

Monadnock Regional School District & SAU #93

School Board Meeting Agenda

August 11, 2026

Zoom (7:00 PM)

Meeting ID: 84264689702

Passcode:214917

Phone: (US) +1 929-205-6099

The public is encouraged to attend MRSD Board meetings.

Comments are welcome during the 'Public Comments' portions of the agenda.

“We collaborate not just to teach, but also to engage and educate every student in our district in an environment that is challenging, caring, and safe, while fostering lifelong learning.”

1. CALL THE MEETING TO ORDER 7:00
2. PUBLIC COMMENTS (15 minutes)
3. MATTERS FOR INFORMATION & DISCUSSION
 - a. Review Student Handbooks
 - b. Bus Incident Update
 - c. Marzano Work Update
 - d. 2-year Counseling Model
 - e. Update on Hiring
 - f. * Policies for 1st Read
 - i. JFABD: Admission of Homeless Children and Unaccompanied Youth
 - ii. JLCD: Administering Medication to Students
 - iii. EBCA: Crisis Prevention and Emergency Response Plan
 - iv. EHB: Data/Records Retention
 - v. AC: Nondiscrimination, Equal Opportunity Employment, and Anti-Discrimination Plan
 - vi. ACA: Discrimination and Harassment Grievance Procedure
4. MATTERS THAT REQUIRE BOARD ACTION
 - a. * Update POS - Physical Science replace Earth Science
 - b. * Annual Audit: Required Board Survey
 - c. * MRMHS Exchange Student
 - d. * Approve the Consent Agenda (July 21st, Minutes, Manifest, Transfers)
5. SETTING NEXT MEETING'S AGENDA
 - a. September 1st, 2026
 - i. Set guardrails for proposed budget
6. PUBLIC COMMENTS (15 minutes)
7. NON-PUBLIC SESSIONS under RSA 91-A:3. II
 - a. (d) - Process updates regarding the sale of Cutler School
 - b. (k) - Consideration of entering into a student tuition contract
 - c. Additional non-public sessions, TBD as required
8. ADJOURNMENT

SINGLE DISTRICT SCHOOL ADMINISTRATIVE UNITS

RSA 94-C:3 – Single District School Administrative Units; Exemption. Single district school administrative units shall be considered the same as a single school district and shall be exempt from meeting the requirements of this chapter, except that they shall provide superintendent services pursuant to RSA 194-C:4

NONPUBLIC SESSIONS

RSA 91-A:3– II. Only the following matters shall be considered or acted upon in nonpublic session:

- (a) **The dismissal, promotion, or compensation of any public employee** or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.
- (b) The **hiring** of any person as a public employee.
- (c) Matters which, if discussed in public, would likely adversely affect the **reputation** of any person, other than a member of the public body itself, unless such person requests an open meeting.
- (d) Consideration of the **acquisition, sale, or lease of real or personal property** which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
- (e) **Consideration or negotiation of pending claims or litigation** which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled.
- (i) Consideration of matters relating to the **preparation for and the carrying out of emergency functions**, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.
- (j) **Consideration of confidential, commercial, or financial information** that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.
- (k) Consideration by a school board of entering into a **student or pupil tuition contract** authorized by RSA 194 or RSA 195-A,
- (l) **Consideration of legal advice provided by legal counsel**, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

CALENDAR OF UPCOMING MRSD MEETINGS:

8/11/2026	Orientation Committee	5:30 pm	MRMHS Library
8/11/2026	MRSD/SAU 93 School Board	7:00 pm	MRMHS Library
8/13/2026	Finance & Facilities Committee	5:30 pm	SAU Conference Room
8/19/2026	Joint Policy & Education Committee	5:30 pm	Wilcox Conf. Center
8/25/2026	Budget Committee	7:00 pm	MTC Library

Meetings will be in person for all Board & Committee Members. The public is encouraged & welcome to attend either in person or through Zoom. Public comments are welcome in person during the ‘Public Comments’ portions of the agenda.

**** Please note: All Committee Meeting dates, times, and locations are posted in the SAU 93 Reception Lobby, on the MRSD website calendar, and in the schools and towns of MRSD. In the event of a snow day, the school board meeting will be rescheduled for the following school day.****



**MONADNOCK REGIONAL
MIDDLE HIGH SCHOOL**

**Student & Family
Handbook**

—2026 - 2027—

580 Old Homestead Highway

Swanzey, NH 03446

603-352-6575

<https://www.mrsd.org>

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

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

Superintendent of Schools	Jeremy Rathbun
Human Rights Officer	Monadnock Regional School District 600 Old Homestead Highway Swanzey, NH 03446 (603) 352-6955, ext. 6951 FAX (603) 358-6708 jrathbun@mrds.org
Assistant Superintendent	Lisa A. Spencer
Title IX Coordinator	(603) 352-6955, ext. 6959 lspencer@mrds.org
Director of Student Services	Stephanie Betit-Hancock – Director of Student Services
504 Coordinator	(603) 352-6955 ext. 6967 sbetit-hancock@mrds.org
Director of School	Laura Weideman
Counseling & 504	(603)352-6955 ext. 6969
Coordinator	lweideman@mrds.org
English Language Learners	Natalia Rogova – English Language Teacher
	(603) 352-3383 nrogova@mrds.org

Dear Families,

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

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

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

Thank you for your attention to this publication. Welcome to a wonderful year of learning at MRMHS.

Sincerely,

Jeremy Rathbun
Superintendent of Schools
Monadnock Regional School District

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

Dear Husky Community:

Welcome to the 2026–2027 school year! The MRMHS staff are excited to work with each of you to help make your educational experience at Monadnock Regional Middle High School positive and meaningful.

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

Our school offers many opportunities for students to get involved, build connections, and thrive. If you have any questions or need assistance, please do not ever hesitate to reach out to any member of our school team. Every member of our staff is committed to supporting your child and your family, and we look forward to partnering with you throughout the year.

I look forward to a great year of working together as a school community.

Sincerely,

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

Brett Gottheimer
Principal
Monadnock Regional Middle High School

Monadnock Regional School District Mission Statement

We embrace our shared responsibility to guide students to become active citizens who are both empowered and inspired to contribute to the future of their community. Therefore, we collaborate not just to teach, but also to engage and educate every student in our district in an environment that is challenging, caring, and safe, while fostering life-long learning.

Monadnock Regional School Board

2022 New Hampshire School Board of the Year

Mr. Scott Peters, Chair, Troy
Ms. Kristen Noonan, Vice Chair, Swanzey
Mr. Edmond Laplante, Richmond
Mr. Brian Bohannon, Swanzey
Ms. Hannah Blood, Swanzey
Ms. Rachel Vogt, Swanzey
Ms. Gina Carraro, Roxbury

Ms. Lisa Steadman, Troy
Ms. Melissa Diven, Swanzey
Ms. Elizabeth Tatro, Swanzey
Ms. Jennifer Strimbeck, Gilsum
Ms. Christina Pierce, Fitzwilliam
Vacant, Fitzwilliam

Monadnock Regional School District Personnel

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

MRMHS Belief Statements

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

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

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

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

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

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

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

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

Monadnock Regional Middle High School Contacts

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

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

- Middle School Assistant Principal's Administrative Assistant at **352-6575 ext. 6764**
- High School Assistant Principal's Administrative Assistant at **352-6515 ext. 6715**
- or email at mrmhsattendance@mrstd.org

Setting Appointments with Administrators

Should a parent/guardian desire to speak with an administrator, they must call and set up an appointment with that administrator's administrative assistant. We recognize that the concerns you

have regarding your student are of the utmost importance. They are a top priority for us as well. Nevertheless, we have to ensure that we are serving the needs of all of our students. Each student is important and each deserves our time and attention. As such, we ask that you request a meeting at least 4 hours in advance, but a 24-hour notice is ideal.

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

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

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

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

2026-2027 High School Bell Schedules

High School Daily Bell Schedule

TIME	Description	CCC Line-Up
7:20 AM	Warning Bell	
7:25 AM	2nd Warning Bell – Report to Period 1	
7:30 AM — 8:17 AM	Period 1 (47 min.)	
8:20 AM — 9:07 AM	Period 2 (47 min.)	
9:10 AM - 9:50 AM	Period 3 W.I.N. (40 min.)	Leave MRMHS at 9:40AM, return at 11:40 CCC Block 2 10:03-11:21

9:53 AM - 10:40 AM	Period 4 (47 min.)	
10:43 AM - 11:30 AM	Period 5 (47 min.)	Leave MRMHS at 11:10 and return at 1:35PM CCC Block 4 is 11:26-1:17PM
11:33 AM - 12:48 PM	Period 6 (75 min.)	
Class/Lunch B/Class	Class 11:13AM – 11:52PM (39 min) B Lunch 11:58AM – 12:23PM (25 min) Class 12:23PM – 12:48PM (41 min)	CCC Block 4 students will eat lunch at Keene High School
Class/Lunch C	Class 11:13AM – 12:25PM (83 min) C Lunch 12:25PM – 12:48PM (25 min)	
12:51 PM - 1:39 PM	Period 7 (48 min.)	
1:43 PM - 2:30 PM	Period 8 (47 min.)	
2:30 PM	Departure	
4:00 PM	Late bus bell and departure on M, T, Th	

High School 2-Hour Delay Schedule

9:20 AM	Warning Bell
9:25 AM	2nd Warning Bell – Report to Block 1
9:30 AM - 10:03 AM	Period 1 (33 min)
10:06 AM - 10:39 AM	Period 2 (33 min)
10:42 AM - 11:15 AM	Period 4 (33 min)
11:18 AM - 11:51 AM	Period 5 (33 min)
11:54 AM - 1:18 PM	Period 6 (84min. -includes passing time)
Class/Lunch B/Class	Class 11:54AM – 12:19PM (25 min) B Lunch 12:22PM – 12:47PM (25 min) Class 12:50PM – 1:18PM (25 min)
Class/Lunch C	Class 11:54AM – 12:47PM (50 min) C Lunch 12:50PM – 1:18PM (25 min)
1:21 PM - 1:54 PM	Period 7 (33 min.)
1:57 PM - 2:30 PM	Period 8 (33 min.)
2:30 PM	Departure

2026-2027 Middle School Bell Schedules

Middle School Daily Bell Schedule

Time	Description
7:20 AM	Warning Bell - Students go to Locker then Report to Core 1
7:30 - 8:19 AM	Core 1
8:21 - 9:10 AM	Core 2
9:12 - 9:50 AM	Core Applications
9:53 - 10:50 AM	WIN
10:55 - 11:25 AM	Activity
11:33 - 11:58 AM	Lunch
12:01 - 12:48 PM	VEX
12:50 - 1:39 PM	Core 3
1:41 - 2:30 PM	Core 4
2:30 PM	Departure
2:35 PM	Bell to begin after school activities-After school duties begin
4:00 PM	Late bus bell & departure on M, T, TH

Middle School 2-Hour Delay Schedule

9:20 AM	Warning Bell - Students go to Locker then Report to Core 1
9:30 - 9:55 AM	Core 1
9:58 - 10:23 AM	Core 2
10:25 - 11:52 AM	CA/WIN/Activity
11:54 - 12:19 PM	MS Lunch
12:22 - 1:18 PM	VEX
1:21 - 1:46 PM	Core 3
1:49 - 2:30 PM	Core 4

SECTION ONE: Academic Standards and Requirements

Guidance Office and School Counseling Services

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

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

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

Registration Procedures

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

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

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

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

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

Principals or their designees will meet with new children and parents/guardians to explain school programs. Additional information needed may include:

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

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

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

Admission Process

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

Residency Verification

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

Tuition-Free Admission

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

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

Tuition-Based Admission

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

Rates:

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

Continued enrollment for tuition students depends on:

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

Special Education Services

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

Transportation

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

Immunizations (Policy [JLCB](#))

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

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

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

of vaccine.

Add/Drop Procedure

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

Withdrawal or Transfer from MRMHS

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

Parent/Guardian Communication

When an academic or course concern arises, parents/guardians are encouraged to contact teachers directly by email or by calling 603-352-6575 to be transferred to the teacher's mailbox.

Parents/Guardians should contact school counselors for scheduling or personal concerns.

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

With the exception of directory information (defined below) for which a student's parent/guardian or an eligible student has requested nondisclosure, the district may release or disclose student directory information without prior written consent from the parent/guardian or eligible student. Directory information includes:

- Student name(s), address(es), telephone number(s), and date(s) of enrollment;
- Parent/guardians name(s) and address(es);
- Student grade levels, enrollment status and dates of attendance;
- Students photographs;
- Students participation in recognized school activities and sports;

- Weight and height of members of athletic teams;
- Post-high school plans; and
- Students' diplomas, certificates, awards and honors received.

Notice from a parent/guardian/eligible student that any or all directory information shall not be released will only be valid for that school year and must be reissued each school year.

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

Change of Address or Telephone Number

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

Attendance

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

Guidelines for attendance

- Students and parents/guardians must work together to ensure regular attendance. Thus, failure to attend class and to abide by the attendance guidelines is shared by students and parents/guardians alike.
- A student's absence may be categorized as either excused or unexcused (more information below is available regarding New Hampshire Compulsory Attendance Law and District Policy). It is the student's educational responsibility to communicate with the teacher to gather any make-up work. .
- The school **MUST** be notified of any ***expected*** absences. This includes family vacations though they are not considered excused absences. When possible, parents/guardians should call or email prior to the start of the school day. Middle school absences should be reported to the Middle School Assistant Principal's office at 603-903-6764; High school absences should be reported to the High School Assistant Principal's office at 603-903-6715 **or email mrmhsattendance@mrsd.org**.
- Written documentation may be requested to excuse an absence. These may include: doctor's notes, proof of college visit, family emergencies, etc.
- For safety reasons, it is incumbent upon both the student and his or her parent/guardian to notify the school **PRIOR** to the absence(s) even when they are not considered excused

absences. Students must also notify the teacher of his or her impending absence. Additionally, it is the student's responsibility to collect work that will be missed and to establish deadlines with each teacher for completion of the work.

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

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

Regular attendance is an important component of academic success. Students are responsible for meeting school-wide and course competencies and all class expectations in order to receive credit for a class. It is the student's responsibility to initiate make-up work with individual teachers in a timely manner. Students who are truant or skip class are expected to make-up all missed work.

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

Morning Arrival Procedure

Arrival Information all students:

So that students begin the day in a safe, welcoming, and structured environment, the MRMHS main doors open at 7:00 AM. From 7:00–7:15 AM, middle school students should report directly to the cafeteria. High school students should report to the cafeteria annex.

Beginning at 7:15 AM, middle school students may also report to the gymnasium, and high school students may report to the auditorium. Food and drinks may only be consumed in the cafeteria or cafeteria annex.

Students are expected to remain in one of these designated areas until the school day begins. **Walking or gathering in the hallways will no longer be permitted.** This structure is intended to reinforce the positive habits we want to see at the beginning of each day: arriving on time, reporting to an assigned location, respecting shared spaces, and being ready to learn.

Middle School students will be dismissed from these locations at 7:20 AM and will move to the middle school wing to store any unneeded items in their locker and then report directly to their Core 1 class before the 7:30 AM bell. Students who arrive in class after 7:30 AM will be considered tardy and must receive a tardy slip by signing in at the main office. Class will start promptly at 7:30 AM.

High School students will be dismissed from these locations at 7:25 AM and will move directly to their first period classroom before the 7:30 AM bell. Students who arrive in class after 7:30 AM will be considered tardy and must receive a tardy slip by signing in at the main office. Class will start promptly at 7:30 AM.

Tardy to School

Students are expected to arrive at school on time each day. Prompt arrival helps establish positive routines, ensures students receive important announcements and instruction, and minimizes disruptions to the learning environment.

A student is considered **tardy to school** if they arrive after the official school start time, 7:30 AM, and are not in the building before the first bell unless they have an approved excuse.

Students arriving late must report to the main office to sign in before reporting to class.

Tardies may be excused for reasons such as:

- Medical or dental appointments (documentation may be required)
- Court appearances
- School-approved activities
- Family emergencies
- Severe weather or transportation delays beyond the family's control
- Other reasons approved by administration

Oversleeping, missing the bus, traffic, or routine transportation issues are generally considered unexcused.

Tardy to School Consequences:

- First-Third Unexcused Tardy - Noted in Alma attendance system
- Fourth unexcused tardy - Warning communication to parents/guardians and verbal student warning
- Fifth and on unexcused tardy - Office assigned detention
- Nine or more unexcused tardies will result in a referral to the At-Risk Counselor and a

mandatory school & parent/guardian meeting to create an attendance plan.

- Middle school students - If the behavior is not corrected, alternative consequences may be administered such as loss of extracurricular activities (sports, dances, performances).
- High school students - If the behavior is not corrected, alternative consequences may be administered such as loss of parking privileges, senior privileges, late arrival, early dismissal, or extracurricular activities (sports, dances, performances).

Tardy to Class

Students who are tardy to class will receive a teacher-issued detention for the third tardy. Every subsequent tardy will be referred to administration. Teachers are expected to email the student's parent/guardian after the third tardy. The student will serve the detention on an assigned day that has after-school buses (Monday, Tuesday or Thursday). If the detentions do not improve the student's behavior, teachers are encouraged to reach out to the assistant principal's office for further consequences. At this point, an appropriate and restorative consequence shall be determined by the administration.

Skiping Detentions

Students are expected to attend all assigned after school office detentions. If a student skips an after school office detention, they will be assigned two after school office detentions. Subsequently, if those are skipped the student will be assigned a Saturday detention.

Skiping Classes

Students are expected to attend all scheduled class periods. Students who skip any class will miss a valuable part of their educational experience. For this reason, the offense will be communicated to the administration and consequences will be issued. A student who arrives to class more than ten minutes late, without a pass, or who is out of their scheduled class time for 10 or more minutes, will be referred to administration and be subject to progressive disciplinary action.

Excused Absences

Observation of a religious holiday, court appearance, death in the family, illness, school nurse dismissal, family/individual counseling session, involvement in school sponsored activity, recovery from an accident, medical/dental appointment, up to three college visits per year, and other causes as acceptable by law or administrative approval are considered excused absences. Students missing more than three days in a quarter may be asked to get a doctor's note to excuse subsequent absences. **Per board policy, family vacations during the school year are not considered excused.**

Parents/guardians wishing a student to be excused for a pre-planned reason should submit a request to the administration for approval. Students who are absent for reasons other than these will be considered truant. *Warning letters will be sent to parents/guardians when a pattern of truancy is*

observed. A meeting with parents/guardians will be scheduled and a plan developed to improve the student's attendance. **As mandatory reporters, school staff may be required to contact the NH Division for Children Youth and Families for significant attendance concerns.**

Appeal Process

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

Dismissal During School Hours

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

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

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

Graduation Requirements

Students will have the opportunity to earn a:

1. Monadnock Regional High School Diploma
2. New Hampshire Scholars Diploma (with a recognition for study in Art & STEM available)
3. Monadnock Regional High School Diploma of Distinction.

All diplomas are Monadnock Regional High School Diplomas with the addition of an official seal for the New Hampshire Scholars Diploma and the Monadnock Diploma of Distinction. The credit requirements for each diploma tier are outlined in the [Program of Studies](#). The New Hampshire Scholars diploma is a program through the State of New Hampshire and their course of study requirements for pathway recognition in art and STEM are available on the [New Hampshire Scholars](#) site.

Graduation Date

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

Graduation Ceremony

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

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

By school board policy the high school principal solely determines who will participate in the graduation ceremony. Every attempt is made to regularly communicate with students and the parents/guardians of students who are at-risk of not graduating so every means possible can be exhausted to help students pass their courses and earn the credits needed to graduate.

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

A cumulative list is kept during the time the student is enrolled. Also, any food service debt must be paid. The graduation ceremony is a celebration of the school community and should be conducted with appropriate behavior, respect, and dignity that it deserves.

Grading and Reporting

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

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

Marking System

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

Students are also assigned content-specific competency grades in each course and the end of each quarter.

School Wide Rubrics (Husky Habits)

In addition to academic grades, students will receive a score (from 1-4) in each class in the following five categories: communication, problem solving, technological literacy, creativity and career skills.

State Testing

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

National Honor Society

The Monadnock Regional High School is a chapter of the national organization which recognizes academic achievement. For students to be a member of this group they must be nominated by a staff member, attain a high grade point average, be a good school citizen and display positive leadership skills. An induction ceremony is held at the high school each fall.

Honor Roll

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

Academic Honesty & Integrity (Policy [IKL](#))

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

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

- Copying someone else's work or allowing someone to copy yours
- Using notes or getting help during a test without permission
- Using AI tools (like ChatGPT or Google Gemini) unless allowed by your teacher

- Submitting work done by someone else or using past work from another class without approval
- Working with others on assignments that are supposed to be completed independently
- Representing someone else's words or ideas as your own without proper citation

Improper Use of AI Tools

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

Complaint Procedure

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

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

1. Address your concern with the staff or faculty member involved first.
2. If you are unable to resolve the issue, contact the assistant principal.
3. If you are still unable to resolve the issue, contact the principal.
4. If you are unsatisfied with the response, please write a letter to the Superintendent of Schools, with a copy to the principal.
5. At this point, you may wish to request a meeting with necessary staff or faculty.

Alternative Education Opportunities

Accelerated Student Higher Education Programs

Credits to be determined

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

Keene Community Education

Credit to be Determined

Monadnock Regional School District partners with Keene Community Education (KCE) to provide an alternative educational pathway for students. KCE offers free courses for students who reside in SAU #93, are at least 16 years old, and are under the age of 21. Previously earned high school credits, as

well as credit for certain work or life experiences, may be applied toward diploma requirements. For more information about this opportunity, please contact your child's school counselor.

Cheshire Career Center (Grades 11 & 12)

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

Driver Education (Grades 9-12)

Not for Credit

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

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

1 Year, 1 Credit

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

Extended Learning Opportunities

Credit to be determined

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

Summer School (Grades 7-12)

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

Virtual Learning Academy Charter School

Credits to be determined

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

Emergency Drills (Policy [EBCB](#))

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

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

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

Any student, staff, or family member who believes that bullying or harassment is taking place is encouraged to report this information to a school administrator. This information may be communicated via email, phone or in person.

Section 2: Student Conduct

Personal Conduct

Our first core belief states that “we believe that every student has a right to a quality education.” Thus, providing a safe and orderly environment is a priority at MRMHS. In order to ensure an environment that promotes educational, social and emotional well-being, we hold high standards for student

conduct. Some of our other core beliefs express that “we believe that every student has a responsibility to be an active participant” and to aid in creating a “safe, supportive environment infused with respect for others”. It is our desire to encourage students to act in an appropriate and respectful manner at all times. Respect, a key value in our Husky Pride Model, calls upon every student to have respect for self, others and for the facilities that encompass MRMHS is expected at all times.

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

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

Disruption

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

Disrespect

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

Refusal

Students are expected to follow the rules, policies, procedures and expectations as dictated by written policy guidelines or as verbally requested by any district employee. Students are expected to follow all reasonable requests. This form of misconduct includes a student’s willful and blatant disregard for

school rules. This may include: violating dress code, accumulating tardies, being present without a hall pass, using or possessing certain forms of contraband.

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

Safety

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

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

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

1. Students must be at their designated bus stops five (5) minutes prior to the pick-up time. Schedules do not allow waiting for late students. Students shall hold onto the handrail when loading and unloading.
2. Permission to get off at a stop that is not the student's regular stop requires a bus pass issued by the school at the request of the parent(s)/guardian(s).
3. The school bus driver is in complete charge of the bus and students. The bus driver is authorized to assign seats whenever necessary.
4. Eating and drinking are not allowed on the bus.
5. Students who are addressed by the bus driver for unacceptable behavior shall provide the driver with their name.
6. Students must remain properly seated until the bus comes to a complete stop and the eight way lights are activated.
7. Loud, vulgar, obscene and improper language or gestures will not be tolerated on the bus.
8. Smoking, Smokeless Tobacco, Vapor or E Cigarettes, Alcohol, Drug use and the use of lighters or matches are forbidden.
9. Spraying of perfumes, deodorants, hairspray, air fresheners etc. is not allowed on the bus. Students will refrain from throwing things through the windows, out of the window or around the inside of the bus. Trash will be placed in receptacles on the bus.
10. Aisles and emergency exits will remain clear at all times. Students shall not be destructive of the

school bus seats, sidewalls, floors and/or windows, nor shall they tamper with any other bus equipment.

11. Skateboards, skis, animals, insects, glass containers, nuisance items, and other objects of injurious or objectionable nature are prohibited on the school bus. Students may bring acceptable items on the bus only if the item can be held in the student's lap.
12. Fighting, pushing, tripping, hitting, bullying or spitting will not be tolerated. Behavior relating to the safety, well-being and respect for others in a harmful, destructive or degrading manner is not acceptable.
13. The cost of any intentional damage will be the responsibility of the student and parent/guardian.
14. There may be circumstances that could result in immediate suspension from the bus. If this should happen, the parent/guardian shall be responsible for providing transportation.

Consequence Guide

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

Disrespect

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

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

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

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

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

Disruption

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

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

Refusal

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

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

Safety

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

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

Consequence Definitions

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

Teacher Detention

Misconduct in class, Learning Labs, or elsewhere on school grounds may result in a teacher detention being issued. When a teacher issues a detention, the teacher will communicate with the parent/guardian of the student via email or phone call. Failure to serve a teacher detention will result in parent/guardian contact by the teacher and may result in an additional detention being awarded.

Repeated non-attendance at the second level will result in a referral issued to the Assistant Principal for additional consequences. Teacher and office issued detentions will take precedence over after school activities.

Lunch Detention

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

Office Detention

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

In-School Intervention

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

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

- Failure to follow the rules of the room will result in additional days of In-School Intervention.
- If school is canceled on the date of ISI, the ISI assignment is carried over to the next day that school is in session. Students who refuse an In-School Intervention assignment will be sent home. The student will be required to serve their ISI assignment the day they return to school.
- The day that the In-School Intervention is assigned (i.e. The consequence day) students will not be able to participate in any after school activities regardless of what time the suspension was handed out. The student may not be on school grounds once school is dismissed at 2:30 PM.
- There may be a counseling component to In-School Intervention should the resources be available.
- Students who are assigned ISI, must forfeit their phone to either administration or the ISI staff member. *If the student refuses to surrender his or her phone, the ISI may turn into an out of school suspension.*
- Students in ISI, will NOT have access to music, video games, or any other device that provides

entertainment.

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

Out-of School-Suspension

A student will be suspended from school for persistent minor violations of school rules, major violations of school regulations including all offenses and conduct deemed serious enough by the administration to have a negative effect on the educational process and/or endanger the health and /or safety of others. Students returning from an out-of-school suspension of **three days or fewer** will participate in a reentry meeting with an administrator, a counselor, and the student. For suspensions of **four or more days**, a mandatory reentry meeting will also include the parent/guardian. If a suspension is assigned after school hours, parents/guardians will be called and notified. Building administrators may only suspend a student for up to ten (10) school days. The principal and superintendent will be notified of any suspension that lasts longer than ten days. **If school is canceled on the date of suspension, the suspension will be served the next day that school is in session.** Subsequent offenses may bring longer suspensions or expulsion. Parents/guardians will be informed of all suspensions by phone or mail by the assistant principal's office. Students suspended from school are ineligible for participation in any school activities during the suspension. In addition, they cannot be on school grounds. Violation of this policy may result in an extension of the existing suspension and referral to law enforcement for trespass violation. Students are expected to complete all assigned work during a suspension.

For due process and right to appeal please reference Board Policy JICD, revised 11/2018. For students with disabilities, due process and rights to appeal by requesting a hearing under §300.507, and procedural safeguard policies, procedures, and practices that address the discipline procedures are located in §300.530.

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

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

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

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

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

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

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

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

Appeal of Suspension or Expulsion

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

Procedures for hearings will include:

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

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

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

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

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

need of help. While confidentiality and privacy are important, students should know that when there is risk of suicide, safety comes first. For a more detailed review of policy changes, please see the district's full suicide prevention policy.

Laura Weiderman, Director of School Counseling	lweiderman@mrdsd.org	603-903-6969	District-Wide
Melissa Johnson, School Social Worker	mjohnson@mrdsd.org	603-903-6782	MRMHS
Bethany Maynard, School Counselor	bmaynard@mrdsd.org	603-903-6713	High School
Samantha Sestito, School Counselor	sestito@mrdsd.org	603-903-6709	High School
High School At Risk Counselor	emotta@mrdsd.org	603-903-6711	High School
Middle School Counselor	TBA	603-903-6754	Middle School
Middle School At Risk Counselor	ccosta@mrdsd.org	603-903-6707	Middle School

School Safety Officer

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

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

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

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

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

A student shall not possess on his/her person or in his/her desk or locker or any other place any drug or any kind of drug paraphernalia (including, but not limited to, dab pens, roach clips, rolling papers, bongs). All information pertaining to any alleged offense will be presented to the student's

parents/guardians and the local police authorities, and the student will be suspended from school for up to 10 days.

Weapons on School Property (*Policy JICI*)

Weapons are not permitted in school buildings, on school property, in school vehicles or at school-sponsored activities. This policy applies to students and members of the public alike. Student violations of this policy will result in both school disciplinary action and notification of local law enforcement authorities. "Weapon" includes but is not limited to: slingshot, metallic knuckles, billies, knives, electric defense weapons (as defined in RSA 159:20), aerosol self-defense spray weapons (as defined in RSA 159:20), and martial arts weapons (as defined in RSA 159:24). "Weapon" is further defined as any device, instrument, material or substance, which is used, attempted to be used or threatened to be used is readily capable of causing death or physical injury.

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

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

ID Cards

All students and staff will be issued picture ID cards. Students who lose or destroy/deface their ID cards may have a replacement card issued for a fee of \$5.00.

Lockers

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

Hall Pass

Students are required to have either a written multi-pass properly filled out and signed by a staff member or a classroom hall pass whenever they are enroute to the health and/or guidance office, library, water fountain, bathroom, locker, or the computer lab. In addition, students are expected to enter their destination into SmartPass, an electronic pass system.

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

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

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

The administration reserves the right to ask students to change any clothing, accessories, backpacks or the like that violates the Monadnock dress code policy.

Assemblies

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

Class Dues

In order to fund class activities, dues shall be collected from the members of each class. These funds shall primarily serve to support activities occurring during the junior and senior years, such as the

Junior-Senior Prom, Senior Banquet, Senior Brunch, and Senior Class Gift; however, funds may be utilized throughout the four-year period at the discretion of each class, its officers, representatives, and advisor(s). Students shall fund these activities through the payment of class dues in the amount of \$10.00 per year. All class dues collected will stay with that class through graduation. The first week of each marking quarter shall be designated as “Dues Week.” For those students who cannot pay their dues, fund raising options will be made available each year so that dues may be earned rather than paid through a direct cash contribution. Students who transfer to Monadnock Regional High School are required to pay dues only for the years in which they attend the school. Nonpayment of dues shall result in student ineligibility for participation in all class sponsored functions (including graduation) until such time that all dues have been paid.

Dances

Dances sponsored by Monadnock Regional Middle High School may be for high school or middle school students only. High school students can invite guests from other schools. This needs to be approved and a permission form must be signed by an administrator from the visiting school (or parent in the case of a homeschooled student). This form can be obtained from the principal’s office. For eligibility for dances, please reference the extra-curricular eligibility section of the handbook.

Junior/Senior Prom and Semi-Formal Dances

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

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

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

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

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

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

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

Accidents or Injuries

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

Section 3: Student Activities and Services

Extracurricular Activities, Clubs and Organizations

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

Becoming a Club or Organization

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

Extracurricular Participation Policies, Rules, and Guidelines

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

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

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

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

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

e. Web Page Permission

For all activities, including interscholastic athletics, students must meet the following eligibility criteria:

1. Participants are required to be enrolled in four (4) academic courses AND have no failing grades. (letter grade F).
2. Students who are failing one or more classes at the conclusion of a grading period will be placed on a two-week academic probation. Students who are failing one or more classes at the conclusion of Quarter 4 will begin their two-week academic probation at the start of the following school year.
 - a. During the probationary period, students remain eligible to participate in athletics and extracurricular activities but are expected to demonstrate academic improvement by completing missing assignments and maintaining regular communication with their teachers. In order to be removed from probation, the student must be passing all of their classes.
3. Student grades will be checked every 2 weeks by the principal or their designee. If the student has a failing grade (letter grade F) their coach/advisor, family, and the student will be notified. If the failure is not lifted after the two-week probation period (all passing grades), the student will become ineligible to participate in any extracurricular activity (including practices) until the grade(s) become passing.
4. Utilizing the intervention process, the students will be notified that they have been placed on academic probation. Students identified for academic intervention will be notified of any resulting ineligibility to participate in extracurricular activities and athletics in accordance with school policy.
5. Incompletes are not to be considered passing grades for purposes of eligibility.

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

1. A student must be in school, unless they have a legitimate excused absence during the day, in order to participate in extracurricular activities on that day.
2. Any student suspended from school is also suspended from all activities on that day. This includes In-School Suspension.
3. The following offenses (on or off campus) are subject to disciplinary action while a student is a member of an extracurricular activity:
 - a. Use of alcohol, tobacco, or any other illegal drugs ("tobacco" includes liquid e-cigs, and vapes);

- b. Use of any prescription drug without proper medical prescription;
 - c. Possession of alcohol, any illegal drug, or any legal drug without proper medical prescription;
 - d. Possession of alcohol/drug paraphernalia;
 - e. Selling alcohol, any illegal drug, or any prescription drug;
 - f. Misuse of any over-the-counter medication;
 - g. Taking, dispensing, possession, or knowingly being present during illegal consumption of alcohol or drugs;
 - h. Knowingly or willfully assisting another person in using alcohol and/or drugs, including but not limited to, hosting a party where alcohol or controlled substances are consumed;
 - i. Consuming alcoholic beverages or drugs prior to attendance at or participation in school activities or functions;
 - j. Stealing;
 - k. Hazing;
 - l. Vandalizing;
 - m. Other acts of misconduct outlined in the Student Handbook (see Penalties for Acts of Misconduct) during school or activities, as a participant or as a spectator.
4. Consequences
- a. **First Offense:** Minimum suspension of 25% of the competitive sport season or activity which may extend into the following activity season or sport (competitive) season.
 - b. **Second Offense:** (Within two years of first offense) Minimum suspension of 50% of the competitive sport season or activity *which may extend into the following activity or sport (competitive) season.*
 - c. **Third Offense:** (Within two years of first offense) Immediate removal from any activity (sports or otherwise) for one calendar year.

Extracurricular Opportunities Available at MRMHS

Athletics

Fall: Bass Fishing (HS), Football, Boys/Girls Soccer, Cross Country, Field Hockey, Fall Spirit

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

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

Student Government

Each fall students interested in serving as part of student government and/or their class council will take part in student elections. The process for participating in elections will be made available to all students prior to the vote. Student government is the opportunity for students to have a voice in the

operation of the school and generally provides positive activities and events for the student body. The student government regularly gives a report at each school board meeting. Participants in student government are role models for others and should represent themselves and their school in a positive manner at all times.

Examples of Extracurricular Clubs and Organizations

Class Council	Color Guard	Drama: Musical/Play
Fish and Game Club	Interact Club	Key Club
Special Olympics	National Honor Society	Game Club
Superintendent’s Club	Student Government	SAGE

Late Buses and After School Regulations

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

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

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

The Monadnock Regional High School cafeteria staff offers breakfast each morning. Students must eat in the cafeteria and clean up after themselves. Breakfast must be completed before the start of the school bell at 7:30 AM and students are expected to arrive to class on time. Students may not be dismissed from classes to attend breakfast. The cafeteria will only be open to Cheshire Career Center (CCC) students during W.I.N.

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

Free or reduced-price meals will be available for families that qualify. To participate in this federal program, simply complete a Free & Reduced Meals Program application each fall or as soon as you learn that you may qualify by clicking [HERE](#). For a paper version, please contact us to request an application or download it [HERE](#).

To minimize the possibility that your child may be without meal money on any given day, meals can be

paid for in advance and the balances maintained in your child's account. To pay by check, send checks in with your student on the first day of the school week OR mail a check and the full names of your children to Monadnock Nutrition Services, P.O. Box 10451, Swanzey, New Hampshire, 03446. To pay online, click [HERE](#). Cash payments can be added to accounts at MRMHS by students before 9:30 AM at a cashier's station.

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

USDA Nondiscrimination Statement

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

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

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

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

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

Monadnock Regional School District (MRSD) provides students access to computers, the internet, and other digital tools for learning. Using school technology is a privilege, and students are expected to act responsibly, respectfully, and ethically when online.

What's Allowed

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

What's Not Allowed

Students may not use school technology to:

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

AI Use

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

Monitoring & Privacy

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

Consequences

Violating this policy may lead to:

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

Employee/Volunteer Responsibility to Supervise Student Computer Use

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

No Expectation of Privacy

All computer hardware, software, network, and email systems are owned by the school district, they are not the property of the employee or student. All emails, websites, and social media posts created using these systems are subject to the monitoring systems used by the school district to safeguard its students and employees. The Monadnock Regional School District's computers and web accounts remain under the control, custody, and supervision of the school district at all times. Employees and students have no expectation of privacy in their use of email, stored files, websites, and social media when used on district computers or networks.

Compensation for Losses, Costs and/or Damages

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

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

Code of Conduct - MRSD Websites and Social Media

Social media pages and websites sponsored by MRSD are provided for the MRSD community to share information about our schools and the achievements of the students and staff as well as other relevant MRSD community information. All posting of comments on MRSD pages are at the discretion of the page administrators. The intent of this policy is to protect the privacy and rights of the MRSD school community. We expect participants to be respectful and courteous. This includes avoiding posting comments, complaints, criticisms, statements, photographs, video or audio, or other forms of electronic communication that are or could reasonably be viewed as malicious, threatening or intimidating, disparaging, profane, obscene, offensive, sexually explicit, inappropriate, inflammatory, discriminatory or otherwise objectionable or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, sexual orientation, or any other status protected by law or company policy. Please understand that all postings to MRSD-sponsored sites are publicly accessible without limitation or protection of any kind. Be cautious with the personal information you share, and understand that this information may be linked to your name and published on the Internet or utilized by others.

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

must adhere to the following standards:

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

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

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

1. Post materials that are or could reasonably be viewed as malicious, threatening, or intimidating, disparaging, profane, obscene, offensive, sexually explicit, inappropriate, inflammatory, discriminatory, or otherwise objectionable or that might constitute harassment or bullying towards an individual or entity member of the MRSD community.
2. Post phone numbers, email addresses, or other confidential information of students, faculty, staff, or any person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
3. Break the law or encourage others to do so. This includes respecting copyright and fair use laws. If you are talking about somebody else's work, reference this or the person, and where possible include a link.
4. Post material that infringes on the rights of MRSD or any individual or entity, including privacy, intellectual property, or publication rights.
5. Post material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group or organization except those which are officially sponsored by MRSD.
6. Post chain letters, post the same comment multiple times, or otherwise distribute "spam" via the MRSD-sponsored site.
7. Allow any other individual or entity to use your identification for posting or viewing comments.
8. Post comments under multiple names or using another person's name.

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

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

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

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

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

Textbooks

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

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

New Hampshire law requires schools to set aside time daily for students to voluntarily recite the Pledge of Allegiance. Accordingly, the Pledge of Allegiance will be administrator, teacher, staff, or student-led

and recited at the beginning of each school day in each school. Pupils not participating in the recitation of the Pledge of Allegiance may silently stand or remain seated but shall be required to respect the rights of those pupils electing to participate.

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

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

Section 4: Annual Policy Notifications

Policy Manual

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- **Audio surveillance** is only permitted on school buses in accordance with NH RSA 570-A:2, and in certain educational settings when required as part of a student's Individualized Education Plan (IEP) or 504 Plan.
- **Notification** of surveillance is provided through signage on school property and may also be communicated through this handbook and school websites.
- **Retention and Use:** Any video or audio recording that becomes part of a student disciplinary matter may be treated as part of the student's education record and protected under the Family Educational Rights and Privacy Act (FERPA).
- **Unapproved Recordings:** Students and staff are prohibited from making video or audio recordings on district property without administrative permission. Unauthorized use may result in disciplinary action, including device confiscation, parent/guardian contact, or legal consequences.

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

Homework (Policy [IKB](#))

Homework is both educational and practical. Prior to the assignment of any homework, the assigning teacher will provide a written "class homework policy" describing how homework assignments may be accessed, how homework will be assessed or graded, and whether and how homework assignments will relate to the overall class grade. The class homework policy is to be clearly communicated and made accessible to both students and their parents/guardians. If any changes are made to the initial class homework policy, the teacher shall provide a written summary of the revised standards to students and parents. In no case, however, may revised class homework policy standards apply to previous homework assignments if the effect would negatively impact a student's overall grade.

Students will be responsible for completing assigned homework, returning homework to the teacher by the designated time, and submitting homework assignments which reflect careful attention to detail and quality of work. Responsibilities of the parents/guardians include being familiar with the district's homework policy and the school/classroom expectations, communicating with the school when homework questions or concerns arise, and supporting the child's learning by monitoring homework assignments and helping the child be prepared to succeed.

Life and Career Skills

An important part of education at MRMHS is preparing students for success beyond high school. As part of this commitment, our [Husky Habits](#) emphasize the essential Life and Career Skills of collaboration, respect, and self-direction, including task initiation, and meeting deadlines.

Students are expected to begin assignments promptly, stay engaged in their work, and complete assignments by the deadlines established by their teachers. Consistently starting and finishing work on time is a critical skill for success in school, college, the workplace, and life. If extenuating circumstances arise that may impact a student's ability to meet a deadline, it is the student's responsibility to communicate with the teacher as early as possible. While extensions may be considered in appropriate situations, completing work on time remains the expectation for all students.

Student Conduct (*Policy JIC*)

The school board is committed to promoting a safe, healthy, orderly, and supportive school and learning environment. To achieve that for all, it is important for students to conduct themselves in a manner fitting to their age level and maturity, and with respect and consideration for other students, district personnel, and other members of the community. Students are expected and required to maintain appropriate behavior that allows teachers and staff to perform their professional duties effectively and without disruption, while on school district property or on property within the jurisdiction of the Monadnock Regional School District (including vehicles); and/or while attending or engaged in school activities. Student conduct that causes material or substantial disruption to the school environment interferes with the rights of others, presents a threat to the health and safety of students, employees, or visitors, and/or violates the Code of Conduct or classroom rules is prohibited.

Student Discipline and Due Process (*Policy JICD*)

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

Students with Disabilities

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

ADA).

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

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

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

Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs. Cyberbullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, websites, and social media platforms. School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans. Any reference in this policy to "parent" shall include parents or legal guardians.

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

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

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

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

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

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

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

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

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

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

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

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

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

The district reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying. In addition to imposing discipline under such

circumstances, the board encourages the administration and school district staff to seek alternatives to traditional discipline, including but not limited to early intervention measures, alternative dispute resolution, conflict resolution, and other similar measures.

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

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

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

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

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

Additional Notice and School District Programs

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

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

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

Student Reporting

1. Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the principal. If the student is more comfortable reporting the alleged act to a person other than the principal, the student may tell any school district employee or volunteer about the alleged bullying.
2. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the principal as soon as possible, but no later than the end of that school day.
3. The principal may develop a system or method for receiving anonymous reports of bullying. Although students, parents/guardians, volunteers and visitors may report anonymously, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.
4. The administration may develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.
5. Upon receipt of a report of bullying, the principal shall commence an investigation consistent with the provisions of Section XI of this policy.

Staff Reporting

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

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

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

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

The principal shall report to the parents/guardians of a student who has been reported as a victim of bullying and to the parents/guardians of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Such notification may be made by telephone, writing or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

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

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

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

1. Upon receipt of a report of bullying, the principal or his/her designee shall, within 5 school days, initiate an investigation into the alleged act. If the principal is directly and personally involved with a complaint or is closely related to a party to the complaint, then the superintendent shall direct another district employee to conduct the investigation.
2. The investigation may include documented interviews with the alleged victim, alleged perpetrator, and any witnesses. All interviews shall be conducted privately, separately and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.
3. If the alleged bullying was in whole or in part cyberbullying, the principal or his/her designee may ask students and/or parents/guardians to provide the district with printed copies of e-mails, text messages, website pages, or other similar electronic communications.
4. A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
5. Factors the principal or other investigator may consider during the course of the investigation, including but not limited to:
 - i. Description of incident, including the nature of the behavior;
 - ii. How often the conduct occurred;
 - iii. Whether there were past incidents or past continuing patterns of behavior;
 - iv. The characteristics of parties involved, (name, grade, age, etc.);
 - v. The identity and number of individuals who participated in bullying behavior;
 - vi. Where the alleged incident(s) occurred;

- vii. Whether the conduct adversely affected the student's education or educational environment;
 - viii. Whether the alleged victim felt or perceived an imbalance or power as a result of the reported incident; and
 - ix. The date, time and method in which parents or legal guardians of all parties involved were contacted.
- 6. The principal or his/her designee shall complete the investigation within 10 school days of receiving the initial report. If more than 10 school days are needed 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 superintendent.
- 8. Students who are found to have violated this policy may face discipline in accordance with other applicable board policies, up to and including suspension. Students facing discipline will be afforded all due process required by law.
- 9. Consistent with applicable law, the district will not require or request that a student disclose or provide to the district the student's user name, password, or other authenticating information to a student's personal social media account. However, the district may request of a student or a student's parent/guardian that the student voluntarily share printed copies of specific information from a student's personal social media account if such information is relevant to an ongoing district investigation.

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

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion of students and dismissal from employment for staff members. Consequences for a student who commits an act of bullying or retaliation shall be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

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

- Admonishment

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

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

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

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

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

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

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

1. Within two (2) school days of completing an investigation, the principal will notify the students involved in person of his/her findings and the result of the investigation.
2. The principal will notify via telephone the parents/guardians of the alleged victim and alleged perpetrator of the results of the investigation. The principal will also send a letter to the parents/guardians within 24 hours again notifying them of the results of the investigation.
3. If the parents/guardians 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 laws 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/guardians of other

students involved in a bullying incident.

Appeal

1. A parent/guardian who is aggrieved by the investigative determination letter of the principal or his/her designee may appeal the determination to the superintendent for review. The appeal shall be in writing addressed to the superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek. The superintendent shall not be required to reinvestigate the matter and shall conduct such review as he/she deems appropriate under the circumstances.
2. It is in the best interests of students, families, and the district that these matters be promptly resolved. Therefore, any such appeal to the superintendent shall be made within ten (10) calendar days of the parent/guardian's receipt of the investigative determination letter of the principal or his/her designee. The superintendent shall issue his/her decision in writing.
3. If the parent/guardian is aggrieved by the decision of the superintendent, they may appeal the decision to the school board within ten (10) calendar days of the date of the parent/guardian's receipt of the superintendent's decision. An appeal to the superintendent shall be a prerequisite to any appeal to the school board. The appeal to the school board shall be in writing, addressed to the school board chair in care of the superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek.
4. An aggrieved parent/guardian has the right to appeal the final decision of the local school board to the state board within thirty (30) calendar days of receipt of the written decision of the local school board in accordance with RSA 541-A and State of New Hampshire Department of Education Regulations set forth in ED 200. The state board may waive the thirty-day requirement for good cause shown, including, but not limited to, illness, accident, or death of a family member.

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

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

Capture of Audio Recordings on School Buses

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

Use of Video or Audio Recordings in Student Discipline Matters

The district reserves the right to use audio and/or video recording devices on district property

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

Hazing (*Policy JICFA*)

It is the policy of the district that no student or employee of the district shall participate in or be a member of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the board of education shall engage or participate in hazing. This district does not permit or condone student hazing.

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

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

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

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

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

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

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

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

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

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

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

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

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

In severe cases, if the parents/guardians will not come to the school, the principal is authorized to call an ambulance to remove the student to the hospital. Parents/Guardians will be notified of this action

and will be responsible for the incurred expenses.

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

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

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

Any student convicted in court for illegally selling drugs on or off school property will be suspended from school pending action from the superintendent of schools and, if necessary, the school board.

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

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

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

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

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

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

- On campus, during the academic learning hours (7:30-2:30), personal devices such as cell

phones, tablets, etc. are prohibited. They must be turned off and put away, including during lunch periods, learning labs, and passing between classes.

- On campus, during the academic learning hours, personal wearable technology devices such as smart watches, digital eyeglasses, etc. may be used for traditional functions of telling time, reading, etc., but may not be used for communication, photography, or audio/video recording
- On campus, during the academic learning hours, personal headphones may not be used. For legitimate learning activities such as watching videos or listening to music, the school will provide headphones.

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

- Before the first academic bell of school (start of first period)
- After the last academic bell of school (end of last period)
- Students or employees with documented, approved accommodations (such as IEP, medical, or 504 documentation)
- Classroom activities for which the teacher has documented and received approval from their administrator
 - Classroom teachers who approve students to use devices are expected to use professional discretion and register the activity with administration in advance. Teachers and administrators are responsible for demonstrating how the use of devices is connected to the learning objectives of the specific class.
- School-sponsored trips, at the discretion of the teacher/employee chaperoning the event
 - Field trips, sports dismissal, etc.
- Travel to/from Cheshire Career Center
 - When a student is on-campus at Cheshire Career Center, their cell phone use is governed by the policies of both the Monadnock Regional and Keene School Districts

Communications During the School Day

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

Communication with staff and extracurricular leaders

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

Illegal use

Additionally, it is prohibited for students to take, store, disseminate, transfer, view, or share obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing. Any student found to have engaged in

such conduct may be reported to local law enforcement authorities and may face criminal penalties in accordance with applicable law. School administrators may refer such matters to local law enforcement if the administrator believes student action in this regard involves illegal activity (e.g., pornography.)

Disciplinary Action

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

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

Notification in Student Handbooks

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

Student Searches and Their Property (*Policy JIH*)

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

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

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

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

If a search produces evidence that a student has violated or is violating the law, board policies and/or school rules, such evidence may be seized and impounded by school administrators and appropriate

disciplinary action may be taken. Evidence may be forwarded to law enforcement authorities as required by law or as deemed appropriate by school administrators.

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

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

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

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

The purpose of this administrative rule is to provide guidelines for the conduct of student questioning and searches by authorized school administrators. These are guidelines only and may be adjusted within reasonable and lawful limits on a case-by-case basis. School administrators have the discretion to request the assistance of law enforcement authorities as they deem necessary and in accordance with board policy. Law enforcement authorities will not participate in searches except under exceptional circumstances.

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

A. Questioning by School Administrators

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

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

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

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

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

authorities for possible investigation/prosecution.

D. Patrolling of Parking Lots and Searching Vehicle

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

E. Canine Patrols and Searches

1. The superintendent, his/her designee, following consultation with board chair and law enforcement officials may authorize canine patrols to take place anywhere on school property, including in hallways and parking lots, if he/she deems it advisable to maintain a safe and orderly school environment and/or to discourage drugs, weapons and/or other illegal substances or items from being brought onto school grounds.
2. The superintendent must make requests for canine patrols in writing to the appropriate law enforcement authorities. Only certified dogs and handlers may be used.
3. Whenever possible, canine patrols will be scheduled to minimize disruption of the academic program and risk of contact with students.
4. When canine patrols take place during the school day, teachers will be notified prior to the initiation of a canine patrol to keep students in their classrooms during the patrol. Any students in the parking lot, or anywhere outside of a classroom, prior to a canine patrol will be instructed to report to the school office or appropriate classroom.
5. All student vehicles, lockers, and/or other school storage facilities will be scanned during a canine patrol. Any vehicle, locker, or other school storage facility identified by the canine patrol will be noted by the school administrators accompanying the patrol.
6. Immediately following removal of the dogs, each area noted during the canine patrol will be searched. Each search will be conducted by a school administrator in the presence of a witness, except where the circumstances make the presence of a witness impractical.
7. If practical, the student should be present during a search of his/her vehicle, locker, or other school storage facility. A reasonable effort may be made to conduct the search out of the sight

and hearing of other students. The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator shall open and search the items.

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

Monadnock Nutrition and Wellness Policy Committee

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

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

To accomplish this goal:

- Child Nutrition Programs will comply with federal, state, and local requirements under proposed rule “Local Wellness Policy Implementation under the Healthy, Hunger- Free Kids Act of 2010”. Child Nutrition Programs will be accessible to all children.
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity with the goal to establish linkages between health education and school meal programs, and with related community services.
- In all aspects of local wellness, the school staff will act as role models for good nutrition and physical activity behaviors.
- All school-sponsored activities will be consistent with local wellness policy goals.
- Qualified nutrition service professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
- SAU #93 will ensure that the food service staff meets all professional development and educational requirements as outlined by the NH Department of Education, USDA and SAU #93- Monadnock Schools.

Nutrition Guidelines for All Foods on Campus

- SAU #93 schools will meet or exceed the established USDA and state standards for the school meals programs.
- USDA established nutrient standards for all foods sold during the school day which is defined at 12:01AM through 30 minutes after the last bell 7CFR 210.11(a)(5).
- The standards apply to any food (vending, fundraisers, school/student stores, concession stands, etc.) sold to students during the school day throughout the school campus and is required by the Healthy, Hunger-Free Kids Act of 2010. All groups selling food during the school

day shall comply with those standards.

- Foods will not be sold in the cafeteria area of SAU #93 schools during the school day unless the proceeds are being credited to the School Food Service Authority and in compliance with applicable food standards.
- Classrooms and events during the school day should follow and comply with the NH Bureau of Nutrition guidelines.

Cafeteria Eating Environment

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

Nutrition Education

- Nutrition education will be offered as part of a sequential, comprehensive, program based on state guidelines and designed to provide students with the knowledge and skills necessary to promote and protect their health.
- SAU #93 will accept Health Curriculum Committee recommendations and curriculum standards as proposed to the Policy Committee for inclusion in this policy following SAU #93 public meeting notification guidelines.
- Nutrition curriculum and promotions will include, but are not limited to the following:
 - A nutrition wellness information area will be located in each cafeteria area for students, staff and the public.
 - Emphasize caloric balance between food intake and energy expenditure (physical activity/exercise).
 - Encourage unprocessed wholesome foods such as: fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy and safe food preparation methods, and health-enhancing nutrition practices.
 - Encourage students to start each day with a healthy breakfast.
 - Use local foods whenever available.
- Nutrition education will be integrated into other areas of the curriculum such as math, science, language arts, and social studies.
- The classroom curriculum will coordinate with cafeteria school meal programs and other foods

offered or sold at schools to allow students to apply skills and knowledge taught in the classroom.

- Nutrition education shall include information for families that encourages them to teach their children about health and nutrition and to provide nutritious meals.
- Schools will provide opportunities for training of teachers and other staff responsible for student nutrition education.
- The school district shall provide the means to fund updated nutritional information as it becomes available.
- Nutrition education will be consistent with the Dietary Guidelines for Americans.

Physical Activity (Policy [IMAH](#))

The MRSD Board recognizes that developmentally appropriate daily physical activity, exercise and physical education are ways to minimize health risks created by chronic inactivity, childhood obesity, and other related health problems. For more information, please see the link above or reach out to the district [Wellness Committee](#).

Handbook Receipt Form and Disclosure Rights

Please complete each section on this page and return the page to your student's WIN teacher.

I acknowledge receipt and have read the 2026/2027 Student and Family Handbook.

Student Name: _____

Student Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Photographs and Videos Permission

_____ Yes, I grant permission for my child to be photographed or videoed in school-related activities. I understand these photos/videos may appear in/on local publications, news media, social media, or other media/websites. These photos/videos will not be duplicated or sold for profit.

_____ No, I do not grant permission for my child to be photographed or videoed in school-related activities.

Parent/Guardian Signature: _____

Date: _____

Student Name Publication Permission

_____ Yes, I grant permission for my child's name to be published in/on local publications, news media, social media, or other media/websites for school-related purposes.

_____ No, I do not grant permission for my name to be published for school-related purposes.

Parent/Guardian Signature: _____

Date: _____

Book: A: Foundations and Basic Commitments

Section: Series A

Title: New Hampshire Parental Bill of Rights

Code: AB

Status: Active

Adopted: February 3, 2026



New Hampshire Parental Bill of Rights

A. New Hampshire Parental Bill of Rights

I. All parental rights are reserved to the parents of a minor child in this state without obstruction or interference from any school.

These rights include, but are not limited to, the right:

1. To direct the upbringing and the moral or religious training.
2. To direct the education, including the right to choose to enroll the minor child in an assigned resident public school, a public charter school, a non-public school, including a religious school, a home education program, or any other state-based education program, as authorized by law, as an alternative to public education, as set forth in RSA 193:1 and RSA 194-F:1, et seq.
3. To request that a minor child be enrolled in a public school other than the public school assigned to them by their residence to avoid a manifest educational hardship, as set forth in RSA 193:3.
4. To enroll his or her minor child in gifted or special education programs if the child qualifies for such programs.
5. To inquire of the school or school personnel and promptly receive accurate, truthful, and complete disclosure regarding any and all matters related to their minor child, unless an immediate answer cannot be provided when the initial request is made, in which case, the answer shall be provided no later than 10 business days after the request.
6. To be informed of the school's policy regarding discipline policies and procedures, as set forth in RSA 193:13.
7. To obtain access for a minor child to public curricular courses and co-curricular programs offered by the local school district where the student resides while choosing to enroll their child in a non-public, public chartered, home education, or any other state-based education program, as set forth in RSA 193:1-c and RSA 194-F:2, II(d).
8. To inspect any instructional material used as part of the educational curriculum within a reasonable period following a request, as set forth in 20 U.S.C. section 1232h(c)(1)(C).
9. To opt out of health or sex education and any other objectionable material, as set forth in RSA 186:11, IX-b and IX-c.

10. To be advised of and have the right to opt the minor child out of any nonacademic survey or questionnaire.
11. To opt out of any district-level data collection relating to his or her minor child not required by federal or state law.
12. To exempt their public-school minor child from participating in required statewide assessments in English, language arts, mathematics, and/or science, as set forth in RSA 193-C:6.
13. To receive information regarding the level of achievement and academic growth of their minor child in the state academic assessments in English, language arts, mathematics, and/or science, as set forth in the Every Student Succeeds Act, 20 U.S.C. section 1112 (e)(1)(B)(i).
14. To receive a school report card and be informed of his or her minor child's attendance requirements and compliance with such requirements.
15. To access and review all education records relating to their minor child within 10 business days after the day the school receives a request for access, as set forth in RSA 189:66, IV and 34 C.F.R. 99.5.
16. To consent in writing before the state or any of its political subdivisions, including, without limitation, any school pursuant also to the provisions of RSA 189:68, III-V, makes a video or voice recording, unless such recording is made during or as part of a court proceeding or part of a forensic interview in a criminal or other investigation by the bureau of child protective services or it is to be used solely for the purpose of a safety demonstration, including the maintenance of order and discipline in the common areas of a school or on student transportation vehicles.
17. To be notified whenever seclusion or restraint has been used on their minor child as set forth in RSA 126-U:7.
18. To access and review all medical records of their minor child maintained by a school or school personnel, unless otherwise prohibited by law.
19. To exempt their minor child from immunizations if, in the opinion of a physician, the immunization is detrimental to the child's health or because of religious beliefs, as set forth in RSA 141-C:20-a and RSA 141-C:20-c.

II. Federal law provides for additional parent and family involvement for schools that are receiving Title I, Part A; Title I, Part C (migrant); Title III, Part A (EL) funds, including:

1. The right to receive information, including student reports, in an understandable and uniform format and to the extent practicable, in a language that parents can understand, as set forth in 20 U.S.C. sections 1112(e)(4); 1114(b)(4); 1116(e)(5); and 1116(f).
2. Upon request of the parent, the right to receive information regarding state qualifications of the

student’s classroom teachers and paraprofessionals providing services to their minor child, as set forth in 20 U.S.C. section 1112(e)(1)(A)(i-ii).

3. The right to receive an annual local educational agency report card that includes information on such agency as a whole and each school served by the agency, as set forth in 20 U.S.C. section 1111(h)(2)(A-B)(i-iii).

B. Dissemination

Pursuant to RSA 189-B:5, II, the Board directs that the Superintendent cause a complete copy of Section A (the Parental Bill of Rights) of this policy to be published:

1. Each year in the School District’s annual report each year;
2. Permanently on the District’s website; and
3. Each year in every student and employee handbook.

Revision Dates: 2/3/2026

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

NH Statutes

RSA 126-U
 RSA 141-C:20-a
 RSA 141-C:20-c
 RSA 186:11, IX-b
 RSA 186:11, IX-c
 RSA 186:11, IX-d
 RSA 186:11, IX-e
 RSA 189-B:2 PENDING LINK
 RSA 189-B:4 PENDING LINK
 RSA 189:66
 RSA 189:67
 RSA 189:68
 RSA 193:1
 RSA 193:13
 RSA 193:3

Description

Limiting the Use of Child Restraint Practices
Immunization
Exemptions
Health and Sex Education
Objectionable Course Material
Duties of State Board of Education
Notice to Parents/Guardian Required
 Parental Bill of Rights: Definitions
 Parental Rights
Data Inventory and Policies Publication
Limits on Disclosure of Information
Student Privacy
Duty of Parent: Compulsory Attendance by Pupil
Suspension and Expulsion of Pupils
Change of School or Assignment, Manifest Educational Hardship or Best Interest, Excusing Attendance

Federal Regulations

34 CFR. Part 99

Description

Family Educational Rights and Privacy Act Regulations

Federal Statutes

20 U.S.C. § 1232h

Description

Protection of Pupil Rights Amendment (PPRA)

Cross References

Code

ECAF
 EEAA
 IGE
 IHAM
 IHAM-R(1)

Description

Audio and Video Surveillance on School Buses
Video and Audio Surveillance on School Property
Parental Objections to Specific Course Material
Health Education and Exemption From Instruction
Health Education and Exemption From Instruction - Health and Sex Education
Exemption/Objectionable Course Material:

IHBB	<u>Programs for Gifted and Talented Students</u>
IK	<u>Earning of High School Credit - Achievement of Competencies</u>
ILD	<u>Non-Educational/Non-Academic Questionnaires, Surveys & Research</u>
ILD-R(1)	<u>Non-Educational/Non-Academic Questionnaires, Surveys & Research - Protection of Pupil Rights Amendment - Supporti</u>
JCA	<u>Change of School Assignment - Best Interests and Manifest Hardship</u>
JIC	<u>Student Conduct</u>
JICD	<u>Student Discipline and Due Process</u>
Code	Description
JICD-R(1)	<u>Student Discipline and Due Process - Memorandum of Understanding</u>
JJJ	<u>Access to Public School Programs by Nonpublic, Charter School and Home Educated Pupils</u>
JJJ-R(1)	<u>Access to Public School Programs by Nonpublic, Charter School and Home Educated Pupils - Administrative Regulations</u>
JKAA	<u>Use of Restraints and Seclusion</u>
JLCB	<u>Immunizations of Students</u>
JRA	<u>Student Records and Access (FERPA)</u>
JRA-R(1)	<u>Student Records and Access (FERPA)</u>

Last Modified by Lillian Sutton on February 4, 2026

Monadnock Regional School District

Parent and Student Guide

Elementary Schools

2026-2027

#celebrateMRSD



Serving the Towns of Fitzwilliam, Gilsum, Richmond, Roxbury, Swanzey, and Troy

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

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

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Dear Families,

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

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

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

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

Jeremy Rathbun
Superintendent of Schools
Monadnock Regional School District

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

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

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

Superintendent of Schools	Jeremy Rathbun
Human Rights Officer	Monadnock Regional School District 600 Old Homestead Highway Swanzy, NH 03446 (603) 352-6955, ext. 6951 FAX (603) 358-6708 jrathbun@mrds.org
Assistant Superintendent Title IX Coordinator	Lisa Spencer (603) 352-6955, ext. 6959 lspencer@mrds.org
Director of Student Services	Stephanie Betit-Hancock – Director of Student Services (603) 352-6955 ext. 6967 sbetit-hancock@mrds.org
PreK/Elem. Special Education Administrator	Lauren Klowak (603) 352-6955 ext. 6963 lklowak@mrds.org
Director of School Counseling & 504 Coordinator	Laura Weideman (603)352-6955 ext. 6969 lweideman@mrds.org
English Language Learners	Natalia Rogova – English Language Teacher (603) 352-3383 nrogova@mrds.org



Monadnock Regional School District **2026-2027 School Year Calendar**

August (4 Student Days)

M	T	W	Th	F
	NS	W	W	W
W	SO	26	27	28
31				

8/18 - New Staff Orientation
 8/19 - Workshop Day (Principal)
 8/20 - Workshop Day (District)
 8/21 - Workshop Day (TBD)
 8/24 - Workshop Day (Classroom)
 8/25 - Soft Opening

February (14 Student Days)

M	T	W	Th	F
1	2	3	4	W
8	9	10	11	12
15	16	17	18	19
X	X	X	X	X

2/5 -Parent/Teacher Conferences
 2/22-2/26 February Break

September (20 Student Days)

M	T	W	Th	F
	1	2	3	4
X	W	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

9/7 - Labor Day
 9/8 - Workshop Day (Teacher)

March (22 Student Days)

M	T	W	Th	F
1	2	3	4	5
8	W	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

3/09 - Workshop (District)
 3/12- End Trimester 2 (elementary)

October (20 Student Days)

M	T	W	Th	F
			1	2
5	6	7	8	W
X	13	14	15	16
19	20	21	22	23
26	27	28	29	30

10/09 - Parent/Teacher Conferences
 10/12 - Columbus Day
 10/30 -End Q1 (MRMHS)

April (17 Student Days)

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
X	X	X	X	X

4/26-4/30 - April Break
 4/2 - End Q3 (MRMHS)

November (16 Student Days)

M	T	W	Th	F
2	W	4	5	6
9	10	X	12	13
16	17	18	19	20
23	24	X	X	X
30				

11/3 - Workshop (Teacher)
 11/11 - Veterans Day
 11/25-11/27 Thanksgiving Break

May (20 Student Days)

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
X				

5/31 - Memorial Day

December (16 Student Days)

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	X	X	X
X	X	X	X	

12/4 - End Trimester 1 (Elementary)
 12/23-1/1 - Holiday Break

June (8 Student Days)

M	T	W	Th	F
	1	2	3	4
7	8	9	ER	W
W				

6/10 - Last Day For Students
 6/11 -Workshop (Principal)
 6/14 -Workshop (Classroom)
 6/11-6/15 Snow day Make-up if needed
 Snow days 1-5 are built in

January (19 Student Days)

M	T	W	Th	F
				X
4	5	6	7	8
11	12	13	14	15
X	19	20	21	22
25	26	27	28	29

1/1 - Holiday Break
 1/18 - MLK Jr. Day
 1/15- End Semester 1 (MRMHS)

176 Student Days - August 26 - June 10
 188 MDEA Days - August 19 - June 14
 183 MESSA Days (SY) - August 19 - June 11
 MRMHS Graduation - June 5, 2027

Non-Instructional Days

X - Schools are Closed
 W - In Service Workshop Day
 C - Parent/Teacher Conferences
 SO - Soft Opening
 ER - Early Release

Term Endings

October 30 - End of Quarter 1
 December 4 - End of Trimester 1
 January 15 - End of Semester 1
 March 12 - End of Trimester 2
 April 2 - End of Quarter 3

This calendar meets the school year requirements of RSA 189:1 and 189:24 and is subject to change due to storms or other unforeseeable emergencies. 3 make-up days have been noted which will only be used if necessary.

APPROVED BY THE SCHOOL BOARD February 17, 2026

Personnel and Contact Information

Monadnock Regional School Board

2022 New Hampshire School Board of the Year

Mr. Scott Peters, Chair, Troy
Ms. Kristen Noonan, Vice Chair, Swanzey
Ms. Lisa Steadman, Troy
Mr. Edmond Laplante, Richmond
Mr. Brian Bohannon, Swanzey
Ms. Hannah Blood, Swanzey
Ms. Rachel Vogt, Swanzey
Ms. Gina Carraro, Roxbury
Christina Pierce, Fitzwilliam
Ms. Melissa Diven, Swanzey
Ms. Elizabeth Tatro, Swanzey
Ms. Jenn Strimbeck, Gilsum
Vacant, Fitzwilliam

Monadnock Regional School District Personnel

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

District Office

600 Old Homestead Highway, Swanzey, New Hampshire 03446-2310
Jeremy Rathbun, Superintendent of Schools
jrathbun@mrsd.org
603.352.6955

Dr. George S. Emerson School

Ms. Lori Stevens, Principal
2022 New Hampshire Elementary Principal of the Year
27 Rhododendron Road, Fitzwilliam, New Hampshire 03447-0549
603-585-6611
School Hours: 8:30 am to 3:15 pm
lstevens@mrsd.org
Ms. Monica DeVito, Administrative Assistant
Ms. Halee Bertolami, School Counselor/Lead Teacher
Ms. Alexis Heaphy, School Nurse

Mt. Caesar School

Ms. Melissa Suarez, Principal
2021 New Hampshire Principal of the Year
Ms. Patricia Barry, Assistant Principal
585 Old Homestead Highway, Swanzey, New Hampshire 03446-2309
603-352-4797
School Hours: 8:30 am to 3:15 pm
msuarez@mrsd.org
pbarry@mrsd.org
Ms. Amy Fisk & Kathy Pace, Administrative Assistants
Ms. MacKenzie Rokes & Ms. Morgan Braniff, School Counselors
Ms. Lindsey Sliva & Ms. Alison Poulin, School Nurses

Gilsum STEAM Academy

Ms. Taylene Givetz, Teaching Principal
640 Route 10, Gilsum, NH 03448-0038
603-352-2226
School Hours: 8:30 am to 3:15 pm
tgivetz@mrsd.org
Ms. Jody Fortin, Administrative Assistant
Ms. Deborah Bowry, School Counselor
Ms. Jody Bates, School Nurse

Troy School

Kevin Stone, Ed. D., Principal

44 School Street, Troy, New Hampshire 03465-2130

603-242-7741

School Hours: 8:30 am to 3:15 pm

kstone@mrds.org

Ms. Amy Carrier, Administrative Assistant

Mrs. Hannah Wein-Brown, School Counselor

Mrs. Richelle Greer, School Nurse

Enrollment

Assigned School Attendance Zones

Mt. Caesar School - Swanzey, Richmond and Roxbury

Dr. George S. Emerson School - Fitzwilliam

Troy Elementary School - Troy

Gilsum STEAM Academy - Gilsum

Elementary schools within a town often serve as a center for the community, provide children with the opportunity to meet peers who live in the same area or neighborhood, and create lifelong friendships. However, for a variety of reasons, the school closest to the student's residence may not be the best fit.

If you wish to have your child attend a school other than the assigned school, you must **first** register your child at the assigned school. Then, submit a written request to the Principal of the school you wish for your child to attend. The Principal will consider such factors as class sizes and other resources when considering these requests. Transportation will not be provided; however, in some circumstances, a pre-established bus route may be available. If you have a child attending a district school other than your assigned school, siblings within that residence will also be given permission to attend the non-assigned school.

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

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

- Utility bill (gas, electric, water/sewer) dated within the last 60 days
- Mortgage payment dated within the last 60 days
- Property tax bill dated within the last year
- Current lease, signed
- Current vehicle registration

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

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

Students who are **not** residents of one of the six District towns may not attend District schools unless granted approval by the School Board. Families who move during the school year may submit a letter to the Superintendent of Schools requesting permission to remain in the District. If granted, transportation will not be provided; however, in some circumstances, a pre-established bus route may be available. Families who move during the school year and intend to transfer to another school parents must notify the school at least three days prior to moving and sign a release form at the new school so records may be released and forwarded.

Admission to Kindergarten (Policies [JEB](#), [JEBA](#))

Monadnock Regional School District offers full day Kindergarten for children who will be five years of age by September 30 of the current school year. In rare cases, a child whose fifth birthday falls between October 1st and November 1st may be allowed to enter kindergarten if skills and maturity level strongly indicate readiness for kindergarten in the following areas:

1. Cognitive development;
2. Social development;
3. Physical development;
4. Language development.

The District will also consider such factors as class sizes and other resources when making placement determinations. The Superintendent's decision whether to allow early admittance shall be final, and is not subject to review or appeal to the Board or otherwise. Please contact the Principal of your child's school for further information on this process. **Any request for early entrance into Kindergarten must be received in writing no later than May 1st for consideration for the following September.**

Immunizations (Policy [JLCB](#))

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

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

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

Attendance

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

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

Attendance Reporting

- Parents are expected to call the school office prior to 8:00a.m. when a student is absent. Families who have students at Mount Caesar may also use Pick-Up Patrol to report absences.
- If the parent fails to call, personnel from the school (usually the secretary or nurse) will make contact via ALMA notification system after morning attendance is taken. In the event that the parent cannot be reached, the school security officer may be sent to check on the safety of the child.
- Students who arrive late (after 8:30 a.m.) must report to the office before going to their classroom. It is expected that parents/guardians will accompany their child to the school office to sign their child in.

Dismissals (Policy [JHC](#))

If it is necessary for your child to be dismissed from school during the regular school day, please send in a **written** note to the school office indicating the reason for the request for dismissal. Parents/guardians must come inside the school office to pick up their child. A sign out system is in place to ensure the safety of your child and to protect children from being contacted by unauthorized people. No student will be dismissed to anyone whose name is not on file in the school office, unless the parent/guardian provides written notification to the school office.

General Information

Parent - Teacher Organizations

The home and the school are major factors in the complex educational life of children; therefore, the home and the school should have a relationship of understanding and co-operative spirit that establishes a mutual respect for the responsibility and unavoidable duty they share in the well-being and educational growth of children. To achieve this, each and every parent is urged to join and become a participating member of his/her local parent-teacher organization.

Volunteers (Policy [IJOC](#))

Volunteers are valued at our schools. They do a variety of things that support and help students learn and help staff with their duties. If you volunteer on a regular basis, you must have a criminal record check conducted. Please contact the school office for more information.

Parties and Social Activities (Policy [JLCE](#))

Generally, room parties held during school hours will be limited to the following occasions: Halloween, winter break, birthdays and Valentine's Day. These allow children to gain social skills during school related activities. In support of the MRSD Wellness Policy, we encourage healthy eating habits however we understand there are occasions for special treats. Please contact your child's teacher for suggestions and ideas.

Student Dress Code (Policy [JICA](#))

In order to maintain a respectful environment for optimal learning, students shall adhere to our school's dress code. A student's appearance is primarily the responsibility of the student and his/her parents. However, students' clothing and grooming must be of such a nature that it does not endanger their health and safety. In addition, the school cannot allow clothing or footwear to be worn that disrupts the educational process, is unsafe or that is damaging to school property.

Homework (Policy [IKB](#))

Homework is both educational and practical. Assigned work at home is in keeping with the level of the class and the ability of the children. No homework will be given on Fridays, holidays or on nights when there are school sponsored special events occurring. Homework in the primary years will be designed to include parent/guardian support and guidance. Homework for intermediate students will be designed to be completed independently in most instances; however, parental/guardian interest and support is always recommended.

District Issued Instructional Supplies

The occasion frequently arises when a student has lost or destroyed a book or materials purchased by the district. When this does occur, the student and his/her parents are held liable to replace the damaged or lost article. A receipt for payment will be given to the parent.

When a child has been sick over an extended period of time, books and/or materials may be borrowed from the school so the child may continue his/her schooling at home. Contact the building principal for assistance.

Lost and Found

A great deal of time is spent during the school year trying to locate owners of lost articles of clothing, etc., and trying to match boots and mittens. Children's clothing and footwear should be clearly marked with their name. Check with the teacher if an article has been lost. Articles which are not claimed in a timely fashion will be donated to service organizations.

Parking

When visiting the school or waiting for students, parents should park their cars in the parking lot, away from the front of the school entrance or school doors, so that they do not block school buses, delivery trucks and emergency vehicles.

Telephone

Should you find it necessary to contact your child at the school, the message will be relayed to him/her through the front office. If possible, all instructions should be given to your child in writing before s/he leaves home in the morning. For Mount Caesar students, notes can also be added to your Pick-Up Patrol account.

Teachers may be reached one half-hour before school opens in the morning, or immediately after school is dismissed. A message may be taken at any time for a teacher. Unless there is an emergency, teachers will not be interrupted during the school day. Children will be allowed to use the telephone for outgoing calls, at the discretion of the school staff.

Student Services and Reports to Parents

School Counseling

Conferences with parents and teachers, working with referred children, monitoring attendance and classroom instruction for social curriculum are all part of the counseling program. A conference is available with an elementary counselor upon request. Factors which might affect the child in the school situation should be reported to the school counselor or school administration.

Assessments

Throughout the coming year, students will participate in a variety of assessments. These assessments assist us in planning instructional programs to meet the needs of each student. Every effort should be made for children to attend school when these assessments are being administered.

Reporting Student Progress

Communication between home and school should be on-going and is a vital part of our reporting system and student success. A standards based report card has been developed and parent teacher conferences are scheduled throughout the year. Parent-Teacher conferences will be held mid-way through Trimester 1 and Trimester 2. This conference allows parents the opportunity to learn about their child's growth and development. An additional conference may be requested at any time by the teacher, principal, or parent at the convenience of everyone concerned. If you wish to attend a conference with your child's teacher or other school personnel, please make an appointment one or two days before the scheduled conference, thus avoiding conflicts with other activities.

Music, Art, Library, Wellness , Physical Education, and MakerSpace

Students participate in comprehensive Music, Art, Library, Wellness, MakerSpace, and Physical Education programs at the elementary level for Grades K-6. Instrumental and Band lessons are available to students in Grades 4-6.

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

Breakfast and lunch are available in each of the elementary schools. Full information about our nutritional services can be found [HERE](#).

Free or reduced-price meals will be available for families that qualify. To participate in this federal program, simply complete a Free & Reduced Meals Program application each fall or as soon as you learn that you may qualify by clicking [HERE](#). For a paper version, please contact us to request an application or download it [HERE](#).

To minimize the possibility that your child may be without meal money on any given day, meals can be paid for in advance and the balances maintained in your child's account. To pay by check, send checks in with your student on the first day of the school week OR mail a check and the full names of your children to Monadnock Nutrition Services, P.O. Box 10451, Swanzey, New Hampshire, 03446. Cash is accepted at all elementary

school cafeterias when brought into school by a parent or guardian. To pay online, click [HERE](#).

Field Trips (Policy [IJOA](#), [IJOA-R](#))

Authorized field trips which have educational value are part of the students' school experience. School buses are utilized for these trips. Permission slips are required for every child before s/he leaves school grounds. It is necessary that these be signed and returned promptly to the school by parents/guardians. Without permission students will not attend and will remain at school and join another classroom. Students are encouraged to participate in school field trips whenever possible. Participation may require medical clearance from the school nurse and is based on the student's ability to follow school expectations and maintain safe behavior for themselves and others during the trip. Staff will be in communication with you if we have any concerns.

Related Services

Speech Therapy, Occupational Therapy, and Physical Therapy are offered to those children who have documented needs, as determined by the school teams. Psychological and/or counseling services are also available.

Academic Intervention

MRSD utilizes a multi-tiered approach to support students with academic, social and behavioral needs. Professional staff instruct, monitor, and report student growth.

Title I (Policy [KB](#))

Title I is a federally funded program which provides support to instructional programs in schools which meet specific federal guidelines. Language and reading tutorial help is provided to those pupils who are determined to be most in need. Currently, MRSD has 2 schoolwide Title 1 programs; Mt. Caesar and Troy. All parents and community members are invited to join the Title I Parent Advisory Council. For additional information contact: Title 1 Coordinator in the Title I office at 357-2042.

Parent Concerns

If you have any concerns regarding your child's placement, program, or behavior in school, you should immediately contact your child's teacher. In the event your concerns have not been answered to your satisfaction, you should then contact the administration of the school. If your concerns are still unanswered, contact the Superintendent of Schools at 603-352-6955, ext. 6977. It is important that concerns about your child be handled as closely as possible to the classroom situation.

We cannot respond to requests for grade level assignment to a particular teacher.

Technology/Valuables (Policy [JICJ](#)/[JICM](#)/[GBEH](#)/[GBEBE](#))

We want to remind you that valuables stay at home. As we move through the day, things can get lost and disappear. iPods, DS/Gameboys, purses with money, and other valuables should not come to school. We understand that some of these items are used during the bus ride. Once students arrive at school, the items should be left in back packs and not used during the day. We do recognize the universal use of cell phones and

have noted an increased number of students who have/use them. Cell phones, texting, smart devices including watches are NOT allowed during the school day, and should be left in backpacks. Parents wishing to contact their child(ren) during the school day should phone the school office.

Health and Safety

Health Services (Policy [JLC](#))

The school nurses and the teachers direct health activities toward health protection and health education. These services include administering vision and hearing tests, maintaining cumulative health records, assisting in physical examinations, and in general helping to maintain a healthy school atmosphere. The nurses are available to confer with teachers, parents, pupils, medical personnel, and others relative to health problems. During the school year, the school nurse will be providing health screenings for students. These include, but are not limited to, height and weight, hearing, and vision. When appropriate, such screenings may be conducted or assisted by capable, trained and competent persons under the school nurse's direction and supervision, i.e., Lions Club eyesight screening.

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

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

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

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

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

Illness (Policies [JLCC](#), [JLCD](#), [EBCG](#))

A child should be kept home if s/he has a temperature of 100° or higher, has had diarrhea and/or vomiting within the last 24 hours, sore throat, ear ache, cough or cold, upset stomach, or skin rash or if s/he cannot participate in all school activities, including recess. Students must be fever free, without medication, for a minimum of 24 hours before returning to school. If your child is diagnosed with a communicable disease,

please notify the school office or school nurse immediately.

Children with these conditions in school will be sent home, and it is the responsibility of the parents to provide transportation. No child may go home to an unoccupied house. An ill child may be excused by the nurse or principal only in the company of a parent or person designated by the parent. It is imperative that all emergency contact information is up to date. In the event that we cannot reach the parent or guardian, the school may reach out to any of the following; emergency contact, local authorities and or DCYF.

Emergency Care (Policy [JLCE](#))

Children at our school play actively during recess and PE classes. Occasionally this level of activity results in a minor injury. The school nurse will use basic First Aid procedures to assess and treat injuries. In the event of a serious injury, we will take necessary steps to contact the parent/guardian or emergency contact person as indicated on the Emergency Information Form.

It is very important that the school has your updated phone numbers where you can be reached in the event that your child becomes sick or injured at school. Please be sure to include an emergency number and contact person for this reason.

Emergency Drills (Policy [EBCB](#))

Preparedness is an objective of education in all phases of school life. To this end drills are held periodically in accordance with district and state guidelines. In the event of an actual emergency, students will be sent home. Announcements will be made in the same manner as for school delays or closings due to inclement weather.

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

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

Insurance (Policy [JLA](#))

Each fall, parents are provided the opportunity of insuring the children against accidents at school. Your school accepts the responsibility for submitting accident reports to the appropriate insurance company. Parents having private insurance should compare their coverage with that available to the schools. In case of an accident, parents or designated parties are notified immediately.

Emergency Information

At all times the school should be kept informed of the person to contact in case of emergency. It is essential that the school have a complete health record of each child and know who to call if the child becomes sick or is injured. A form is provided for this purpose. If parents are to be out of town during a school day, they should notify the school indicating who will accept responsibility for the child in case of emergency. **It is very**

important that the school has your updated phone numbers where you can be reached in the event that your child becomes sick or injured at school. Please be sure to include an emergency number and contact person.

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

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

1. Students must be at their designated bus stops five (5) minutes prior to the pick up time. Schedules do not allow waiting for late students. Students shall hold onto the handrail when loading and unloading.
2. Permission to get off at a stop that is not the student's regular stop requires a bus pass issued by the school at the request of the parent(s)
3. The school bus driver is in complete charge of the bus and students. The bus driver is authorized to assign seats whenever necessary.
4. Eating and drinking are not allowed on the bus.
5. Students who are addressed by the bus driver for unacceptable behavior shall provide the driver with their name. Failure to do so may result in suspension from riding the bus.
6. Students must remain properly seated until the bus comes to a complete stop and the eight way lights are activated.
7. Loud, vulgar, obscene and improper language or gestures will not be tolerated on the bus.
8. Smoking, Smokeless Tobacco, Vapor or E Cigarettes, Alcohol, Drug use and the use of lighters or matches are forbidden.
9. Spraying of perfumes, deodorants, hairspray, air fresheners etc. is not allowed on the bus.
10. Students will refrain from throwing things through the windows, out of the window or around the inside of the bus. Trash will be placed in receptacles on the bus.
11. Aisles and emergency exits will remain clear at all times.
12. Students shall not be destructive of the school bus seats, sidewalls, floors and/or windows, nor shall they tamper with any other bus equipment.
13. Skateboards, skis, animals, insects, glass containers, nuisance items and other objects of injurious or objectionable nature are prohibited on the school bus. Students may bring acceptable items on the bus only if the item can be held in the student's lap.
14. Fighting, pushing, tripping, hitting, bullying or spitting will not be tolerated. Harmful, destructive or degrading behavior is not acceptable.
15. The cost of any intentional damage will be the responsibility of the student/parent. Destruction of First Student property will result in a 5-day mandatory suspension from the bus and the student will remain off all buses until such time as a suitable payment agreement can be met.
16. There may be circumstances that could result in immediate suspension from the bus. If this should happen, the parent/guardian shall be responsible for providing transportation.

Questions or concerns about bus stops should be directed to First Student at 603-352-2303

Walking or Biking to School

Parents must submit written permission to the Principal in order for children to walk or ride a bike to school. The following safety rules should be observed.

1. Always ride your bicycle on the right side of the road.
2. Helmets should be worn when riding a bicycle.
3. Never ride two on a bicycle.
4. Children are to use sidewalks for walking where possible.
5. In the absence of sidewalks, children should walk on the left side of the road.

Student Conduct (Policy [JIC](#))

The School Board is committed to promoting a safe, healthy, orderly, and supportive school and learning environment. To achieve that for all, it is important for students to conduct themselves in a manner fitting to their age level and maturity, and with respect and consideration for other students, District personnel, and other members of the community. Students are expected and required to maintain appropriate behavior that allows teachers and staff to perform their professional duties effectively and without disruption, while on school district property or on property within the jurisdiction of the School District (including vehicles); and/or while attending or engaged in school activities. Student conduct that causes material or substantial disruption to the school environment interferes with the rights of others, presents a threat to the health and safety of students, employees, or visitors, and/or violates the Code of Conduct or classroom rules is prohibited.

Suicide Prevention and Response Plan (Policy [JLDBB](#)) Suicide Crisis Hotline: 988

The School Board is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; to establish methods of prevention, intervention, and response to suicide or suicide attempt ("postvention"); and to promote access to suicide awareness, prevention and postvention resources.

Director of School Counseling	603-903-6969	District-Wide
School Counselor	603-352-4797	MTC Elementary School
School Counselor	603-585-6611	Emerson Elementary School
School Counselor	603-242-7741	Troy Elementary School
School Counselor	603-352-2226	Gilsum STEAM Academy

Rights and Responsibilities

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

Pursuant to New Hampshire's "Drug-Free School Zone" law (RSA Chapter 193-B), it is unlawful for any person to manufacture, sell prescribe administer, dispense, or possess with intent to sell, dispense or compound any controlled drug or its analog, within a "drug-free school zone". The Superintendent is directed to assure that the District is and remains in compliance with the requirements of RSA 193-B, I, and N.H. Ed. Part 316 with respect to establishment, mapping and signage of the drug-free zone around each school of the District. StJIClate law also prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

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

The Individuals with Disabilities Education Act includes the Child Find mandate. Child Find requires all school districts to identify, locate and evaluate all children with disabilities, regardless of the severity of their disabilities. (Ed 1105 CHILD FIND Ed 1105.01). Child Find also includes children who are suspected of being a child with a disability under and in need of special education (§300.8) Any child who is potentially a child with a disability attending school and for any child 2.5 years of age up to 22 years of age residing within its jurisdiction is referred to the IEP team. The LEA shall use the special education process to find, identify, and evaluate all children who are potentially children with disabilities and who are suspected by the LEA of being in need of special education and related services (Ed 1104). The child find system shall include children who are placed in private schools within the geographic boundaries of the local school district by their parents.

Weapons on School Property (Policy [JICl](#))

Weapons are not permitted in school buildings, on school property, in school vehicles or at school-sponsored activities. This policy applies to students and members of the public alike. Student violations of this policy will result in both school disciplinary action and notification of local law enforcement authorities. "Weapon" includes but is not limited to: slingshot, metallic knuckles, billies, knives, electric defense weapons (as defined in RSA 159:20), aerosol self-defense spray weapons (as defined in RSA 159:20), and martial arts weapons (as defined in RSA 159:24). "Weapon" is further defined as any device, instrument, material or substance, which is used, attempted to be used or threatened to be used is readily capable of causing death or physical injury.

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

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

Student Records and Privacy (Policy [JRA](#), [JRA-A](#))

Unless a student's parent/guardian or an eligible student has notified the District in writing that they do not want

directory information disclosed, the District may release directory information without prior consent. Directory information includes:

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

Notice from a parent/eligible student that any or all directory information shall not be released will only be valid for that school year and must be re-issued each school year.

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

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

Video and/or audio recording devices can serve a useful purpose when placed in common areas to include, but not be limited to, hallways, meeting rooms, parking lots, school buses, and other district properties for instructional and security purposes. Accordingly, video cameras may be mounted in common areas throughout the district and may be used by school staff in accordance with this policy.

Placement of the recording devices will be based on the presumption and belief that students, staff, and visitors have no reasonable expectation of privacy in areas or at events that occur within plain view.

Permission to allow your student to be recorded or photographed for public use by newspaper, radio, TV and web can be located on the last page of the Parents' Guide.

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

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

Visitors (Policy [KK](#))

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

Persons wishing to meet with a teacher for the purpose of discussing a particular problem shall do so only at a time when it does not interrupt the normal school program. Persons wishing to make such arrangements may

do so by securing an appointment with the teacher through administration or by direct contact with the teacher. No person shall visit a school without first reporting to administration as to the purpose and place of the visit.

Public Complaints (Policies [KL](#), [KLD](#))

While the School Board recognizes its obligation to be available to the public at all times, it also believes that individual complaints can usually be resolved most effectively by the parties directly concerned. Although no members of the community shall be denied the right to petition the Board for redress of a grievance, the complaints will be referred back through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only. The Board, therefore, will not hear complaints from individual parents until such complaints have been raised, first with the child's teacher, and, if not resolved, successively with the department head (where applicable), school administration, and Superintendent.

Constructive criticism of the schools is welcome when it is motivated by a sincere desire to improve the quality of the education program and to equip the schools of this district to do their task more effectively.

The Board places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticism and complaints.

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, the Board or individual member, shall refer the complaint to the school administration for study and possible solutions. The administration shall advise the individual employee involved of the nature of the complaint and shall be given an opportunity for explanation, comment, and presentation of the facts.

Complaints or issues about school personnel will not be discussed by the Board in public session. Complaints need to be directed first to the building administrator. If the complaint is not resolved by the building administrator the complaint should be directed to the superintendent or his/her designee. If the complaint involves the building administrator, the complaint should go directly to the superintendent or his/her designee.

Annual Policy Notifications

Policy Manual

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

Bullying (Policy [JICK](#))

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

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

Bullying shall also include actions motivated by an imbalance of power based on a pupil’s actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil’s association with another person and based on the other person’s characteristics, behaviors, or beliefs. Cyberbullying is defined as any conduct defined as “bullying” in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites. School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans. Any reference in this policy to “parent” shall include parents or legal guardians.

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

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

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

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

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

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

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

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

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

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

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

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

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

The district reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying. In addition to imposing discipline under such circumstances, the board encourages the administration and school district staff to seek alternatives to traditional discipline, including but not limited to early intervention measures, alternative dispute resolution, conflict resolution, and other similar measures.

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

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

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

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

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

Additional Notice and School District Programs

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

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

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

Student Reporting

1. Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to school administration. If the student is more comfortable reporting the alleged act to a person other than school administration, 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 administration as soon as possible, but no later than the end of that school day.

3. The administration 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, school administration shall commence an investigation consistent with the provisions of Section XI of this policy.

Staff Reporting

1. An important duty of staff is to report any behavior 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 school administration as soon as possible, but no later than the end of that school day.
4. Upon receipt of a report of bullying, the administration shall commence an investigation consistent with the provisions of Section XI of this policy.

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

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

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

School administration shall report to the parents of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Such notification may be made by telephone, writing or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

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

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

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

1. Upon receipt of a report of bullying, school administration shall, within 5 school days, initiate an investigation into the alleged act. If school administration is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation.
2. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, separately and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.
3. If the alleged bullying was in whole or in part cyberbullying, the administration may ask students and/or parents to provide the District with printed copies of e-mails, text messages, website pages, or other similar electronic communications.
4. A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
5. Factors the administration or other investigator may consider during the course of the investigation, including but not limited to:
 - i. Description of incident, including the nature of the behavior;
 - ii. How often the conduct occurred;
 - iii. Whether there were past incidents or past continuing patterns of behavior;
 - iv. The characteristics of parties involved, (name, grade, age, etc.);
 - v. The identity and number of individuals who participated in bullying behavior;
 - vi. Where the alleged incident(s) occurred;
 - vii. Whether the conduct adversely affected the student's education or educational environment;
 - viii. Whether the alleged victim felt or perceived an imbalance or power as a result of the reported incident; and
 - ix. The date, time and method in which parents or legal guardians of all parties involved were contacted.
6. The administration shall complete the investigation within 10 school days of receiving the initial report. If the administration 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 administration 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 school administration.
8. Students who are found to have violated this policy may face discipline in accordance with other applicable board policies, up to and including suspension. Students facing discipline will be afforded all due process required by law.
9. Consistent with applicable law, the District will not require or request that a student disclose or provide to the District the student's username, password or other authenticating information to a student's

personal social media account. However, the District may request a student or a student's parent/guardian that the student voluntarily share printed copies of specific information from a student's personal social media account if such information is relevant to an ongoing District investigation.

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

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion of students and dismissal from employment for staff members. Consequences for a student who commits an act of bullying or retaliation shall be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

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

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

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

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

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

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

School administration shall forward all substantiated reports of bullying to the Superintendent upon completion

of the administration's investigation.

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

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

Appeal

1. A parent or guardian who is aggrieved by the investigative determination letter of the administration may appeal the determination to the Superintendent for review. The appeal shall be in writing addressed to the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek. The Superintendent shall not be required to re-investigate the matter and shall conduct such review as he/she deems appropriate under the circumstances.
2. It is in the best interests of students, families and the District that these matters be promptly resolved. Therefore, any such appeal to the Superintendent shall be made within ten (10) calendar days of the parent/guardian's receipt of the investigative determination letter by school administration. The Superintendent shall issue his/her decision in writing.
3. If the parent or guardian is aggrieved by the decision of the Superintendent, they may appeal the decision to the school board within ten (10) calendar days of the date of the parent/guardian's receipt of the Superintendent's decision. An appeal to the Superintendent shall be a prerequisite to any appeal to the School Board. The appeal to the School Board shall be in writing, addressed to the School Board Chair in care of the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek.
4. An aggrieved parent/guardian has the right to appeal the final decision of the local School Board to the State Board within thirty (30) calendar days of receipt of the written decision of the local School Board in accordance with RSA 541-A and State of New Hampshire Department of Education Regulations set forth in ED 200. The State Board may waive the thirty-day requirement for good cause shown, including, but not limited to, illness, accident, or death of a family member.

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

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

Capture of Audio Recordings on School Buses

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

Use of Video or Audio Recordings in Student Discipline Matters (Policy [JRA](#))

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

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

A. Policy Statement

This policy establishes the substantive parameters, procedures, and due process that shall apply before a student may be subject to temporary (same day) removal from classrooms or activities, restriction from activities, detentions, suspensions, and/or expulsion. Pursuant to Board policy [JIC](#) response to misconduct, including disciplinary measures and consequences should be designed to maximize student academic, emotional, and social success, while at the same time assuring the safety of all students, staff, and school visitors.

Administration of any of the consequences described in this policy shall be consistent with the system of supports and graduated sanctions established pursuant to Policy [JIC](#) and the applicable Code of Conduct.

B. Standards and Procedures Relative to Disciplinary Consequences

1. **"Removal from the classroom"** means a student is sent to the building administrator's office or other designated area during the same school day. It is within the discretion of the person in charge of the classroom or activity to remove the student. 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 or District rules, or the Code of conduct, or otherwise impedes the educational purpose of the class. Before ordering the removal, the staff member ordering the removal shall warn the student of the infraction and allow the student to respond. Detentions are not appealable.
2. **"Restriction from school activities"** means a student will attend school and classes, but will not participate in other school extracurricular activities, including such things as competitions, field trips, and performances. A student who has been restricted from school activities may not participate in practices, games, extracurricular activities or any other campus events. Before ordering the restriction, the supervising employee (e.g., teacher, coach, director, school administration, etc.) ordering the restriction shall warn the student of the infraction and allow the student to respond. If the restriction is

immediate and outside of school hours, provision must be made to assure the student is not left unsupervised. The terms of the restriction shall be communicated to school administration and the student's parent/guardian. Restrictions under this policy are not appealable.

3. **"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 and may occur on one or more Saturdays. Students may be assigned detention at the teacher's discretion, and building detention at the administration's discretion, if the student refuses to obey the teacher/employee's directives, becomes disruptive, fails to abide by printed classroom, school, or District rules, or the Code of Conduct, or otherwise impedes the educational purpose of the class. Before implementing the detention, the staff member will warn the student of the infraction and allow the student to respond. Parents/guardians shall be notified at least 24 hours prior to a student serving detention. Detentions before or after school shall not exceed one hour, and Saturday detentions shall not exceed three hours. School administration is authorized to establish, announce and post additional guidelines and rules regarding detention, supervision, building access, etc. The length and timing of the detention is within the discretion of the licensed employee disciplining the student or school administration, pursuant to the posted rules of the school. Detentions are not appealable.
4. **"Temporary Reassignment"** or "in-school suspension" means the student will attend school but will be temporarily isolated from one or more classes while under supervision. A temporary reassignment should not exceed five consecutive school days. School administration is authorized to issue reassignment, restrictions from activities, or place a student on probation for repeated failure to conform to the Code of Conduct, classroom rules, or for any conduct that causes material or substantial disruption to the school/class 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 [RSA 193:3](#).
5. **"Probation"** means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in reinstatement of the penalty. Notwithstanding the assignment of probation, no imposition of the suspended consequence may be administered unless and until all of the provisions of this policy applicable to the suspended consequence (i.e., long-term suspension, expulsion, etc.) are satisfied.
6. **"Out-of-school suspension"** means the temporary denial of a student's attendance at school for a specific period of time. It includes short-term and long-term out-of-school suspensions.
 - a. **Short-term suspension.** A "short-term suspension" means an out-of-school suspension of ten (10) consecutive school days or less. RSA 193:13, I (a). The Superintendent or his/her written designee is authorized to suspend a student for ten (10) school days or less. A Short term suspension may be imposed only for:

- Behavior that is detrimental to the health, safety, or welfare of pupils or school personnel (including, but not limited to, and the act of theft, destruction or violence, as defined in RSA 193-D:1); or
- Repeated and willful disregard of the reasonable rules of the school that is not remediated through the imposition of the district's graduated sanctions described in JIC and the Code of Conduct.

Pursuant to RSA 193:13, XI(b), and Board policy JIC, a short suspension over 5 days must conform to the standards included in the Code of Conduct. Before any short-term suspension may be imposed, a student is entitled to the minimum due process (notice before meeting of the charge and explanation of evidence, notice of the possibility of suspension, opportunity for the student to respond, and a written decision explaining the disciplinary action taken). See New Hampshire Department of Education Rule Ed 317.04(f)(1).

- b. **Long-term suspension.** A "long-term suspension" is the extension or continuation of a short-term suspension for a period not to exceed an additional 10 days beyond the duration of the short-term suspension. The Superintendent is authorized to continue the suspension and issue a long-term suspension of a pupil for a period in excess of ten (10) school days, provided only that 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. A long-term suspension may only be imposed for:
- An act that constitutes an act of theft, destruction, or violence, as defined in RSA 193-D
 - Bullying pursuant to Board policy [JICK](#) when the pupil 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, or paintball gun.

Prior to a long-term suspension, the student will be afforded a hearing on the matter. The informal hearing need not rise to the level and protocol of a formal hearing, but the process must comply with the requirements of Ed 317.04 (f)(2), and (f)(3)(g), including, without limitation, the requirements for advance notice and a written decision.

- c. **Appeal of long-term suspension.** Any long-term suspension issued other than by the School Board under this policy, is appealable to the School Board, provided the Superintendent or School Board chair receives the appeal in writing within ten (10) days after the issuance of the Superintendent's or other person designated under B.6.b, above] hearing and written decision required under N.H. Dept. of Education Rule Ed. 317.04 (f)(2)c, and sub-paragraph B.6.b, above. The Board shall hold a hearing on the appeal, but will rely upon the record of the decision being appealed from. Any suspension in excess of ten (10) school days shall remain in effect while this appeal is pending unless the School Board stays the suspension while the appeal is pending. Any request to stay a long-term suspension should be included in the original appeal.

- d. **Educational Assignments.** As required by RSA 193:13, V, educational assignments shall be made available to students during both short and long-term suspensions.
 - e. **Alternative Educational Services.** The school shall provide alternative educational services to a suspended pupil whenever the pupil is suspended in excess of 20 cumulative days within any school year. The alternative educational services shall be designed to enable the pupil to advance from grade to grade.
 - f. **Re-entry Meetings and Intervention Plans.** Prior to returning to regular classes, a suspended student, and parent/guardian (when available) shall meet with the building Principal or his/her designee to assist the student in smoothly returning to the school setting. Any time a pupil is suspended more than 10 school days in any school year, upon the pupil's return to school the school district shall develop an intervention plan designed to proactively address the pupil's problematic behaviors by reviewing the problem behavior, re-teaching expectations, and identifying any necessary supports.
 - g. **Attendance Safe Harbor.** A student may not be penalized academically solely by virtue of missing class due to a suspension.
7. **"Expulsion"** means the complete denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II, and IV.
- a. An expulsion may only be imposed for an act that poses an ongoing threat to the safety of students or school personnel AND that constitutes:
 - i. A repetition of an act that warranted long term suspension under section B.6.b, above;
 - ii. Any act of physical or sexual assault that would be a felony if committed by an adult;
 - iii. Any act of violence pursuant to RSA 651:5, XIII;
 - iv. Criminal threatening pursuant to RSA 631:4, II(a); OR
 - v. For bringing or possessing a firearm as defined in Section 921 U.S.C. Title 18 within a safe school zone as prohibited under RSA 193-D:1, or under the Gun-Free School Zones Act, unless such pupil has written authorization from the Superintendent.
 - b. Before expelling a pupil, the Board shall consider each of the following factors:
 - i. The pupil's age.
 - ii. The pupil's disciplinary history.
 - iii. Whether the pupil is a student with a disability.
 - iv. The seriousness of the violation or behavior committed by the pupil.
 - v. Whether the school district or chartered public school has implemented positive behavioral interventions under paragraph V.
 - vi. Whether a lesser intervention would properly address the violation or behavior committed by the pupil.
 - c. Prior to any expulsion, the District will ensure that the due process standards set forth in Ed 317.04(f)(3) through 317.04 (m) are followed.

- d. An expulsion will run for the duration stated in the written decision or until the School Board or Superintendent restores the student's permission to attend school as provided in this policy. An expulsion relating to a firearm in a safe school zone per B.7.a.v, shall be for a period of not less than 12 months.
- e. The Superintendent is authorized, but not required, to arrange for educational services to be provided to any student residing in the District who has been expelled by the District or by any other school.

C. Modification or Reinstatement After Suspension or Expulsion.

Expelled or suspended students may request a modification of, or reinstatement from, an expulsion or suspension as provided below. Except for students establishing residency from out-of-state, requests for modification or reinstatement from expulsion/suspension shall be submitted in writing to the Superintendent no later than August 15. The request should set forth the reasons for the request and include additional information to establish that it is in the best interest of the student and the school community to reinstate the student. Such additional information may include such things as work history, letters of reference, medical information, etc. All reinstatements shall include an Intervention Plan as described in paragraph B.6.f, above, including such conditions as the reinstating authority (Superintendent or Board), deem appropriate.

1. **Modification by Superintendent.** Subject to all other applicable laws, regulations, and Board policies, and paragraph C.3, below (relating to firearms), the Superintendent is authorized to reinstate any student who has been suspended or expelled from a school in this District, and or enroll a student suspended or expelled from another school or district, on a case-by-case basis.
2. **Review and reinstatement by Board.** A student may request the School Board (of the district of attendance) to review an expulsion decision prior to the start of each school year by filing a written request with the Superintendent detailing the basis of the request. The Board will determine whether and in what manner it will consider any such request after consultation with the Superintendent.
3. **Modification of Expulsion for Firearms.** A student who has been expelled from this District or any other public or private school for bringing or possessing a firearm in a safe school zone as prohibited under RSA 193-D1, or under the Gun-Free Schools Act, may only be reinstated or enrolled if the Superintendent first determines: possession of the firearm was inadvertent and unknowing; the firearm was for sporting purposes and the student did not intend to display the firearm to any other person while within the safe school's zone; the student is/was in the fifth or lower grade when the incident occurred, or the Superintendent determines that the firearm was not loaded; and that no ammunition was reasonably available; and that the pupil had no intention to display the firearm to other students. Additionally, the School Board may enroll a student expelled from a school outside of New Hampshire for a violation of the Gun-Free Schools Act upon the student establishing residency.

D. Appeals to the State Board of Education.

Any decision by the Board (i) to expel a student, (ii) not to reinstate a student upon request, or (iii) enroll a student from another state who had been expelled for a violation of the Gun-Free Schools Act, may be appealed to the State Board of Education at any time that the expulsion remains in effect, subject to the rules of the State

Board of Education.

E. Sub-committee of Board.

For purposes of sections B.6 and B.7 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.

F. Superintendent and Principal Designees.

Except where otherwise stated in this policy, the Superintendent may delegate any authority s/he has under this policy, and a principal may delegate any authority s/he has under this policy, to other appropriate personnel.

G. Disciplinary Removal of Students with Disabilities.

If a student is disabled under the Individuals with Disabilities Act (IDEA), the New Hampshire RSA 186-C, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special rights to disabled students, those laws shall govern and shall supersede these local policies to the extent these local policies are inconsistent with those laws. Accordingly, any suspension or expulsion of a child with a disability as defined in Ed 1102.01(t) shall be in accordance with Ed 1124.01.

H. Notice and Dissemination.

This policy shall be made available to families, students and staff as provided in Board policy [JIC](#).

I. Conflict in Law or State Regulation.

If any provision of this policy shall conflict with State or Federal law, or regulation of the New Hampshire Department of Education, then such law or regulation shall apply, and the remainder of the policy shall be read and interpreted to be consistent with the law or regulation. School administrators and families are strongly encouraged to review the links for pertinent statutes and laws as referenced in this policy [JICD](#).

Wellness (Policy [JLCF](#))

Monadnock Nutrition and Wellness Policy Committee

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

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

To accomplish this goal:

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

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

Nutrition Guidelines for All Foods on Campus

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

Cafeteria Eating Environment

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

Nutrition Education

- Nutrition education will be offered as part of a sequential, comprehensive, program based on state guidelines and designed to provide students with the knowledge and skills necessary to promote and protect their health.
- SAU #93 will accept Health Curriculum Committee recommendations & curriculum standards as

proposed to the Policy Committee for inclusion in this policy following SAU #93 public meeting notification guidelines.

Nutrition curriculum and promotions will include, but are not limited to the following:

- A nutrition wellness information area will be located in each cafeteria area for students, staff and the public.
- Emphasize caloric balance between food intake and energy expenditure (physical activity/exercise).
- Encourage unprocessed wholesome foods such as: fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy and safe food preparation methods, and health-enhancing nutrition practices.
- Encourage students to start each day with a healthy breakfast.
- Use local foods whenever available.
- Nutrition education will be integrated into other areas of the curriculum such as math, science, language arts, and social studies.
- Classroom curriculum will coordinate with cafeteria school meal programs and other foods offered or sold at schools to allow students to apply skills and knowledge taught in the classroom.
- Nutrition education shall include information for families that encourages them to teach their children about health and nutrition and to provide nutritious meals.
- Schools will provide opportunities for training of teachers and other staff responsible for student nutrition education.
- The school district shall provide the means to fund updated nutritional information as it becomes available.
- Nutrition education will be consistent with the Dietary Guidelines for Americans.

Physical Activity

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

Toward that goal:

- Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television.
- Integrate across curricula and throughout the school day opportunities for physical activity. Movement can be made a part of science, math, social studies and language arts.
- Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.
- Schools will allow time for physical education and/or physical activity that strives to be consistent with research and national standards for daily physical education or the equivalent of at least 150 minutes of physical activity per week for all students during the school day.
- Students will spend at least 50% of physical education class time participating in moderate to vigorous physical activity.

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

Other School-Based Activities

- After-school programs should encourage physical activity and healthy habit formation.
- School Wellness Policy goals shall be considered in planning all school-based activities (such as school events, field trips, dances, and assemblies).
- For all non-school-sponsored events that take place on school property: organizations shall be encouraged to follow the Monadnock Nutrition & Wellness Policy.
- Support for the health of all students will be demonstrated by hosting health clinics, health screenings, and helping to enroll eligible children in Medicaid and other state children's health insurance programs.
- The district will support the schools' initiatives to establish a school environment that encourages

wellness and improves nutrition and physical activity choices by teachers, staff, administration, students, and families. This may include but not be limited to:

- Forming of school and/or staff wellness committees
- Publicizing employee benefits promoting wellness and healthy lifestyle choices
- Supporting proposals for grant funding of school initiatives for wellness activities

Child Nutrition Operations

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

Food Safety/Food Security

- All foods made available by the SFA will comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines will be implemented to prevent food illness in schools.
- For the safety and security of the food and facility access to the food service, operations will be limited to Child Nutrition staff and authorized personnel. For further guidance, see the US Department of Agriculture food security guidelines.

Wellness Policy Implementation, Monitoring, Accountability and Community Engagement

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

School Wellness Committee/Policy Implementation, Monitoring and Accountability

- To help with the initial development of the district's wellness policies, school administration will conduct a baseline assessment of each school's existing nutrition and physical activity environments and policies. The results of those school-by-school assessments will be compiled at the district level to identify and prioritize needs.

- The Monadnock Nutrition and Wellness Policy Committee will meet three times per school year on the fourth Monday of September, January and May, or as necessary to evaluate new food products and recommendations, and to review and propose revisions to the MRSD Wellness Policy.
- Notice of these meetings will be included in the Monadnock Education Matters District news flyer that is distributed to the entire community of the Monadnock Regional School District, an active link at SAU website, www.mrsd.org, follow applicable public meeting posting requirements and included/updated on Wellness information areas at each school site.
- Yearly and every three years a triennial review and assessment of this policy will be completed and recommended updates brought to the School Board for approval.
- The public will be notified and encouraged for review and involvement in the policy.
- The wellness policy and progress reports can be found on the District's website.
- School administration will be responsible for oversight of this policy.

Student Technology Acceptable Use (Policy [JICJ/JICM/GBEH/GBEBE](#))

Purpose

The purpose of the Acceptable Use and Social Media Policy is to provide the procedures, rules, guidelines, and the code of conduct for the use of technology, the Internet, and social media.

Definition

The definition of "information networks" is any configuration of hardware and software that connects users. The network includes but is not limited to, all of the computer hardware, operating system software, application software, stored text and data files. This includes all existing and future technologies. Stand-alone workstations are also governed by this acceptable use procedure.

Monadnock Regional School District Services

The Monadnock Regional School District (MRSD) provides resources for teaching and learning, communication services and business data services by maintaining access to local, regional, national, and international sources of information. The MRSD's information resources will be used by members of the school community in accordance with policy, procedures, and regulations established by the MRSD, as well as state and federal laws and regulations. These procedures do not attempt to articulate all required guidelines for proscribed behavior by its users. Successful operation of the network requires that all users conduct themselves in a responsible, decent, ethical and polite manner while using the network. The user is ultimately responsible for his/her actions in accessing network services.

Guidelines

Access to the networks and to the information technology environment within the Monadnock Regional School District is a privilege and must be treated as such by all users of the network and its associated systems. Information networks will be used for the purposes of research, education, and school-related business and operations. While it is not the intention of the MRSD to be intrusive, all users are advised that authorized MRSD personnel will be monitoring system activity and content of e-mail messages and files. The resources of the MRSD are limited. All users must exercise prudence in the shared use of this resource. Any system which

requires password access or for which the MRSD requires an account, such as the Internet, will only be used by the authorized user. Account owners are ultimately responsible for all activity under their accounts. Users agree to report any misuse or abuse of the MRSD's computer network or Intranet/Internet services to the MRSD's network administrator. Failure to report misuse or abuse constitutes a violation of this policy.

Disclaimer

MRSD makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the MRSD's network are to be borne by the user. MRSD also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of MRSD, its affiliates, or employees.

Unacceptable Use

The MRSD has the right to take disciplinary action, remove computer and networking privileges and/or take legal action, for any activity characterized as unethical and unacceptable. Unacceptable use activities constitute, but are not limited to, any activity through which any user:

1. Violates such matters as institutional or third-party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal.
2. Interferes with or disrupts other network users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer worms or viruses, distributing quantities of information that overwhelm the system, and/or using a MRSD network to make unauthorized entry into any other resource accessible via the network.
3. Uses or knowingly allows another to use any computer or computer system to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, impersonations, or misrepresentations.
4. Destroys, alters, dismantles or otherwise interferes with the integrity of computer-based information and/or information resources.
5. Seeks to gain or gains unauthorized access to information resources.
6. Invades the privacy of individuals or entities.
7. Uses the network for non-school related commercial or political activity.
8. Installs unauthorized software for use on MRSD computers.
9. Uses a network to access inappropriate materials, including but not limited to sending, receiving or displaying or viewing offensive, sexually explicit, pornographic, or obscene content, messages, pictures, video, or other media.
10. Submits, publishes or displays any defamatory, inaccurate, discriminatory, offensive, abusive, obscene, pornographic, profane, sexually-oriented or explicit, or threatening materials, messages, pictures, video, or other content, either publicly or privately.
11. Uses a MRSD network for illegal harassing, discrimination, bullying, intimidating, stalking, hazing, cyberbashing/cyberbullying, insulting, vandalizing, attacking or other inappropriate purposes, or in support of such activities.

12. Posts publicly any items produced by students to the Internet without proper administrative review and/or parental permission.
13. Uses unauthorized services or mail lists, i.e., LISTSERVS, newsgroups, chat rooms, blogs, social networking sites, unapproved gaming sites, and instant messaging.
14. Encrypts communications or files to avoid system security review.
15. Attempts to access blocked, filtered, or restricted websites, e.g., using a proxy site, encryption, or other means to circumvent a firewall.
16. Engages in any other conduct that is potentially harmful to students, staff, administrators or the MRSD.

MRSD Rights

The MRSD reserves the right to:

1. Monitor all activity. Notwithstanding any related laws, staff members have no expectation of privacy regarding their use of the MRSD technology.
2. Make determinations on whether specific uses of technology are consistent with these acceptable use procedures.
3. Log network use and monitor storage disk space utilization by users.
4. Determine what constitutes appropriate use.
5. Remove a user's access to the technology at any time it is determined that the user engaged in unauthorized activity or violated these acceptable use procedures.
6. Cooperate fully with any investigation concerning or relating to the MRSD's network activity or technology use.

Code of Conduct – General Internet Usage

Use of the Internet by students and staff of the MRSD shall be in support of education and research that is consistent with the mission of the MRSD. Internet use is limited to those persons who have been issued MRSD-approved accounts. Use will be in accordance with the MRSD's Acceptable Use Policies.

Users are expected to abide by the following terms and conditions:

1. Protect their MRSD account from others.
2. Respect the privacy of other users. Do not use other users' passwords or share your passwords with others.
3. Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other harmful or harassing behaviors.
4. Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.
5. Treat information created by others as the private property of the creator. Respect copyrights.
6. Do not use any network in a way that disrupts its use by others.
7. Do not destroy, modify or abuse the hardware or software in any way.
8. Do not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, "chain" messages, etc.
9. Do not use the Internet to access or process pornographic offensive, sexually explicit, obscene or

otherwise inappropriate material.

10. Do not use the Internet for commercial purposes.

Employee/Volunteer Responsibility to Supervise Student Computer Use

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

No Expectation of Privacy

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

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

Compensation for Losses, Costs and/or Damages

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

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

Code of Conduct - MRSD Websites and Social Media

Social media pages and websites sponsored by MRSD are provided for the MRSD community to share information about our schools and the achievements of the students and staff as well as other relevant MRSD community information. All posting of comments on MRSD pages are at the discretion of the page administrators. The intent of this policy is to protect the privacy and rights of the MRSD school community. We expect participants to be respectful and courteous. This includes avoiding posting comments, complaints, criticisms, statements, photographs, video or audio, or other forms of electronic communication that are or could reasonably be viewed as malicious, threatening or intimidating, disparaging, profane, obscene, offensive, sexually explicit, inappropriate, inflammatory, discriminatory or otherwise objectionable or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, sexual orientation, or any other status protected by law or company policy. Please understand that all postings to MRSD-sponsored sites are publicly accessible without limitation or protection of any kind. Be cautious with the personal information you share, and understand that this

information may be linked to your name and published on the Internet or utilized by others.

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

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

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

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

1. Post materials that are or could reasonably be viewed as malicious, threatening or intimidating, disparaging, profane, obscene, offensive, sexually explicit, inappropriate, inflammatory, discriminatory or otherwise objectionable or that might constitute harassment or bullying towards an individual or entity member of the MRSD community.
2. Post phone numbers, email addresses or other confidential information of students, faculty, staff, or any person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
3. Break the law or encourage others to do so. This includes respecting copyright and fair use laws. If you are talking about somebody else's work, reference this or the person, and where possible include a link.
4. Post material that infringes on the rights of MRSD or any individual or entity, including privacy, intellectual property or publication rights.
5. Post material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group or organization except those which are officially sponsored by MRSD.
6. Post chain letters, post the same comment multiple times, or otherwise distribute "spam" via the MRSD-sponsored site.
7. Allow any other individual or entity to use your identification for posting or viewing comments.
8. Post comments under multiple names or using another person's name.

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

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

Hazing: (Policy [JICFA](#))

It is the policy of the District that no student or employee of the District shall participate in or be a member of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the Board of Education shall engage or participate in hazing. This District does not permit or condone student hazing.

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

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

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

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

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

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

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

Cell Phone Policy (Policy [JICJ/JICM/GBEH/GBEBE](#))

The MRSD policy on the use of cellular phones schools is to ensure that students, teachers, support staff and administration maintain the proper etiquette and responsibility in the use of cell phones during school hours. During school hours, cell phones must be turned off and put away. Teachers, support staff, and administration may have their phones on vibrate or silent so as to not to be disruptive. The restriction on cell phone use may include lunch time hours and is at the discretion of school administration. Teachers, support staff, and administration shall not use their cell phones (placing calls and/or sending text messages) in the presence of students. It is recognized that some support staff and administration require the use of cell phones to communicate between departments and other staff, however, the use of the cell phone should be limited to those areas that are low traffic areas and where communication is not disruptive.

Appropriate Use (Students)

If a student needs to make a phone call or send a text message, they may get a pass to use the phone at the office during non academic times. Students are encouraged to make after school plans ahead of time to minimize the need for telephone use during the school day. Students who wish to use their cell phones to place text messages may only do so at lunch time, and in designated locations. Those privileges may be revoked at the school administration's discretion. Personal devices are not to be used to call or text guardians, employers, or for delivery services.

Disciplinary Action (Students)

Students who violate this policy will have their device confiscated and it will be held in the office. Upon the first offense by a high school or middle school student, the student may pick up the device phone at the end of the day. A second incident, or first offense in an elementary school, will result in confiscation and a parent or guardian must pick it up. At the high school/ middle school level, it is the student's responsibility to notify the parent of the confiscation. At the elementary level, the teacher or administrator will notify the parent of the confiscation. If cheating is suspected, students who violate this policy will be subject to the same disciplinary action as for plagiarism.

Notification in Student Handbooks

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

Student Searches and Their Property (Policy [JIH](#))

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

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

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

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

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

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

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

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

Search of Students (Policy [JIH-R](#))

The purpose of this administrative rule is to provide guidelines for the conduct of student questioning and searches by authorized school administrators. These are guidelines only and may be adjusted within reasonable and lawful limits on a case-by-case basis. School administrators have the discretion to request the assistance of law enforcement authorities as they deem necessary and in accordance with Board policy. Law enforcement authorities will not participate in searches except under exceptional circumstances.

Any item found during a search that is illegal violates Board policies or school rules, or which in the reasonable judgment of school administrators represents a threat to the safety and welfare of the school population shall be seized. Illegal items shall be turned over to law enforcement authorities. Other items shall be stored in a

secure location until a determination is made regarding appropriate disposition. School administrators are required to document all searches and items seized or impounded. The Superintendent and the parents of students involved shall be provided with a copy of such reports.

A. Questioning by School Administrators

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

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

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

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

1. School administrators shall consult with the Superintendent prior to conducting random searches. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School administrators have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent.
2. Searches of individual student lockers, desks, or other storage facilities and their contents based upon

reasonable suspicion will be conducted in the presence of the student and a witness, if practical under the circumstances of the search. A reasonable effort will be made to conduct searches out of the sight and hearing of other students. The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator shall open and search the items.

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

E. Canine Patrols and Searches

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

USDA Nondiscrimination Statement

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

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

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

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Elementary School-Wide Expectations



Mt. Caesar Elementary School

Parent's Guide to School Wide Expectations:



Our Core Values

P: Practice Respect

A: Act Responsibly

W: Work Together

S: Stay Safe



What can you do to help your child stay on the path to positive behavior?

- ☺ Review the PAWS Core Values with your child.
- ☺ Ask your child about his/her day at school every day.
- ☺ Make sure your child is ready every day. Ensure a good night's sleep.
- ☺ Provide a quiet time and space for your child to do homework nightly.
- ☺ Keep in touch with your child's teacher.
- ☺ Encourage your child to use appropriate language and tone.
- ☺ Practice positive phrases with your child, such as, "Thank you," "Excuse me," "Please," and "I'm sorry."
- ☺ Be a visible part of your child's school day. Attend meetings and other school activities as your schedule allows.

Dear Parent/Guardian:

Please review this information with your child(ren).

Ask your child to tell you about Mt. Caesar's Core Values.

Ask your child to discuss examples of ways that he or she can use these rules to help them learn and participate in school.

Discuss ways that these rules can be used at home and in the community.

We look forward to working in partnership with you. If you have any questions, please contact the school.

What does PAWS look like in school?

In the beginning and throughout the school year, we spend a considerable amount of time teaching, modeling and practicing our school wide expectations. Our goal is to establish a calm, orderly, and safe environment for learning; help children develop self-control and self-discipline; teach children to be responsible, contributing members of their school community; and promote respectful, kind and healthy teacher-student and student-student interactions.

How will I be communicated with if there is a problem?

Communication between home and school is a vital component of student success. If your child is having difficulty following the school wide expectations, you can expect to be notified by the teacher. If the behavior continues or is serious enough, your child may receive a written behavior incident report that will be sent home. Prior to an incident report going home, you will receive contact from the teacher.



Practice Respect:

- I can learn about other people, families, their likes and dislikes, and be accepting of them.
- I understand empathy and the power of a genuine apology.
- I can recognize when someone needs help and support them.
- I know how to talk to others and use language that is acceptable for school.
- I recognize others and treat them kindly using words that are friendly.

Act Responsibly:

- I own my behavior, follow expectations, accept consequences, and take positive steps to change my actions.
- I can do what's right, make good choices and decisions even when no one is looking.

Work Together:

- I can communicate with others, take steps to solve problems, and not blame others.
- I'm aware of how my behavior and actions can impact others.

Stay Safe:

- I can make choices that will keep myself and others safe in all parts of my school.
- I will be aware of my body in relation to others.

Emerson Elementary School
Parent's Guide to School
Wide Expectations:



What can you do to help your child stay on the path to positive behavior?

- Review Bulldog STRONG core values with your child.
- Ask your child about his/her day at school every day.
- Make sure your child is ready every day. Ensure a good night's sleep.
- Provide a quiet time and space for your child to do homework.
- Keep in touch with your child's teacher.
- Encourage your child to use appropriate language and tone.
- Practice positive phrases with your child, such as, "thank you," "excuse me," "please," and "i'm sorry."
- Be a visible part of your child's school day.

Dear Parent/Guardian:

Please review this information with your child(ren) Ask your child to tell you about Emerson's core values. Ask your child to discuss examples of ways that he or she can use these rules to help them learn and participate in school. Discuss ways that these rules can be used at home and in the community. We look forward to working in partnership with you. If you have any questions, please contact our school.

Our Core Values: BULLDOG STRONG

S supportive

T teamwork

R respectful

O ownership

N iNclusive

G growth



Emerson Elementary School
27 Rhododendron Road
Fitzwilliam, NH 03447
603-585-6611

Our Core Values

**R: Respect
Yourself**

**O: Own Your
Community**

**A: Always
Persevere**

**R: Responsibility
To do what's
Right!**

**What can you do to help
your child stay on the path to
positive behavior?**

- ☺ Review the ROAR Core Values with your child.
- ☺ Ask your child about his/her day at school every day.
- ☺ Make sure your child is ready every day. Ensure a good night's sleep.
- ☺ Provide a quiet time and space for your child to do homework nightly.
- ☺ Keep in touch with your child's teacher.
- ☺ Encourage your child to use appropriate language and tone.
- ☺ Practice positive phrases with your child, such as, "Thank you," "Excuse me," "Please," and "I'm sorry."
- ☺ Be a visible part of your child's school day. Attend meetings and other school activities as your schedule allows.

Dear Parent/Guardian:

Please review the information contained in this brochure with your child(ren).

- Ask your child to tell you about Troy School's Core Values.
- Ask your child to discuss examples of ways that he or she can use these rules to help them learn and participate in school.
- Discuss ways that these rules can be used at home and in the community.

We look forward to working in partnership with you. If you have any questions, please contact the school.

Troy Elementary School



Parent's Guide to Schoolwide Expectations

What does ROAR look like in school?

In the beginning and throughout the school year, we spend a considerable amount of time teaching, modeling and practicing our school wide expectations. Our goal is to establish a calm, orderly, and safe environment for learning; help children develop self-control and self-discipline; teach children to be responsible, contributing members of their school community; and promote respectful, kind and healthy teacher-student and student-student interactions.

How will I be communicated with if there is a problem?

Communication between home and school is a vital component of student success. If your child is having difficulty following the school wide expectations, you can expect to be notified by the teacher. If the behavior continues or is serious enough, your child may receive a written behavior incident report that will be sent home. Prior to an incident report going home, you will receive contact from the teacher.



Respect Yourself:

- I will use kind words
- I will keep my body under control and make safe choices.
- I will listen with my whole body.
- I will practice *empathy by trying to "stand in other people's shoes."*
- I will treat others the way I want to be treated.
- I will take care of my school and the resources it provides.

Own Your Community:

- I will treat others with kindness and use my words to solve conflicts with peers.
- I will work to have a positive attitude.
- I will think about how my actions affect others.
- I will work collaboratively with others by sharing information, listening to others, and accepting their ideas.

Always Persevere

- I will use my coping skills when I am upset.
- I will always ask for help when I need it.
- I will try to keep going and never give up.
- I will overcome obstacles.
- I will keep striving to reach my goals.

Responsibility

- I will be honest and trustworthy.
- I will follow expectations and accept consequences.
- I will take positive steps to change my actions to better myself.
- I will do the right thing, no matter who is watching.

ROAR



Gilsum STEAM Academy

640 Rt 10 Gilsum, NH 03448 603-352-2226



What does **STEAM** look like in school?

In the beginning and throughout the year, we spend time teaching, modeling and practicing our schoolwide expectations. Our goal is to establish a safe learning environment for our students and staff. Through the acronym **STEAM** we teach our students to **Strive** for success, **Take** responsibility, **Encourage** respect, **Act** safe, and **Make** their learning count.

How will I be communicated with if there is a problem?

Communication between home and school is a vital part of student success. If your child is having difficulties following our school expectations, you can expect to be notified by the teacher. If the behavior continues or is serious enough, s/he may receive a written behavior report. In the event of a written report, you will be notified by the teacher or the administrator.

How can I help my student(s) exhibit positive behavior?

- ⚙ Review our **STEAM** habits with your child.
- ⚙ Ask your child about his/her day everyday.
- ⚙ Make sure your child is ready for school everyday.
- ⚙ Keep in touch with your child's teacher.
- ⚙ Make reading together a daily routine at home.
- ⚙ Practice manners ("please", "thank you", "excuse me", etc)

STEAM Leader



S	T	E	A	M
I strive for success when... ⚙ I take care of my space and personal property ⚙ I follow adult directions ⚙ I encourage others	I take responsibility when... ⚙ I am where I am supposed to be ⚙ I keep areas clean	I encourage respect when... ⚙ I use kind words ⚙ I display good manners	I act safe when... ⚙ I walk ⚙ I keep my hands and body to myself ⚙ I make sure I am in the view of an adult. ⚙ I use materials properly ⚙ I allow visitors to buzz the office for admission.	I make learning count when... ⚙ I work hard ⚙ I am prepared and ready

Parent Signature Page

Please complete each section on this page and return the page to your child's teacher.

I have read the 2026/27 Parent and Student Guide and reviewed the guidelines with my child.

Child's Name _____

Parent Name _____

Parent Signature _____ Date _____

Photographs and Videos Permission

_____ Yes, I grant permission for my child to be photographed or videoed in school-related activities. I understand these photos/videos may appear in/on local publications, news media, social media, or other media/websites. These photos/videos will not be duplicated or sold for profit.

_____ No, I do not grant permission for my child to be photographed or videoed in school-related activities.

Parent Signature _____ Date _____

Student Name Publication Permission

_____ Yes, I grant permission for my child's name to be published in/on local publications, news media, social media, or other media/websites for school-related purposes.

_____ No, I do not grant permission for my name to be published for school-related purposes.

Parent Signature _____ Date _____

Book: A: Foundations and Basic Commitments

Section: Series A

Title: New Hampshire Parental Bill of Rights

Code: AB

Status: Active

Adopted: February 3, 2026



New Hampshire Parental Bill of Rights

A. New Hampshire Parental Bill of Rights

I. All parental rights are reserved to the parents of a minor child in this state without obstruction or interference from any school. These rights include, but are not limited to, the right:

1. To direct the upbringing and the moral or religious training.
2. To direct the education, including the right to choose to enroll the minor child in an assigned resident public school, a public charter school, a non-public school, including a religious school, a home education program, or any other state-based education program, as authorized by law, as an alternative to public education, as set forth in RSA 193:1 and RSA 194-F:1, et seq.
3. To request that a minor child be enrolled in a public school other than the public school assigned to them by their residence to avoid a manifest educational hardship, as set forth in RSA 193:3.
4. To enroll his or her minor child in gifted or special education programs if the child qualifies for such programs.
5. To inquire of the school or school personnel and promptly receive accurate, truthful, and complete disclosure regarding any and all matters related to their minor child, unless an immediate answer cannot be provided when the initial request is made, in which case, the answer shall be provided no later than 10 business days after the request.
6. To be informed of the school's policy regarding discipline policies and procedures, as set forth in RSA 193:13.
7. To obtain access for a minor child to public curricular courses and co-curricular programs offered by the local school district where the student resides while choosing to enroll their child in a non-public, public chartered, home education, or any other state-based education program, as set forth in RSA 193:1-c and RSA 194-F:2, II(d).

8. To inspect any instructional material used as part of the educational curriculum within a reasonable period following a request, as set forth in 20 U.S.C. section 1232h(c)(1)(C).
9. To opt out of health or sex education and any other objectionable material, as set forth in RSA 186:11, IX-b and IX-c.
10. To be advised of and have the right to opt the minor child out of any nonacademic survey or questionnaire.
11. To opt out of any district-level data collection relating to his or her minor child not required by federal or state law.
12. To exempt their public-school minor child from participating in required statewide assessments in English, language arts, mathematics, and/or science, as set forth in RSA 193-C:6.
13. To receive information regarding the level of achievement and academic growth of their minor child in the state academic assessments in English, language arts, mathematics, and/or science, as set forth in the Every Student Succeeds Act, 20 U.S.C. section 1112 (e)(1)(B)(i).
14. To receive a school report card and be informed of his or her minor child's attendance requirements and compliance with such requirements.
15. To access and review all education records relating to their minor child within 10 business days after the day the school receives a request for access, as set forth in RSA 189:66, IV and 34 C.F.R. 99.5.
16. To consent in writing before the state or any of its political subdivisions, including, without limitation, any school pursuant also to the provisions of RSA 189:68, III-V, makes a video or voice recording, unless such recording is made during or as part of a court proceeding or part of a forensic interview in a criminal or other investigation by the bureau of child protective services or it is to be used solely for the purpose of a safety demonstration, including the maintenance of order and discipline in the common areas of a school or on student transportation vehicles.
17. To be notified whenever seclusion or restraint has been used on their minor child as set forth in RSA 126-U:7.
18. To access and review all medical records of their minor child maintained by a school or school personnel, unless otherwise prohibited by law.
19. To exempt their minor child from immunizations if, in the opinion of a physician, the immunization is detrimental to the child's health or because of religious beliefs, as set forth in RSA 141-C:20-a and RSA 141-C:20-c.

II. Federal law provides for additional parent and family involvement for schools that are receiving Title I, Part A; Title I, Part C (migrant); Title III, Part A (EL) funds, including:

1. The right to receive information, including student reports, in an understandable and uniform format and to the extent practicable, in a language that parents can understand, as set forth in 20 U.S.C. sections 1112(e)(4); 1114(b)(4); 1116(e)(5); and 1116(f).
2. Upon request of the parent, the right to receive information regarding state qualifications of the student’s classroom teachers and paraprofessionals providing services to their minor child, as set forth in 20 U.S.C. section 1112(e)(1)(A)(i-ii).
3. The right to receive an annual local educational agency report card that includes information on such agency as a whole and each school served by the agency, as set forth in 20 U.S.C. section 1111(h)(2)(A-B)(i-iii).

B. Dissemination

Pursuant to RSA 189-B:5, II, the Board directs that the Superintendent cause a complete copy of Section A (the Parental Bill of Rights) of this policy to be published:

1. Each year in the School District’s annual report each year;
2. Permanently on the District’s website; and
3. Each year in every student and employee handbook.

Revision Dates: 2/3/2026

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

NH Statutes

RSA 126-U
 RSA 141-C:20-a
 RSA 141-C:20-c
 RSA 186:11, IX-b
 RSA 186:11, IX-c
 RSA 186:11, IX-d
 RSA 186:11, IX-e
 RSA 189-B:2 PENDING LINK
 RSA 189-B:4 PENDING LINK
 RSA 189:66
 RSA 189:67
 RSA 189:68
 RSA 193:1
 RSA 193:13
 RSA 193:3

Description

Limiting the Use of Child Restraint Practices
Immunization
Exemptions
Health and Sex Education
Objectionable Course Material
Duties of State Board of Education
Notice to Parents/Guardian Required
 Parental Bill of Rights: Definitions
 Parental Rights
Data Inventory and Policies Publication
Limits on Disclosure of Information
Student Privacy
Duty of Parent: Compulsory Attendance by Pupil
Suspension and Expulsion of Pupils
Change of School or Assignment, Manifest Educational Hardship or Best Interest, Excusing Attendance

Federal Regulations

34 CFR. Part 99

Description

Family Educational Rights and Privacy Act Regulations

Federal Statutes
20 U.S.C. § 1232h

Description
Protection of Pupil Rights Amendment (PPRA)

Cross References

Code	Description
ECAF	<u>Audio and Video Surveillance on School Buses</u>
EEAA	<u>Video and Audio Surveillance on School Property</u>
IGE	<u>Parental Objections to Specific Course Material</u>
IHAM	<u>Health Education and Exemption From Instruction</u>
IHAM-R(1)	<u>Health Education and Exemption From Instruction - Health and Sex Education Exemption/Objectionable Course Material:</u>
IHBB	<u>Programs for Gifted and Talented Students</u>
IK	<u>Earning of High School Credit - Achievement of Competencies</u>
ILD	<u>Non-Educational/Non-Academic Questionnaires, Surveys & Research</u>
ILD-R(1)	<u>Non-Educational/Non-Academic Questionnaires, Surveys & Research - Protection of Pupil Rights Amendment - Support</u>
JCA	<u>Change of School Assignment - Best Interests and Manifest Hardship</u>
JIC	<u>Student Conduct</u>
JICD	<u>Student Discipline and Due Process</u>

Code	Description
JICD-R(1)	<u>Student Discipline and Due Process - Memorandum of Understanding</u>
JJJ	<u>Access to Public School Programs by Nonpublic, Charter School and Home Educated Pupils</u>
JJJ-R(1)	<u>Access to Public School Programs by Nonpublic, Charter School and Home Educated Pupils - Administrative Regulations</u>
JKAA	<u>Use of Restraints and Seclusion</u>
JLCB	<u>Immunizations of Students</u>
JRA	<u>Student Records and Access (FERPA)</u>
JRA-R(1)	<u>Student Records and Access (FERPA)</u>

Last Modified by Lillian Sutton on February 4, 2026

Policy Motions and Actions from August 4, 2026

JFABD: Admission of Homeless Children and Unaccompanied Youth

MOTION: *To update policy JFABD with NHSBA sample policy and committee minor edit.*

- Required by law
 - Two small additions
 - Move the word “confidential” under “C”
 - NHSBA Note: Sample policy JFABD has been revised to include specific language in Sections C, & G-I as requested by NHED and relating to requirements of McKinney-Vento Act that the housing circumstances and living situation of a student protected under the act is confidential information, and may not be considered directory information under FERPA or any corresponding district policy (e.g., sample JRA), as well as language in Section B relating to the rights of formerly homeless students who become housed during the school year.
-

JLCD: Administering Medication to Students

MOTION: *To update policy JLCD with NHSBA sample policy.*

- Priority/Required by Law
 - NHSBA Note: Revisions include 2025 amendments to RSA 200:42 - 45 (2025 NH Laws Chapter 204:2 (HB677)) relative to authorization, training, use, and supply self-administration by students of Epinephrine in the schools.
-

EBCA: Crisis Prevention and Emergency Response Plan

MOTION: *To update policy EBCA with NHSBA sample policy and committee edits.*

- Priority/Required by Law
 - NHSBA Note: Revised to include definition of school property as required by revised Ed 306.04(b)(2), with additional minor grammatical and formatting changes. Additionally, the category was changed from "Recommended" to "Priority/Required." Although not specifically required itself, the EOP discussed in Section A is statutorily required, as are multiple other "plans" referenced throughout.
-

EHB: Data/Records Retention

MOTION: *To update policy EHB with NHSBA sample policy.*

- Priority/Required by Law
 - NHSBA Note: Revisions include: (1) included a specific definition for the meaning of record, using language better aligning to the definition of governmental record" in RSA 91-A:1-a; (2) added a provision outlining the amorphous relationship of certain student records to various legal requirements; and (3) added a provision relating to records connected to use of Federal Funds as required by policy DAF.
-

AC: Nondiscrimination, Equal Opportunity Employment, and Anti-Discrimination Plan

MOTION: *To update policy AC with NHSBA sample policy.*

- Priority / Required
 - NHSBA Note: Revised to include required general provision relating to consequences (required by various statutes), and additional minor corrections and clarifications. Special Note - Many districts have adopted policies other than NHSBA's policies relative to discrimination, harassment, etc., and used different policy codes than NHSBA. Districts should take extra care to cross-reference according to their own policies and policy codes.
-

ACA: Discrimination and Harassment Grievance Procedure

MOTION: *To update policy ACA with NHSBA sample policy with committee edits.*

- Priority / Required
 - NHSBA Note: Revisions include (1) changes to better align Level III procedures with Ed 204.01, (2) clarify employee/volunteer reporting requirements, (c) corrections to formatting errors that occurred in the earlier uploading process.
-



Book	J: Students
Section	Series J
Title	DRAFT Admission of Homeless Children and Unaccompanied Youth
Code	JFABD
Status	Policy Committee Review
Adopted	April 1, 2003
Last Revised	November 5, 2019

DRAFT

Admission of Homeless Children and Unaccompanied Youth

It is the Board's intent to remove barriers to the identification, enrollment and retention in schools of homeless children and youth. All staff shall take reasonable steps to ensure that homeless students and children are not segregated or stigmatized and that educational decisions are made in the best interests of those students.

A. Homeless Students.

Under the federal McKinney-Vento Homeless Assistance Act ("McKinney-Vento"), and guidance provided by the New Hampshire Department of Education ("NHDOE"), the term "homeless children and youths" means "individuals who lack a fixed, regular and adequate nighttime residence." Under both section 752(2) of McKinney-Vento and the NHDOE guidance*, the term includes children and youth who are:

1. sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
2. living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
3. living in emergency or transitional shelters;
4. abandoned in hospitals;
5. have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
6. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
7. are migratory children who qualify as homeless because they are living in circumstances described above.

Additionally, as used in this policy, the terms "unaccompanied youth," "school of origin," "enrollment," and "attendance area school" shall have the same meanings as set forth in the McKinney-Vento Homeless Assistance Act ("McKinney-Vento") and guidance provided by the New Hampshire Department of Education ("NHDOE"). For purposes of this policy and its accompanying regulation, "homeless students" shall refer to and include "homeless children and youth" and "unaccompanied youth."

*Note: under RSA 193:12, IV, the definition of "homeless children and youth" also includes children "awaiting foster care placement", see RSA 193:12, IV (a). That criterion, however, was removed from McKinney-Vento in 2015 as well as NHDOE guidance documents regarding McKinney-Vento. Under both McKinney-Vento, and NHDOE guidance, children who are awaiting foster care may fall within the definition of a homeless student if they meet other criteria as set forth above. See also Policy **JFABE**.

Each homeless student shall have access to and shall be provided education services for which the student is eligible comparable to services provided to other students in the school, including career and technical education programs, gifted education programs, and school nutrition programs. Transportation services for homeless students shall be provided in accordance with applicable law and as generally described below.

B. Enrollment and School Stability.

Enrollment of a homeless student shall be immediate even if the homeless student lacks records routinely required prior to enrollment or has missed application or enrollment deadlines (academic, immunization, etc.). The District shall make arrangements to obtain any necessary records and to have the student receive any necessary immunizations. When feasible, the District shall seek immunization through no- or low-cost health care providers. If an expense is incurred, the District shall seek reimbursement through Medicaid if possible.

If a homeless student becomes permanently housed during the school year, the student shall no longer be considered homeless and may only continue enrollment in the District for the remainder of that school year. All McKinney-Vento rights and services, including transportation and free lunch, shall be continued for the remainder of that year for such students.

C. Homeless Liaison.

The Superintendent shall appoint a staff member to serve as the local liaison for homeless students and their families/guardians (the "Homeless Liaison" or the "District Homeless Liaison"). The District shall provide training and other technical assistance to Homeless Liaison and other appropriate District staff regarding the District's obligations to homeless students, including the obligation to keep **confidential** information about a homeless student's housing situation **confidential**. Duties of the District Homeless Liaison shall be as provided in state and federal law, as well as local policies and procedures. The duties shall include, among others: procedures for identification, enrollment, transportation, dispute resolution for homeless students, as well as direct assistance shall be made in accordance with the accompanying regulation and applicable law.

Among other things, the District Homeless Liaison shall:

- a. assist in requesting the student's records;
- b. mediate and assist with disputes concerning school enrollment and homelessness determinations;
- c. assist in making transportation arrangements;
- d. ensure that homeless students receive the educational services for which they are eligible or entitled;
- e. coordinate with other Districts, entities, institutions and agencies to help assure that homeless children and youths are identified by school personnel;
- f. ensure that unaccompanied youth and/or parents of homeless students are informed of the educational and related opportunities available to homeless students;
- g. work to assure that parents/guardians of such students are provided with opportunities to participate in the education of their children (excepting instances when court or other protective orders indicate otherwise);
- h. ensure that unaccompanied youth and/or parents of homeless students are informed of all transportation services including transportation to the school of origin;
- i. assure that notice is publicly disseminated of the educational rights of homeless children and youths;
- j. coordinate with other Districts and with local social services agencies and other agencies or programs providing services to homeless students as needed;
- k. assist any unaccompanied youth with enrollment, credit accrual, and career and college readiness decisions;
- l. work with the Superintendent or designee to monitor regulations and guidance related to this policy that may be issued by applicable state and federal agencies (e.g., DCYF, NHDOE, and the U.S. Department of Education).

D. Enrollment Determinations for Homeless Students.

Enrollment determinations shall be based upon the best interests of the homeless student, with the presumption that keeping the homeless student in the school of origin is in the homeless student's best interests, except when doing so is contrary to the request of the parent/guardian, or if applicable, unaccompanied youth.

E. Transportation of Homeless Students.

Under McKinney-Vento, homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the homeless student is located outside of District boundaries but a determination has been made that the student shall remain in the school of origin within the District, or, if a homeless student is located within this District, but a determination had been made that the student shall remain in the school of origin outside of the District, then the two Districts shall agree on a method to apportion cost and responsibility for the student's transportation or share the cost and responsibility equally.

F. Dispute Resolution.

For any decision in the enrollment process of a homeless student, including any determination whether a living situation meets the definition of homeless, if the decision is in conflict with the wishes of the homeless student's parent/guardian, or, if applicable, the unaccompanied youth, the District shall provide a written explanation, in a manner and form understandable to the student's parent, guardian or unaccompanied youth. District personnel receiving enrollment requests or information pertaining to homeless students should immediately refer those request to the District Homeless Liaison and Superintendent's office.

In the event of a dispute, the District shall immediately enroll the student in the school in which the parent/guardian or unaccompanied youth seeks to enroll, which enrollment shall continue pending resolution of the dispute. Additionally, while enrollment disputes are pending, students have the right to participate fully in school and receive all services for which they would be eligible, as the definition of enrollment includes "attending classes and participating fully in school activities."

1. Notification of Appeal Process.

If the District seeks to place a homeless child in a school other than the school of origin or the school requested by the parent, or the District has determined that the living situation does not qualify as homeless ("eligibility decision"), the District shall inform the parent or the unaccompanied youth of the right to appeal. The District shall provide the parent or unaccompanied youth with written notice including:

- a. A succinct explanation of the child's placement/eligibility decision and contact information for the District Homeless Liaison, as well as the NHDOE State Coordinator for Education of Homeless Children and Youth;
- b. Notification of the parent's right to appeal(s);
- c. Notification of the right to enroll in the school of choice pending resolution of the dispute;
- d. A description of the dispute resolution process including a petition/appeal form that can be returned to the school to initiate the process and timelines; and
- e. A summary of the McKinney-Vento Act.

While the Superintendent or Homeless Liaison may prepare and make available forms for the process, use of such forms is not required to initiate the appeal process.

2. Appeal to the District Homeless Liaison – Level I.

- a. If the parent or unaccompanied youth disagrees with the District's placement decision, he/she/they may appeal by filing a written request for dispute resolution/appeal ("appeal") with the school, the District Homeless Liaison, or Superintendent. The request for dispute resolution should be submitted within fifteen business days of receiving notification of the District's placement.
- b. If the appeal/request for dispute resolution is submitted to the school or Superintendent, it will be immediately forwarded to the Homeless Liaison.
- c. The District Homeless Liaison must log the complaint including a brief description of the situation and reason for the dispute and the date and time of the appeal was filed. Upon receipt, the District Homeless Liaison will forward a copy of the appeal document to the Superintendent.
- d. Within five business days of the receiving the appeal, the Homeless Liaison must provide the parent or unaccompanied youth with a written decision and notification of the parent's right to further appeal, with a copy to the Superintendent. At this time, the Homeless Liaison will also provide to the parent or unaccompanied youth an "appeals package" consisting of a copy of the written decision, a copy of the original appeal document, and copies of any additional materials provided to the Homeless Liaison by the parent or unaccompanied youth.

3. Appeal to the Superintendent – Level II.

The parent or unaccompanied youth may appeal the Level I decision to the Superintendent or the Superintendent's designee, using the appeals package provided at Level I.

- a. The Superintendent/designee will arrange for a personal conference to be held with the parent or unaccompanied youth within five business days of receiving the Level I appeals package. (Upon the request of the parent or unaccompanied youth, this conference may be held telephonically).
- b. Within five business days of the conference with the parent or unaccompanied youth, the Superintendent/designee will provide that individual with a written decision with supporting evidence and notification of their right to appeal to NHDOE.
- c. The Superintendent/designee shall provide a copy of the Superintendent's decision to the District's Homeless Liaison, as well as the NHDOE State Coordinator for Education of Homeless Children and Youth.

G. Confidentiality & Records.

In furtherance of the District's commitment to minimizing the stigma that otherwise might attach to homelessness, all information relating to a homeless student's housing information shall remain confidential notwithstanding any provision relating to directory information under FERPA.

The District shall maintain copies of all written decisions, appeals and notifications concerning eligibility or enrollment requests made under this policy for the same period as it does for Title I records.

H. Administrative Procedures/Regulations

The Superintendent, in consultation with the Homeless Liaison, shall develop written procedures/ to implement this policy. Such procedures shall include provisions relating to how records relating to a homeless student's housing information (including any records relating to appeals) are stored, who may access them, and any appropriate provisions for how confidentiality will be maintained in practice.

I. Training.

The Superintendent is directed to assure that all relevant staff responsible for the proper implementation of this policy, including, but not limited to, any staff or volunteers who, by nature of their position, have information concerning a homeless student's housing information, receive sufficient training to carry out their duties consistent with this policy, and any applicable procedures.

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

NH Statutes

RSA 193:12

Description

[Legal Residency Required](#)

NH Dept of Ed Regulation

N.H. Code Admin. Rules Ed 306.04(b)(14)

Description

[Homeless Students](#)

Federal Statutes

20 U.S.C. §§1701-1758

20 U.S.C. §1232g

20 U.S.C. §6313(c)(3)

42 U.S.C. 11431

42 U.S.C. 11432

Description

[Equal Educational Opportunities Act of 1974 – “EEOA”](#)

[Family Educational Rights and Privacy Act \(FERPA\)](#)

[Reservation of Title I funding for homeless children and youths](#)

[McKinney-Vento Homeless Assistance Act – Statement of Policy](#)

[McKinney-Vento Homeless Assistance Act – Grants \[for SEAs & LEAs\]](#)

Federal Cases

457 U.S. 202 (1982)

Description

[Plyler v. Doe](#)

Cross References

Code

EEA

JFA

JFAA

JFABE

JLCA

JLCA-R(1)

JLCB

Description

[Student Transportation Services](#)

[Residency](#)

[Admission of Resident Students](#)

[Education of Children in Foster Care](#)

[Physical Examinations of Students](#)

[Physical Examinations of Students - Family Physician's Report of Physical Examination](#)

[Immunizations of Students](#)

Last Modified by Kristen Noonan on August 4, 2026



Book	J: Students
Section	Series J
Title	Education of Homeless Children and Unaccompanied Youth
Code	JFABD
Status	Active
Adopted	April 1, 2003
Last Revised	November 5, 2019

EDUCATION OF HOMELESS CHILDREN AND UNACCOMPANIED YOUTH

It is the Board's intent to remove barriers to the identification, enrollment and retention in schools of homeless children and youth. All staff shall take reasonable steps to ensure that homeless students and children are not segregated or stigmatized and that educational decisions are made in the best interests of those students.

A. Homeless Students.

Under the federal McKinney-Vento Homeless Assistance Act ("McKinney-Vento"), and guidance provided by the New Hampshire Department of Education ("NHDOE"), the term "homeless children and youths" means "individuals who lack a fixed, regular and adequate nighttime residence." Under both section 752(2) of McKinney-Vento and the NHDOE guidance*, the term includes children and youth who are:

1. sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
2. living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
3. living in emergency or transitional shelters;
4. abandoned in hospitals;
5. have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
6. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
7. are migratory children who qualify as homeless because they are living in circumstances described above.

Additionally, as used in this policy, the terms "unaccompanied youth," "school of origin," "enrollment," and "attendance area school" shall have the same meanings as set forth in the McKinney-Vento Homeless Assistance Act ("McKinney-Vento") and guidance provided by the New Hampshire Department of Education ("NHDOE"). For purposes of this policy and its accompanying regulation, "homeless students" shall refer to and include "homeless children and youth" and "unaccompanied youth."

*Note: under RSA 193:12, IV, the definition of "homeless children and youth" also includes children "awaiting foster care placement", see RSA 193:12, IV (a). That criterion, however, was removed from McKinney-Vento in 2015 as well as NHDOE guidance documents regarding McKinney-Vento. Under both McKinney-Vento, and NHDOE guidance, children who are awaiting foster care may fall within the definition of a homeless student if they meet other criteria as set forth above. See also Policy {**}JFABE.

Each homeless student shall have access to and shall be provided education services for which the student is eligible comparable to services provided to other students in the school, including career and technical education programs, gifted education programs, and school nutrition programs. Transportation services for homeless students shall be provided in accordance with applicable law and as generally described below.

B. Enrollment and School Stability.

Enrollment of a homeless student shall be immediate even if the homeless student lacks records routinely required prior to enrollment or has missed application or enrollment deadlines (academic, immunization, etc.). The District shall make arrangements to obtain any necessary records and to have the student receive any necessary immunizations. When feasible, the District shall seek immunization through no- or low-cost health care providers. If an expense is incurred, the District shall seek reimbursement through Medicaid if possible.

If a homeless student becomes permanently housed during the school year, the student shall no longer be considered homeless and may only continue enrollment in the District for the remainder of that school year.

C. Homeless Liaison.

The Superintendent shall appoint a staff member to serve as the local liaison for homeless students and their families/guardians (the "Homeless Liaison" or the "District Homeless Liaison"). The District shall provide training and other technical assistance to Homeless Liaison and other

appropriate District staff regarding the District's obligations to homeless students. Duties of the District Homeless Liaison shall be as provided in state and federal law, as well as local policies and procedures. The duties shall include, among others: procedures for identification, enrollment, transportation, dispute resolution for homeless students, as well as direct assistance shall be made in accordance with the accompanying regulation and applicable law.

Among other things, the District Homeless Liaison shall:

- a) assist in requesting the student's records;
- b) mediate and assist with disputes concerning school enrollment and homelessness determinations;
- c) assist in making transportation arrangements;
- d) ensure that homeless students receive the educational services for which they are eligible or entitled; e) coordinate with other Districts, entities, institutions and agencies to help assure that homeless children and youths are identified by school personnel;
- f) ensure that unaccompanied youth and/or parents of homeless students are informed of the educational and related opportunities available to homeless students;
- g) work to assure that parents/guardians of such students are provided with opportunities to participate in the education of their children (excepting instances when court or other protective orders indicate otherwise);
- h) ensure that unaccompanied youth and/or parents of homeless students are informed of all transportation services including transportation to the school of origin;
- i) assure that notice is publicly disseminated of the educational rights of homeless children and youths;
- j) coordinate with other Districts and with local social services agencies and other agencies or programs providing services to homeless students as needed;
- k) assist any unaccompanied youth with enrollment, credit accrual, and career and college readiness decisions;
- l) work with the Superintendent or designee to monitor regulations and guidance related to this policy that may be issued by applicable state and federal agencies (e.g., DCYF, NHDOE, and the U.S. Department of Education).

D. Enrollment Determinations for Homeless Students.

Enrollment determinations shall be based upon the best interests of the homeless student, with the presumption that keeping the homeless student in the school of origin is in the homeless student's best interests, except when doing so is contrary to the request of the parent/guardian, or if applicable, unaccompanied youth.

E. Transportation of Homeless Students.

Under McKinney-Vento, homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the homeless student is located outside of District boundaries but a determination has been made that the student shall remain in the school of origin within the District, or, if a homeless student is located within this District, but a determination had been made that the student shall remain in the school of origin outside of the District, then the two Districts shall agree on a method to apportion cost and responsibility for the student's transportation or share the cost and responsibility equally.

F. Dispute Resolution.

For any decision in the enrollment process of a homeless student, including any determination whether a living situation meets the definition of homeless, if the decision is in conflict with the wishes of the homeless student's parent/guardian, or, if applicable, the unaccompanied youth, the District shall provide a written explanation, in a manner and form understandable to the student's parent, guardian or unaccompanied youth. District personnel receiving enrollment requests or information pertaining to homeless students should immediately refer those request to the District Homeless Liaison and Superintendent's office.

In the event of a dispute, the District shall immediately enroll the student in the school in which the parent/guardian or unaccompanied youth seeks to enroll, which enrollment shall continue pending resolution of the dispute. Additionally, while enrollment disputes are pending, students have the right to participate fully in school and receive all services for which they would be eligible, as the definition of enrollment includes "attending classes and participating fully in school activities."

1. Notification of Appeal Process.

If the District seeks to place a homeless child in a school other than the school of origin or the school requested by the parent, or the District has determined that the living situation does not qualify as homeless ("eligibility decision"), the District shall inform the parent or the unaccompanied youth of the right to appeal. The District shall provide the parent or unaccompanied youth with written notice including:

- a. A succinct explanation of the child's placement/eligibility decision and contact information for the District Homeless Liaison, as well as the NHDOE State Coordinator for Education of Homeless Children and Youth;
- b. Notification of the parent's right to appeal(s);
- c. Notification of the right to enroll in the school of choice pending resolution of the dispute;
- d. A description of the dispute resolution process including a petition/appeal form that can be returned to the school to initiate the process and timelines; and
- e. A summary of the McKinney-Vento Act.

While the Superintendent or Homeless Liaison may prepare and make available forms for the process, use of such forms is not required to initiate the appeal process.

2. Appeal to the District Homeless Liaison – Level I.

- a. If the parent or unaccompanied youth disagrees with the District's placement decision, he/she/they may appeal by filing a written request for dispute resolution/appeal ("appeal") with the school, the District Homeless Liaison, or Superintendent. The request for dispute resolution should be submitted within fifteen business days of receiving notification of the District's placement.
- b. If the appeal/request for dispute resolution is submitted to the school or Superintendent, it will be immediately forwarded to the Homeless Liaison.
- c. The District Homeless Liaison must log the complaint including a brief description of the situation and reason for the dispute and the date and time of the appeal was filed. Upon receipt, the District Homeless Liaison will forward a copy of the appeal document to the Superintendent.
- d. Within five business days of the receiving the appeal, the Homeless Liaison must provide the parent or unaccompanied youth with a written decision and notification of the parent's right to further appeal, with a copy to the Superintendent. At this time, the Homeless Liaison will also provide to the parent or unaccompanied youth an "appeals package" consisting of a copy of the written decision, a copy of the original appeal document, and copies of any additional materials provided to the Homeless Liaison by the parent or unaccompanied youth.

3. Appeal to the Superintendent – Level II.

The parent or unaccompanied youth may appeal the Level I decision to the Superintendent or the Superintendent's designee, using the appeals package provided at Level I.

- a. The Superintendent/designee will arrange for a personal conference to be held with the parent or unaccompanied youth within five business days of receiving the Level I appeals package. (Upon the request of the parent or unaccompanied youth, this conference may be held telephonically).
- b. Within five business days of the conference with the parent or unaccompanied youth, the Superintendent/designee will provide that individual with a written decision with supporting evidence and notification of their right to appeal to NHDOE.
- c. The Superintendent/designee shall provide a copy of the Superintendent's decision to the District's Homeless Liaison, as well as the NHDOE State Coordinator for Education of Homeless Children and Youth.

G. Records.

The District shall maintain copies of all written decisions, appeals and notifications concerning eligibility or enrollment requests made under this policy for the same period as it does for Title I records.

Legal References:

20 U.S.C. 1232g (*Family Educational Rights and Privacy Act – "FERPA"*)
 20 U.S.C. 1701-1758 (*Equal Educational Opportunities Act of 1974 – "EEOA"*)
 20 U.S.C. 6313(c)(3) (*reservation of Title I funding for homeless children and youths*)
 42 U.S.C. §11431 and §11432 (*McKinney-Vento Homeless Assistance Act – Education for Homeless Children and Youth*)
Plyler v. Doe, 457 U.S. 202 (1982)
RSA 193:12, Legal Residence Required
NH Code of Administrative Rules, Section Ed 306.04(a)(19), Homeless Students

Revision Dates: 11/5/2019, 12/7/2010, 4/1/2003

Related Policies: EEA, JFA, JFAA, & JFABE

Last Modified by Lillian Sutton on December 7, 2020



Book	J: Students
Section	Series J
Title	DRAFT Administering Medication to Students
Code	JLCD
Status	Policy Committee Review
Adopted	May 4, 1993
Last Revised	September 1, 2020

DRAFT

ADMINISTERING MEDICATION TO STUDENTS

A. General Provisions for Administration of Medication.

Medication whether prescription or over-the-counter ("OTC"), shall only be administered to or taken by students during the school day in accordance with this policy, and the corresponding administrative procedures record-keeping found in **JLCD-R**.

This policy shall extend to any school-sponsored activity, event, or program.

Medication is to be administered by a school nurse, as defined in RSA 200:29 ("the school nurse"). The school nurse may delegate the administration of medication to others only as permitted under the New Hampshire Nurse Practice Act, and N.H. Code of Administrative Regulations Nur 404. If no such person is available, the building principal or the principal's designee is permitted to assist students in taking required medications by:

- i. making such medications available to the student as needed;
- ii. observing the student as he/she takes or does not take his/her medication; and
- iii. recording whether the student did or did not take his/her medication.

Whenever possible, medications, should not be taken during the school day. Upon receiving a request from the parent, guardian, or physician relative to a particular student's need for medication during school hours, the school nurse may contact the parent, or guardian to discuss whether the student should remain at home, or whether the medication should be taken before, during, and/or after school. The nurse may also inquire about any other medical conditions requiring medications and any special side effects, contraindications, and adverse reactions to be observed.

a. Prescription Medication will only be administered in school only after receiving and filing in the student's health record the following:

- a. A written statement from the licensed prescriber conforming to the requirements of N.H. Department of Education Rule 311.02 (i)(1) (included in District procedures **JLCD-R**).
- b. A written authorization from the parent/guardian as provided in N.H. Department of Education Rule 311.02 (i)(2) & (3) (included in District procedures **JLCD-R**).

b. Over-the-Counter Medication may be administered to a student with previous written authorization from the parent/guardian. The school nurse may, however, require a licensed prescriber's order, or further information/direction from a licensed health care provider (i.e., physician, advanced registered nurse practitioner, licensed physician's assistant or dentist), before administering an OTC medication to a student. The authorization shall contain the same information, with the same access, as is required relative to prescription medications.

To the extent consistent with New Hampshire's Nurse Practices Act, RSA 326-B, the school nurse may at his/her discretion accept verbal instructions from a licensed health care provider relative to administration of a prescription medication, and verbal instructions from a parent/guardian with respect to an OTC medication. In both instances, the verbal instructions shall be followed by written statements as provided above.

B. Emergency Administration of Medication.

The school nurse or other properly designated personnel may administer other medications to students in emergency situations provided such personnel has all training as is required by law, and is consistent with the provisions of Board policy **JLCE**. Students may self administer epinephrine in accordance with **section F** below.

C. Field Trips and School Sponsored Activities

A single dose of medication may be transferred by the school nurse from the original container to a newly labeled container for the purposes of field trips or school sponsored activities. For trips or activities necessitating more than one dose, special arrangements for administering medication must be approved by the school nurse or, in the school nurse's absence, the Principal.

D. Other Uses/Administration Prohibited.

No person shall share or otherwise administer any prescription or over-the counter medication with any student except as provided in this policy. Notice of this prohibition will be provided in student handbooks. Students acting in violation of this prohibition will be subject to discipline consistent with applicable Board policies.

E. Delivery, Storage and Disposal of Medication.

Medications provided by the student's parent/guardian may only be delivered to the school nurse or principal/principal's designee. All such medication should be delivered in its original container. The school nurse is directed to keep such medications in a locked cabinet or refrigerator. No more than a 30-day supply will be kept and maintained by the school. The school nurse will contact the parent/guardian regarding any unused medication. Such medication shall be picked up by parent/guardian within ten days after its use is discontinued. If the parent/guardian does not pick up the medication within ten days, the school nurse may dispose of the unused medication and record as such in the student's health record file.

The school nurse may maintain a supply of asthma related rescue medication. The school nurse may also determine the quantity of doses and type of epinephrine, prescribed in the school's name, to maintain.

F. Administration and Self-Administration of Epinephrine and Inhalers.

Students may possess and self-administer an epinephrine if the student suffers from potentially life-threatening allergies. Both the student's parent/guardian and healthcare provider must authorize such self-possession and self-administration. If a student finds it necessary to use his/her epinephrine, s/he shall immediately report to the nearest supervising adult. The school nurse or building principal may maintain at least one dose of epinephrine, provided by the student, in the nurse's office or other suitable location. Additionally, students may possess and self-administer a metered dose inhaler or a dry powder inhaler to alleviate or prevent asthmatic symptoms, auto-injectors for severe allergic reactions, and other injectable medications necessary to treat life-threatening allergies. Both the student's parent/guardian and healthcare

provider must authorize such self-possession and self-administration. Such authorization must include the same information required under **A.1** of this policy, and Policy **(**)**JLCE.

Other emergency medications, such as insulin, may be carried and self-administered by the student only with prior approval by the school nurse and written statements from a licensed health care provider and a parent/guardian and in the same manner as described in **A.1** of this Policy, and subject to other conditions as the school nurse may require.

The school nurse and designated personnel may administer a student's prescribed epinephrine, or school maintained epinephrine to any student during a severe allergic reaction.

G. Medication Records.

The school nurse is responsible for keeping accurate records regarding the administration of medication to students. Such records shall be retained as required under Board policy **(**)**EHB, Data/Records Retention.

H. Implementation: Procedures and Protocols.

The Superintendent, in consultation with the school nurse(s), shall be responsible for establishing specific procedures necessary and appropriate to control (e.g., delivery, storage, authorization, record-keeping, reporting, etc.) medications in the schools. Such procedures shall be in writing, and coded as **(**)**JLCD-R. The procedures should be reviewed no less than every two years.

Additionally, and pursuant to N.H. Administrative Rule Ed. 311.02(k), each school nurse shall also develop and implement building specific protocols regarding receipt and safe storage of prescription medications.

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

NH Statutes		Description
RSA 200:40		Emergency Care
RSA 200:40-b		Glucagon Injections
RSA 200:42		Possession and Use of Epinephrine Auto-Injectors Permitted
RSA 200:43		Use of Epinephrine Auto-Injector
RSA 200:44		Availability of Epinephrine Auto-Injector
RSA 200:44-a		Anaphylaxis Training Required
RSA 200:44-b		Supply of Epinephrine
RSA 200:45		Student Use of Epinephrine Auto-Injectors - Immunity
RSA 200:46		Possession and Self-Administration of Asthma Inhalers Permitted
RSA 200:47		Use of Asthma Medications by Students - Immunity
RSA 200:54		Supply of Bronchodilators, Spacers or Nebulizers
RSA 200:55		Administration of Bronchodilator, Space or Nebulizer
RSA 326-B		Nurse Practices Act
NH Dept of Ed Regulation		Description
N.H. Code Admin. Rules Ed 311.02(d)		Medication During School Day
N.H. Code Admin. Rules Nur 404		Ongoing Requirements
Cross References		
Code		Description
EBBB		Accident Reports
EBBC		Emergency Care and First Aid (dually coded with JLCE)
EBBC-R(1)		Emergency Care and First Aid (dually coded with JLCE) - First Aid Directions/Emergency Care for Sickness and Accidents
EHB		Data/Records Retention
EHB-R(1)		Data/Records Retention - Local Records Retention Schedule
JLC		Student Health Services & School Nurses
JLCA		Physical Examinations of Students
JLCA-R(1)		Physical Examinations of Students - Family Physician's Report of Physical Examination
JLCDA		Medical Treatment - Parental Consent
JLCE		Emergency Care And First Aid (dually coded with EBBC)
Last Modified by Kristen Noonan on July 14, 2026		



Book	J: Students
Section	Series J
Title	Administering Medication to Students
Code	JLCD
Status	Active
Adopted	May 4, 1993
Last Revised	September 1, 2020

ADMINISTERING MEDICATION TO STUDENTS

A. General Provisions for Administration of Medication.

Medication whether prescription or over-the-counter (“OTC”), shall only be administered to or taken by students during the school day in accordance with this policy, and the corresponding administrative procedures record-keeping found in JLCD-R.

This policy shall extend to any school-sponsored activity, event, or program.

Medication is to be administered by a school nurse, as defined in RSA 200:29 (“the school nurse”). The school nurse may delegate the administration of medication to others only as permitted under the New Hampshire Nurse Practice Act, and N.H. Code of Administrative Regulations Nur 404. If no such person is available, the building principal or the principal’s designee is permitted to assist students in taking required medications by:

- i. making such medications available to the student as needed;
- ii. observing the student as he/she takes or does not take his/her medication; and
- iii. recording whether the student did or did not take his/her medication.

Whenever possible, medications, should not be taken during the school day. Upon receiving a request from the parent, guardian, or physician relative to a particular student's need for medication during school hours, the school nurse may contact the parent, or guardian to discuss whether the student should remain at home, or whether the medication should be taken before, during, and/or after school. The nurse may also inquire about any other medical conditions requiring medications and any special side effects, contraindications, and adverse reactions to be observed.

1. Prescription Medication will be only be administered in school only after receiving and filing in the student's health record the following:

- a. A written statement from the licensed prescriber conforming to the requirements of N.H. Department of Education Rule 311.02 (i)(1) (included in District procedures JLCD-R.
- b. A written authorization from the parent/guardian as provided in N.H. Department of Education Rule 311.02 (i)(2) & (3) (included in District procedures JLCD-R.

2. Over-the-Counter Medication may be administered to a student with previous written authorization from the parent/guardian. The school nurse may, however, require a licensed prescriber’s order, or further information/direction from a licensed health care provider (i.e., physician, advanced registered nurse practitioner, licensed physician’s assistant or dentist), before administering an OTC medication to a student. The authorization shall contain the same information, with the same access, as is required relative to prescription medications.

To the extent consistent with New Hampshire’s Nurse Practices Act, RSA 326-B, the school nurse may at his/her discretion accept verbal instructions from a licensed health care provider relative to administration of a prescription medication, and verbal instructions from a parent/guardian with respect to an OTC medication. In both instances, the verbal instructions shall be followed by written statements as provided above.

B. Emergency Administration of Medication.

The school nurse or other properly designated personnel may administer other medications to students in emergency situations provided such personnel has all training as is required by law and is consistent with the provisions of Board policy JLCE.

C. Field Trips and School Sponsored Activities

A single dose of medication may be transferred by the school nurse from the original container to a newly labeled container for the purposes of field trips or school-sponsored activities. For trips or activities necessitating more than one dose, special arrangements for administering medication must be approved by the school nurse or, in the school nurse’s absence, the Principal.

D. Other Uses/Administration Prohibited.

No person shall share or otherwise administer any prescription or over-the-counter medication with any student except as provided in this policy. Notice of this prohibition will be provided in student handbooks. Students acting in violation of this prohibition will be subject to discipline consistent with applicable Board policies.

E. Delivery, Storage and Disposal of Medication.

Medications provided by the student's parent/guardian may only be delivered to the school nurse or principal/principal's designee. All such medication should be delivered in its original container. The school nurse is directed to keep such medications in a locked cabinet or refrigerator. No more than a 30-day supply will be kept and maintained by the school. The school nurse will contact the parent/guardian regarding any unused medication. Such medication shall be picked up by parent/guardian within ten days after its use is discontinued. If the parent/guardian does not pick up the medication within ten days, the school nurse may dispose of the unused medication and record as such in the student's health record file.

The school nurse may maintain a supply of asthma-related rescue medication and the emergency medication epinephrine

F. Administration and Self-Administration of Epinephrine Auto-Injectors and Inhalers.

Students may possess and self-administer an epinephrine auto-injector if the student suffers from potentially life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. If a student finds it necessary to use his/her auto-injector, s/he shall immediately report to the nearest supervising adult. The school nurse or building principal may maintain at least one epinephrine auto-injector, provided by the student, in the nurse's office or other suitable location. Additionally, students may possess and self-administer a metered-dose inhaler or a dry powder inhaler to alleviate or prevent asthmatic symptoms, auto-injectors for severe allergic reactions, and other injectable medications necessary to treat life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. Such authorization must include the same information required under A.1 of this policy.

Other emergency medications, such as insulin, may be carried and self-administered by the student only with prior approval by the school nurse and written statements from a licensed health care provider and a parent/guardian and in the same manner as described in A.1 of this Policy, and subject to other conditions as the school nurse may require.

G. Medication Records.

The school nurse is responsible for keeping accurate records regarding the administration of medication to students. Such records shall be retained as required under Board policy EHB, Data/Records Retention.

H. Implementation: Procedures and Protocols.

The Superintendent, in consultation with the school nurse(s), shall be responsible for establishing specific procedures necessary and appropriate to control (e.g., delivery, storage, authorization, record-keeping, reporting, etc.) medications in the schools. Such procedures shall be in writing and coded as JLCD-R. The procedures should be reviewed no less than every two years.

Additionally, and pursuant to N.H. Administrative Rule Ed. 311.02(k), each school nurse shall also develop and implement building-specific protocols regarding receipt and safe storage of prescription medications.

Legal References:

RSA 200:40-b, Glucagon Injections
 RSA 200:42, Possession and Use of Epinephrine Auto-Injectors Permitted
 RSA 200:43, Use of Epinephrine Auto-Injector
 RSA 200:44, Availability of Epinephrine Auto-Injector
 RSA 200:44-a, Anaphylaxis Training Required
 RSA 200:45, Student Use of Epinephrine Auto-Injectors - Immunity
 RSA 200:46, Possession and Self-Administration of Asthma Inhalers Permitted
 RSA 200:47, Use of Asthma Medications by Students - Immunity
 RSA 200:54, Supply of Bronchodilators, Spacers or Nebulizers
 RSA 200:55, Administration of Bronchodilator, Space or Nebulizer
 RSA 326-B, Nurse Practices Act
 N.H. Code of Administrative Rules, Ed. 306.12(b)(2), Special Physical Health Needs of Students
 N.H. Code of Administrative Rules, Ed. 311.02(d); Medication During School Day
 N.H. Code of Administrative Rules, Nur 404; Ongoing Requirements

Revision Dates: 9/1/2020, 10/1/2001; 11/01/1999, 07/01/1998, 03/15/2016, 6/19/2018

Last Modified by Lillian Sutton on July 26, 2021



Book	E: Support Services
Section	Series E
Title	DRAFT Data/Records Retention
Code	EHB
Status	Policy Committee Review
Adopted	November 1, 1999
Last Revised	December 6, 2022

DRAFT

DATA/RECORDS RETENTION

The Superintendent shall develop and maintain (a) a schedule for the minimum retention of various district records ("Record Retention Schedule") as required under RSA 189:29-a, and (2) procedures for records retention and/or destruction.

The procedures should ensure that all pertinent records are stored safely and are stored for such durations as are required by state or federal law. The Superintendent shall develop procedures necessary to protect individual rights and preserve confidential information.

As used in this policy, "records" means all written communications or other information, whether in paper, electronic, digital, cloud or other physical form.

A. **Record Retention Schedule.** Records of the District shall be retained no less than the time prescribed in District's Record Retention Schedule **{**}**EHB-R. The Superintendent shall update the Record Retention Schedule from time-to-time in accordance with legislative or regulatory changes, directives of the Board, as recommended by the New Hampshire School Boards Association, or upon advice of counsel. The Superintendent shall inform the Board of any revisions to EHB-R no later than the second School Board meeting after the changes were made.

B. **Special Holding or Destruction Provisions.** Notwithstanding the District's Record Retention Schedule, (a) special destruction rules may apply to student special education records, and, (b) for other records, the normal retention periods may be suspended when the records are implicated by either a litigation hold or a request for records under the New Hampshire Right to Know law, RSA 91-A.

1. **Student/Pupil Register.** Pursuant to RSA 189:27 through 189:27-b, the District is required to maintain permanently a "Pupil Register" for each pupil/student ("student" throughout). The registers must include the data and information from time-to-time designated by the Department of Education, but at a minimum, basic enrollment information, attendance and scholarship. **Although such student registry records are also "student records" under the Family Educational Rights and Privacy Act ("FERPA"), not all student records are registry records. This Paragraph B.1 applies only to registry records.** Registry records may be maintained "through the use of computers," provided that the software allows printing of the required information. RSA 189:27-a. Additionally, whether stored electronically digitally, or in paper form, "complete and accurate records of students' attendance and scholarship" must be "permanently kept and safely stored in a fire-resistant file, vault or safe." Ed 306.04 (b)(4)(a).

2. **Records Relating to Federal Funds.** Before any records related to federal funds are destroyed, the requirements of the General Education Provisions Act (GEPA) 20 U.S.C. 1232f shall be observed. Namely, that statute requires that the district "keep records which fully disclose the amount and disposition by the recipient of [federal] funds, the total cost of the activity for which the funds are used, the share of that cost provided from other sources, and such other records as will facilitate an effective financial or programmatic audit for three years after the completion of the activity for which the funds are used." Therefore, if the purchase is made in part or in whole with federal funds, the record must be retained for three years after the completion of the activity for which the funds are used, notwithstanding any shorter retention period for similar records under the retention schedule, **{**}**EHB-R(1). Accordingly, to the extent that **{**}**EHB-R(1), or other authorities, suggest a different retention period for a type of document (e.g., purchase order, with accompanying documentation), the longer retention period will apply.

3. Special Education Records.

a. Upon a student's graduation from high school, his or her parent(s)/guardian(s) may request in writing that the District destroy the student's special education records, including any final individualized education program.

b. The District shall provide public notice of its document destruction policy at least annually.

c. The District shall provide parents/guardians, or where applicable, the adult student, with a written notice of the District's document destruction policies upon the student's graduation with a regular high school diploma or at the transfer of rights, whichever occurs first.

d. A permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation. 34 CFR 300.624.

e. Absent any request by a student's parents to destroy the records prior to the twenty-sixth birthday, or to retain such records until the student's thirtieth birthday, the District shall destroy a student's records and final individualized education program within a reasonable time after the student's twenty-sixth birthday, provided that all such records be destroyed by the student's thirtieth birthday.

f. The parent(s)/guardian(s) may, at any time prior to the student's twenty-sixth birthday, request, in writing, that the records be retained until the student's thirtieth birthday.

4. **Litigation Hold.** On receipt of notice from legal counsel representing the District in that a litigation hold is required, the routine destruction of governmental records, including paper and electronic or digital records, which are or may be subject to the litigation hold shall cease. The destruction of records subject to a litigation hold shall not resume until the District has received a written directive from legal counsel authorizing resumption of the routine destruction of those records in accordance with the retention requirements of this policy and the associated procedures.

5. **Right-to-Know Request Hold.** On receipt of a Right-to-Know law request to inspect or copy governmental records, the Superintendent shall cease any destruction of governmental records which are or may be the subject of the request. The records shall be retained regardless of whether they are subject to disclosure under RSA Chapter 91-A, the Right-to-Know law. If a request for inspection is denied on the grounds that the information is exempt under this chapter, the requested material shall be preserved for no less than ninety (90) days and until any lawsuit pursuant to RSA 91-A:7-8 has been finally resolved, all appeal

periods have expired, and a written directive from legal counsel representing the District authorizing destruction of the records has been received.

C. **Disposal of Sensitive Information & Media Sanitization.** District records which include “Sensitive Information” shall be destroyed as provided in this paragraph. All electronic devices with storage capacity shall be deemed to contain sensitive information. For purposes of this section, “Sensitive Information” shall mean and include:

- Records containing student or employee personally identifiable information (PII) as defined in RSA 189:65, VII and VII-a;
- Criminal History Records Information (see Board policy {**}GBCD);
- Drug test records;
- Child labor permits;
- Cobra notices;
- Accident reports;
- Special education student records;
- Records pertaining to civil rights investigations;
- Bonds and continuation certificates;
- Accident reports;
- Banking records;
- Business correspondence including confidential information such as account numbers, banking or digital transaction information;
- Tax forms, unemployment records, etc. with confidential data; and
- Any other information that would be exempt from disclosure under RSA 91-A:5 or deemed sensitive information by the Board, the Superintendent, Building Principal or their designees.

1. **Physical media** (i.e., “hard copies”, print-outs, etc.) including sensitive information shall be destroyed by one of the following:

- shredding using District issued cross-cut shredders;
- placed in locked shredding bins approved by the Superintendent to come on-site and shred, witnessed by District personnel throughout the entire process; or
- incineration using District incinerators or if conducted by non-authorized personnel offsite, witnessed by the Superintendent or Superintendent’s designee.

2. **Electronic media.** All electronic media should be assumed to contain sensitive information. When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, and other similar items used to process, store and/or transmit district records with sensitive data shall be disposed of as follows:

- Overwriting (at least three times)
- Degaussing (removal of magnetism)
- Physical destruction (i.e., dismantling by methods of crushing, disassembling, etc., ensuring that the platter or other storage device has have been physically destroyed so that no data can be extracted).

Computers and other digital or electronic devices or systems that have been used to process, store, or transmit sensitive information shall not be released from the District’s direct control until the equipment has been sanitized and all stored sensitive information has been destroyed using one of the above methods.

D. **Destruction of District Records with No Sensitive Information.** All records which do not include sensitive information should be destroyed as soon as practicable upon the expiration of the applicable retention period and in a manner deemed most efficient and practical.

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

NH Statutes

RSA 186-C:10-a
RSA 189:27
RSA 189:27-a
RSA 189:27-b
RSA 189:29-a
RSA 194-C:4 II (a)
RSA 91-A
RSA 91-A:1-a

Description

[Retention of Individualized Education Programs](#)
[Register \[pupil/student\]](#)
[Computerization of Pupil Registers](#)
[Retention of Pupil Registers](#)
[Records Retention and Disposition](#)
[Superintendent Services](#)
[New Hampshire Right To Know Law \("Access to Governmental Records and Meetings"\)](#)
[Definitions](#)

NH Dept of Ed Regulation

N.H. Code Admin. Rules Ed 1119.01
N.H. Code Admin. Rules Ed 306.04(b)(4)
N.H. Code Admin. Rules Ed 306.04(b)(4)
N.H. Code Admin. Rules Ed 306.10(d-g)

Description

[Confidentiality Requirements](#)
[Records retention, including electronic files](#)
[Records Retention](#)
[Records Retention](#)

Federal Statutes
20 U.S.C. §1232g

Description
[Family Educational Rights and Privacy Act \(FERPA\)](#)

Cross References

Code	Description
ACAC	Prohibition of Sexual Harassment: Policy and Grievance Procedures
BHE	School Board Use of Email and Other Electronic Communications
DAF	Administration of Federal Grant Funds
EBCB	Fire and All Hazard Drills
EEAA	Video and Audio Surveillance on School Property
EH	Public Access to School District Records
EH-R(1)	Public Access to School District Records - Procedures for Public Access to District Records "Right to Know Requests"
EH-F(1)	Public Access to School District Records - Request for Waiver of Electronic Communication Record Charge
EH-F(2)	Public Access to School District Records - Affidavit of Indigency for Waiver of Electronic Communication Charge
EHAB	Data Governance and Security
EHAC	Electronic/Digital Records and Signatures
EHLB	Subpoenas Involving District Students, Officials, Employees and/or Records
GBCD	Background Investigation and Criminal History Records Check
GBCD-RG(1)	Background Investigation and Criminal History Records Check - Internal Controls and Procedures
JKAA	Use of Restraints and Seclusion
JLCD	Administering Medication to Students
JLCD-R(1)	Administering Medication to Students - Procedures
JLCD-Ex(1)	Administering Medication to Students - Medication Administration Authorization Form
JLCD-Ex(2)	Administering Medication to Students - Epi-Pen Medication Administration Form (Self-Administered)
JLCD-Ex(3)	Administering Medication to Students - Inhaled Medication Administration Form (Self-Administered)
JRA	Student Records and Access (FERPA)
JRA-R(1)	Student Records and Access (FERPA)

Last Modified by Kristen Noonan on July 14, 2026



Book	E: Support Services
Section	Series E
Title	Data/Records Retention
Code	EHB
Status	Active
Adopted	November 1, 1999
Last Revised	December 6, 2022

DATA/RECORDS RETENTION AND DESTRUCTION

The Superintendent shall develop and maintain (a) a schedule for the minimum retention of various district records (“Record Retention Schedule”) as required under RSA 189:29-a, and (2) procedures for records retention and/or destruction. The procedures should ensure that all pertinent records are stored safely and are stored for such durations as are required by state or federal law. The Superintendent shall develop procedures necessary to protect individual rights and preserve confidential information.

This policy applies to all district records, irrespective of the specific medium of the record, i.e., paper, electronic, digital, cloud, etc...

A. Record Retention Schedule. Records of the District shall be retained no less than the time prescribed in District’s Record Retention Schedule [EHB-R](#). The Superintendent shall update the Record Retention Schedule from time to time in accordance with legislative or regulatory changes, directives of the Board, as recommended by the New Hampshire School Boards Association, or upon the advice of counsel. The Superintendent shall inform the Board of any revisions to [EHB-R](#) no later than the second School Board meeting after the changes were made.

B. Special Holding or Destruction Provisions. Notwithstanding the District’s Record Retention Schedule, (a) special destruction rules may apply to student special education records, and, (b) for other records, the normal retention periods may be suspended when the records are implicated by either a litigation hold or a request for records under the New Hampshire Right to Know law, RSA 91-A.

1. Special Education Records.

- a) Upon a student's graduation from high school, his or her parent(s)/guardian(s) may request in writing that the District destroy the student's special education records, including any final individualized education program.
- b) The parent(s)/guardian(s) may, at any time prior to the student's twenty-sixth birthday, request, in writing, that the records be retained until the student's thirtieth birthday.
- c) Absent any request by a student's parents to destroy the records prior to the twenty-sixth birthday, or to retain such records until the student's thirtieth birthday, the District shall destroy a student's records and final individualized education program within a reasonable time after the student's twenty-sixth birthday, provided that all such records be destroyed by the student's thirtieth birthday.
- d) A permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation. 34 CFR 300.624.
- e) The District shall provide parents/guardians, or where applicable, the adult student, with written notice of the District's document destruction policies upon the student's graduation with a regular high school diploma or at the transfer of rights, whichever occurs first.
- f) The District shall provide public notice of its document destruction policy at least annually.

2. Litigation Hold. On receipt of notice from legal counsel representing the District in that a litigation hold is required, the routine destruction of governmental records, including paper and electronic or digital records, which are or may be subject to the litigation hold shall cease. The destruction of records subject to a litigation hold shall not resume until the District has received a written directive from legal counsel authorizing the resumption of the routine destruction of those records in accordance with the retention requirements of this policy and the associated procedures.

3. Right-to-Know Request Hold. On receipt of a Right-to-Know law request to inspect or copy governmental records, the Superintendent shall cease any destruction of government records that are or may be the subject of the request. The records shall be retained regardless of whether they are subject to disclosure under [RSA Chapter 91-A](#), the Right-to-Know law. If a request for inspection is denied on the grounds that the information is exempt under this chapter, the requested material shall be preserved for no less than ninety (90) days and until any lawsuit pursuant to RSA 91-A:7-8 has been finally resolved, all appeals periods have expired, and a written directive from legal counsel representing the District authorizing the destruction of the records has been received.

C. Disposal of Sensitive Information & Media Sanitization. District records which include “Sensitive Information” shall be destroyed as provided in this paragraph. All electronic devices with storage capacity shall be deemed to contain sensitive information. For purposes of this section, “Sensitive Information” shall mean and include:

- Records containing student or employee personally identifiable information (PII) as defined in RSA 189:65, VII and VII-a;
- Criminal History Records Information (see Board policy GBCD);
- Drug test records;
- Child labor permits;
- Cobra notices;
- Accident reports;
- Special education student records;
- Records pertaining to civil rights investigations;
- Bonds and continuation certificates;
- Accident reports;
- Banking records;
- Business correspondence including confidential information such as account numbers, banking or digital transaction information;
- Tax forms, unemployment records, etc. with confidential data; and
- Any other information that would be exempt from disclosure under RSA 91-A:5 or deemed sensitive information by the Board, the Superintendent, Building Principal or their designees.

1. Physical media (i.e., “hard copies”, print-outs, etc.) including sensitive information shall be destroyed by one of the following:

- shredding using District issued cross-cut shredders;
- placed in locked shredding bins approved by the Superintendent to come on-site and shred, witnessed by District personnel throughout the entire process; or
- incineration using District incinerators or if conducted by non-authorized personnel offsite, witnessed by the Superintendent or Superintendent’s designee.

2. Electronic media. All electronic media should be assumed to contain sensitive information. When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, and other similar items used to process, store and/or transmit district records with sensitive data shall be disposed of as follows:

- Overwriting (at least three times)
- Degaussing (removal of magnetism)
- Physical destruction (i.e., dismantling by methods of crushing, disassembling, etc., ensuring that the platter or other storage device has have been physically destroyed so that no data can be extracted).

Computers and other digital or electronic devices or systems that have been used to process, store, or transmit sensitive information shall not be released from the District’s direct control until the equipment has been sanitized and all stored sensitive information has been destroyed using one of the above methods.

D. Destruction of District Records with No Sensitive Information. All records which do not include sensitive information should be destroyed as soon as practicable upon the expiration of the applicable retention period and in a manner deemed most efficient and practical.

Revision Dates: 12/6/2022, 5/1/2017, 1/22/2019

Related Policies: EH, EHAB, JRA, & JBJ

See also: EHB-R (records Retention Schedule)

Legal References:

- RSA 91-A, Right to Know Law
- RSA 189:29-a, Records Retention and Disposition
- NH Code of Administrative Rules, Section Ed 306.04(a)(4), Records Retention
- NH Code of Administrative Rules, Section Ed 306.04(h), Records Retention
- NH Code of Administrative Rules, Section Ed. 1119.01, Confidentiality Requirements
- 20 U.S.C. 1232g, Family Educational Rights and Privacy Act (FERPA)

Last Modified by Lillian Sutton on December 20, 2022



Book	E: Support Services
Section	Series E
Title	DRAFT Crisis Prevention and Emergency Response Plan
Code	EBCA
Status	Policy Committee Review
Adopted	May 4, 1993
Last Revised	February 4, 2025

DRAFT

CRISIS PREVENTION & EMERGENCY RESPONSE PLANS

The Board recognizes that schools are subject to a number of potentially dangerous events, such as natural disasters, industrial accidents, acts of terrorism, and other violent events. No school is immune from these events no matter the size or location. The Board is committed to the prevention of these events, to the extent possible, in the schools and at school-sponsored activities.

A. Site-specific Emergency Operations Plan (RSA 189:64).

Each school shall develop a site-specific school emergency operations plan ("EOP") based on and conforming with the Incident Command System and the National Incident Management System and pursuant to RSA 189:64.

Each EOP will address hazards as including, but not limited to: acts of violence, threats, natural disasters, fire, hazardous materials, medical emergencies, and other hazards deemed necessary by the School Board or local emergency authorities. Each EOP for a site will encompass all school property.

As used in this policy, "school property" means all real property and all physical plant and equipment used for school purposes, including school buses or other vehicles used to transport students on behalf of the District. School property shall also include non-district-owned property when that property is used for school-sponsored educational or co/extracurricular programs or activities. *See also* Ed 306.04(b)(2), RSA 193-D:1, V and RSA 193-F:3, V.

School building principals, or their designee, shall annually review their site-specific EOP and submit updated plans (or report of no changes) to the Superintendent for review by ~~September 15th~~. ~~delete fn.~~

If, after such review, the plan remains unchanged, then the ~~Superintendent/Principal~~ shall notify the New Hampshire Department of Safety by October 15 that the plan is unchanged. If an Emergency Operations Plan is updated/revised, the ~~Superintendent/Principal~~ shall submit the updated Emergency Operations Plan to the Director of Homeland Security and Emergency Management of the Department of Safety by October 15. **All hazard and fire evacuation drills shall be conducted annually pursuant to Board policy EBCB (**).**

B. District-wide Crisis Prevention and Response Plan.

The Superintendent, in consultation with appropriate personnel, and in coordination with local emergency authorities, shall develop a District-wide Crisis Prevention and Response Plan (the "District Crisis Plan"). The District Crisis Plan shall serve as a compilation of each site-specific Emergency Operations Plan for each District school and shall include the current Sports Injury Emergency Action Plan as required under Board policy ~~(**)~~JLCJA and RSA 200:40-c. To the extent that any school or District property as defined above is not included in a site-specific EOP, the District Crisis Plan will include the same information for such property as is required under Section A for site specific EOPs.

The District-wide Crisis Plan will include provisions addressing coordination of crisis prevention and responses between and among the different schools, grounds, school buses, and other facilities of the District. Additionally, the District Crisis Plan should address:

~~Insert other provisions or issues the Board wishes such plan to address.~~

In order to avoid plan/policy conflicts, the District Crisis Plan will reference applicable sections of other pertinent plans rather than restate (e.g., crisis communications should be addressed in the District Communication Plan, ~~(**)~~EG-E(1)), emergencies relating to hazardous chemicals use should be addressed in the Chemical Hygiene Plan created under policy ~~(**)~~EBCH.

The District Crisis Plan shall be updated and provided to the Board for review by October 31 each year (i.e., after the site-specific EOP's are submitted to the state).

C. Coordination. The Superintendent will establish a relationship with local and state emergency services (e.g., police, fire, ambulance, etc.). Unless otherwise provided in a site-specific EOP, the District-wide Crisis Prevention and Response Plan or the District Communication Plan, the Superintendent, or his/her designee, will serve as the coordinator/liaison with these authorities. Additionally, the Superintendent should designate personnel to explore the availability of any training or support provided by the New Hampshire Departments of Education and/or Safety associated with risk assessment, crisis management, and other matters related to this policy.

* ~~[Delete fn.] This date should be early enough to allow the Superintendent/facilities director sufficient time for review before the October 15 deadline to submit to the state.~~

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

NH Statutes

RSA 153-A:28-33
RSA 189:64
RSA 193-D
RSA 193-F
RSA 200:40-c

Description

[Automated External Defibrillation](#)
[Emergency Response Plans](#)
[Safe School Zones](#)
[Pupil Safety and Violence Prevention](#)
[Emergency Plans for Sports Related Injuries](#)

NH Dept of Ed Regulation

N.H. Code Admin. Rules Ed 306.04(b)(2)

Description

[School Safety](#)

Cross References

Code

EB
EBB
EBCB
EBCD
EBCH
EBCH-Ex(1)
EG
EG-E(1)
JICK
JICK-R(1)
JICK-R(2)
JICK-R(3)
JLCJA

Description

[Workplace Safety Program & Joint Loss Management Committee](#)
[School Safety](#)
[Fire and All Hazard Drills](#)
[Emergency School & District Closings](#)
[Chemical Safety and Chemical Hygiene Plan](#)
[Chemical Safety and Chemical Hygiene Plan - Plan Template](#)
[Creation of Communication Plan](#)
[Creation of Communication Plan - PLAN OUTLINE](#)
[Bullying Prevention - Pupil Safety and Violence Prevention](#)
[Bullying Prevention - Pupil Safety and Violence Prevention - Report Form](#)
[Bullying Prevention - Pupil Safety and Violence Prevention - Bullying Report Form](#)
[Bullying Prevention - Pupil Safety and Violence Prevention - School Board Notification of Bullying Report](#)
[Emergency Plan for Sports Related Injuries and Additional Protocols for Athletics Participation](#)

Last Modified by Kristen Noonan on August 4, 2026



Book	E: Support Services
Section	Series E
Title	Crisis Prevention and Emergency Response Plan
Code	EBCA
Status	Active
Adopted	May 4, 1993
Last Revised	February 4, 2025

EBCA - CRISIS PREVENTION & EMERGENCY RESPONSE PLANS

The Board recognizes that schools are subject to a number of potentially dangerous events, such as natural disasters, industrial accidents, acts of terrorism, and other violent events. No school is immune from these events no matter the size or location. The Board is committed to the prevention of these events, to the extent possible, in the schools and at school-sponsored activities.

A. **Site-specific Emergency Operations Plan (RSA 189:64)**. Each school shall develop a site-specific school emergency operations plan (“EOP”) based on and conforming with the Incident Command System and the National Incident Management System and pursuant to RSA 189:64.

Each Emergency Operations Plan will address hazards as including, but not limited to: acts of violence, threats, natural disasters, fire, hazardous materials, medical emergencies, and other hazards deemed necessary by the School Board or local emergency authorities.

School building principals, or their designee, shall annually review their site-specific EOP and submit updated plans (or report of no changes) to the Superintendent for review by September 15th.

If, after such review, the plan remains unchanged, then the Superintendent or their designee shall notify the New Hampshire Department of Safety by October 15 that the plan is unchanged. If an Emergency Operations Plan is updated/revised, the Superintendent or their designee shall submit the updated Emergency Operations Plan to the Director of Homeland Security and Emergency Management of the Department of Safety by October 15.

All hazard and fire evacuation drills shall be conducted annually pursuant to Board policy EBCB.

B. **District-wide Crisis Prevention and Response Plan.**

The Superintendent, in consultation with appropriate personnel, and in coordination with local emergency authorities, shall develop a District-wide Crisis Prevention and Response Plan (the “District Crisis Plan”). The District Crisis Plan shall serve as a compilation of each site-specific Emergency Operations Plan for each District school and shall include the current Sports Injury Emergency Action Plan as required under Board policy JLCJA and RSA 200:40-c.

The District-wide Crisis Plan will include provisions addressing coordination of crisis prevention and responses between and among the different schools, grounds, school buses, and other facilities of the District. Additionally, the District Crisis Plan should address:

In order to avoid plan/policy conflicts, the District Crisis Plan will reference applicable sections of other pertinent plans rather than restate (e.g., crisis communications should be addressed in the District Communication Plan, EG-R, emergencies relating to hazardous chemicals use should be addressed in the Chemical Hygiene Plan created under policy should be *EBCH*).

The District Crisis Plan shall be updated and provided to the Board for review by October 31 each year (i.e., after the site-specific EOP’s are submitted to the state).

C. **Coordination.** The Superintendent will establish a relationship with local and state emergency services (e.g., police, fire, ambulance, etc.). Unless otherwise provided in a site-specific EOP, the District-wide Crisis Prevention and Response Plan or the District Communication Plan, the Superintendent, or his/her designee, will serve as the coordinator/liaison with these authorities. Additionally, the Superintendent should designate personnel to explore the availability of any training or support provided by the New Hampshire Departments of Education and/or Safety associated with risk assessment, crisis management, and other matters related to this policy.

District Revision History: 2/4/2025, 3/3/2020

Last Modified by Lillian Sutton on February 10, 2025



Book	A: Foundations and Basic Commitments
Section	Series A
Title	DRAFT Non-Discrimination, Equal Opportunity Employment and Anti-Discrimination Plan
Code	AC
Status	Policy Committee Review
Adopted	May 3, 1993
Last Revised	March 4, 2025

DRAFT

NON-DISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT AND DISTRICT ANTI-DISCRIMINATION PLAN

A.

A. INTRODUCTION AND GENERAL POLICY AGAINST DISCRIMINATION AND HARASSMENT

The District recognizes the right of all students and staff members to learn and work in an environment free from discrimination or harassment, and likewise, that persons participating or attempting to participate in District programs, employment or activities have the right to do so free from discrimination or harassment.

Accordingly, the District prohibits any type of unlawful harassment or discrimination based on age, race, color, religion, creed, sex, national or ethnic origin, gender identity, sexual orientation, marital status, familial status, physical or mental disability, pregnancy, genetic information, or veteran status by employees, students, members of the school community, or by vendors or visitors on school property or at school-sponsored events. No person shall be excluded from or denied the benefits of educational programs or activities on the basis of any of the above classes or economic status.

As described above, the blanket prohibition afforded under this policy, as well as other Board policies, reflects, but goes further than, some of the same protections afforded under multiple State and Federal statutes or regulations, such as, but not limited to, NH RSA 354-A, and NH RSA 193:38-39, Titles IV, VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1972, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, and the Pregnant Worker Fairness Act. Additionally, bullying or general harassment of students unrelated to any of the characteristics ("protected classes") identified above, is further prohibited under Board policy **JICK** and RSA 193-F. Statutory and regulatory statements and notices of nondiscrimination are included in Section **I** of this policy.

The District has determined that the most effective way to limit harassing or discriminating statements or conduct that is illegal or unlawful under those statutes is to treat it as misconduct under Board policies even when such conduct or statements might not rise to the level of discrimination or harassment prohibited under federal or state law.

B. DEFINITIONS

The definitions found here apply to each Board policy unless and to the extent that such definition is contrary to specific language or context of that policy or other legal authority.

"Days" means calendar days, but excludes non-weekend days on which the SAU office is closed (e.g., holidays, office-wide vacations), or any weekday during the school year on which school is closed (e.g., snow days).

"Discrimination" is conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information, or any other characteristic protected by law, or based on a belief that such a characteristic exists.

A "Grievance" or "Complaint" is a verbal or written report or complaint of discrimination, harassment, or retaliation that objectively can be understood as a request for the District to investigate and make a determination about alleged discrimination. The required form and the specific process for making a report may vary depending on the nature of the conduct or issue. See Section **D**, below, for further information.

"Harassment" generally refers to the use of words or engaging in behaviors that annoy, threaten, intimidate, or demean a person without a legitimate purpose. Harassment will often constitute bullying prohibited under Board policy **JICK**. Additionally, harassment may constitute illegal discrimination if the harassing statements or behaviors include explicit or implicit reference to age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion or national origin.

"Retaliation" means intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by state or federal law, or District policies, procedures, regulations or rules, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, hearing, or appeal under such policies, procedures, etc.

C. POLICY APPLICATION

This policy is applicable to all persons employed or served by the District. It applies to all sites and activities the District supervises, controls, or where it has jurisdiction under the law, including where it (a) occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or (b) occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event, as set forth in Board policy **JICK**, Pupil Safety and Violence Prevention. Examples of sites and activities include all District buildings and grounds, school buses and other vehicles, field trips, and athletic competitions.

D. REPORT, COMPLAINT, GRIEVANCE PROCEDURES AND CONSEQUENCES

1. Reports and complaints.

- Reports or complaints of sex discrimination, including sex-based harassment, or sexual violence should be made under Board policy **ACAC**;
- Reports or complaints by students of discrimination on the basis of educational disability under the IDEA should be made under Board policy **ACE**;
- Reports or complaints of bullying or other harassment of pupils should be made under Board policy **JICK**;
- Reports or complaints of discrimination, harassment, or retaliation not specified above, including, without limitation, claims relating to race, ethnicity, disability (e.g., ADA or 504), religion, access to the Boy Scouts of America or other Title 36 youth group listed in Title 36, Subtitle II, Part B of the United States Code (as a patriotic society) that is intended to serve young people under the age of 21, and not involving or relating to the District's food services (see **D.1.e**, below) should be made under the grievance procedure in Board policy **ACA**; and

e. Reports or complaints of discrimination based upon protected classes relative to any of the District's food and nutrition services (FNS) programs (school lunches, etc.) should be made under Board policy ~~{**}~~ACF, unless the alleged discriminatory conduct relates to a class identified in Sections D.1.a or D.1.b above.

f. Complaints or reports regarding matters not covered in policies listed in D.1.a-e should be made to the District Human Rights Officer.

Any employee who has witnessed, or who has reliable information that another person may have been subjected to discrimination, harassment, or bullying in violation of this policy has a duty to report such conduct to his/her immediate supervisor, the District ~~Human Rights Officer~~, or as provided in one of the policies or administrative procedures referenced above under this same heading. Additionally, employees who observe an incident of harassment, discrimination or bullying are expected to intervene to stop the conduct in situations in which they have supervisory control over the perpetrator and it is safe to do so.

2. Grievance Procedures and Investigations.

Grievance procedures and investigations of any complaints shall be according to the policies listed above and related administrative procedures or regulations.

3. Consequences and Remedies.

Employees who violate this policy, including the failure to report or intervene as described in Section D.1. above, will be disciplined, up to and including employment termination.

Students who violate this policy will be disciplined in accordance with applicable policies, Codes of Conduct, or school/classroom rules and regulations. Patrons, contractors, visitors, or others who violate this policy may be prohibited from District property or otherwise restricted while on District property subject to applicable law. See also Board policy ~~{**}~~KFA. The Superintendent, Human Rights Officer, Building Principal, or designees will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

E. ALTERNATIVE COMPLAINT PROCEDURES AND LEGAL REMEDIES

At any time, whether or not an individual files a complaint or report under this policy or policy ~~{**}~~ACA, an individual may file a complaint with an external agency, such as the Office for Civil Rights ("OCR") of the United States Department of Education, the New Hampshire Commission for Human Rights, or another relevant authority. The contact information for such agencies is located in ~~{**}~~AC-R(2). Complaints to the OCR, however, must be made within 180 days of the last act of alleged discrimination, harassment or retaliation giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence.

Notwithstanding any other remedy, any person may contact the police or pursue criminal prosecution under state or federal criminal law.

F. RETALIATION PROHIBITED

No reprisals or retaliation of any kind will be taken by the Board or by any District employee against the complainant or other individual on account of his or her filing a complaint or report or making statements in the course of an investigation or grievance procedure. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of an investigation, a disciplinary proceeding, or grievance proceeding does not constitute retaliation, provided, however, that a finding explicitly or implicitly negating a statement, alone, is not sufficient alone to conclude that the person made a materially false statement in bad faith.

G. HUMAN RIGHTS ~~for Nondiscrimination~~ OFFICER, TITLE IX AND 504/ADA COORDINATORS

The Superintendent shall assure that District and or building personnel are assigned to the positions listed below. Each year, and more often when personnel change, the Superintendent shall prepare and disseminate as a supplement to this policy ~~{**}~~AC-R(2) an updated list of the person or persons acting in those positions, along with their District contact information, including telephone number, email, and postal and physical addresses:

Human Rights ~~for Nondiscrimination~~ Officer ~~[check district policies for title]~~

Title IX Coordinator ~~[[[delete endnote]]]~~

504/ADA Coordinator ~~[[[delete endnote]]]~~

The Appendix will also include current contact information for relevant state and federal agencies including:

U.S. Department of Education, Office of Civil Rights
U.S. Department of Agriculture, Office of Civil Rights
N.H. Human Rights Commission
N.H. Department of Justice, Civil Rights Unit
N.H. Department of Education, Commissioner of Education

H. DISTRICT ANTI-DISCRIMINATION PLAN

No later than October 15, 2020, the Superintendent shall develop and provide to the Board for approval, a coordinated written District Anti-Discrimination Plan (the "Plan") to include guidelines, protocols, and procedures intended to prevent, assess the presence of, intervene in, and respond to incidents of discrimination.

Among other things, the Plan should include provisions and recommendations with respect to resources, policies, complaint procedures, student education programs, Plan dissemination, and training appropriate to carrying out the Plan objectives stated in the preceding paragraph.

In developing the Plan, the Superintendent is encouraged to seek input from appropriate groups of the school and local community and coordinate with the District's Human Rights ~~(Nondiscrimination)~~ Officer and Title IX and 504 Coordinators.

No less than once every two years (off years from review of the District's Suicide Prevention Plan per Policy ~~{**}~~JLDBB), the Superintendent shall update the District Anti-Discrimination Plan, and present the same to the Board for review. Such Plan updates should be submitted to the Board in time for appropriate budget consideration.

I. STATUTORY AND REGULATORY NONDISCRIMINATION STATEMENTS AND NOTICES

1. Comprehensive Prohibition Against Discrimination in Educational Programs and Activities.

Under State or Federal law and Board policy, no person shall be excluded from, denied the benefits of, or subjected to discrimination in the District's public schools because of their age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion or national origin. As used in this section, "race" means immutable traits associated with race, including hair texture and protective hairstyles and "protective hairstyles" means hairstyles or hair type, including braids, locs, tight coils or curls, cornrows, Bantu knots, Afros, twists, and headwraps. Discrimination, including harassment, against any person in the District's education programs, on the basis of any of the above classes, or a person's creed, is prohibited.

Finally, there shall be no denial to any person of the benefits of educational programs or activities, on the basis of any of the above classes, or economic status.

Harassment of students other than on the basis of any of the classes or categories listed above is prohibited under Board policy ~~{**}~~JICK Pupil Safety and Violence Prevention.

2. **Equal Opportunity of Employment and Prohibition Against Discrimination in Employment.**

The School District is an Equal Opportunity Employer. The District ensures equal employment opportunities without regard to age, color, creed, disability, gender identity, marital status, national origin, pregnancy, race, religion, sex, or sexual orientation. The District will employ individuals who meet the physical and mental requirements, and who have the education, training, and experience established as necessary for the performance of the job as specified in the pertinent job description(s).

Discrimination against and harassment of school employees because of age, sex, race, creed, religion, color, marital status, familial status, physical or mental disability, genetic information, national origin, ancestry, sexual orientation, or gender identity are prohibited. Additionally, the District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

3. **USDA Nondiscrimination Statement (copied from Policy ~~***~~ ACF).**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [USDA Form AD-3027](#) (linked tested 2024/5/9), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- a. **Mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- b. **Fax:**
(833) 256-1665 or (202) 690-7442; or
- c. **Email:**
Program.Intake@usda.gov

J. **COLLABORATION WITH OUTSIDE AGENCIES**

Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out interim or disciplinary measures. The District will disclose information to the District's attorney, law enforcement, and others when necessary to enforce this policy or when required by law. In implementing this policy, the District will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The District will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with Board policy, state and federal laws, and as advised by the District's attorney.

K. **ADDITIONAL REPORTING REQUIREMENTS**

Reports under this Policy are in addition to and do not replace other reporting requirements mandated by law or other policies - see, e.g., Educator Code of Conduct (see Board policy ~~***~~ GBEAB), abuse or neglect of children (see RSA 169-C:29 and policy ~~***~~ JLF), acts of "theft, destruction, or violence" (see RSA 193-D:4, I (a) and Ed 317.06), incidents of "bullying" (see RSA 193-F and policy ~~***~~ JICK), and hazing (see RSA 671:7).

L. **ADMINISTRATIVE PROCEDURES, REGULATIONS AND TRAINING PROGRAMS**

The Superintendent shall develop such other procedures and regulations, and shall ensure that training programs are provided as are necessary and appropriate to implement this policy as well as the other policies referenced above.

M. **NOTICE OF COMPLIANCE**

The Superintendent will provide notice of the nondiscrimination statements and notices, the Anti-Discrimination Plan, to all applicants for employment, employees, students, parents, and other interested persons as required by statute, policy or regulation, or as the Superintendent may otherwise deem appropriate.

~~[[Delete endnote]]~~ The specific title "Title IX Coordinator" is required by federal regulations.

~~[[Delete endnote]]~~ The specific titles of "504 Coordinator" and "ADA Coordinator" are required by federal rules/guidelines. One person can serve as Coordinator for both and have the title "504/ADA Coordinator" shown here, or different people can serve in each role.

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

NH Statutes	Description
RSA 186:11, XXXIII	Discrimination
RSA 193-F	Pupil Safety and Violence Prevention
RSA 193:38	Discrimination in Public Schools
RSA 275:37-f	Leave of Absence to Attend Medical Appointments for Childbirth, Postpartum Care, and Infant Pediatric Medical Appointments
RSA 275:71	Prohibited Conduct by Employer
RSA 275:78-83	Policies Relating to Nursing Mothers (Scroll down to sections 275:78-83)
RSA 354-A	State Commission for Human Rights
RSA 354-A:1	(Human Rights) Title and Purposes of Chapter
RSA 354-A:27	Opportunity for Public Education without Discrimination a Civil Right
RSA 354-A:6	Opportunity for Employment without Discrimination a Civil Right

NH Dept of Ed Regulation

N.H. Code Admin. Rules Ed 303.01 (i)

Federal Regulations

34 CFR 108

89 FR 29182

Federal Statutes

1st Amendment

20 U.S.C §1681, et seq

20 U.S.C. §1400-1417

20 U.S.C. §4071

20 U.S.C. §7905

29 U.S.C. 621, et seq.

29 U.S.C. 705

29 U.S.C. 794

29 U.S.C. section 2611, et seq.

36 U.S.C. Subtitle II Part B

42 U.S.C. §2000bb - §2000bb-4

42 U.S.C. 12101, et seq.

42 U.S.C. 2000c

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

42 U.S.C. 2000gg

42 U.S.C. 218d

Federal Cases

494 U.S. 872 (1990)

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Cross References

Code

ACA

ACAC

ACD

ACE

ACF

ACN

EF

EFAA

GBAM

GBI

GDB

IHBA

IHBA-R(1)

IHBAM

IHBCA

IHBG

IKG

JICK

JICK-R(1)

JICK-R(2)

JICK-R(3)

JJA

JJA-R(1)

JJIC

KEE

KFA

KFA-R(1)

Description

[School Board Substantive Duties](#)

Description

[Equal Access to Public School Facilities for the Boy Scouts of America and Other Designated Youth Groups](#)

[Pregnant Workers Fairness Act \("PWFA"\)](#)

Description

[U.S. Const.](#)

[Title IX of the Education Amendments of 1972](#)

[Individuals with Disabilities Education Act \(IDEA\)](#)

[Equal Access Act \(student religious groups\)](#)

[Equal access to public school facilities \("Boy Scouts of America Equal Access Act"\)](#)

[The Age Discrimination in Employment Act of 1967](#)

[The Rehabilitation Act of 1973 - Definitions](#)

[Rehabilitation Act of 1973 \(Section 504\)](#)

[Family and Medical Leave Act of 1993 \(Pub. L. 103-3\)](#)

[Organizations](#)

[Religious Freedom Restoration](#)

[Title II of The Americans with Disabilities Act of 1990](#)

[Title IV of the Civil Rights Act of 1964](#)

[Title VI of the Civil Rights Act of 1964](#)

[Title VII of the Civil Rights Act of 1964](#)

[Pregnant Worker Fairness Act \("PWFA"\)](#)

[Pump for Nursing Mothers Act \("PUMP Act"\)](#)

Description

[Employment Division, Department of Human Resources of Oregon v. Smith](#)

[Parker v. Hurley](#)

[Kennedy v. Bremerton School District](#)

[Groff v. DeJoy](#)

Description

[Discrimination and Harassment Grievance Procedure](#)

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[Accommodation of Pregnancy, Childbirth, Pediatric Infant Care and other Related Conditions](#)

[Staff Participation in Political Activities](#)

[Employment of Non-Certified Personnel](#)

[Programs for Pupils with Disabilities](#)

[Programs for Pupils with Disabilities - Section 504 - Notice of Parent & Student Rights](#)

[District Special Education Policy and Procedures Manual](#)

[Accommodation of Pregnancy and Related Medical Conditions: Students](#)

[Home Education Instruction](#)

[Awards and Scholarships](#)

[Bullying Prevention - Pupil Safety and Violence Prevention](#)

[Bullying Prevention - Pupil Safety and Violence Prevention - Report Form](#)

[Bullying Prevention - Pupil Safety and Violence Prevention - Bullying Report Form](#)

[Bullying Prevention - Pupil Safety and Violence Prevention - School Board Notification of Bullying Report](#)

[Student Activities & Organizations](#)

[Student Activities & Organizations - Eligibility Standards](#)

[Eligibility for Interscholastic Athletics](#)

[Website Accessibility and Grievance](#)

[Conduct on School Property](#)

[Conduct on School Property - Assaults](#)



Book	A: Foundations and Basic Commitments
Section	Series A
Title	Non-Discrimination, Equal Opportunity Employment and Anti-Discrimination Plan
Code	AC
Status	Active
Adopted	May 3, 1993
Last Revised	March 4, 2025

NON-DISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT AND DISTRICT ANTI-DISCRIMINATION PLAN

A. INTRODUCTION AND GENERAL POLICY AGAINST DISCRIMINATION AND HARASSMENT

The District recognizes the right of all students and staff members to learn and work in an environment free from discrimination or harassment, and likewise, that persons participating or attempting to participate in District programs, employment or activities have the right to do so free from discrimination or harassment.

Accordingly, the District prohibits any type of unlawful harassment or discrimination based on age, race, color, religion, creed, sex, national or ethnic origin, gender identity, sexual orientation, marital status, familial status, physical or mental disability, pregnancy, genetic information, or veteran status by employees, students, members of the school community, or by vendors or visitors on school property or at school-sponsored events. No person shall be excluded from or denied the benefits of educational programs or activities on the basis of any of the above classes or economic status.

As described above, the blanket prohibition afforded under this policy, as well as other Board policies, reflects, but goes further than, some of the same protections afforded under multiple State and Federal statutes or regulations, such as, but not limited to, NH RSA 354-A, and NH RSA 193:38-39, Titles IV, VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1972, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, and the Pregnant Worker Fairness Act. Additionally, bullying or general harassment of students unrelated to any of the characteristics ("protected classes") identified above, is further prohibited under Board policy JICK and RSA 193-F. Statutory and regulatory statements and notices of nondiscrimination are included in Section I of this policy.

The District has determined that the most effective way to limit harassing or discriminating statements or conduct that is illegal or unlawful under those statutes is to treat it as misconduct under Board policies even when such conduct or statements might not rise to the level of discrimination or harassment prohibited under federal or state law.

B. DEFINITIONS

The definitions found here apply to each Board policy unless and to the extent that such definition is contrary to specific language or context of that policy or other legal authority.

"Days" means calendar days, but excludes non-weekend days on which the SAU office is closed (e.g., holidays, office-wide vacations), or any weekday during the school year on which school is closed (e.g., snow days).

"Discrimination" is conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information, or any other characteristic protected by law, or based on a belief that such a characteristic exists.

A "Grievance" or "Complaint" is a verbal or written report or complaint of discrimination, harassment, or retaliation that objectively can be understood as a request for the District to investigate and make a determination about alleged discrimination. The required form and the specific process for making a report may vary depending on the nature of the conduct or issue. See Section ___D, below, for further information.

"Harassment" generally refers to the use of words or engaging in behaviors that annoy, threaten, intimidate, or demean a person without a legitimate purpose. Harassment will often constitute bullying prohibited under Board policy JICK. Additionally, harassment may constitute illegal discrimination if the harassing statements or behaviors include explicit or implicit reference to age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion or national origin.

"Retaliation" means intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by state or federal law, or District policies, procedures, regulations or rules, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, hearing, or appeal under such policies, procedures, etc.

C. POLICY APPLICATION

This policy is applicable to all persons employed or served by the District. It applies to all sites and activities the District supervises, controls, or where it has jurisdiction under the law, including where it (a) occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or (b) occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event, as set forth in Board policy JICK, Pupil Safety and Violence Prevention. Examples of sites and activities include all District buildings and grounds, school buses and other vehicles, field trips, and athletic competitions.

D. REPORT, COMPLAINT, AND GRIEVANCE PROCEDURES

1. Reports or complaints of sex discrimination, including sex-based harassment, or sexual violence
2. Reports or complaints by students of discrimination on the basis of educational disability under the IDEA should be made under Board policy ACE;
3. Reports or complaints of bullying or other harassment of pupils should be made under Board policy JICK;
4. Reports or complaints of discrimination, harassment, or retaliation not specified above, including, without limitation, claims relating to race, ethnicity, disability (e.g., ADA or 504), religion, access to the Boy Scouts of America or other Title 36 youth group listed in Title 36, Subtitle II, Part B of the United States Code (as a patriotic society) that is intended to serve young people under the age of 21, and not involving or relating to the District's food services (see number 5 below) should be made under the grievance procedure in Board policy ACA; and
5. Reports or complaints of discrimination based upon protected classes relative to any of the District's food and nutrition services (FNS) programs (school lunches, etc.) should be made under Board policy ACF, unless the alleged discriminatory conduct relates to a class identified in Sections D.1 or D.2
 - Any person who believes that he or she has been discriminated against, harassed, or bullied in violation of this policy by any student, employee, or other person under the supervision and control of the school system, or any third person who knows or suspects conduct that may constitute discrimination, harassment, or bullying, should contact the District Human Rights Officer, or otherwise as provided in the policies referenced above under this same heading.

Any employee who has witnessed, or who has reliable information that another person may have been subjected to discrimination, harassment, or bullying in violation of this policy has a duty to report such conduct to his/her immediate supervisor, the District Human Rights Officer, or as provided in one of the policies or administrative procedures referenced above under this same heading. Additionally, employees who observe an incident of harassment or bullying are expected to intervene to stop the conduct in situations in which they have supervisory control over the perpetrator and it is safe to do so. If an employee knows of an incident involving discrimination, harassment, or bullying and the employee fails to report the conduct or take proper action or knowingly provides false information in regard to the incident, the employee will be subject to disciplinary action up to, and including, dismissal.

Investigations and resolution of any complaints shall be according to the policies listed above and related administrative procedures or regulations. Complaints or reports regarding matters not covered in those policies should be made to the District Human Rights Officer.

E. ALTERNATIVE COMPLAINT PROCEDURES AND LEGAL REMEDIES

At any time, whether or not an individual files a complaint or report under this policy or policy ACA, an individual may file a complaint with an external agency, such as the Office for Civil Rights (“OCR”) of the United States Department of Education, the New Hampshire Commission for Human Rights, or another relevant authority. The contact information for such agencies is located in AC-R(2). Complaints to the OCR, however, must be made within 180 days of the last act of alleged discrimination, harassment or retaliation giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence.

Notwithstanding any other remedy, any person may contact the police or pursue criminal prosecution under state or federal criminal law.

F. RETALIATION PROHIBITED

No reprisals or retaliation of any kind will be taken by the Board or by any District employee against the complainant or other individual on account of his or her filing a complaint or report or making statements in the course of an investigation or grievance procedure. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of an investigation, a disciplinary proceeding, or grievance proceeding does not constitute retaliation, provided, however, that a finding explicitly or implicitly negating a statement, is not sufficient alone to conclude that the person made a materially false statement in bad faith.

G. HUMAN RIGHTS OFFICER, TITLE IX AND 504/ADA COORDINATORS

The Superintendent shall assure that District and or building personnel are assigned to the positions listed below. Each year, and more often when personnel change, the Superintendent shall prepare and disseminate as a supplement to this policy AC-R(2) an updated list of the person or persons acting in those positions, along with their District contact information, including telephone number, email, and postal and physical addresses:

Human Rights Officer _____ [check district policies for title].

Title IX Coordinator

504/ADA Coordinator

The Appendix will also include current contact information for relevant state and federal agencies including:

U.S. Department of Education, Office of Civil Rights
 U.S. Department of Agriculture, Office of Civil Rights
 N.H. Human Rights Commission
 N.H. Department of Justice, Civil Rights Unit
 N.H. Department of Education, Commissioner of Education

H. DISTRICT ANTI-DISCRIMINATION PLAN

No later than October 15, 2020, the Superintendent shall develop and provide to the Board for approval, a coordinated written District Anti-Discrimination Plan (the “Plan”) to include guidelines, protocols, and procedures intended to prevent, assess the presence of, intervene in, and respond to incidents of discrimination.

Among other things, the Plan should include provisions and recommendations with respect to resources, policies, complaint procedures, student education programs, Plan dissemination, and training appropriate to carrying out the Plan objectives stated in the preceding paragraph.

In developing the Plan, the Superintendent is encouraged to seek input from appropriate groups of the school and local community and coordinate with the District’s Human Rights Officer and Title IX and 504 Coordinators.

No less than once every two years (off years from review of the District’s Suicide Prevention Plan per Policy JLDDB), the Superintendent shall update the District Anti-Discrimination Plan, and present the same to the Board for review. Such Plan updates should be submitted to the Board in time for appropriate budget consideration.

I. STATUTORY AND REGULATORY NONDISCRIMINATION STATEMENTS AND NOTICES

1. Comprehensive Prohibition Against Discrimination in Educational Programs and Activities.

Under State or Federal law and Board policy, no person shall be excluded from, denied the benefits of, or subjected to discrimination in the District’s public schools because of their age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion or national origin. As used in this section, “race” means immutable traits associated with race, including hair texture and protective hairstyles and “protective hairstyles” means hairstyles or hair type, including braids, locs, tight coils or curls, cornrows, Bantu knots, Afros, twists, and headwraps. Discrimination, including harassment, against any person in the District’s education programs, on the basis of any of the above classes, or a person’s creed, is prohibited.

Finally, there shall be no denial to any person of the benefits of educational programs or activities, on the basis of any of the above classes, or economic status.

Harassment of students other than on the basis of any of the classes or categories listed above is prohibited under Board policy JICK Pupil Safety and Violence Prevention.

2. Equal Opportunity of Employment and Prohibition Against Discrimination in Employment.

The School District is an Equal Opportunity Employer. The District ensures equal employment opportunities without regard to age, color, creed, disability, gender identity, marital status, national origin, pregnancy, race, religion, sex, or sexual orientation. The District will employ individuals who meet the physical and mental requirements, and who have the education, training, and experience established as necessary for the performance of the job as specified in the pertinent job description(s).

Discrimination against and harassment of school employees because of age, sex, race, creed, religion, color, marital status, familial status, physical or mental disability, genetic information, national origin, ancestry, sexual orientation, or gender identity are prohibited. Additionally, the District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

3. USDA Nondiscrimination Statement (copied from Policy ACF).

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g.,

Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA

Program Discrimination Complaint Form which can be obtained online at: [USDA Form AD-3027](#) (linked tested 2024/5/9), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **Mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. **Fax:**
(833) 256-1665 or (202) 690-7442; or
3. **Email:**
Program.Intake@usda.gov

J. COLLABORATION WITH OUTSIDE AGENCIES

Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out interim or disciplinary measures. The District will disclose information to the District's attorney, law enforcement, and others when necessary to enforce this policy or when required by law. In implementing this policy, the District will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The District will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with Board policy, state and federal laws, and as advised by the District's attorney.

K. ADDITIONAL REPORTING REQUIREMENTS

Reports under this Policy are in addition to and do not replace other reporting requirements mandated by law or other policies - see, e.g., Educator Code of Conduct (see Board policy GBEAB), abuse or neglect of children (see RSA 169-C:29 and policy JLF), acts of “theft, destruction, or violence” (see RSA 193-D:4, I (a) and Ed 317.06), incidents of “bullying” (see RSA 193-F and policy JICK), and hazing (see RSA 671:7).

L. ADMINISTRATIVE PROCEDURES, REGULATIONS AND TRAINING PROGRAMS

The Superintendent shall develop such other procedures and regulations, and shall ensure that training programs are provided as are necessary and appropriate to implement this policy as well as the other policies referenced above.

M. NOTICE OF COMPLIANCE

The Superintendent will provide notice of the nondiscrimination statements and notices, the Anti-Discrimination Plan, to all applicants for employment, employees, students, parents, and other interested persons as required by statute, policy or regulation, or as the Superintendent may otherwise deem appropriate.

Revision Dates: 03/04/2025, 8/20/202

A-	
NH Statutes RSA 186:11, XXXIII RSA 193-F RSA 193:38 RSA 275:71 RSA 275:78-83 RSA 354-A RSA 354-A:1 RSA 354-A:27 RSA 354-A:6	Description Discrimination Student Safety and Violence Protection Act Discrimination in Public Schools Prohibited Conduct by Employer Policies Relating to Nursing Mothers (Scroll down to sections 275:78-83) State Commission for Human Rights (Human Rights) Title and Purposes of Chapter Opportunity for Public Education without Discrimination a Civil Right Opportunity for Employment without Discrimination a Civil Right
NH Dept of Ed Regulation N.H. Code Admin. Rules Ed 303.01 (i)	Description School Board Substantive Duties
Federal Regulations 34 CFR 108 89 FR 29182	Description Equal Access to Public School Facilities for the Boy Scouts of America and Other Designated Youth Groups Pregnant Workers Fairness Act ("PWFA")
Federal Statutes 20 U.S.C 1681, et seq 20 U.S.C. § 1400-1417 20 U.S.C. § 7905 29 U.S.C. 621, et seq. 29 U.S.C. 705 29 U.S.C. 794 36 U.S.C. Subtitle II Part B 42 U.S.C. 12101, et seq. 42 U.S.C. 2000c 42 U.S.C. 2000d et seq. 42 U.S.C. 2000e et seq. 42 U.S.C. 2000gg 42 U.S.C. 218d	Description Title IX of the Education Amendments of 1972 Individuals with Disabilities Education Act (IDEA) Equal access to public school facilities ("Boy Scouts of America Equal Access Act") The Age Discrimination in Employment Act of 1967 The Rehabilitation Act of 1973 - Definitions Rehabilitation Act of 1973 (Section 504) Organizations Title II of The Americans with Disabilities Act of 1990 Title IV of the Civil Rights Act of 1964 Title VI of the Civil Rights Act of 1964 Title VII of the Civil Rights Act of 1964 Pregnant Worker Fairness Act ("PWFA") Pump for Nursing Mothers Act ("PUMP Act")

Cross References

Code	Description
ACA	Discrimination and Harassment Grievance Procedure
ACAC	Prohibition of Sexual Harassment: Policy and Grievance Procedures
ACD	Commitment to Religious Neutrality
ACE	Procedural Safeguards: Nondiscrimination on the Basis of Disability
ACF	Food and Nutrition Services: Anti-Discrimination and Civil Rights Complaints
ACN	Accommodation of Nursing Mothers
EF	Food Service Management
EFAA	Meal Charging
GBAM	Accommodation of Pregnancy and Related Medical Conditions: Personnel
GBI	Staff Participation in Political Activities
GDB	Employment of Non-Certified Personnel
IHBA	Programs for Pupils with Disabilities
IHBA-R(1)	Programs for Pupils with Disabilities - Section 504 - Notice of Parent & Student Rights
IHBAM	District Special Education Policy and Procedures Manual
IHBCA	Accommodation of Pregnancy and Related Medical Conditions: Students
IHBG	Home Education Instruction
IKG	Awards and Scholarships
JICK	Pupil Safety and Violence Prevention
JICK-R(1)	Pupil Safety and Violence Prevention - Report Form
JICK-R(2)	Pupil Safety and Violence Prevention - Bullying Report Form
JICK-R(3)	Pupil Safety and Violence Prevention - School Board Notification of Bullying Report
JJA	Student Activities & Organizations
JJA-R(1)	Student Activities & Organizations - Eligibility Standards
JJIC	Eligibility for Interscholastic Athletics
KEE	Website Accessibility and Grievance
KFA	Conduct on School Property
KFA-R(1)	Conduct on School Property - Assaults

Last Modified by Lillian Sutton on March 13, 2025



Book	A: Foundations and Basic Commitments
Section	Series A
Title	DRAFT Discrimination and Harassment Grievance Procedure
Code	ACA
Status	Policy Committee Review
Adopted	August 20, 2024
Last Revised	March 4, 2025

DRAFT

Discrimination and Harassment Grievance Procedure

A. Purpose.

As described in Board policy AC{**} and other policies referenced there, the District is committed to maintaining a workplace and educational environment that is free from discrimination, harassment, and retaliation* in admission or access to, or treatment or employment in, its programs, services, activities, and facilities.

*NOTE: Definitions for these terms can be found in policy AC{**}.

This policy provides a grievance process for any complaints of illegal discrimination, harassment, or retaliation that are not addressed by other Board policies. For example, while race-based or ethnicity-based harassment or discrimination could be addressed through the grievance process in this policy, sex discrimination or sex-based harassment must be addressed under policy ACAC{**}.

See policy AC{**} for policies for those types of discrimination, harassment, or retaliation for which grievance and complaint procedures are set forth in a separate policy.

The District does not assume responsibility or liability for actions that are unrelated to the District's programs or activities. However, the District may investigate any behavior that occurs on or off District property to the extent that such an investigation is necessary for the District to meet its legal obligations to address discrimination, harassment, and retaliation that negatively impact the education or work environment in the District. The District can address such behavior only when and to the extent that the District has the legal authority to do so.

B. Reports and Complaints of Discrimination or Harassment.

Under this policy, a **report** is nothing more than providing information to the District regarding conduct or statements that might constitute discrimination, harassment, or retaliation ("Discriminatory Conduct") as described below. A **grievance** or **complaint** (referred to in this policy as a "**Complaint**") is a verbal or written report or complaint of Discriminatory Conduct that objectively can be understood as a request for the District to investigate and make a determination about alleged Discriminatory Conduct. A Complaint is required to initiate the formal Grievance Process as described below.

C. Reports – Informal Process.

Contact information for the District's **Human Rights Officer**, Title IX Coordinator, and 504/ADA Coordinator can be found in AC-R(2){**}. [See and delete endnote]

Upon receiving a report, the **Human Rights Officer** may determine that the incident has been appropriately addressed or may recommend additional action.

1. Reports of prohibited or illegal Discriminatory Conduct should be made to the District ~~for building (if applicable)~~ **Human Rights Officer** under this policy unless:
 - a. The report is about the **Human Rights Officer**, Title IX Coordinator, or 504/ADA Coordinator, in which case the report may be made directly to the Superintendent or Superintendent's designee, who shall then appoint an alternate to act in place of the disqualified officer.
 - b. The report concerns potential **sex discrimination, sex-based harassment, or retaliation**, in which case the report should be made to the **District ~~for building (if applicable)~~ Title IX Coordinator** under policy **ACAC{**}**.
 - c. The report concerns potential discrimination, harassment, or retaliation related to a real or perceived **disability**, in which case the report should be made to the **District's 504/ADA Coordinator** under this policy.
 - d. The report concerns **harassment that does not involve a protected class** (included in AC{**}), in which case the report shall be made to the **Building Principal** under policy **JICK{**}**.
2. Any person who believes they have been subjected to prohibited or illegal Discriminatory Conduct may report the alleged acts to the District ~~for building (if applicable)~~ **Human Rights Officer** in accordance with this policy.

If a student is more comfortable reporting to a person other than the **Human Rights Officer** (e.g., guidance counselor, teacher, Principal), the student may tell any school district employee or volunteer. The employee or volunteer shall then make a report as discussed above and below in this Section C.

3. Any person who witnesses or receives a report of behavior they believe to be Discriminatory Conduct should report the alleged acts immediately to the District ~~for building (if applicable)~~ **Human Rights Officer**. ~~Delete endnote~~

If a student is more comfortable reporting to a person other than the **Human Rights Officer** (e.g., guidance counselor, teacher, Principal), the student may tell any school district employee or volunteer. The employee or volunteer shall then make a report per the following paragraph.

District employees and volunteers are required to report any bullying, harassment or other discriminatory conduct as soon as possible, but not later than the end of the school day, or, if occurring after the end of the school day, then no later than the end of the next business day. The employee/volunteer reporting requirement does not apply if (i) the employee or volunteer is the subject of the bullying, harassment or other discriminatory conduct, AND (ii) no student witnessed or was otherwise impacted by the conduct.

D. Definitions.

For the purposes of this policy and only this policy, terms are defined as follows.

"**Complaint**" means a document filed by a complainant, alleging discrimination or harassment against a respondent or the District, and requesting that the District investigate the allegation of harassment or discrimination. ("Complaint" is to be distinguished from a "Report" as defined below.)

- Complaints involving sex discrimination, sexual harassment (whether under Title IX or other), or retaliation must be referred to the Title IX Coordinator. See policy ACAC^(**) for the Title IX Grievance Procedure.
- Complaints involving discrimination, harassment, or retaliation relative to a real or perceived disability must be referred to the 504/ADA Coordinator. Such complaints will be addressed in accordance with this policy and “Human Rights Officer” below shall refer to the 504/ADA Coordinator.
- Complaints of harassment that do not involve protected classes as identified in policy AC^(**) should be processed under policy JICK^(**), the District’s anti-bullying policy and procedures.
- All other Complaints will be managed by the Human Rights Officer.

“**Complainant**” is the person making a complaint. The Complainant may or may not be the Victim. If the Complainant is under 18 years of age, the Complainant’s parent(s) or legal guardian(s) shall also receive any communication regarding the Complaint or Grievance Process to which the Complainant is entitled.

“**Discriminatory Conduct**” refers to discrimination, harassment, or retaliation.

“**Grievance Process**” is the formal investigation and determination of whether prohibited or illegal discrimination, harassment, or retaliation occurred, and may include appeals.

“**Human Rights Officer**” is the person assigned to that role in the District; contact information for this person can be found in policy AC-R(2)^(**). If the Human Rights Officer designates another person to act as the Human Rights Officer, “Human Rights Officer” shall refer to that designee. Similarly, if the Human Rights Officer directs a Complaint to the 504/ADA Coordinator, “Human Rights Officer” as used in this policy refers to the 504/ADA Coordinator. If the report or Complaint of alleged discrimination, harassment, or retaliation involves the Human Rights Officer, “Human Rights Officer” shall refer to a person assigned by the Superintendent or the Superintendent’s designee to handle the report or Complaint.

“**Report**” is information provided to the District regarding conduct or statements that might constitute discrimination, harassment, or retaliation. A report does NOT prompt the Grievance Process; only a Complaint initiates the formal Grievance Process.

“**Respondent**” is the person who allegedly engaged in the prohibited or illegal discrimination, harassment, or retaliation. If a District policy, procedure, rule, custom, or practice is the subject of a report or Complaint and not a specific person, the District is considered the Respondent. If a Respondent is under 18 years of age, the Respondent’s parent(s) or legal guardian(s) shall also receive any communication regarding the Complaint or Grievance Process to which the Respondent is entitled.

“**Victim**” is the person who was allegedly subjected to the prohibited or illegal discrimination, harassment, or retaliation. The Victim may or may not be the Complainant. If a Victim is under 18 years of age, the Victim’s parent(s) or legal guardian(s) shall also receive any communication regarding the Complaint or Grievance Process to which the Victim is entitled.

“**Witness**” is a person who may have information regarding the alleged discrimination, harassment, or retaliation.

E. Complaints and Initiation of the Formal Grievance Process.

A person begins the formal grievance process by making a Complaint with the Human Rights Officer. If the Complaint is against the Human Rights Officer, the Title IX Coordinator, or the 504/ADA Coordinator, or if some other conflict of interest exists, the Complaint may be made to the Superintendent or Superintendent’s designee, who shall then appoint an alternate to act in place of the disqualified officer. For Complaints against the Human Rights Officer, the appointed alternate shall be deemed the “Human Rights Officer” for purposes of all the duties and powers of the Human Rights Officer as described below.

[The District’s Complaint form can be found here (insert website link to form) or obtained from the Human Rights Officer.] Written Complaints are strongly encouraged, as a written record provides certainty regarding the nature of the Complaint. If an oral Complaint is made, the Human Rights Officer will offer to assist in the preparation of a written Complaint or, if assistance is refused, to create a recording of the oral Complaint. If both assistance and recording are refused by the Complainant, the District will investigate the expressed oral Complaint but, again, notes that an undocumented or unrecorded Complaint may result in uncertainty regarding the nature of the Complaint.

The submission of a Complaint initiates Level 1 of the Grievance Process as described below. Upon receiving the Complaint, the Human Rights Officer will review the Complaint to determine whether it concerns allegations more appropriately addressed under a different procedure in accordance with policy AC^(**).

Complaints should be made as soon as possible. Complainants are advised that complaints to the Office for Civil Rights of the United States Department of Education (“OCR”) must be made within 180 days of the last act of alleged discrimination, harassment, or retaliation giving rise to the complaint or from the date the Complainant could reasonably have become aware of such occurrence.

If the person making the Complaint (the “Complainant”) or the person alleged to have committed the discriminatory conduct (the “Respondent”) is under 18 years of age, the Human Rights Officer shall notify their parent(s)/guardian(s) of the Complaint.

In determining whether the alleged actions constitute prohibited or illegal Discriminatory Conduct, the District will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred, and all other relevant information. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that Discriminatory Conduct or other prohibited behavior has occurred, the District will take prompt and effective corrective action in accordance with law and Board policy.

Level I – Investigation and Initial Determination:

The Human Rights Officer will initiate an impartial investigation within five days of receiving the Complaint. The Human Rights Officer may appoint another qualified person (e.g. Building Principal, etc.) to undertake the investigation. The Human Rights Officer or the appointed designee shall be known as the Investigator. The Investigator shall coordinate with the Superintendent with respect to assignment of persons or resources to fulfill the District’s obligations, both general and case specific, relative to this policy (e.g., supplemental investigators, specialists); this may involve the retention of third-party personnel or additional expenditure of resources.

The Investigator shall conduct a prompt, impartial, adequate, reliable, and thorough investigation, including the opportunity for the Complainant and other parties involved to identify witnesses and provide information and other evidence. The Investigator will evaluate all relevant information and documentation relating to the Complaint.

Within 30 working days of receiving the Complaint, the Investigator will complete a written report that summarizes the investigation and makes determinations as to whether the facts indicate a violation of this policy based on the appropriate legal standard. If someone other than the Human Rights Officer served as Investigator, the Human Rights Officer will receive the report and either adopt the report as submitted or modify and complete the report upon further investigation and/or review of applicable policy and law. If the determination is that prohibited or illegal Discriminatory Conduct occurred, the Human Rights Officer will recommend corrective action to the Superintendent to address the discrimination, harassment, or retaliation; prevent recurrence; and remedy its effects.

The Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), and the Respondent(s) will be notified of the determination in writing, within five working days of the completion of the investigatory report.

An extension of the investigation and any other deadlines/periods identified in this Section may be warranted if extenuating circumstances exist as determined by the Investigator. The Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), and the Respondent(s) will be notified when deadlines are extended.

Level II – Appeal:

Within five working days after receiving the Level I decision, the Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), or any Respondent may appeal the Investigator’s decision to the Superintendent by notifying the Superintendent in writing. The Superintendent shall impartially review the matter or may designate another qualified person to conduct a prompt and impartial review.

Within ten working days, the Superintendent or designee will complete a written decision on the appeal, stating whether a violation of District policy is found and, if so, stating what corrective actions will be implemented, or, the Superintendent/designee may determine to remand the matter to the Investigator for further investigation or consideration. If someone other than the Superintendent conducts the appeal, the Superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the Level I Investigator. The Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), and any Respondent will be notified in writing, within five working days of the Superintendent’s decision, regarding whether the Superintendent or designee upheld, overturned, or modified the Level I decision.

Level III – Appeal:

Within five working days after receiving the Level II decision, the Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), or any Respondent may appeal the Superintendent’s decision by notifying the Superintendent and School Board Chair in writing.

Level III appeals may only be based upon one or more of the following grounds, which must be stated specifically in the party’s written appeal:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
3. ~~Additional bases may be added by a district if made available equally to both parties~~; OR
4. The Investigator, or Superintendent/designee had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

Appeals for any other reason not included in the written appeal will not be heard.

Appeals that pertain only to disciplinary sanctions may be made pursuant to the District's ordinary review process for discipline, or, to the extent applicable, any statutory or other processes provided under collective bargaining agreements or individual contracts.

Upon receiving a written appeal, the School Board Chair will promptly confer with the School Board's attorney for guidance as to whether assigning the appeal to an outside hearing officer is in the best interests of the District. This conference may occur with the Board in the context of a consultation with counsel under 91-A:2, II (b).

The Level III appeal, and the written decision will be conducted consistent with the procedures established under Ed 204.01, and such other procedures as may be agreed upon by the parties. Without impairing or limiting those provisions, the Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), and each Respondent will be allowed to address or otherwise submit information to the Board/hearing officer, and the Board/hearing officer may call for the presence of other persons the Board/hearing officer deems necessary. Within 30 calendar days of the conclusion of the hearing, the Board/hearing officer will issue a written decision to the interested parties (subject to such confidentiality as is consistent with applicable law). The decision will include all information required under Ed 204.01 (c)-(e).

An aggrieved party 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 Ed. 204.01(g). Absent such an appeal, the Level III decision is final.

F. Confidentiality.

Information contained in reports or Complaints, or the records relating to a formal grievance process, including, e.g., the identities of the Complainant(s), victim(s), Respondent(s), or witness(es), will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The District will make reports to appropriate authorities as necessary or as required by law.

G. District Actions in Absence of Formal Complaint.

Even if the person who is the subject of the alleged discriminatory conduct does not file a Complaint under this policy, if the District otherwise learns about possible discrimination, harassment, or retaliation, including violence, the Human Rights Officer will conduct a prompt, impartial, adequate, reliable, and thorough investigation to determine whether conduct in violation of law, District policy, or District ~~Expectations, Code of Conduct~~ occurred, and will consult with the Building Principal and/or Superintendent regarding recommended supportive measures, remedies, and/or disciplinary consequences as deemed necessary or appropriate.

H. Interim and/or Supportive Measures.

When a report or Complaint is made or the District otherwise learns of potential discrimination, harassment, or retaliation, the District will take immediate action to protect the alleged victim(s), including implementing interim and/or supportive measures. Such measures may be provided on a temporary, long-term, or permanent basis and include, but are not limited to, altering a class seating arrangement, providing additional supervision, or suspending an employee pending an investigation. The District will also take immediate steps to prevent retaliation against the alleged victim(s) and/or Complainant(s), any person associated with the alleged victim(s) and/or Complainant(s), or any witness(es) or participant(s) in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to make reports or Complaints, and initiating follow-up contact with the alleged victim(s) and/or Complainant(s) to determine if any additional acts of discrimination, harassment, or retaliation have occurred.

I. Consequences and Remedies.

If the District determines that prohibited or illegal Discriminatory Conduct has occurred, the District will take prompt, effective and appropriate action to address the behavior, prevent its recurrence, and remedy its effects.

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined in accordance with applicable policies, **Codes of Conduct**, or school/classroom rules and regulations. Patrons, contractors, visitors, or others who violate this policy may be prohibited from District property or otherwise restricted while on District property. The Superintendent, Human Rights Officer, Building Principal, or designees will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

J. Training.

The District will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment, or retaliation. The District will instruct employees to make all reports to proper personnel, specifically the Building Principal. The Building Principal will refer reports of illegal discrimination, harassment, or retaliation to the proper personnel, as found in policies AC-~~(**)~~ and AC-R(2)-~~(**)~~. The District will inform employees of the consequences of violating this policy and the remedies the District may use to rectify policy violations. All employees will have access to the District's current policies, required notices, and complaint forms. The District will provide training to any person responsible for investigating potential discrimination, harassment, or retaliation.

The District will provide information to parents/guardians and students regarding this policy and will provide age-appropriate instruction to students.

~~(Delete endnote) The Human Rights Officer may serve multiple roles in the District and in small districts, may even be the Superintendent or Principal. The specific titles of "504 Coordinator" and "ADA Coordinator" are required by federal rules/guidelines but the title of Human Rights Officer may vary by district. One person can serve as both 504 Coordinator and ADA Coordinator and have the title "504/ADA Coordinator" shown here, or different people can serve in multiple roles.~~

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

NH Statutes

RSA 141-C:20-d

Description

Exclusion During Outbreak of Disease

NH Statutes

RSA 189:1-b

RSA 193-F

RSA 193:38

RSA 200:39

RSA 275:78-83

RSA 354-A:1

RSA 354-A:27

RSA 354-A:6

NH Dept of Ed Regulation

N.H. Code Admin. Rules Ed 1100

N.H. Code Admin. Rules Ed 1107.02(b)

N.H. Code Admin. Rules Ed 303.01 (j)

N.H. Code Admin. Rules Ed 306.04(b)(23)

N.H. Code Admin. Rules Ed 306.04(b)(7)

Federal Regulations

28 CFR Part 35

34 C.F.R. §§ 110.25

34 CFR 104

34 CFR 104.7(b)

34 CFR 106.30

34 CFR 106.44

34 CFR 106.45

34 CFR 106.71

34 CFR 108

34 CFR 300.307-.309

7 CFR Part 15, Subpart A

89 FR 29182

89 FR 31320 (28 CFR 35)

Federal Statutes

20 U.S.C §1681, et seq

20 U.S.C. §§1400 et seq.

20 U.S.C. §§1701-1758

20 U.S.C. §1232g

20 U.S.C. §1400-1417

20 U.S.C. §401(3)(B)

20 U.S.C. §4071

20 U.S.C. §7905

29 U.S.C. 621, et seq.

29 U.S.C. 705

29 U.S.C. 794

36 U.S.C. Subtitle II Part B

42 U.S.C. §2000bb - §2000bb-4

42 U.S.C. 12101, et seq.

42 U.S.C. 1751 et seq.

42 U.S.C. 2000c

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

42 U.S.C. 2000gg

42 U.S.C. 218d

42 USC 1751 – 66

P.L. 110-233

Federal Cases

514 F.3d 87 (1st Cir. 2008)

597 U.S. 507 (2022)

600 U.S. 447 (2023)

Cross References

Code

AC

AC-R(2)

ACAC

ACD

Description[Freedom of Assembly, Freedom of Religion](#)[Pupil Safety and Violence Prevention](#)[Discrimination in Public Schools](#)[Exclusion from School](#)[Policies Relating to Nursing Mothers \(Scroll down to sections 275:78-83\).](#)[\(Human Rights\) Title and Purposes of Chapter](#)[Opportunity for Public Education without Discrimination a Civil Right](#)[Opportunity for Employment without Discrimination a Civil Right](#)**Description**[Standards for the Education of Students With Disabilities](#)[Evaluation Requirements for Children With Specific Learning Disabilities](#)[Substantive Duties of School Boards: Sexual Harassment Policy.](#)[Meeting the Special Physical Health Needs of Students](#)[Student Harassment](#)**Description**[Nondiscrimination on the Basis of Disability in State and Local Government Services](#)[Designation of responsible employee, notice, and grievance procedures](#)[Nondiscrimination on the Basis of Handicap](#)[Adoption of Grievance Procedures](#)[Definitions](#)[Recipient's response to sexual harassment](#)[Grievance process for formal complaints of sexual harassment](#)[Retaliation](#)[Equal Access to Public School Facilities for the Boy Scouts of America and Other Designated Youth Groups](#)[Additional Procedures for Identifying Children With Specific Learning Disabilities](#)[Nondiscrimination](#)[Pregnant Workers Fairness Act \("PWFA"\)](#)[Nondiscrimination on the Basis of Disability; Accessibility of Web Information and Services of State and Local Government Entities](#)**Description**[Title IX of the Education Amendments of 1972](#)[Individuals with Disabilities Education Law](#)[Equal Educational Opportunities Act of 1974 – "EEOA"](#)[Family Educational Rights and Privacy Act \(FERPA\)](#)[Individuals with Disabilities Education Act \(IDEA\)](#)[Child with a Disability, Child Aged 3 through 9](#)[Equal Access Act \(student religious groups\)](#)[Equal access to public school facilities \("Boy Scouts of America Equal Access Act"\)](#)[The Age Discrimination in Employment Act of 1967](#)[The Rehabilitation Act of 1973 - Definitions](#)[Rehabilitation Act of 1973 \(Section 504\)](#)[Organizations](#)[Religious Freedom Restoration](#)[Title II of The Americans with Disabilities Act of 1990](#)[National School Lunch Act](#)[Title IV of the Civil Rights Act of 1964](#)[Title VI of the Civil Rights Act of 1964](#)[Title VII of the Civil Rights Act of 1964](#)[Pregnant Worker Fairness Act \("PWFA"\)](#)[Pump for Nursing Mothers Act \("PUMP Act"\)](#)[National School Lunch Act](#)[Genetic Information Nondiscrimination Act of 2008](#)**Description**[Parker v. Hurley](#)[Kennedy v. Bremerton School District](#)[Groff v. DeJoy](#)**Description**[Nondiscrimination, Equal Opportunity Employment, and Anti-Discrimination Plan](#)[Nondiscrimination, Equal Opportunity Employment, and Anti-Discrimination Plan - Annual Notice of Contact Information](#)[Prohibition of Sexual Harassment: Policy and Grievance Procedures](#)[Religious Neutrality & Religious Accommodations](#)

Code	Description
ACE	Procedural Safeguards: Nondiscrimination on the Basis of Disability
ACF	Food and Nutrition Services: Anti-Discrimination and Civil Rights Complaints
ACN	Accommodation of Nursing Mothers
DAF	Administration of Federal Grant Funds
GBAM	Accommodation of Pregnancy, Childbirth, Pediatric Infant Care and other Related Conditions
IHBCA	Accommodation of Pregnancy and Related Medical Conditions: Students
JIC	Student Conduct
JKAA	Use of Restraints and Seclusion
KEE	Website Accessibility and Grievance
.	

Last Modified by Kristen Noonan on August 4, 2026



Book	A: Foundations and Basic Commitments
Section	Series A
Title	Discrimination and Harassment Grievance Procedure
Code	ACA
Status	Active
Adopted	August 20, 2024
Last Revised	March 4, 2025

Discrimination and Harassment Grievance Procedure

A. Purpose.

As described in Board policy AC and other policies referenced there, the District is committed to maintaining a workplace and educational environment that is free from discrimination, harassment, and retaliation* in admission or access to, or treatment or employment in, its programs, services, activities, and facilities.

- ***NOTE:** Definitions for these terms can be found in policy AC.
- This policy provides a grievance process for any complaints of illegal discrimination, harassment, or retaliation that are not addressed by other Board policies. For example, while race-based or ethnicity-based harassment or discrimination could be addressed through the grievance process in this policy, sex discrimination or sex-based harassment must be addressed under policy ACAC.
- **See policy AC for policies for those types of discrimination, harassment, or retaliation for which grievance and complaint procedures are set forth in a separate policy.**
- The District does not assume responsibility or liability for actions that are unrelated to the District's programs or activities. However, the District may investigate any behavior that occurs on or off District property to the extent that such an investigation is necessary for the District to meet its legal obligations to address discrimination, harassment, and retaliation that negatively impact the education or work environment in the District. The District can address such behavior only when and to the extent that the District has the legal authority to do so.

B. Reports and Complaints of Discrimination or Harassment.

Under this policy, a report is nothing more than providing information to the District regarding conduct or statements that might constitute discrimination, harassment, or retaliation ("Discriminatory Conduct") as described below. A grievance or complaint (referred to in this policy as a "Complaint") is a verbal or written report or complaint of Discriminatory Conduct that objectively can be understood as a request for the District to investigate and make a determination about alleged Discriminatory Conduct. A Complaint is required to initiate the formal Grievance Process as described below.

C. Reports – Informal Process.

Contact information for the District's Human Rights Officer, Title IX Coordinator, and 504/ADA Coordinator can be found in AC-R(2).

- **District employees and volunteers are required to report such conduct as soon as possible, but not later than the end of the next school or work day.** This requirement does not apply if the employee or volunteer is the subject of the conduct, unless any student witnessed or was otherwise impacted by the conduct.

Upon receiving a report, the Human Rights Officer may determine that the incident has been appropriately addressed or may recommend additional action.

1. Reports of prohibited or illegal Discriminatory Conduct should be made to the District Human Rights Officer under this policy unless:
 - a. The report is about the Human Rights Officer, Title IX Coordinator, or 504/ADA Coordinator, in which case the report may be made directly to the Superintendent or Superintendent's designee, who shall then appoint an alternate to act in place of the disqualified officer.
 - b. The report concerns potential sex discrimination, sex-based harassment, or retaliation, in which case the report should be made to the District Title IX Coordinator under policy ACAC.
 - c. The report concerns potential discrimination, harassment, or retaliation related to a real or perceived disability, in which case the report should be made to the District's 504/ADA Coordinator under this policy.
 - d. The report concerns harassment that does not involve a protected class (included in AC), in which case the report shall be made to the Building Principal under policy JICK.
2. Any person who believes they have been subjected to prohibited or illegal Discriminatory Conduct may report the alleged acts to the District Human Rights Officer in accordance with this policy.

If a student is more comfortable reporting to a person other than the Human Rights Officer (e.g., guidance counselor, teacher, Principal), the student may tell any school district employee or volunteer. The employee or volunteer shall then make a report as discussed above and below in this Section C.

3. Any person who witnesses or receives a report of behavior they believe to be Discriminatory Conduct should report the alleged acts immediately to the District Human Rights Officer.
- If a student is more comfortable reporting to a person other than the Human Rights Officer (e.g., guidance counselor, teacher, Principal), the student may tell any school district employee or volunteer. The employee or volunteer shall then make a report per the following paragraph.

D. Definitions.

For the purposes of this policy and only this policy, terms are defined as follows.

- **"Complaint"** means a document filed by a complainant, alleging discrimination or harassment against a respondent or the District, and requesting that the District investigate the allegation of harassment or discrimination. ("Complaint" is to be distinguished from a "Report" as defined below.)

- Complaints involving sex discrimination, sexual harassment (whether under Title IX or other), or retaliation must be referred to the Title IX Coordinator. See policy ACAC for the Title IX Grievance Procedure.
- Complaints involving discrimination, harassment, or retaliation relative to a real or perceived disability must be referred to the 504/ADA Coordinator. Such complaints will be addressed in accordance with this policy and “Human Rights Officer” below shall refer to the 504/ADA Coordinator.
- Complaints of harassment that do not involve protected classes as identified in policy AC should be processed under policy JICK, the District’s anti-bullying policy and procedures.

All other Complaints will be managed by the Human Rights Officer.

- **“Complainant”** is the person making a complaint. The Complainant may or may not be the Victim. If the Complainant is under 18 years of age, the Complainant’s parent(s) or legal guardian(s) shall also receive any communication regarding the Complaint or Grievance Process to which the Complainant is entitled.
 - **“Discriminatory Conduct”** refers to discrimination, harassment, or retaliation.
 - **“Grievance Process”** is the formal investigation and determination of whether prohibited or illegal discrimination, harassment, or retaliation occurred, and may include appeals.
 - **“Human Rights Officer”** is the person assigned to that role in the District; contact information for this person can be found in policy AC-R(2). If the Human Rights Officer designates another person to act as the Human Rights Officer, “Human Rights Officer” shall refer to that designee. Similarly, if the Human Rights Officer directs a Complaint to the 504/ADA Coordinator, “Human Rights Officer” as used in this policy refers to the 504/ADA Coordinator. If the report or Complaint of alleged discrimination, harassment, or retaliation involves the Human Rights Officer, “Human Rights Officer” shall refer to a person assigned by the Superintendent or the Superintendent’s designee to handle the report or Complaint.
 - **“Report”** is information provided to the District regarding conduct or statements that might constitute discrimination, harassment, or retaliation. A report does NOT prompt the Grievance Process; only a Complaint initiates the formal Grievance Process.
 - **“Respondent”** is the person who allegedly engaged in the prohibited or illegal discrimination, harassment, or retaliation. If a District policy, procedure, rule, custom, or practice is the subject of a report or Complaint and not a specific person, the District is considered the Respondent. If a Respondent is under 18 years of age, the Respondent’s parent(s) or legal guardian(s) shall also receive any communication regarding the Complaint or Grievance Process to which the Respondent is entitled.
 - **“Victim”** is the person who was allegedly subjected to the prohibited or illegal discrimination, harassment, or retaliation. The Victim may or may not be the Complainant. If a Victim is under 18 years of age, the Victim’s parent(s) or legal guardian(s) shall also receive any communication regarding the Complaint or Grievance Process to which the Victim is entitled.
 - **“Witness”** is a person who may have information regarding the alleged discrimination, harassment, or retaliation.

E. Complaints and Initiation of the Formal Grievance Process.

- A person begins the formal grievance process by making a Complaint with the Human Rights Officer. If the Complaint is against the Human Rights Officer, the Title IX Coordinator, or the 504/ADA Coordinator, or if some other conflict of interest exists, the Complaint may be made to the Superintendent or Superintendent’s designee, who shall then appoint an alternate to act in place of the disqualified officer. For Complaints against the Human Rights Officer, the appointed alternate shall be deemed the “Human Rights Officer” for purposes of all the duties and powers of the Human Rights Officer as described below.
- The District’s Complaint form can be obtained from the Human Rights Officer. Written Complaints are strongly encouraged, as a written record provides certainty regarding the nature of the Complaint. If an oral Complaint is made, the Human Rights Officer will offer to assist in the preparation of a written Complaint or, if assistance is refused, to create a recording of the oral Complaint. If both assistance and recording are refused by the Complainant, the District will investigate the expressed oral Complaint but, again, notes that an undocumented or unrecorded Complaint may result in uncertainty regarding the nature of the Complaint.
- The submission of a Complaint initiates Level 1 of the Grievance Process as described below. Upon receiving the Complaint, the Human Rights Officer will review the Complaint to determine whether it concerns allegations more appropriately addressed under a different procedure in accordance with policy AC.
- Complaints should be made as soon as possible. Complainants are advised that complaints to the Office for Civil Rights of the United States Department of Education (“OCR”) must be made within 180 days of the last act of alleged discrimination, harassment, or retaliation giving rise to the complaint or from the date the Complainant could reasonably have become aware of such occurrence.
- If the person making the Complaint (the “Complainant”) or the person alleged to have committed the discriminatory conduct (the “Respondent”) is under 18 years of age, the Human Rights Officer shall notify their parent(s)/guardian(s) of the Complaint.
- In determining whether the alleged actions constitute prohibited or illegal Discriminatory Conduct, the District will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred, and all other relevant information. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that Discriminatory Conduct or other prohibited behavior has occurred, the District will take prompt and effective corrective action in accordance with law and Board policy.
- **Level I – Investigation and Initial Determination:**
 - The Human Rights Officer will initiate an impartial investigation within five days of receiving the Complaint. The Human Rights Officer may appoint another qualified person (e.g. Building Principal, etc.) to undertake the investigation. The Human Rights Officer or the appointed designee shall be known as the Investigator. The Investigator shall coordinate with the Superintendent with respect to assignment of persons or resources to fulfill the District’s obligations, both general and case specific, relative to this policy (e.g., supplemental investigators, specialists); this may involve the retention of third-party personnel or additional expenditure of resources.
 - The Investigator shall conduct a prompt, impartial, adequate, reliable, and thorough investigation, including the opportunity for the Complainant and other parties involved to identify witnesses and provide information and other evidence. The Investigator will evaluate all relevant information and documentation relating to the Complaint.
 - Within 30 working days of receiving the Complaint, the Investigator will complete a written report that summarizes the investigation and makes determinations as to whether the facts indicate a violation of this policy based on the appropriate legal standard. If someone other than the Human Rights Officer served as Investigator, the Human Rights Officer will receive the report and either adopt the report as submitted or modify and complete the report upon further investigation and/or review of applicable policy and law. If the determination is that prohibited or illegal Discriminatory Conduct occurred, the Human Rights Officer will recommend corrective action to the Superintendent to address the discrimination, harassment, or retaliation; prevent recurrence; and remedy its effects.
 - The Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), and the Respondent(s) will be notified of the determination in writing, within five working days of the completion of the investigatory report.
 - An extension of the investigation and any other deadlines/periods identified in this Section may be warranted if extenuating circumstances exist as determined by the Investigator. The Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), and the Respondent(s) will be notified when deadlines are extended.

• **Level II – Appeal:**

- Within five working days after receiving the Level I decision, the Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), or any Respondent may appeal the Investigator's decision to the Superintendent by notifying the Superintendent in writing. The Superintendent shall impartially review the matter or may designate another qualified person to conduct a prompt and impartial review.
- Within ten working days, the Superintendent or designee will complete a written decision on the appeal, stating whether a violation of District policy is found and, if so, stating what corrective actions will be implemented, or, the Superintendent/designee may determine to remand the matter to the Investigator for further investigation or consideration. If someone other than the Superintendent conducts the appeal, the Superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the Level I Investigator. The Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), and any Respondent will be notified in writing, within five working days of the Superintendent's decision, regarding whether the Superintendent or designee upheld, overturned, or modified the Level I decision.

• **Level III – Appeal:**

- Within five working days after receiving the Level II decision, the Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), or any Respondent may appeal the Superintendent's decision by notifying the Superintendent and School Board Chair in writing.

Level III appeals may only be based upon one or more of the following grounds, which must be stated specifically in the party's written appeal:

1. Procedural irregularity that affected the outcome of the matter;
 2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
 3. *Additional bases may be added by a district if made available equally to both parties;* OR
 4. The Investigator, or Superintendent/designee had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter. Appeals for any other reason not included in the written appeal will not be heard.
- Appeals that pertain only to disciplinary sanctions may be made pursuant to the District's ordinary review process for discipline, or, to the extent applicable, any statutory or other processes provided under collective bargaining agreements or individual contracts.

Upon receiving a written appeal, the School Board Chair will promptly confer with the School Board's attorney for guidance as to whether assigning the appeal to an outside hearing officer is in the best interests of the District. This conference may occur with the Board in the context of a consultation with counsel under 91-A:2, II (b) within 21 days, the School Board will determine whether to hear the appeal or submit it to an outside hearing officer.

The Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), and each Respondent will be allowed to address or otherwise submit information to the Board/hearing officer, and the Board/hearing officer may call for the presence of other persons the Board/hearing officer deems necessary. The Board/hearing officer will issue a decision within 30 working days after the hearing or submission of information for implementation by the administration. The Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), and each Respondent will be notified in writing, within five working days of the Board/hearing officer's decision, subject to such confidentiality as is consistent with applicable policy and law. The Level III decision is final.

F. Confidentiality.

- Information contained in reports or Complaints, or the records relating to a formal grievance process, including, e.g., the identities of the Complainant(s), victim(s), Respondent(s), or witness(es), will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The District will make reports to appropriate authorities as necessary or as required by law.

G. District Actions in Absence of Formal Complaint.

Even if the person who is the subject of the alleged discriminatory conduct does not file a Complaint under this policy, if the District otherwise learns about possible discrimination, harassment, or retaliation, including violence, the Human Rights Officer will conduct a prompt, impartial, adequate, reliable, and thorough investigation to determine whether conduct in violation of law, District policy, or District expectations, Code of Conduct occurred, and will consult with the Building Principal and/or Superintendent regarding recommended supportive measures, remedies, and/or disciplinary consequences as deemed necessary or appropriate.

H. Interim and/or Supportive Measures.

When a report or Complaint is made or the District otherwise learns of potential discrimination, harassment, or retaliation, the District will take immediate action to protect the alleged victim(s), including implementing interim and/or supportive measures. Such measures may be provided on a temporary, long-term, or permanent basis and include, but are not limited to, altering a class seating arrangement, providing additional supervision, or suspending an employee pending an investigation. The District will also take immediate steps to prevent retaliation against the alleged victim(s) and/or Complainant(s), any person associated with the alleged victim(s) and/or Complainant(s), or any witness(es) or participant(s) in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to make reports or Complaints, and initiating follow-up contact with the alleged victim(s) and/or Complainant(s) to determine if any additional acts of discrimination, harassment, or retaliation have occurred.

I. Consequences and Remedies.

If the District determines that prohibited or illegal Discriminatory Conduct has occurred, the District will take prompt, effective and appropriate action to address the behavior, prevent its recurrence, and remedy its effects.

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined in accordance with applicable policies, Codes of Conduct, or school/classroom rules and regulations. Patrons, contractors, visitors, or others who violate this policy may be prohibited from District property or otherwise restricted while on District property. The Superintendent, Human Rights Officer, Building Principal, or designees will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

J. Training.

The District will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment, or retaliation. The District will instruct employees to make all reports to proper personnel, specifically the Building Principal. The Building Principal will refer reports of illegal discrimination, harassment, or retaliation to the proper personnel, as found in policies AC{**} and AC-R(2){**}. The District will inform employees of the consequences of violating this policy and the remedies the District may use to rectify policy violations. All employees will have access to the District's current policies, required notices, and complaint forms. The District will provide training to any person responsible for investigating potential discrimination, harassment, or retaliation.

The District will provide information to parents/guardians and students regarding this policy and will provide age-appropriate instruction to students.

Revision History: 3/4/2025, 8/20/2024

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

NH Statutes

RSA 141-C:20-d

RSA 189:1-b

RSA 193-F

RSA 193:38

RSA 200:39

RSA 275:78-83

RSA 354-A:1

RSA 354-A:27

RSA 354-A:6

NH Dept of Ed Regulation

N.H. Code Admin. Rules Ed 1100

N.H. Code Admin. Rules Ed 1107.02(b)

N.H. Code Admin. Rules Ed 303.01 (j)

N.H. Code Admin. Rules Ed 306.04(a)(2022)

N.H. Code Admin. Rules Ed 306.04(a)(8)

Federal Regulations

28 CFR Part 35

28 CRF 35 - PENDING - 89 FR 31320

34 C.F.R. §§ 110.25

34 CFR 104

34 CFR 104.7(b)

34 CFR 106.30

34 CFR 106.44

34 CFR 106.45

34 CFR 106.71

34 CFR 108

34 CFR 300.307-.309

7 CFR Part 15, Subpart A

89 FR 29182

Federal Statutes

20 U.S.C 1681, et seq

20 U.S.C. § 1400-1417

20 U.S.C. § 7905

20 U.S.C. §§1400 et seq.

20 U.S.C. §1232g

20 U.S.C. 1401(3)(B)

20 U.S.C. 1701-1758

29 U.S.C. 621, et seq.

29 U.S.C. 705

29 U.S.C. 794

36 U.S.C. Subtitle II Part B

42 U.S.C. 12101, et seq.

42 U.S.C. 1751 et seq.

42 U.S.C. 2000c

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

42 U.S.C. 2000gg

42 U.S.C. 218d

Description

[Exclusion During Outbreak of Disease](#)

[Freedom of Assembly, Freedom of Religion](#)

[Student Safety and Violence Protection Act](#)

[Discrimination in Public Schools](#)

[Exclusion from School](#)

[Policies Relating to Nursing Mothers \(Scroll down to sections 275:78-83\).](#)

[\(Human Rights\) Title and Purposes of Chapter](#)

[Opportunity for Public Education without Discrimination a Civil Right](#)

[Opportunity for Employment without Discrimination a Civil Right](#)

Description

[Standards for the Education of Students With Disabilities](#)

[Evaluation Requirements for Children With Specific Learning Disabilities](#)

[Substantive Duties of School Boards; Sexual Harassment Policy](#)

[Meeting the Special Physical Health Needs of Students](#)

[Student Harassment](#)

Description

[Nondiscrimination on the Basis of Disability in State and Local Government Services](#)

[Nondiscrimination on the Basis of Disability; Accessibility of Web Information and Services of State and Local Government Entities PENDING](#)

[Designation of responsible employee, notice, and grievance procedures](#)

[Nondiscrimination on the Basis of Handicap](#)

[Adoption of Grievance Procedures](#)

[Definitions](#)

[Recipient's response to sexual harassment](#)

[Grievance process for formal complaints of sexual harassment](#)

[Retaliation](#)

[Equal Access to Public School Facilities for the Boy Scouts of America and Other Designated Youth Groups](#)

[Additional Procedures for Identifying Children With Specific Learning Disabilities](#)

[Nondiscrimination](#)

[Pregnant Workers Fairness Act \("PWFA"\)](#)

Description

[Title IX of the Education Amendments of 1972](#)

[Individuals with Disabilities Education Act \(IDEA\)](#)

[Equal access to public school facilities \("Boy Scouts of America Equal Access Act"\)](#)

[Individuals with Disabilities Education Law](#)

[Family Educational Rights and Privacy Act \(FERPA\)](#)

[Child with a Disability, Child Aged 3 through 9](#)

[Equal Educational Opportunities Act of 1974 – "EEOA"](#)

[The Age Discrimination in Employment Act of 1967](#)

[The Rehabilitation Act of 1973 - Definitions](#)

[Rehabilitation Act of 1973 \(Section 504\)](#)

[Organizations](#)

[Title II of The Americans with Disabilities Act of 1990](#)

[National School Lunch Act](#)

[Title IV of the Civil Rights Act of 1964](#)

[Title VI of the Civil Rights Act of 1964](#)

[Title VII of the Civil Rights Act of 1964](#)

[Pregnant Worker Fairness Act \("PWFA"\)](#)

[Pump for Nursing Mothers Act \("PUMP Act"\)](#)

Federal Statutes	
42 USC 1751 – 66	National School Lunch Act
P.L. 110-233	Genetic Information Nondiscrimination Act of 2008
Cross References	
Code	Description
AC	Nondiscrimination, Equal Opportunity Employment, and Anti-Discrimination Plan
AC-R(2)	Nondiscrimination, Equal Opportunity Employment, and Anti-Discrimination Plan - Annual Notice of Contact Information
ACAC	Prohibition of Sexual Harassment: Policy and Grievance Procedures
ACD	Commitment to Religious Neutrality
ACE	Procedural Safeguards: Nondiscrimination on the Basis of Disability
ACF	Food and Nutrition Services: Anti-Discrimination and Civil Rights Complaints
ACN	Accommodation of Nursing Mothers
DAF	Administration of Federal Grant Funds
GBAM	Accommodation of Pregnancy and Related Medical Conditions: Personnel
IHBCA	Accommodation of Pregnancy and Related Medical Conditions: Students
Last Modified by Lillian Sutton on March 13, 2025	

Monadnock Regional School District (MRSD)
School Board Meeting Minutes
July 21, 2026 (Not Yet Approved)
MRMHS Library, Swanzey, NH

School Board Members Present: Kristen Noonan, Edmond LaPlante, Lisa Steadman, Rachel Vogt, Melissa Diven, Hannah Blood, Scott Peters and Christina Pierce. **Absent:** Jennifer Strimbeck, Brian Bohannon, Gina Carraro, Betty Tatro and Unassigned from Fitzwilliam.

Administration Present: J. Rathbun, Superintendent, Lisa Spencer, Assistant Superintendent and J. Morin, Business Administrator.

1. CALL THE MEETING TO ORDER at 7:00 PM: S. Peters opened the meeting at 7:00 PM.

2. PUBLIC COMMENTS: K. Noonan of Swanzey wanted to let the Board be aware of a situation regarding the recent bus accident. The parents of the students are being harassed regarding medical payments and insurance issues. There is no information. Any charge should be paid for by the bus company. J. Rathbun will gather more information and respond at a later date.

J. Rathbun explained that everything is going well with the Troy School renovations but there is currently a major delay with a solution. First he explained that Hutter Construction has done everything correct. There was a small delay regarding the asbestos and from that issue there was a need for a thorough investigation. There is an issue with the tile glue which was not stated in the report. There will be a 3-4 week delay. There are 2 rooms that may not be ready but there is a solution. The school will use the stage for the classrooms. There is a tremendous amount of space and this will only be for a short time. The goal is to start school with all Troy students in their school.

3. MATTERS FOR INFORMATION & DISCUSSION:

a. Board Goals Check-In:

i. Safety: L. Steadman reviewed the goals. She explained that J. Strimbeck, the Chair of the Safety Committee was not present at the meeting. The committee did request information from J. Rathbun for the next meeting. She explained that the committee is not on track for the August 1 goal. The committee will be attending a School Safety Meeting this Fall once the administration has the schedule.

ii. Board Member Orientation: L. Steadman explained that the new members were made aware of the NHSBA which has information for new School Board Members. The committee will meet on August 11, 2026.

iii. Education: R. Vogt reported that the committee reviewed policies and forwarded them to the Policy Committee. Regarding the ELO, L. Spencer gave a great report at the Board level. The committee is excited for this coming year. The committee has reached out

to J.Rathbun for feedback from the students, staff and parents regarding the Cell Phone Policy. The committee will be working on philosophies such as preparing students for college/work and also competency-based education; can it be changed.

iv. Finance/Facilities: H. Blood explained that the committee developed 3 courses of action for the funds from the sale of the Cutler School. The committee will be meeting in August to work on the CIP and asking for input from the administration. S. Peters explained that he and others walked the building for prices for the CIP items. The Sept. 1 Goal is still on track. There are some wild guesses on the prices.

J. Rathbun explained that HB1300 is a cap on the school budget. This has to be on the ballot. Currently, we are below 6% of the total district cost. The district has reached out to the attorney. They are not ready to respond.

v. Community Relations: S. Peters commented that there may be a need for the CRC to form in order to get the word out about HB1300.

b. Schedule Joint Policy/Education Committee Workshop: S. Peters would recommend the Policy Committee and the Education Committee holding a workshop to go through the policies. He suggested taking a half a day to get the work done. K. Noonan commented that she is not able to take half a day. R. Vogt explained that she will be able to attend a Policy Committee. The Policy and Education Committees will meet jointly on August 19 at 4:00 PM.

c. Review Minutes/Motions from Budget Committee (6/23 meeting): The Budget Committee did not make any motions regarding ideas for the upcoming proposed budget and the Specialists Contract. J. Rathbun explained that there was a mention of a flat budget. He said with a flat budget there will still be cuts. J. Morin commented that the Budget Committee felt that they had more time to give input. She said the administration will start the process in September.

d. Update on Hiring: J. Rathbun reported that the hiring is going ok. There is a struggle with the hiring of paraprofessionals. There are applications on his desk. The Sheriff is still looking for the SRO. He is fully committed but just can't find people. The previous candidate fell through.

e. Education Report: L. Spencer presented the Instructional Resource Plan to the Board for review. The role of the Board is for a vote on the Instructional Resource Plan.

4. MATTERS THAT REQUIRE BOARD ACTION:

a. Approve Instructional Plan: MOTION: R. Vogt **MOVED** to approve the Instructional Resource Plan as presented by the administration. **SECOND:** K. Noonan **VOTE:** 8.731/0/0/4.269. **Motion passes.**

b. Approve Student Tuition Rate: MOTION: H. Blood **MOVED** to approve the Student Tuition Rate for the 2026-2027 School Year in the amount of \$21,795.00. **SECOND:** R. Vogt. **VOTE:** 8.731/0/0/4.269. **Motion passes.**

c. Approve Bid for (MRMHS Gym and Auditorium Painting): The District received 3 bids per policy for the MRMHS gym and auditorium painting. **MOTION:** R. Vogt **MOVED** to accept the bid from O'Brien Painting in the amount of \$51,700 for the MRMHS

gym and auditorium painting. **SECOND:** M. Diven. **VOTE:** 5.487/0/3.244/4.269. **Motion passes.**

d. Approve Policy DFA: The Board reviewed Policy DFA Revenues from Investments. **MOTION:** K. Noonan **MOVED** to approve Policy DFA as presented and reviewed by the Board. **SECOND:** H. Blood. **VOTE:** 8.731/0/0/4.269. **Motion passes.**

e. Approve Exchange Student: **MOTION:** K. Noonan **MOVED** to approve the German Exchange Student. **SECOND:** C. Pierce. **VOTE:** 8.731/0/0/4.269. **Motion passes.**

f. Policy Motions 2nd Read:

1. IHCD/LEB: Advanced Course Work/Advanced Placement Courses

2. FEH: Supervision of Construction, Clerk of the Works/Project Manager

3. EHLB: Subpoenas Involving District Students, Officials, Employees and/or Records

4. GCCAD: Leave for Uniformed Service Members or Their Spouses

5. IC: School Year and School Year Calendar

6. JF: Enrollment and Enrollment Capacities: **MOTION:** K. Noonan **MOVED** to approve the changes and accept the policies as presented by the Policy Committee. **SECOND:** L. Steadman. **VOTE:** 8.731/0/0/4.269. **Motion passes.**

g. * Approve the Consent Agenda: June 16, 2026 Public and Non-Public Meeting Minutes, the FY26 Manifest \$2,540,390.20 and the FY27 Manifest \$1,275,570.73: **MOTION:** K. Noonan **MOVED** to approve the June 16, 2026 Public and Non-Public Meeting Minutes, the FY26 Manifest in the amount of \$ 2,540,390.20 and the FY27 Manifest in the amount of \$1,275,570.73. **SECOND:** H. Blood. **VOTE:** 8.731/0/0/4.269. **Motion passes.**

h. SEALED June 16, 2026 School Board Meeting Minutes: **MOTION:** R. Vogt **MOVED** to approve the SEALED June 16, 2026 School Board Meeting Minutes as presented. **SECOND:** M. Diven. **VOTE:** 8.731/0/0/4.269. **Motion passes.**

5. SETTING NEXT MEETING'S AGENDA:

a. August 11, 2026

i. Review Handbook

ii. 2-year School Counseling Model

iii. Job Fair Plan

6. PUBLIC COMMENTS: R. Vogt spoke of a pilot program which is in other schools. She said kids coming out of school find ways to be reinvested in the community. S. Peters explained that R. Vogt should bring this idea to the Education Committee.

7. 8:25 PM ENTER INTO NON-PUBLIC SESSION: Non-Public Session under RSA 91-A:3 II (c) Matters which, if discussed in public, would likely adversely affect the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. **MOTION:** K. Noonan **MOVED** to enter into Non-Public Session

under RSA 91-A:3 II (c) Matters which, if discussed in public, would likely adversely affect the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. **SECOND:** H. Blood. **VOTE:** 8.731/0/0/4.269. **Motion passes.**

8. 8:40 PM ENTER INTO NON-PUBLIC SESSION: Non-Public Session under RSA 91-A:3 II (k) Consideration by a School Board of entering into a student or pupil tuition contract: MOTION: K. Noonan **MOVED** to enter into Non-Public Session under RSA 91-A:3 II (k) Consideration by a School Board of entering into a student or pupil tuition contract. **SECOND:** M. Diven. **VOTE:** 8.731/0/0/4.269. **Motion passes.**

9. SEALING OF NON-PUBLIC MINUTES: MOTION: K. Noonan **MOVED** to seal the 8:40 PM July 21, 2026 Non-Public Meeting Minutes until July 21, 2036. **SECOND:** S.Peters. **VOTE:** 8.731/0/0/4.269. **Motion passes.**

10. MOTION TO ADJOURN: MOTION: K. Noonan **MOVED** to adjourn the meeting at 9:01 PM. **SECOND:** H. Blood. **VOTE:** 8.731/0/0/4.269. **Motion passes.**

Respectfully submitted,

Laura L. Aivaliotis
Recording Secretary

VOTING KEY: Yes/No/Abstain/Absent

**Monadnock Regional School District
School Board Meeting Minutes
Non-Public Session (Not Yet Approved)
July 21, 2026
MRMHS Library, Swanzey, NH**

Members Present: Kristen Noonan, Lisa Steadman, Rachel Vogt, Edmond LaPlante, Scott Peters, Hannah Blood, Christina Pierce and Melissa Diven. **Absent:** Gina Carraro, Betty Tatro, Brian Bohannon, Jennifer Strimbeck and Unassigned from Fitzwilliam.

Administration Present: J. Rathbun, Superintendent, L. Spencer, Assistant Superintendent and J. Morin, Business Administrator.

8:25 PM Non-Public Session RSA 91-A:3 II (c) Matters which, if discussed in public, would likely adversely affect the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting.

Issue #1: J. Rathbun explained that a Medicaid audit had been done by the State Special Education Dept. but because there were DHHS findings there was a more in-depth audit and more findings. The clawback money is in the amount of \$87,697.25 which is due to operator error and rules that have changed. There is no fine or was it fraudulent. Since S. Betit-Hancock has started in the district she has been working on the Medicaid billing and the district can bill Medicaid up to a year. There is enough Medicaid revenue to cover the clawback money. J. Morin commented that they explained that the State overpaid the district but the funds collected from Medicaid payments will cover it.

MOTION: K. Noonan **MOVED** to leave non-public session (c) and enter into (k). **SECOND:** M. Diven **VOTE:** 8.731/0/0/4.269. **Motion passes.**

Respectfully submitted,

**Laura L. Aivaliotis
Recording Secretary**