a supervising adult.

## ***Healthy Snacks and Drinks***

***\*Please reference Policy EFD (Wellness)***

Students may bring in healthy items per our Local Wellness Policy. Please note, energy drinks and all other caffeinated products are not allowed in the building, in addition to candy and gum (with exception). Any food or drink is to be consumed inside the cafeteria or classroom when permitted. Water bottles may be accessed in the classrooms. Nut products, or products produced in a nut containing facility, may not be eaten in classroom. Nut products, or products produced in a nut containing facility are permitted in the cafeteria, with the exception of the “nut free table.”

## ***Parties/Celebrations***

School can help promote a positive learning environment by providing healthy celebrations that shift the focus from food to the child. A non-edible approach has been adopted for birthday parties and school wide celebrations. This is meant to provide a healthier and safer school environment.

## ***Curriculum Related Food Items During the School Day***

Food is allowed for an event that is tied to the curriculum and certain school-wide events. Prior approval is needed by the principal, school nurse and Director of Student Nutrition for all events. It is recommended and encouraged that all food choices used for curriculum related events follow the USDA Smart Snacks nutrition standards.

# **STUDENT SERVICES**

## **HEALTH SERVICES**

Any student entering Hollis Brookline Middle School for the first time is required by New Hampshire State Law to provide current immunization records prior to enrolling. Students previously enrolled in Hollis or Brookline Elementary will automatically have their files transferred to the Middle School.

### ***Physical Examinations***

All 7th grade students must have a current physical on file in the nurse's office before starting school in August. A current physical is one that was done on or after **August 1<sup>st</sup> of 2024**. This physical will cover the student for the two (2) years they are at HBMS, including sports tryouts. No student will be allowed to try out for sports without a physical on file. **There are no exceptions to this rule.**

Doctor releases will be required for participation in sports after any significant injury. If you have any questions, please contact our school nurse.

### ***Immunizations***

Children 11 years of age or older, and for whom it has been 5 years since the last tetanus toxoid containing vaccine, will need a one-time dose of a Tetanus, diphtheria, acellular pertussis (Tdap) vaccine. Send updated immunization records/date of pending appointment to the Nurse by August 1, 2025.

### ***Medications***

All medications should be delivered to the school nurse in their ***original containers***. Any student who needs to take prescribed medication while at school must bring a permission slip signed by a parent and a completed school form filled out by the physician. No medication, including prescribed and over-the-counter, may be carried by an individual student. Students may not transport any medications

to school (except with permission form for inhalers, Epi-pens and diabetic medications) or have medications at school including over-the-counter medications.

Periodic vision and hearing screening and scoliosis screening (for grade 8 only), will be conducted through the health office. Parents may connect with the School Nurse to facilitate a screening.

It is the practice of Hollis Brookline Middle School to provide accommodations to any student who is temporarily disabled so that they may access the educational program at HBMS. Extra time between classes, book buddies, copies of classroom notes, permission to carry a book bag are routinely provided as the situation requires. Any parent with concerns about more accommodations that may be needed should contact the school nurse after obtaining orders from their physician.

### **SCHOOL COUNSELING SERVICES**

School counselors are available to *all* students to help with academic issues such as organization, time management, planning, etc., as well as with personal and social issues. Should you have any concerns or questions about your child's school experience we encourage you to contact your child's school counselor. School counselors also spend time in the classroom teaching about mental and emotional health, bullying, goal setting and career development.

Student counselors are, along with the school administration, involved in the class scheduling process. Course placement is based upon teacher recommendation. If a student requests a course that is different from the teacher's recommendation, a conversation with the student, teacher, and school counselor is recommended. If a change is still desired, a student and his/her parent may fill out an "override" form. Submission of this form does not guarantee enrollment in the requested course. Placement into the requested course is also based on availability and open seats.

### **LIBRARY MEDIA PROGRAM**

The mission of the Hollis Brookline Middle School Library Media Program is to assist students in developing information gathering expertise and become actively engaged in pursuing the lifelong skills necessary to meet constantly changing information sources.

The Library Media Program is student-centered and works in conjunction with teachers. The proper use of resources and the development of informational skills necessary to meet curriculum objectives is encouraged.

As part of the learning community, the Library Media Program fosters various viewpoints, accommodates changes, and contributes to the well being of the learning community. Central to the program is encouragement for students to be evaluators, to become independent ethical users of all information, and to achieve personal and responsible skills when interacting with information.

## **CLASSROOM SUPPORTS OFFERED IN ALL CLASSROOMS (District-Wide Universal Supports)**

The following strategies will be used in all classrooms to support learning

- Break large assignments and tasks into smaller units, and provide timelines
- Preferential seating as determined by student's needs
- Discreet cueing when appropriate
- Direct student to the agenda and homework that is written or displayed in classroom or on website
- Scaffolding of instruction
- Use formative assessment to inform instruction; formative and summative assessments are based on essential learning
- All homework and assignments are posted and referenced on team website or Google Classroom
- Classroom teachers contact parents when student is in danger of failing or if student significantly declines
- Establish classroom expectations, policy and procedures (teacher website or Google Classroom)
- Contact between staff including School Counseling and administration as needed
- Vary modes of instruction as directed by content/course/student needs
- Vary modes of assessment, as dictated by content/course/student needs
- Provide choice to students when appropriate (ex. in how they approach a topic, what topic to investigate, who to newwork with)
- Ask students to reflect on their learning and think about the metacognitive aspect of learning
- Provide extra time on assignments and assessments, as needed and deemed appropriate based on unique circumstances
- Encourage students to participate in their learning using multiple strategies
- A course expectations policy & procedures will be provided to students at the start of the course
- Classroom teacher will provide class notes and materials in hard copy as needed or requested
- Encourage students to come in for extra support, ex. after school or during CavBlock/Skills
- Provide clear, timely and descriptive feedback, including entering of grades and comments
- Technology can be utilized for completion of written assignments, unless specified otherwise for a certain assignment
- Access to School Counselors and School Psychologist as well as school counseling lessons as applicable
- Assist students with review of material prior to assessments (may include study guide)
- Foster/encourage independence and personal responsibility
- Institute and enforce classroom behavior expectations (teacher knows them, student knows them, clear consequences, and those consequences are fairly implemented)

## **HOLLIS BROOKLINE COOPERATIVE SCHOOL DISTRICT AND THE LAW**

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education record. They are:

- The right to inspect and review the student's education records within 45 days of the day the School District receives a request for access.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading, and the right to request a formal hearing if the request to amend is denied.
- The right to consent, or to deny consent, to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with requirements of FERPA.

The office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 2002-5901. For additional information on FERPA, see the U.S. Department of Education Summary of FERPA:

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

### **Notification Regarding Destruction of Personally Identifiable Information**

The District may destroy personally identifiable information that is no longer needed to provide educational services under the following circumstances and timelines:

- Early dismissal forms, electronic mail and emergency information forms may be destroyed at the end of each school year.
- Registration forms and health and physical records, including immunization records and medical reports may be destroyed the year the student turns 21 or receives a high school diploma, whichever is earlier.
- Special education records and disciplinary records may be destroyed four (4) years after the student's twenty-first birthday.

Destruction of the records will occur at the discretion of the district unless parent(s)/guardian(s) or eligible student has requested copies of the records by June 1 of the year that the record may be destroyed. If the information is no longer needed to provide educational services to the child, then it must be destroyed at the request of the parent(s)/guardian(s) or eligible student. Requests to destroy information and requests for copies of records must be made in writing to the building principal or his/her designee.

Pupil registers shall be retained as a permanent record of the school district in accord with RSA 189:27-b. In addition, the District may maintain a permanent record of the student's name, address, telephone number, grades, attendance record, classes attended, grade level completed, and year completed.

Upon request, the District discloses education records without consent to officials of a school district in which a student seeks or intends to enroll.

The District may disclose, without consent, "directory information," which is information not generally

considered to be harmful or an invasion of privacy if disclosed. Directory information includes:

- Name and address of the student;
- Phone number;
- Junior or Senior Class status

Parents may request, in writing, that the School District refrain from making all of the directory information on their child available to the public. Such requests should be made to the child's building principal or his/her designee by October 1 of each school year.

ADDITIONAL FERPA "DIRECTORY INFORMATION" EXAMPLES FROM THE STATE STATUTE:  
JUNE 4, 2007

- Phone number;
- Grade level/Junior or Senior Class status;
- Weight and height of members of athletic teams;
- Dates of attendance;
- E-mail addresses;
- Photographs;
- Degrees, honors and awards received;
- Major field of study;
- Participation in officially recognized activities and sports;
- Data/place of birth

## **CHILD FIND NOTICE: CHILDREN WITH DISABILITIES UNDER IDEA OR SECTION 504 AND THE ADA**

It is the policy of the Hollis Brookline Cooperative School District to generate public awareness of the rights of students with disabilities and to ensure that all students with disabilities are referred to the School District. All referrals will be directed to the School Principal/Assistant Principal and the child's parent or guardian will be notified of any referral.

The Hollis Brookline Cooperative School District provides special education, related services and accommodations to eligible children with disabilities who reside within the District. Hollis Brookline Cooperative desires to identify, locate, and provide notice of its responsibilities to every qualified child with disabilities in its jurisdiction, including children who are homeless, who are wards of the state, and who are being homeschooled. Hollis Brookline Cooperative also seeks to identify and locate children with disabilities attending private schools located within the District.

If you suspect that your child or any child living within the boundaries of these school districts, ages 0 through 21, is or might be a student with disabilities, please contact the Coordinator listed below.

The District works with you to evaluate your child, determine if he or she qualifies for special education or related services under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990, and provide a free, appropriate public education to your child to the extent he or she is eligible under these laws. Federal Regulations implementing the IDEA are scheduled to be finalized within the next few months. These regulations may increase your rights under the IDEA. Upon request, the District will provide you with a detailed notice of your procedural safeguards under the applicable law(s).

If you have questions, would like more information, or wish to make a referral, please contact:

School Principal/Assistant Principal  
Hollis Brookline High School  
24 Cavalier Court  
Hollis, NH 03049  
(603) 821-4477

School Principal/Assistant Principal  
Hollis Brookline Middle School  
25 Main Street  
Hollis, NH 03049  
(603) 324-5997

### **Statute of Limitations**

Under New Hampshire law, RSA 186-C:16-b, if you want to bring an action to enforce state or federal special education laws – including those involving identification, evaluation, determination of disability, individualized education programs, placement, or the provision of a free, appropriate education for your child – you must request an impartial due process hearing from the department of education within two years of the date you discovered or reasonably should have discovered the alleged violation. If you want to bring an action to recover the costs of a unilateral special education placement, you must request an impartial due process hearing within 90 days of the unilateral placement. If you have not been given proper notice of your special education rights, including the time limitations, these limitations shall run from the time such notice is properly given. Failure to comply with these timelines could result in the loss of your right to bring these actions.

### **INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)**

In 1975, Congress enacted the law now known as the Individuals with Disabilities Education Act (IDEA). This law was reauthorized in 1977, 1997 and 2004 and provides eligible children from ages 3 to 21 who have a disability adversely impacting their educational progress, with a free and appropriate education via a special education program and related services.

The law establishes a two-prong eligibility standard. Special education and related services of IDEA are available to students who have documented disabilities and who need special assistance to benefit from education. Once a child is found eligible, a team including the child's parents and representatives of the public education system develops an individualized education program (IEP) or individualized family service plan (IFSP) that includes the services and supports necessary to meet each child's unique needs. The Hollis Brookline Cooperative School District fully complies with this law. For more information or to initiate a referral for your child, contact the building Principal, Assistant Principal or the building Special Education Coordinator at 324-5997. A description of parents' rights under the IDEA can be found at the New Hampshire Department of Education website listed below, by clicking on the Procedural Safeguards Handbook link or by contacting your local school to receive a hard copy.

Reference: [\*Procedural Safeguards Handbook\*](#)

## **SECTION 504 of the REHABILITATION ACT OF 1973**

Section 504 of the Rehabilitation Act of 1973 is a non-discrimination statute barring discrimination on the basis of one's disability. As required by Section 504, it is the policy of the Hollis Brookline Cooperative School District not to discriminate on the basis of disability in its educational programs, activities or employment policies. Section 504 requires the School District to locate, evaluate and determine if a student is a qualified individual requiring accommodations and services necessary to provide access to educational programs.

Our school guidance counselors are designated as the Section 504 Coordinators. They may be contacted at 821-4477. Parents are entitled to review their child's relevant educational records under the Family Educational Rights and Privacy Act (FERPA). Parents, guardians or students eighteen years of age or older, who disagree with the decisions reached by school personnel regarding eligibility or accommodations and services necessary for access to educational programming and/or facilities, may either request a Due Process Hearing before an impartial hearing officer, file a grievance by notifying the school principal in writing, or file a complaint with one of the agencies noted.

### **Public Complaints About Facilities or Services**

#### **GRIEVANCE PROCEDURE (SECTION 504/ADA)**

The Hollis Brookline Cooperative School District ("District") does not discriminate on the basis of disability. Any alleged discriminatory practices pertaining to the District's facilities or services that fall within the scope of Section 504 or the Americans with Disabilities Act, should be addressed through the following grievance procedures.

For purposes of this policy, a "school day" is defined as any day when school is in session.

1. Any qualified handicapped person, or persons, who feel subject to discrimination with respect to Section 504 of the Rehabilitation Act or the American Disabilities Act (ADA) has the right to file a formal grievance.
2. Any qualified handicapped person, or persons, who has a grievance shall discuss it first with the appropriate building Principal in an attempt to resolve the matter informally at that level.
3. If, as a result of the discussion, the matter is not resolved to the satisfaction of the aggrieved party within ten (10) school days, the aggrieved party shall set forth the grievance in writing to the Principal. The Principal shall communicate his/her decision to the aggrieved party in writing within ten (10) school days of the receipt of the written grievance.
4. The aggrieved party, no later than ten (10) school days after receipt of the Principal's decision, may appeal the Principal's decision to the SAU Section 504 Coordinator. The appeal to the Coordinator must be made in writing reciting the matter submitted to the Principal and the aggrieved party's dissatisfaction with decisions previously rendered. The Coordinator shall meet with the aggrieved party to attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days. The Coordinator shall communicate his/her decision in writing to the aggrieved party and the Principal not later than ten (10) school days after the meeting.
5. If the grievance is not resolved to the aggrieved party's satisfaction, the aggrieved party, no later than ten (10) school days after the receipt of the Coordinator's decision, may submit a written request for a hearing with the local School Board regarding the alleged discrimination through the Superintendent of Schools.

The hearing will be held within thirty (30) calendar days of the written request. The School Board must provide the aggrieved party with a written decision of the appeal within ten (10) school days after the hearing.

6. Between the date the aggrieved party requests the hearing and the date the hearing is held, the aggrieved party and the School District may continue to negotiate. If the School District and aggrieved party agree on a mutual solution to the alleged discrimination, the hearing would be canceled.

7. The decision of the School Board is final pending any further legal recourse as may be described in current local district policies, or as may be available under Section 504, the ADA, or other State and Federal laws.

*Legal Reference:*

*Section 504 of the Rehabilitation Act of 1973*

*34 C.F.R. § 104.7(b), Adoption of Grievance Procedures*

*28 C.F.R. § 35.107(b), Adoption of Grievance Procedures*

Adopted: April 15, 2009

## NOTICE OF PROCEDURAL SAFEGUARDS UNDER SECTION 504 AND THE ADA

The Hollis Brookline Cooperative School District does not discriminate on the basis of disability in their programs and activities.

Under Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 (ADA), an individual with a disability is someone who has a physical or mental impairment that substantially limits one or more major life activity, has a record of such an impairment, or is regarded as having such an impairment. The district is obligated to provide a free, appropriate public education to each child eligible under these laws.

In accordance with Section 504 and the ADA, you, as the parent or guardian, are entitled to receive the following procedural safeguards in relation to your child:

A. You have the right to receive a copy of this notice with notification of any district action regarding identification, evaluation or placement of a student pursuant to Section 504. This includes any time that the district intends to screen, evaluate or reevaluate, make changes in classification, placement or any component of the child's FAPE, or upon refusal to act on any parental request.

B. If your child needs or is believed to need special education or related services, you have the right to an evaluation of your child (1) before the initial placement, and (2) before any subsequent significant change in placement.

C. You have the right to an opportunity to examine all relevant records for your child.

D. You have the right to an impartial hearing, with participation by you and representation by counsel, concerning the identification, evaluation or educational placement of your child.

E. The following people have been designated to handle inquiries regarding the non-discrimination policies:

School Principal/Assistant Principal  
Hollis Brookline High School  
24 Cavalier Court  
Hollis, NH 03049  
(603) 821-4477

School Principal/Assistant Principal  
Hollis Brookline Middle School  
25 Main Street  
Hollis, NH 03049  
(603) 324-5997

The Procedural Safeguards Notice will be distributed to parents or guardians as follows:

A. Whenever the district takes any action regarding identification, evaluation or placement of a student pursuant to Section 504. This includes any time that the district intends to screen, evaluate or reevaluate, make changes in classification, placement or any component of the child's FAPE, or upon refusal to act on any parental request.

B. Annually, for all students who (1) have refused services and are attending private schools, home schooling programs, or regular education classes; (2) have dropped out of school; or (3) have been identified as 504 eligible.

## **NONDISCRIMINATION AND NOTIFICATION OF GRIEVANCE PROCEDURES**

**POLICY:** The Hollis-Brookline Cooperative School District shall not discriminate in its education programs, activities, or employment practices on the basis of race, color, national origin, age, sex,, sexual orientation, religion or handicap under the provisions of Title VI of the Civil Rights Act of 1964, Age Discrimination Act of 1967, and Title IX of the Education Amendment of 1972, and Section 504 of the Rehabilitation Act of 1973. Any person having inquiries concerning the District's compliance with the regulations implementing these laws may contact the Superintendent of Schools.

**PROCEDURE:** The Coordinator for 504 activities, Title VI and IX and the Individuals with Disabilities Education Act is the Superintendent of Schools, 4 Lund Lane, Hollis, New Hampshire 03049; Telephone (603) 324-5999. The Coordinator for Title IX is the Building Principal, Hollis-Brookline High School, 24 Cavalier Court, Hollis, NH 03049, (603) 821-4477.

Inquiries may be directed to the coordinators listed herein or to the Regional Office for Civil Rights, US Dept. of HHS, Government Center, JFK Federal Building, Room 1875, Boston, MA 02203 or the NH Human Rights Commission, 2 Chennel Drive, Concord, NH 03301 or the Special Education Bureau, NH Department of Education, 101 Pleasant Street, Concord, NH 03301.

Grievance procedures are available which provide for the prompt and equitable resolution of complaints alleging violations to Titles VI and IX, Section 504, and the Individuals with Disabilities Education Act of 1990. Grievance procedures may be obtained at the office of the Coordinators listed herein.

## **ADDITIONAL RESOURCES**

Additional information is available at:

United States Department of Justice, [A Guide to Disability Rights Laws](http://www.usdoj.gov/crt/ada/cguide.htm)

Link: <http://www.usdoj.gov/crt/ada/cguide.htm>

United States Department of Education, Summary of FERPA

Link: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

A description of parents' rights under the IDEA can be found at the New Hampshire Department of Education website

Link:

<https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-support/special-education>

Procedural Safeguards Handbook

Link: [Procedural Safeguards Handbook](#)

Hollis Brookline Cooperative School Board Policies

Link: <https://www.schladminunit41.nh.schools.bz/administration/110>

## ANNUAL NOTICE OF POLICIES

The Hollis Brookline Cooperative School District is committed to providing safe and healthy learning environments for all. Below is a series of School Board Policies that govern the school.

*Additional information can be found at the SAU 41 website:*

<https://www.schladminunit41.nh.schools.bz/index.aspx>

### **NON-DISCRIMINATION – AC**

**POLICY:** The Hollis-Brookline Cooperative School District shall not discriminate in its education programs, activities, or employment practices on the basis of gender, sexual orientation, gender identity, race, color, religion, nationality, ethnic origin, age, marital status, or disability under the provisions of Title VI of the Civil Rights Act of 1964, Age Discrimination Act of 1967, and Title IX of the Education Amendment of 1972, and Section 504 of the Rehabilitation Act of 1973. Any person having inquiries concerning the District's compliance with the regulations implementing these laws may contact the Superintendent of Schools.

The District will not discriminate against an employee who is the victim of domestic violence, harassment, sexual assault, or stalking.

**PROCEDURE:** The Superintendent or his/her designee will receive all inquiries, complaints, and other communications relative to this policy and the applicable laws and regulations concerned with non-discrimination. The Coordinator for Title IX is the building Principal or a designee as determined by the Superintendent of Schools.

Inquiries may be directed to the coordinators listed herein or to the Regional Office for Civil Rights, US Dept. of HHS, Government Center, JFK Federal Building, Room 1875, Boston, MA 02203 or the NH Human Rights Commission, 2 Chennel Drive, Concord, NH 03301 or the Special Education Bureau, NH Department of Education, 101 Pleasant Street, Concord, NH 03301.

Grievance procedures are available which provide for the prompt and equitable resolution of complaints alleging violations to Titles VI and IX, Section 504, and the Individuals with Disabilities Education Act of 1990. Grievance procedures may be obtained at the office of the Coordinators listed herein.

### **Legal Reference:**

*RSA [354-A](#):6, Opportunity for Employment without Discrimination a Civil Right*

*RSA [354-A](#):7, Unlawful Discriminatory Practices*

*The Age Discrimination in Employment Act of 1967*

*Title II of The Americans with Disabilities Act of 1990*

*Title VII of The Civil Rights Act of 1964 (15 or more employees)*

*RSA 186:11, XXXIII, Discrimination*

*RSA 275:71, Prohibited Conduct by Employer*

*ED 306*

Adoption: November 17, 2004

1st Reading: April 10, 2019 (as amended)

2nd Reading: May 15, 2019

3rd Reading: May 15, 2019 (Waived)

Adopted: May 15, 2019

## **FREEDOM FROM SEXUAL HARASSMENT—ACA**

**POLICY:** It is the policy of the Hollis-Brookline School Board that all employees and students in the School District should be able to work and study in an environment that is free of sexual discrimination and sexual harassment.

**PROCEDURE:** Procedures for prompt corrective action through mediation and persuasion and, when necessary, through discipline consistent with due process are considered to be an essential part of the District's effort to eliminate sexual harassment in all educational environments.

Building Principals, Assistant Principals and Supervisors are urged to take appropriate steps to distribute this policy statement and to inform employees and students of procedures for lodging complaints. Any employee or student having a complaint of sexual harassment should notify the Building Principal.

At any time, an employee or student and/or his representative may contact the Building Principal, Superintendent of Schools or a School Board member for counseling or advice. Procedures for reporting are outlined in [GBAA](#) Section III.

Individuals shall not be reprimanded or discriminated against in any way for initiating an inquiry or complaint. The rights of an individual against whom a complaint is brought will also be protected.

The Freedom from Sexual Harassment Policy, formal and informal complaint procedures and names of complaint manager(s) shall be widely disseminated throughout the District's schools.

**SANCTIONS:** Sexual harassment will be treated as a major disciplinary offense so that, depending upon the circumstances and the degree of harassment, the offender(s) might be disciplined with a suspension subject to discharge.

**APPEAL BOARD:** The Hollis-Brookline School Board, upon receipt of notification of the Superintendent, shall serve as the Appeal Board. The School Board will hold an informal hearing to hear the complaint. The School Board will make a determination in a reasonable amount of time. The School Board's determination shall be final.

Any inquiries, complaints, grievances, and other communication relative to the policy and to Title IX and the applicable federal regulations are to be made to the Title IX Coordinator and/or the Superintendent of Schools.

The following person has been designated to handle inquiries regarding Title IX:

The Building Principal or designee as determined by the Superintendent of Schools.

Adopted: November 17, 2004

1st Reading: May 15, 2019 (as amended)

2nd Reading: June 19, 2019 (as amended)

3rd Reading: June 19, 2019 (Waived)

Adopted: June 19, 2019

## **DRUG FREE WORKPLACE—ADB**

The School District will provide a drug-free workplace in accordance with the Drug-Free Schools and Communities Act of 1988 and Amendments of 1989 (41 USC Section 701 Et. Seq.). In compliance with statutory requirements, the District will:

1. Notify all employees, in writing, that the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and alcohol is prohibited in the District's workplace and that any violation is subject to disciplinary action. Notification will be accomplished by distribution of this policy to all employees.
  2. Provide a drug-free awareness program to inform employees about:
    - a. The dangers of illicit drugs in the workplace;
    - b. The District's policy of maintaining a drug-free workplace;
    - c. Available drug and alcohol counseling, rehabilitation, and employee assistance and/or re-entry programs; and
    - d. The penalty/penalties that may be imposed on employees for drug and alcohol violations occurring in the workplace.
  3. Notify employees that, as a condition of employment in the District, they will agree to and abide by the terms of the policy, and will notify the District of any drug statute conviction resulting from workplace conduct within five days of the conviction.
  4. Establish the following as grounds for disciplinary action:
    - a. Working under the influence of alcohol or illegal drugs, no matter where consumed.
    - b. Having an unsealed container of alcohol or consuming alcohol on School property.(Any employee who finds any type of container of on School property should report it to the administration as soon as possible.)
    - c. Possessing or distributing controlled substances on School property.
    - d. Consuming, possessing, or distributing alcohol or illegal drugs at official\* School functions not on School property.
- \*An official School function is defined as one which is authorized and conducted by the School with School officials present, in charge, and on duty, such as, but not limited to:
- a. Interscholastic athletic contests
  - b. Field trips
  - c. School dances
5. Alert the local law enforcement agency of suspected violations of the policy.
  6. Take any of the following disciplinary actions (either alone or in combination) regarding an employee who is in violation of the policy:
    - a. Suspension
    - b. Termination of employment

c. Satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health or law enforcement, or other appropriate agency.

7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy. In so doing, the District will conduct a biennial review of its programs to determine their effectiveness and to ensure that the disciplinary sanctions are consistently enforced and changes are implemented, if needed.

**Legal Reference:**

*RSA [193-B](#), Drug Free School Zones*

Adopted: May 24, 2004

**SCHOOL LUNCH MEAL PAYMENT POLICY- EFAA**

It is the goal of the District to provide students with healthy meals each day. However, unpaid charges place a large financial burden upon the residents of the District. The purpose of this policy is to establish meal payment and "negative balance" guidelines which:

- Treat all students with dignity regarding meal accounts
- Help maintain the financial integrity of District food services
- Encourage parents/guardians to assume the responsibility of meal payments
- Establish consistency regarding charges and collection of balances
- Establish a framework for communicating this policy and District procedures to families and staff

**Free and Reduced Meals.**

All families are encouraged to apply for the Free/Reduced Breakfast and Lunch Program. Application forms are available through the annual registration process, at the main office of each school and on the SAU 41 website. Applications may be made at any time during the school year.

**Pre-payment is required for all student purchases.**

All schools in the Hollis Brookline School System [SAU41] utilize a computerized program that assigns an account number to each student. Parents/guardians are expected to maintain enough money in their children's meal accounts to cover the costs of meals, ala carte and snack purchases. The payment program tracks each student's deposits and purchases. This can be done in two ways:

1. By cash or check following the established procedures in your child(ren)'s school(s) OR
2. By credit card through the school's online electronic payment service. Transaction fees may apply.

**Negative Balances**

Student meal account balances will be monitored on an ongoing basis.

Parents will be notified when a student's meal account balance falls below \$10.00, and again if the balance falls below zero. Parents will be asked to pay the account in full immediately. When forwarding notices to parents regarding low or negative balances, staff are to assure that the communications are discreet, and confidential.

If any student's account falls into the negative, a standard "reimbursable" meal will be provided and charged to the student's account. (A reimbursable meal is defined as a meal consisting of: meat/meat alternative, grains,

fruits, vegetables and milk and as further defined by the National School Lunch Program requirements.) Staff must take all reasonable steps to minimize statements or actions that may overtly identify children eligible for free meals. Ala carte and snack purchases are not permitted for any student that has a negative balance. The student's account balance must have sufficient funds for these types of purchases. This policy, and this paragraph specifically, shall apply equally to all students, whether free/reduced/or full pay.

If a student meal account consistently has a negative balance, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families will be encouraged to apply for free or reduced price lunches for their child if applicable. When appropriate, the District may enter into a payment arrangement to bring student accounts current.

Negative balances which continue for more than **two months** or exceed **\$150**, may result in formal collection activities, such as small claims court.

### **Communication**

This policy shall be communicated to:

- Families
  - At the start of the school year
  - Upon enrollment of students who transfer mid-year
  - In Student handbooks
  - On the School websites
- Staff who are charged with:
  - Collecting payments
  - Notifying families of low/negative balances
  - Enforcing the policy (e.g., food service managers and cashiers)

The District will document and maintain a history of the communications made pursuant to this section.

Adoption History:

1st Reading & Adopt: August 16, 2023

## **QUESTIONNAIRES AND SURVEYS--ILD**

### Protection of Pupil Rights Amendment

Pursuant to the Protection of Pupil Rights Amendment, no student will be required to submit to a survey, analysis, or evaluation which is administered or distributed by a school, and is funded in whole or in part by any program administered by the U.S. Department of Education without the prior written consent of the parent/guardian. Under RSA 186:11, IX-d, prior notice and prior consent (opt-in) is required for any non-academic survey designed to elicit information about:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student or the family;
3. Sexual behavior and attitudes;
4. Illegal, anti-social, self-incriminating, and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

### School District Approval

Any survey created by a third party or funded, in whole or in part, by the U.S. Department of Education, that includes any of the eight categories listed above, will be available for inspection by parents/guardians before the survey is administered to students. The school will take reasonable precautions to protect student privacy during their participation of any survey, analysis, or evaluation containing one or more of the eight categories listed above. The school will not penalize any student whose parents or guardians choose not to opt in to surveys.

### Consent Exception for Youth Risk Behavior Survey Developed by the Centers for Disease Control and Prevention.

Neither state nor federal law requires prior written consent for administration of the Youth Risk Behavior Survey developed by the Centers for Disease Control and Prevention. Guidance issued by the Center for Disease Control, United States Department of Health and Human Services, concludes that federal law, including the Protection of Pupil Rights Amendment, also does not require prior written consent from parents or guardians because students are not required to participate and the survey is not paid for by the United States Department of Education.

However, New Hampshire law nonetheless requires the District to provide parents/guardians with notice at least ten (10) days before the Youth Risk Behavior Survey is administered. Parents may inspect the Youth Risk Behavior Survey at the school's administrative office. Parents or guardians may opt their student out of participating in the Youth Risk Behavior Survey by providing the Principal with written notice. District staff administering the Youth Risk Behavior Survey shall insure students understand that participation is voluntary and that students who opt-out will not be penalized.

## Parental Notification

Parents will be notified when the school intends on issuing an educational survey. Notice will be given as early as possible before the survey is administered. Included in the notice will be information regarding how the survey or questionnaire will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey or questionnaire. Parents or guardians wishing to inspect a survey, analysis, or evaluation will be able to do so in the administrative office. Parents may refuse to allow their student to participate before or after reviewing the survey or questionnaire.

## School District Use of Data

Administrators, teachers, other staff members and the school board may use surveys for many purposes. Such purposes may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Surveys conducted for other agencies, organizations or individuals must have the recommendation of the Superintendent and the approval of the school board as to content and purpose. The results of such approved surveys must be shared with the school board.

### ***Legal References:***

*20 U.S.C. § 1232h; 34 CFR Part 98, Protection of Pupil Rights Amendment*

*Appendix [ILD-R](#)*

1st Reading: May 15, 2013

2nd Reading: June 19, 2013

Approved: July 17, 2013

1st Reading: April 10, 2019 (as amended)

2nd Reading: May 15, 2019 (as amended)

3rd Reading: May 15, 2019 (Waived)

Adopted: May 15, 2019

## **SEXUAL HARASSMENT AND VIOLENCE—JBAA/GBAA**

I. **PURPOSE:** The purpose of this policy is to maintain a learning environment that is free from sexual harassment and violence, or other improper or inappropriate behavior that may constitute harassment as defined below.

Any form of sexual harassment or violence is strictly prohibited.

It is a violation of this policy for any student to harass another student or employee of the district through conduct or communication of a sexual nature as defined by this policy. It is a violation of this policy for any student to be sexually violent toward another student or employee of the district.

The District will investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and will discipline any student who sexually harasses or is sexually violent toward another student or employee of the district.

### **II. SEXUAL HARASSMENT/SEXUAL VIOLENCE DEFINED**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

Sexual harassment may include, but is not limited to:

1. Verbal harassment and/or abuse of a sexual nature;
2. Subtle pressure for sexual activity;
3. Inappropriate patting, pinching or other touching;
4. Intentional brushing against a student's body;
5. Demanding sexual favors accompanied by implied or overt threats;
6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment;
7. Any sexually motivated unwelcome touching; or
8. Sexual violence that is a physical act of aggression that includes a sexual act or sexual purpose.

### **III. REPORTING PROCEDURES**

Any student who believes he or she has been the victim of sexual harassment or sexual violence should report the alleged act(s) immediately to a school district employee. That employee shall then report the allegation immediately to an appropriate District official, as designated by this policy. The District encourages the reporting student to use the report form available from the Principal of each building or available from the

Superintendent's office.

A. In each building, the Principal is the person responsible for receiving oral or written reports of sexual harassment or sexual violence. Upon receipt of a report, the Principal must notify the Superintendent immediately without screening or investigating the report. If the report was given verbally, the Principal shall reduce it to written form within 24 hours and forward it to the Superintendent. Failure to forward any sexual harassment or sexual violence report or complaint as provided herein will result in disciplinary action. If the complaint involves the building Principal, the complaint shall be filed directly with the Superintendent.

B. District-Wide. The Board designates the Superintendent as the District Human Rights Officer to receive any report or complaint of sexual harassment and sexual violence. If the complaint involves the Superintendent, the complaint shall be filed directly with the School Board.

The District shall post the name of the Human Rights Officer in conspicuous places throughout school buildings, including a telephone number and mailing address.

C. Submission of a complaint or report of sexual harassment or sexual violence will not affect the student's standing in school, grades, assignments, or right to attend school and receive an education.

D. The use of formal reporting forms provided by the District is voluntary. The District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of sexual harassment and sexual violence and take disciplinary action when the conduct has occurred.

#### IV. INVESTIGATION AND RECOMMENDATION

The Human Rights Officer, upon receipt of a report or complaint alleging sexual harassment or sexual violence shall immediately authorize an investigation. This investigation may be conducted by District officials or by a third party designated by the School Board. The investigating party shall provide a written report of the status of the investigation within 10 working days to the Superintendent. If the Superintendent is the subject of the complaint, the report shall be submitted to the School Board.

In determining whether alleged conduct constitutes sexual harassment or sexual violence, the District should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment or sexual violence requires a determination based on all the facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. Students who are interviewed may have a parent present during the interview.

In addition, the District may take immediate steps, at its discretion, to protect the complainant, students and employees pending completion of an investigation of alleged sexual harassment or sexual violence.

#### V. SCHOOL DISTRICT ACTION

A. Upon receipt of a recommendation that the complaint is valid, the District will take such action as appropriate based on the results of the investigation.

B. The complainant may appeal the investigation recommendations to the Superintendent (or if the Superintendent is under investigation, appeal is made to the Board).

C. The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District. The report will document any disciplinary action taken as a result of the complaint.

#### VI. REPRISAL

The School District will discipline any individual who retaliates against any student who reports alleged sexual harassment or sexual violence or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment or sexual violence complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

#### VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Commissioner of Education, initiating civil action or seeking redress under state criminal statutes and/or federal law.

#### VIII. SEXUAL HARASSMENT OR SEXUAL VIOLENCE AS SEXUAL ABUSE

Under certain circumstances, sexual harassment or sexual violence may constitute sexual abuse under New Hampshire law. In such situations, the District shall comply with said law.

Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged sexual abuse.

#### IX. DISCIPLINE

The School District will take such disciplinary action it deems necessary and appropriate, including warning, suspension or expulsion to end sexual harassment and sexual violence and prevent its recurrence.

#### X. BY-PASS OF POLICY

Any individual with a sexual harassment complaint may choose to bypass this Policy and accompanying regulation and proceed directly to: N.H. Commission on Human Rights, at 2 Chenelle Dr., Concord, NH 03301, phone 603-271-2767 or US Department of Health & Human Services, Office for Civil Rights, Region 1, JFK Building, Room 1875, Boston, MA 02203, phone 617-565-1340.

**Legal Reference:**

*NH Code of Administrative Rules, Section Ed. 303.01(j), Substantive Duties of School Boards;  
Sexual Harassment Policy*

*NH Code of Administrative Rules, Section 306.04(a)(8), Student Harassment*

*NH Code of Administrative Rules, Section 306.04(a)(9), Sexual Harassment*

Adopted: October 15, 2008

## **SEXUAL HARASSMENT AND VIOLENCE - EMPLOYEES - GBAA**

I. PURPOSE: The purpose of this policy is to maintain a learning environment that is free from sexual harassment and violence, or other improper or inappropriate behavior that may constitute harassment as defined below.

Any form of sexual harassment or violence is strictly prohibited.

It is a violation of this policy for any employee to harass another employee through conduct or communication of a sexual nature as defined by this policy. It is a violation of this policy for any employee to be sexually violent toward another employee or student.

The District will investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and will discipline any employee who sexually harasses or is sexually violent toward another employee or student.

## **II. SEXUAL HARASSMENT/SEXUAL VIOLENCE DEFINED**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

Sexual harassment may include, but is not limited to:

1. Verbal harassment and/or abuse of a sexual nature;
2. Subtle pressure for sexual activity;
3. Inappropriate patting, pinching or other touching;
4. Intentional brushing against an employee's body;
5. Demanding sexual favors accompanied by implied or overt threats;
6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment;
7. Any sexually motivated unwelcome touching; or
8. Sexual violence that is a physical act of aggression that includes a sexual act or sexual purpose.

## **III. REPORTING PROCEDURES**

Any employee who believes he or she has been the victim of sexual harassment or sexual violence should report the alleged act(s) immediately to his or her immediate supervisor. If the alleged perpetrator is the employee's immediate supervisor, the alleged victim may report the allegation to any other district employee. That employee shall then report the allegation immediately to an appropriate District official, as designated by

this policy. The District encourages the reporting employee to use the report form available from the Principal of each building or available from the Superintendent's office.

A. In each building, the Principal is the person responsible for receiving oral or written reports of sexual harassment or sexual violence. Upon receipt of a report, the Principal must notify the Superintendent immediately without screening or investigating the report. If the report was given verbally, the Principal shall reduce it to written form within 24 hours and forward it to the Superintendent. Failure to forward any sexual harassment or sexual violence report or complaint as provided herein will result in disciplinary action. If the complaint involves the building Principal, the complaint shall be filed directly with the Superintendent.

B. District-Wide. The Board designates the Superintendent as the District Human Rights Officer to receive any report or complaint of sexual harassment and sexual violence. If the complaint involves the Superintendent, the complaint shall be filed directly with the School Board.

The District shall post the name of the Human Rights Officer in conspicuous places throughout school buildings, including a telephone number and mailing address.

C. Submission of a complaint or report of sexual harassment or sexual violence will not affect the employee's standing in school, future employment, or work assignments.

D. The use of formal reporting forms provided by the District is voluntary. The District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of sexual harassment and sexual violence and take disciplinary action when the conduct has occurred.

#### **IV. INVESTIGATION AND RECOMMENDATION**

The Human Rights Officer, upon receipt of a report or complaint alleging sexual harassment or sexual violence shall immediately authorize an investigation. This investigation may be conducted by District officials or by a third party designated by the School Board. The investigating party shall provide a written report of the status of the investigation within 10 working days to the

Superintendent. If the Superintendent is the subject of the complaint, the report shall be submitted to the School Board.

In determining whether alleged conduct constitutes sexual harassment or sexual violence, the District should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment or sexual violence requires a determination based on all the facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. Students who are interviewed may have a parent present during the interview.

In addition, the District may take immediate steps, at its discretion, to protect the complainant, students and employees pending completion of an investigation of alleged sexual harassment or sexual violence.

#### **V. SCHOOL DISTRICT ACTION**

A. Upon receipt of a recommendation that the complaint is valid, the District will take such action as

appropriate based on the results of the investigation.

B. The complainant may appeal the investigation recommendations to the Superintendent (or if the Superintendent is under investigation, appeal is made to the Board).

## **VI. REPRISAL**

The School District will discipline any individual who retaliates against any employee who reports alleged sexual harassment or sexual violence or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment or sexual violence complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

## **VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Commissioner of Education, initiating civil action or seeking redress under state criminal statutes and/or federal law.

## **VIII. SEXUAL HARASSMENT OR SEXUAL VIOLENCE AS SEXUAL ABUSE**

Under certain circumstances, sexual harassment or sexual violence may constitute sexual abuse under New Hampshire law. In such situations, the District shall comply with said law.

Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged sexual abuse.

## **IX. DISCIPLINE**

The School District will take such disciplinary action it deems necessary and appropriate, including warning, suspension or immediate discharge to end sexual harassment and sexual violence and prevent its recurrence.

## **X. BY-PASS OF POLICY**

Any individual with a sexual harassment complaint may choose to bypass this Policy and accompanying regulation and proceed directly to: N.H. Commission on Human Rights, at 2 Chenelle Dr., Concord, NH 03301, phone 603-271-2767 or US Department of Health & Human Services, Office for Civil Rights, Region 1, JFK Building, Room 1875, Boston, MA 02203, phone 617-565-1340.

### ***Legal Reference:***

NH Code of Administrative Rules, Section Ed. 303.01(j), Substantive Duties of School Boards; Sexual Harassment Policy

NH Code of Administrative Rules, Section 306.04(a)(8), Student Harassment NH Code of Administrative Rules, Section 306.04(a)(9), Sexual Harassment RSA [354-A](#):7, Unlawful Discriminatory Practices

Appendix: GBAA-R, BBA-R

1st Reading:

2nd Reading

Adopted: October 15, 2008

Amended and Approved: May 21, 2014

## STUDENT CONDUCT ON SCHOOL BUSES --JICC

Students using Hollis Brookline Cooperative School District transportation must understand that use of school bus is a privilege and they are under the jurisdiction of the School from the time they board the bus until they exit the bus.

It is the policy of the Hollis Brookline Cooperative School Board that all students who ride school buses are subject to the governing regulations which are designed to promote safety. The bus driver is the authority responsible for enforcing regulations. Any behavior which is distracting will be considered as hazardous to the safe operation of the bus.

Each bus driver is responsible for maintaining discipline on his/her bus. In those instances where some kind of disciplinary action is in order, the driver will report the infraction to the Building Principal.

Serious misconduct or repeated violations of bus conduct regulations may result in suspension from riding the bus for a period of from one (1) to five (5) days pending notification of the parents. Longer periods of suspension shall require the prior approval of the Superintendent of Schools.

The decision to suspend may be appealed by the parent or guardian of the student. The appeal process is as spelled out in RSA [189](#):9-A.

The Superintendent or his/her designee will develop rules and regulations for conduct on buses, and these shall be printed in the Parent-Student Handbook.

### **Legal Reference:**

*RSA [189](#):6-a, School Bus Safety*

1st Reading: November 3, 2005

Adopted: May 21, 2008

## **STUDENT CONDUCT, DISCIPLINE AND DUE PROCESS - JICD**

### **Safe School Zone**

The Hollis Brookline Cooperative School Board endorses the following principles of student conduct:

- I. Respect for law and those given authority to administer it shall be expected of all students. This includes conformity to School Board policies, school rules, and applicable state and federal laws.
- II. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall be expected of all members of the school community.
- III. Respect for the real and personal property, pride in one's work, and exemplary personal standards of courtesy, decency, honesty, and wholesome attitudes shall be maintained.
- IV. Respect for individual worth is the obligation of the school. Diligence and a desire to benefit from the opportunity is the obligation of the student.

The Board expects student conduct to contribute to a productive learning climate. Individual rights are to be honored and protected in all instances; however, the rights of one individual shall not take precedence over those of another individual or of the group itself, and all students shall have equal rights and equal responsibilities in the classroom or at any school-sponsored activity.

The Board further recognizes the right of each school to establish disciplinary procedures in accordance with RSA 193:13 and RSA 193-D through the development of administrative procedures which are approved by the Superintendent or their designee.

At all times, students are required to conduct themselves in accordance with behavioral standards set forth in the student handbook and all other applicable Board policies and all District or school rules. Failure to comply can lead to disciplinary consequences as set forth in this policy and applicable law. Due process shall be afforded to any student involved in a proceeding which may result in suspension, or expulsion. Student due process rights shall be printed in the Parent-Student Handbook and will be made available in another language or presented orally upon request.

**I. Disciplinary Measures - "Definitions".** Disciplinary measures may include, but are not limited to, removal from the classroom, detention, in-school suspension, out-of-school suspension, restriction from activities, and expulsion.

- a. "Removal from the classroom" means a student is sent to the building administration's office. It is within the discretion of the person in charge of the classroom to remove the student.
- b. "Detention" means the student's presence is required for disciplinary purposes before or after the hours when the student is assigned to be in class. The building Principal is authorized to establish guidelines or protocol for when detention shall be served (either before school or after school). Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed educator disciplining the student or the building Principal.
- c. "Saturday detention" means a student serves a detention at school between 8 AM until 12:00 PM on Saturday as assigned by administration. Examples of infractions that may merit a Saturday detention include but are not limited to failure to report to regular detention, verbally aggressive, inappropriate or hostile behavior, bullying/harassment, and any other offense that requires administrative action and a consequence greater than a detention. The building Principal or their designee has the authority to assign a student to a Saturday morning detention.

- d. "In-school suspension" means the student will attend school but will be temporarily removed from one or more classes while under supervision. An in-school suspension will not exceed ten (10) consecutive school days.
- e. "Out-of-school suspension" means the temporary denial of a student's attendance at school for a specific period of time.
- f. "Short-term suspension" means a suspension of ten (10) consecutive school days or less under RSA 193:13, I(a).
- g. "Long-term suspension" means an extension of a short-term suspension for up to ten (10) additional consecutive school days under RSA 193:13, I (b)-(c).
- h. "Restriction from school activities" means a student will attend school, classes, and practice but will not participate in other school extra-curricular activities, including competitions.
- i. "Expulsion" means the permanent denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II.

**II. Standards for Removal from Classroom and Detention.**

- a. Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school rules or policies, or otherwise impedes the educational purpose of the class.
- b. Classroom teachers may assign students to detention for conduct outlined in Paragraph IIA.
- c. The building Principal or their designee may assign students to detention, including Saturday detention for conduct outlined in Paragraph IIA.

**III. Standards for In-School Suspension and Restriction of Activities.**

The building Principal or their designee is authorized to issue in-school suspensions or restrictions of activities for any failure to conform to school or School District policies or rules, or for any 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, and visitors, is otherwise inappropriate, or is prohibited by law.

Restriction of activities may also be issued pursuant to rules or policies pertaining to specific clubs or teams.

**IV. Process for Out-of-School Suspension.**

The building Principal or their designee is authorized to issue short-term suspensions. The Superintendent is authorized to issue long-term suspensions.

A. Short-term Suspensions. The building Principal or their designee (as designee of the Superintendent) is authorized to suspend a student for ten (10) consecutive school days or less. A suspension may be imposed for:

- Behavior that is detrimental to the health, safety, or welfare of pupils or school personnel; or
- Repeated and willful disregard of the reasonable rules of the school that is not remediated through imposition of the district's graduated sanctions.

1. During a short-term suspension, unless otherwise stipulated in writing, a suspended student is not permitted to attend school classes or activities, school sponsored events, or be on school property for the duration of the suspension.

2. As required by RSA 193:13(a), educational assignments shall be made available to the suspended pupil during the period of suspension.

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

a. The student will meet with the building principal or assistant principal to discuss the charges and the evidence against the student. The principal or assistant principal will inform the student of the possibility of a short-term suspension.

b. The student will be given an opportunity to present their side of the story at this meeting.

c. The student and at least one of the student's parents/guardians will receive a written statement explaining any disciplinary action taken against the student.

4. Depending on the severity of the student's conduct, the building Principal or their designee may recommend the student to the Superintendent or to the School Board for further disciplinary consequences.

B. Long-term Suspensions. The Superintendent is authorized to continue the suspension and issue a long-term suspension up to an additional ten (10) consecutive school days. If the Superintendent issued the original short-term suspension, then the School Board may designate another person to continue the short-term suspension and issue the long-term suspension for up to an additional ten (10) consecutive school days. A long-term out-of-school suspension may be imposed for:

- An act of theft, destruction, or violence as defined in RSA 193-D;
- Bullying pursuant to school district policy, ([JICK](#)) when the student has not responded to targeted interventions and poses an ongoing threat to the safety or welfare of another student; or
- Possession of a firearm, BB gun, paintball gun, pellet gun or similar item.

1. During a long-term suspension, unless otherwise stipulated in writing, a suspended student is not permitted to attend school classes or activities, school sponsored events, or be on school property for the duration of the suspension

2. Prior to a long-term suspension, the student is entitled to the following due process:

a. Prior to any hearing, there shall be a written communication to the student and at least one of the student's parents or guardians, delivered in person or by mail to the student's last known address, which states the charges and an explanation of the evidence against the student.

b. A hearing that meets the requirements of Ed 317.04(f)(3)(g).

i. The school officials shall present evidence in support of the charges and the student (or the student's parent/guardian) shall have an opportunity to present any defense or reply.

ii. During the hearing, the student, parent/guardian shall have the right to examine any witnesses presented by school officials.

iii. The hearing shall be either public or private and the choice shall be that of the student or the parent/guardian. Provided, nevertheless, that if the nature of the evidence will violate the privacy of other students or if the Superintendent or School Board determines that substantial harm to the pupil could result from an ill-conceived decision to hold the hearing in public, then the Board reserves the right and obligation to insist upon a private hearing.

iv. The student may, together with a parent/guardian, waive the right to a hearing and admit to the charges.

- v. The student is entitled to a written decision which includes the legal and factual basis for the conclusion that the student should be suspended.
  - vi. The written decision shall include notice to the student that the decision may be appealed.
3. For a long-term suspension issued by Superintendent, the decision must be appealed in writing to the School Board within ten days after the issuance of the decision. The School Board will hold a hearing on the appeal but has the discretion to hear evidence or to rely upon the hearing conducted by the Superintendent.
  4. For a long-term suspension issued by the School Board, the decision must be appealed to the New Hampshire State Board of Education within 20 days after receipt of the decision.
  5. The long-term suspension shall remain in effect while an appeal is pending unless the School Board stays the suspension.
  6. Depending on the severity of the student's conduct, the Superintendent may recommend the student to the School Board for further disciplinary consequences.

## **V. Process for Expulsion.**

A. Any pupil may be expelled by the School Board for an act that poses an ongoing threat to the safety of students or school personnel and that constitutes:

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

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

B. Prior to any expulsion, the District will ensure that the due process standards set forth in RSA 193:13 and Ed 317.04(f)(3) are followed. Specifically, students are entitled to the following due process:

1. There shall be a written notice to the student and at least one of the student's parents or guardians, delivered in person or by mail to the student's last known address, which states the date, time, and place for a hearing before the School Board. The notice shall be delivered to the student and at least one of the student's parents/guardians at least five calendar days prior to the hearing.

2. The School Board shall conduct the hearing in accordance with New Hampshire Administrative Rule Ed 317.04(f)(3)(g).

- a. The school officials shall present evidence in support of the charges and the student (or the student's parent/guardian) shall have an opportunity to present any defense or reply.
- b. During the hearing, the student, or the parent/guardian shall have the right to examine any witnesses presented by school officials.
- c. The hearing shall be either public or private and the choice shall be that of the student or the parent/guardian. Provided, nevertheless, that if the nature of the evidence will violate the privacy of other students or if the Board determines that substantial harm to the pupil could result from an ill-conceived decision to hold the hearing in public, then the Board reserves the right and obligation to insist upon a private hearing.

d. The student may, together with a parent/guardian, waive the right to a hearing and admit to the charges.

3. Before expelling a pupil under this section the School Board shall consider each of the following factors:

- a. The student's age;
- b. The student's disciplinary history;
- c. Whether the student has a disability;
- d. The seriousness of the violation or behavior committed by the student;
- e. Whether the school district has implemented positive behavioral interventions;
- f. Whether a lesser intervention would properly address the violation or behavior committed by the student.

4. The School Board shall issue a written decision stating whether the student is expelled and, if so, the length of the expulsion. If the decision is to expel, the decision must include the legal and factual basis for the decision including the specific statutory reference prohibiting the act for which the student is expelled.

C. An expulsion under this paragraph will run until the School Board reviews it and restores the student's permission to attend school. A student seeking restoration of permission to attend school shall file a written request with the Superintendent which details the basis for the request prior to the start of each school year. The Board will determine whether and in what manner it will consider any such request.

D. Any decision by the Board to expel a student may be appealed to the State Board of Education at any time while the expulsion remains in effect.

E. The Superintendent of Schools is authorized to modify the expulsion or suspension requirements of Section IV.B. and Section V above on a case-by-case basis.

## **VI. Possession of a Firearm**

Pursuant to RSA 193:13, IV, any student who brings or possesses a firearm (as defined in 18 U.S.C. § 921) in a safe school zone, as defined in RSA 193-D:1 without written authorization from the Superintendent or designee shall be expelled from school by the Board for a period of not less than 12 months.

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

As provided in RSA 193:13, VII, both of the above expulsions may be modified by the Superintendent upon review of the specific case in accordance with other applicable law. The expelled student must submit a written application to the Superintendent requesting modification of the expulsion, and the student will be required to submit sufficient evidence in the form of letters, work history, or other documents that it is in the school's best interest and the student's best interest to allow a modification.

## **VII. Alternative Educational Services**

The school district will provide alternative educational services to a student whenever the student is suspended in excess of twenty (20) cumulative days within any school year. Such alternative educational services will be

determined by the school Principal or Assistant Principal and shall be designed to enable the student to advance from grade to grade.

No student shall be penalized academically solely by virtue of missing class due to suspension.

### **VIII. Behavior Intervention Plans**

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

### **IX. Sub-committee of Board**

For purposes of sections IV and V of this policy, "Board" or "School Board" may either be a quorum of the full Board, or a subcommittee of the Board duly authorized by the School Board.

### **X. Code of Conduct**

The School Board authorizes the Superintendent to establish a Code of Conduct which will contain a system of supports and consequences designed to correct student misconduct and promote behavior within acceptable norms. The Code of Conduct will include a graduated set of age appropriate responses to misconduct and will set forth standards for short term suspensions up to five (5) school days, short term suspensions up to ten (10) school days, long-term suspensions up to 20 school days, and expulsion. Such standards will make reference to the nature and degree of disruption caused to the school environment, the threat to the health and safety of pupils and school personnel, and the isolated or repeated nature of incidents forming the basis of disciplinary action.

### **XI. Disciplinary Removal of Students with Disabilities**

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

### **XII. Notice and Dissemination**

This policy and school rules which inform the student body of the content of RSA 193:13 shall be printed in the student handbook and made available on the District's website to students, parents, and guardians at the beginning of the school year. The Principal or their designee shall also inform the student body concerning this policy and school rules which address the content of RSA 193:13 through appropriate means, which may include posting and announcements.

### **Legal References:**

*RSA 189:15, Regulations*

*RSA 193:13, Suspension & Expulsion of Pupils*

*RSA Chapter 193-D, Safe Schools Zones*

*RSA 193-F, Pupil Safety and Violence Prevention*

*NH Code of Administrative Rules, Section Ed 306.04(a)(3), Discipline*

*NH Code of Administrative Rules, Section Ed 306.04(f), Student Discipline Policy*

*NH Code of Administrative Rules, Section Ed 317.04, Suspension and Expulsion of Pupils Assuring Due Process Disciplinary Procedures*

*In re Keelin B., 162 N.H. 38, 27 A.3d 689 (2011)*

*See Appendix: JICD-R*

First Reading: May 19, 2021

Second Reading: September 15, 2021 (as amended)

Third Reading: October 20, 2021 (as amended)

Adopted: October 20, 2021

## **HAZING - JICFA**

It is the policy of the Hollis Brookline Cooperative School 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 District 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 District.

"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 District 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.

**Legal Reference:**

*RSA 631:7, Student Hazing New Hampshire Code of Administrative Rules, Section Ed 306.04(a)(7), Student Hazing*

1st Reading: October 17, 2007

Adopted: May 21, 2008

Policy Amended

1st Reading: October 18, 2017

2nd Reading: January 17, 2018 (as amended)

3rd Reading: February 21, 2018

Adopted: February 21, 2018

**USE OF TOBACCO PRODUCTS STRICTLY PROHIBITED IN/ALL SCHOOL FACILITIES AND/OR GROUNDS - JICG**

No person shall use any tobacco product in any facility maintained by the School District, nor on any of the grounds of the District.

"Tobacco products" means cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, chewing tobacco, E cigarettes, vaporizers, liquid nicotine, related liquid non-nicotine products, products containing tobacco, and tobacco in any other form.

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

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

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

## **Students**

No student shall purchase, attempt to purchase, possess or use any tobacco product in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

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

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

## **Employees**

No employees shall use any tobacco product in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building Principals, or their designees. The Principal may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

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

## **All other persons**

No visitor shall at any time use tobacco products in any facility, in any school vehicles, or anywhere on school grounds maintained by the District.

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

### **Legal References:**

*RSA 155:64 - 77, Indoor Smoking Act*

*RSA [126-K:6](#), Possession and Use of Tobacco Products by Minors*

*RSA [126-K:7](#), Use of Tobacco Products on Public Educational Grounds Prohibited*

First Reading: July 20, 2016

Second Reading: August 17, 2016 (Amended)

Third Reading: August 17, 2016 (Waived)

Adopted: August 17, 2016

## **DRUG AND ALCOHOL USE BY STUDENTS - JICH**

Dangerous and narcotic drugs, which a student has on prescription and carries onto school property for ingestion as prescribed by a doctor, will be kept in the Nurse's or Principal's office.

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

- a. In case a student appears to be under drug influence, the parent will be notified by school authorities to come for the student and remove him/her to his home or to medical facilities.
- b. 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 be responsible for the incurred expenses.
- c. Upon reasonable evidence of the illegal possession and/or use of drugs by any student on Hollis Brookline Cooperative School District property, the student will be suspended from school for at least five days. A conference with the parents, child and principal should be held as soon as possible.
- d. Any student found selling, distributing, or giving away illegal drugs will be turned over to police authorities immediately and suspended from school at once pending Board action.
- e. Any student convicted in court for illegally selling drugs on or off school property will be suspended from school pending Board action.

Alcoholic beverages will not be permitted on school property at any time. Any Student in possession of or under the influence of alcohol will be immediately suspended from school for not less than five days

### **Legal Reference:**

*RSA 571-C:2, Intoxicating Beverages at Interscholastic Athletic Contests*

1st Reading: October 17, 2007

Adopted: May 21, 2008

## **WEAPONS ON SCHOOL PROPERTY - JICI**

Weapons are not permitted on school property, on school vehicles or at school-sponsored activities. Student violations of this policy will result in both school disciplinary action and notification of the police. Suspension or expulsion from school could result.

The term "weapons" includes, but is not limited to firearms (rifles, pistols, revolvers, pellet guns, BB guns, etc.) knives, slingshots, metallic knuckles, firecrackers, billies, stilettos, switchblade knives, sword canes, pistol canes, black jacks, daggers, dirk knives, explosives, incendiaries, martial arts weapons (as defined by RSA 159:24), self-defense weapons (as defined by RSA 159:20) or any other substance, object or thing which, in the manner it is used, or threatened to be used, is known to be capable of producing death or bodily injury.

In addition, any Student who is determined to have brought a firearm (as defined by 18 U.S.C. 921) to school will be expelled for not less than one year (365 days). This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law.

Weapons under control of law enforcement personnel are permitted.

All Students will receive written notice of this policy at least once each year.

**Legal Reference:**

*18 U.S.C. § 921 - 924*

*[193-D](#), Safe School Zones*

*RSA [193](#):13, Suspension and Expulsion of Students*

*NH Code of Administrative Rules, Section Ed. 317, Standards and procedures for suspension and expulsion of pupils including procedures assuring due process*

*NCLB 20 U.S.C.A. § 7139 et seq.*

1st Reading: May 2, 2006

Adopted: May 21, 2008

**PUPIL SAFETY AND VIOLENCE PREVENTION - Bullying - JICK**

**I. Definitions** (RSA [193-F](#):3)

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

Bullying shall 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.

2. **Cyberbullying**. 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.

3. **Electronic devices**. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.

4. **School property**. School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans and any school sponsored activity.

Any reference in this policy to "parent" shall include parents or legal guardians.

Any reference in this policy to "Superintendent" or "Principal" shall include his or her designee.

## **II. 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 a 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.

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

### **False Reporting**

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 to be determined in accordance with applicable law, District policies, procedures and collective bargaining agreements.

### **Reprisal or retaliation**

The District will discipline and take appropriate action against any student, teacher, administrator, volunteer, or other 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, administrator, volunteer, or other employee 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, administrator, volunteer, or other employee 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.

## Process To Protect Pupils From Retaliation

If the alleged victim or any witness expresses to the Principal or other staff member 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.

## **IV. 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.

## **V. 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.

## **VI. Distribution and Notice of This Policy** (RSA [193-F:4](#), II(e))

### Staff and Volunteers

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, electronically, etc.)

The Superintendent will ensure that all school employees and volunteers receive annual training on bullying and related district's policies.

### Students

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, electronically 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.

## Parents

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, hard copy, electronically, 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.

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

At each school, 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 or 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.

3. Any school employee or volunteer 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.

#### **VIII. 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 shall retain a copy for him or herself and shall forward one copy to the Superintendent and may forward one copy to the local authority. The Superintendent shall maintain said forms in a safe and secure location.

#### **IX. 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).

#### **X. 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.

#### **XI. 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 consistent with the developmental needs of the students in mind and shall be confidential.

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 emails, 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:

- Description of incident, including the nature of the behavior;
- How often the conduct occurred;
- Whether there were past incidents or past continuing patterns of behavior;
- The characteristics of parties involved, (name, grade, age, etc.);
- The identity and number of individuals who participated in bullying behavior;
- Where the alleged incident(s) occurred;
- Whether the conduct adversely affected the student's education or educational environment;
- Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
- 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.

## **XII. 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

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.

### **XIII. 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.

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

1. Within two 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.

### **XV. Appeal**

1. For non-disciplinary remedial actions where no other review procedures govern, the parents of the pupils involved in the bullying shall have the right to appeal the Principal's decision to the Superintendent in writing within five (5) school days. The Superintendent shall review the Principal's decision and issue a written decision within ten (10) school days. If the aggrieved party is still not satisfied with the outcome, the aggrieved party may file a written request for review by the School Board within ten (10) school days of the Superintendent's decision. The School Board will adhere to all applicable New Hampshire Department of Education administrative rules.
2. The procedures under RSA [193:13](#), Ed 317, and District policies establish the due process and appeal rights for students disciplined for acts of bullying.
3. The School Board or its designee will inform parents of any appeal rights they may have to the New Hampshire State Board of Education.

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

The Superintendent of schools is responsible for ensuring that this policy is implemented. In order to facilitate the implementation of this policy, the Superintendent may establish further administrative rules or regulations.

## **XVII. 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.

## **XIII. 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 EEAA, [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.

### **Legal References:**

*RSA 187:70, Educational Institution Policies on Social Media*

*RSA 193-F:3, Pupil Safety and Violence Prevention Act*

*RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed*

*NH Code of Administrative Rules, Section Ed 306.04(a)(8), Student Harassment*

1st Reading: September 15, 2010

2nd Reading: November 17, 2010

Adopted: November 17, 2010

1st Reading: December 11, 2019

2nd Reading: January 22, 2020

Adopted: February 12, 2020

## **USE OF PHYSICAL RESTRAINT, SECLUSION AND INTENTIONAL PHYSICAL CONTACT - JKAA**

Physical restraint is only authorized when needed to protect the safety of the individual student and/or other students and employees in response to the threat of imminent, physical harm. The purpose of the physical restraint is to assist the student to regain emotional stability. "Physical restraint" occurs when a manual method is used to restrict a child's freedom of movement or normal access to his or her body. The use of restraint in schools is limited to physical restraint, and under limited circumstances involving transportation, mechanical restraint. RSA 126-U:6 Restraint shall be used only by trained personnel using extreme caution when all other interventions have failed or have been deemed inappropriate. RSA-U:5, I

The district must provide annual notification to parents of the district's policy of the use of physical restraint, seclusion and intentional physical contact.

Definitions: (RSA 126-U:1, IV)

1. "Restraint" means bodily physical restriction, mechanical devices, or any device that unreasonably limits freedom of movement. It includes mechanical restraint, physical restraint, and medication restraint used to control behavior in an emergency or any involuntary medication.

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

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

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

"Restraint" shall not include:

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

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

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

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

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

2. School: "A school operated by a school district; a chartered public school governed by RSA 194-B; a public academy as defined in RSA 194:23, II; It also includes a nonpublic school subject to the approval authority of the state board of education under RSA 186:11, XXIX; or a private/ public provider of any component of a child's individualized education program under RSA 186-C.

3. Seclusion: " The involuntary placement of a child alone in a place where no other person is present and from which the particular child is unable to exit, either due to physical manipulation by a person, lock or other mechanical device or barrier. The term shall not include the voluntary separation of a child from a stressful environment for the purposes of allowing the child to regain self-control, when such separation is to an area which the child is able to leave."

4. Serious Injury: "Any harm to the body which requires hospitalization or results in the fracture of any bone, non-superficial lacerations, injury to any internal organ, second or third degree burns, or any severe, permanent , or protracted loss of or impairment to the health or function of any part of the body."

5. Child: "A person who has not reached the age of 18 years and who is not under adult criminal prosecution or sentence of actual incarceration resulting there from, either due to having reached the age of 17 years or due to the completion of proceedings for transfer to the adult criminal justice system under RSA 169-B:24, RSA 169-B:25, or RSA 169-B:26. "Child also includes a person in actual attendance at a school who is less than 22 years of age and who has not received a high school diploma."

6. Director: "Refers to the program director, school principal or other official highest in rank and with authority over the activities of a school or facility."

Procedures for Managing The Behavior of Students: (RSA 126-U:2)

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

Circumstances in Which Restraint May Be Used: (RSA 126-U:2)

Physical restraint will be used only when the physical action of a student creates a substantial risk of harm to self or others; and/or as a last resort when all other positive interventions have failed, or the level of immediate risk prohibits exhausting other means.

Physical restraint is appropriate only when a student is displaying physical behavior that presents substantial risk to the student or others, and considered when, in the opinion of the supervising adult, the threat is imminent. Persons implementing a restraint will use extreme caution, and will use the least amount of physical

strength necessary to protect the student. The use of physical intervention should not exceed that necessary to avoid injury. The degree of physical restriction employed must be in proportion to the circumstances of the incident and the potential consequences. School administration may elect to contact the local law enforcement agency for support if necessary.

Physical restraint of a student will be conducted in a manner consistent with the techniques prescribed in the District approved training program, such as Crisis Prevention Intervention, for all trained personnel. Untrained staff is limited to physically intervention by using the minimal amount of physical contact with the student to protect the student and ensure the safety of others until trained staff is available. Untrained staff should request assistance from trained staff as soon as possible. The purpose of the physical restraint is to assist the student to regain emotional stability. It should last only as long as is necessary to accomplish this. To the extent possible, it will be conducted in such a way as to preserve the confidentiality and dignity of all involved.

#### Special Education Students:

When a restraint or seclusion is used for the first time on a child identified under the Individuals with Disabilities Education Act (IDEA) or Section 504, the school must convene a team meeting and review the IEP or 504 plan and make such adjustments as are indicated to eliminate or reduce the future use of restraint or seclusion. (RSA 126-U:14)

Parents of a child with a disability under IDEA or Section 504 may request a review at any time following an instance of restraint or seclusion and such request shall be granted if there have been multiple instances of restraint or seclusions since the last review. The team must convene the meeting within 21 days of the date of the received written request from the parent. Ed 1109.06(c). Authorization and Monitoring of Extended Restraint: (RSA 126-U:11)

(a). Physical restraint shall not be imposed for longer than is necessary to protect the student or others from the substantial and imminent risk of serious bodily harm.

(b) Children in restraint shall be continuously and directly observed by district personnel trained in the safe use of restraint.(RSA 126-U:11, II)

(c) No period of physical restraint of a student may exceed 15 minutes without the prior approval of a supervisory employee designated by the director to provide such approval.(RSA 126-U:11, III)

(d) No period of physical restraint of a student may exceed 30 minutes unless a face-to-face assessment of the mental, emotional, and physical well-being of the student is conducted by a designated professional authorized by the school or district administrator who is trained to conduct such assessments. (RSA 126-U:11, IV) The assessment shall also include a determination of whether the restraint is being conducted safely and for a purpose authorized by this chapter. Such assessments shall be repeated at least every 30 minutes during the period of restraint. Each such assessment shall be documented in writing and such records shall be retained by the facility or school as part of the written notification required in RSA 126-U:7, II.

#### Prohibition of Dangerous Restraint Techniques (RSA 126-U:4)

Use of the following restraint and behavior control techniques is prohibited: (a) Any physical restraint or containment technique that:

- Obstructs a child's respiratory airway or impairs the child's breathing or respiratory capacity or restricts the movement required for normal breathing;
- Places pressure or weight on, or causes the compression of, the chest, lungs, sternum, diaphragm, back, or abdomen of a child;
- Obstructs the circulation of blood;
- Involves pushing on or into the child's mouth, nose, eyes, or any part of the face or involves covering the face or body with anything, including soft objects such as pillows, blankets, or washcloths; or
- Endangers a child's life or significantly exacerbates a child's medical condition.

(b) The intentional infliction of pain, including the use of pain inducement to obtain compliance.

(c) The intentional release of noxious, toxic, caustic, or otherwise unpleasant substances near a child for the purpose of controlling or modifying the behavior of or punishing the child.

(d) Any technique that unnecessarily subjects the child to ridicule, humiliation, or emotional trauma.

Transportation: (RSA 126-U:12)

The school district will not use mechanical restraints during the transportation of children, specifically specialized transportation of a student, unless case-specific circumstances dictate that such methods are necessary. If mechanical restraint is necessary and documented in writing by a student's physician it must be clearly documented in a student's Individualized Education Program and agreed to by the parent or legal guardian whenever a special education student is transported using mechanical restraints, the Superintendent or designee will document in writing the reasons for the use of the mechanical restraints.

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

Prevents physical and psychological trauma

- Respects the privacy of the child; and
- Represents the least restrictive means necessary for the safety of the child.

No teacher, administrator, student, or other person will subject a student to corporal punishment or condone the use of corporal punishment by any person under his or her supervision or control, except in self-defense or in exigent circumstances. Permission to administer corporal punishment will not be sought or accepted from any parent, guardian, or school official per school board policy.

## Seclusion

Seclusion may be used when a child's behavior poses a substantial and imminent risk and physical harm to the child and others, and may only continue until that danger has dissipated, "(RSA 126-U:5-a, I)

(a) "May only be used by trained personnel after other approaches to the control of behavior have been attempted and have been unsuccessful, or are reasonably calculated to be unlikely to succeed based upon the

history of actual attempts to control the behavior of a particular child" (RSA-U:5-a, II)

(b) "Each use of seclusion shall be directly and continuously visually and auditorially monitored by a person trained in the safe use of seclusion." (RSA 126-U:5-b, II)

(c) May not be used as a form of punishment or discipline and shall not be used in a manner that unnecessarily subjects the child to the risk of ridicule, humiliation or emotional or physical harm." (RSA

126-U:5-a.I,III.) Conditions of Seclusion:

Seclusion may only occur in areas which:

(a) "Are of a size which is appropriate for the chronological and developmental age, size and behavior of the children placed in them."

(b) "Have a ceiling height that is comparable to the ceiling height of the other rooms in the building in which they are located."

(c) "Are equipped with heating, cooling, ventilation and lighting systems that are comparable to the systems that are in use in the other rooms of the building in which they are located."

(d) "Are free of any object that poses a danger to the children being placed in the rooms."

(e) "Have doors which are either not equipped with locks, or equipped with devices that automatically disengage the lock in case of emergency."

- Emergency includes, but is not limited to: the need to provide direct and immediate medical attention to the child, fire, the need to remove the child to a safe location during a building lockdown, or other critical situations that may require immediate removal of a child from seclusion to a safe location.

## NOTICE

Unless prohibited by court order, the School District is required to make reasonable efforts to verbally notify the child's parent or guardian and guardian ad litem whenever seclusion or restraint has been used on the child. (RSA 126-U:7,I)

- Notification must be made as soon as practicable and in no event no later than the time of return to the child to the parent or guardian or the end of the business day, whichever is earlier.

- Notification shall be made in a manner calculated to give parent or guardian actual notice of the incident at the earliest practicable time.

Written notice to the principal and the SAU Director of Student Services by the school employee who used the seclusion or restraint, or if unavailable the employee's supervisor, must be provided within five (5) business days after the use of seclusion or restraint (RSA 126-U:7, II)

Written Notification must include the following information (RSA 126-U:7, II):

- The date, time and duration of the seclusion or restraint.

- A description of the actions of the child before, during and after the occurrence.
- A description of any other relevant events preceding the use of seclusion or restraint, including the justification or initiation the use of restraint,
- The names and persons involved in the occurrence
- A description of the actions of the facility or school employees involved before, during and after the occurrence
- A description of any interventions used prior to the use of the seclusion or restraint
- A description of restraint used, including any holds used and the reason the hold was necessary
- A description of any injuries sustained by, any medical care administered to, the child, employees, or other before, during or after the use of seclusion or restraint.
- A description of any property damage associated with the occurrence.
- A description of actions taken to address the emotional needs of the child during and following the incident.
- A description of future actions to be taken to control the child's problem behaviors.
- The name and position of the employee completing the notification.
- The anticipated date of the final reports.

Unless prohibited by court order, the principal or his/her designee shall within 2 business days of receipt of the written notification, "send or transmit by first class mail or electronic transmission to the child's parent or guardian and the guardian ad litem the information contained in the notification." (RSA 126-U:7, III)

All cases involving serious injury or death to a child subject to restraint or seclusion, the School District shall, notify the Commissioner of the Department of Education, the Attorney General, and the Disability Rights Center. The notice shall include the elements referenced above. (RSA 126-U:10, II)

#### Intentional Physical Contact with a Child

Whenever a school has "intentional physical contact with a child which is in response to a child's aggression, misconduct or disruptive behavior, a representative of the School District will make reasonable efforts to promptly notify the child's parent or guardian. (RSA 126-U:7, IV)

(a) Notification shall be made no later than the time of the return of the child to the parent or guardian or at the end of the business day, whichever is earlier.

(b) Notification shall be made in a manner calculated to give the parent or guardian actual notice of the incident at the earliest practicable time.

(c) Written Notice, within five (5) business days of the occurrence shall include the following:

- The date and time of the incident;
- A brief description of the actions of the child before, during and after the occurrence;
- the names of the persons involved in the occurrence;
- A brief descriptions of the actions of the facility or school employees involved before, during and after the occurrence;
- A description of any injuries sustained by, and any medical care administered to, the child, employees, or other before, during, or after the incident.

## SCHOOL RESOURCE OFFICERS AND EMERGENCY RESPONDERS

The School Resource officer is considered a contractor of the school district the Physical Restraint, Intentional Physical contact and Seclusion provisions apply. Documentation and Notification requirements of this policy shall be consistent with the district policy and procedure.

However, nothing in this policy, prohibits the school resource officer (SRO), or other emergency responders, from utilizing restraint, including mechanical restraint, when deemed necessary by the officer to complete the necessary functions of the duties assigned to them by their Employment Agency. **DUTY TO REPORT VIOLATION**

When a school employee has reason to believe that the action of another constituted a violation of the restraint and seclusion law and misconduct, or suspected misconduct, pursuant to ED 50, the employee must report this incident to the building administrator or superintendent's designee within 24 hours of the suspected misconduct.

The Superintendent of Schools shall develop a procedure and ensure that all employees are aware of, and understand, their duty to report suspected violations of the restraint and seclusion law. In situations where it is determined that no violations occurred, documentation, including the evidence used to make the determination, must remain on file in the Office of Student Services at the SAU

### **Legal References:**

Statutory & Regulatory References

RSA 126-U

ED 1113.04-1113.08, 1114.07, 111.08

First Reading: September 17, 2014

Second Reading: October 15, 2014

Approved: October 15, 2014

First Reading of Amendment: May 17, 2017

Second Reading: June 21, 2017

Third Reading June 21, 2017 (Waived)

Adopted: June 21, 2017

## **CONCUSSIONS AND HEAD INJURIES-JLCJ**

The Hollis Brookline Cooperative School District is committed to ensuring the safety of students while at school and when participating in any school-sponsored events. The Board is aware that head injuries, including concussions, can happen to any student, not just an athlete, and that the risk of catastrophic injuries or death is significant when a concussion or other head injury is not properly evaluated and managed.

Section I of this policy applies to all students of the District who experience or are suspected to have experienced a concussion or other traumatic brain injury, whether in school or out, while Section II pertains to student-athletes, and other students participating in school sports or other district athletic activities.

## **I. Provisions relating to all Students Who have Experienced a Concussion or Traumatic Brain Injury.**

A. Definitions: For purposes of this policy, the terms below will have the ascribed meanings.

"Head injury" means injuries to the scalp, skull, or brain caused by trauma, and shall include a concussion which is the most common type of sports-related brain injury.

"Health care provider" means a person who is licensed, certified, or otherwise statutorily authorized by the state to provide medical treatment (physician, advanced registered nurse practitioner, or licensed physician's assistant).

"Student-athlete" means a student involved in any intramural sports program conducted outside the regular teaching day or competitive student sports program between schools in grades 7 through 12.

"Sports" means intramural sports programs conducted outside the regular teaching day for students in grades 7 through 12 or competitive athletic programs between schools for students in grades 7 through 12, including, without limitation, all NHIAA sanctioned activities, including cheer/dance squads, or any other district-sponsored sports or activities as determined by the board or administration.

B. Duty to Report. All District employees shall report any accident or incident which involves a student head injury. The report shall be filed in the same manner provided under Board policy EBBB as for that of any accident requiring first aid. Additionally, Teachers should report to the school nurse (or administrator in charge if the nurse is unavailable) if the student appears to have any difficulty with academic tasks that the teacher believes may be related to concussion. The school nurse will notify the student's parents or guardians.

C. Return to Learning Protocols. After a student has suffered a concussion, whether in school or not, before full resumption of academic work, the building principal or their designee will work with the school nurse, a student's parent/guardian, teacher(s) and other appropriate district staff to include the athletic trainer, to establish a graduated learning reentry plan in accordance with the written instructions from the medical provider. The plan will support the student's full return to academic activities, and ease the stress of making up past work while engaged in present work. The plan must include:

- Step-by-step instructions and details for students, parents/guardians and school personnel;
- Time frames for physical and cognitive rest within first few days post-injury and throughout the recovery as needed;
- Guidance on graduated return to extracurricular athletic activities and classroom studies, including classroom accommodations or modifications;
- Frequency of assessments by the school nurse, school physician if applicable, neuropsychologist or athletic trainer until full return to the classroom and extracurricular athletic activities are authorized;
- Any provisions relative to "return-to-play" for student-athletes;
- A plan for communication and coordination among school personnel and with the parents/caregivers and the student's medical provider.

Section 504 or other such accommodations or modifications when appropriate will be developed in accordance with applicable law and Board policies.

D. Concussion Awareness and Education. To the extent possible, the District will implement concussion awareness and education into physical education and/or health education curriculum.

## II. Provisions relating to Students Participating in Sports and Athletic Programs.

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

A. Compliance with NHIAA Procedures and Protocols. All coaches, officials or licensed athletic trainers will comply with NHIAA recommended procedures for the management of head injuries and concussions.

B. Immediate Removal from Play and other NHIAA Protocols. Any coach, official, licensed athletic trainer, or health care provider who suspects that a student-athlete has sustained a concussion or head injury in a practice (including tryouts or trainings) or during a competition shall immediately remove the student-athlete from all physical activity. Such incidents must be reported on a district accident form and turned into athletic director within 24 hours of injury.

C. "Return to Participation". A student-athlete who has been removed from play due to head injury with suspected concussion shall not return to play on the same day, nor until (1) the student is evaluated by a health care provider and receives medical clearance and written authorization from that health care provider stating the student-athlete is symptom free and may return to play, and (2) the student-athlete's parent/guardian provides written permission for the student-athlete to return to play. If the health care provider determines a student athlete suffered a concussion, a return to learning plan must also be established consistent with paragraph I.C of this policy prior to the athlete returning to participation. Successful completion of the graduated return to play procedures under the direction of the athletic trainer is required before full return to play is permitted.

The District shall limit a student-athlete's participation as determined by the student's treating health care provider, unless, based upon the judgment of the licensed athletic trainer, greater limitations are appropriate.

If symptoms of a concussion recur, or if concussion signs and/or behaviors are observed at any time during the return-to-activity program, the coach must immediately remove the student-athlete from play and refer them to the athletic trainer. Depending on previous instructions, the athlete may need to be re-evaluated by the health-care provider, or may have to return to the previous step of the return-to-activity program as determined by the athletic trainer.

D. Parent Information Sheet. On a yearly basis, the Athletic Director shall assure that a concussion and head injury information sheet is distributed to each student-athlete and the athlete's parent/guardian prior to the student-athlete's initial practice (including try-out) or competition. This information sheet may be incorporated into the parent permission sheet that allows students to participate in extracurricular athletics.

E. Coach Training. All coaches, including volunteer coaches, will complete training in head injury and concussion management as recommended and/or provided by NHIAA, New Hampshire Department of Education and/or other pertinent organizations. The Athletic Director is responsible for assuring compliance with this provision.

F. Annual Review of NHIAA Concussion Protocols by Athletic Director. No less than annually, the Athletic Director or their designee shall review any changes that have been made in procedures required for concussion and head injury management or other serious injury by consulting with the NHIAA. The

Athletic Director shall take steps to implement the then current procedures and protocols as soon as possible.

**District Policy History:**

*First Reading: September 2012*

*Approved: September 2012*

*Reviewed on July 17, 2013 with consideration for RSA 200:50 and House Bill 180-2013; no changes were needed.*

*1st Reading: March 17, 2021 (as amended)*

*2nd Reading: April 14, 2021 (as amended)*

*3rd Reading: May 19, 2021 (as amended)*

*Adopted: May 19, 2021*

**Legal References:**

*RSA 200:49, Head Injury Policies for Student Sports*

*RSA 200:50, Removal of Student-Athlete*

*RSA 205:51, School Districts; Limitation of Liability*

*RSA 200:52, Definitions*

*RSA 200:63, Head Injuries; Return to Learning and Plan*

**EMERGENCY PLAN FOR SPORTS RELATED INJURIES AND ADDITIONAL PROTOCOLS FOR ATHLETICS PARTICIPATION- JLCJA**

- A. Creation of Plan.** The Superintendent or their designee, in consultation with each building Principal, the Athletic Director, district athletic trainer and school nurses, shall establish a “Sports Injury Emergency Action Plan” for responding to serious or potentially life-threatening injuries sustained from sports of other school sponsored athletic activities. The Sports Injury Emergency Action Plan shall:
- a. Document the proper procedures to be followed when a student sustains a serious injury of illness while participating in school sponsored sports or other athletic activity;
  - b. List the employees, team coaches, and licensed athletic trainers in each school who are trained in first aid or cardiopulmonary resuscitation;
  - c. Identify the employees, team coaches, or licensed trainers responsible for carrying out the emergency plan;
  - d. Identify the location, address, or venue for the purpose of directing emergency personnel;
  - e. Identify the equipment and supplies and location thereof needed to respond to the emergency;
  - f. Identify the location of any automated external defibrillators and personnel trained in the use of the automated external defibrillator; and
  - g. Document policies related to cooling for an external heat stroke victim consistent with guidelines established by the American College of Sports Medicine and the national Athletic Trainers’ Association.
- B. Dissemination of Sports Injury Emergency Action Plan.** The Sports Injury Emergency Action Plan shall be posted within each school and disseminated to, and coordinated with, pertinent emergency medical services, fire department, and law enforcement.
- C. Additional Written Protocols and Procedures Required.** The Superintendent or their designee, in consultation with each building Principal, the Athletic Director, district athletic trainer and school nurses, shall develop written procedures as described below:

1. Hydration, Heat Acclimatization and Wet Globe Temperature – protocols relating to hydration, heat acclimatization and wet globe temperature as established by the American College of Sports Medicine and the National Athletic Trainers’ Association;
2. Student Medical History – procedures for obtaining student-participant information for each student athlete prior to engaging in sports. Such information must include:
  - a. injury or illness related to or involving any head, face, or cervical spine;
  - b. cardiac injury or diagnosis;
  - c. exertional heat stroke;
  - d. sickle cell trait;
  - e. asthma;
  - f. allergies; or
  - g. diabetes.

Access, filing, and confidentiality of student-participant medical information shall be managed in accordance with the Family Educational Rights and Privacy Act (FERPA), and the health Insurance Portability and Accountability Act (HIPAA).

3. Student Return to Play – Procedures governing a student’s to return to paly after a sports or illness related injury pertaining to this policy are in addition to the return to play provisions specific to head injuries set forth in Board policy JLCJ, and copies of the procedures must be maintained at the SAU office and available to the Department of Education and public upon request.

**D. Annual Review and Update.** The Superintendent and/or designee shall assure that the Sports Injury Emergency Action Plan, and all procedures and protocols adopted pursuant to this policy are reviewed no less than annually and updated as necessary. Copies of the updated Plan and procedures should be provided to the Board no later than the start of each school year. Any substantive changes shall be approved by the Board.

**E. Inclusion of SPorts Injury Emergency Action Plan with Emergency Response Plan.** The Sports Injury Emergency Action Plan shall be included with each school’s annual Emergency Response Plan.

**District Policy History:**

Tabled: July 20, 2022

1st Reading: August 31, 2022

2nd Reading: September 21, 2022

3rd Reading: November 16, 2022

Adopted: November 16, 2022

## **REPORTING CHILD ABUSE AND NEGLECT -JLF**

All district employees, designated volunteers, and contracted service providers having reason to suspect that a child has been abused or neglected shall immediately report by telephone or otherwise and followed within 48 hours by a report in writing if so requested to DCYF Central Intake and the District Superintendent.

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

The Superintendent is directed to assure that the Principal or their designee of each school shall post a sign within the school that is readily visible to students, in the form provided by the Division for Children, Youth and Families, that contains instructions on how to report child abuse or neglect, including the phone number for filing reports and information on accessing the Division's website. Additionally, information pertaining to the requirements of section A of this policy shall be included in each student handbook or placed on the district's website.

Training for all District Employees, designated volunteers and contracted service providers is recommended (in-person or online) upon beginning service with the District, with annual refreshers thereafter, on the mandatory reporting requirements, including how to identify suspected child abuse or neglect.

### **Legal References:**

*RSA [169-C:29](#), Persons Required to Report*

*RSA [169-C:30](#), Nature and Content of Report*

*RSA [169-C:31](#), Immunity from Liability*

*RSA [169-C:34, III](#), Duties of the Department of Health and Human Services*

Adopted: January 16, 2008

Amendment First Reading: May 19, 2021

Second Reading: June 16, 2021 (as amended)

Third Reading: August 18, 2021 (as amended)