McCarthy Middle School

Student Handbook

2026 – 2027

WELCOME FROM THE OFFICE OF THE PRINCIPAL

At Brian S. McCarthy, we firmly believe in the whole development of our students. Whether your interests lie in sports, music, drama, or any other extracurricular pursuit, we urge you to get involved. In our educational approach, teamwork is key. Our teachers collaborate closely within teams to ensure you receive a well-rounded education. Being part of a team means not only easier navigation between classes but also building strong connections with your teachers.

PORTRAIT OF A LEARNER

A Nashua graduate is provided with a rich and diverse educational experience beginning in preschool and elementary and extending through middle and high school. Our curriculum is designed to develop the whole person with an emphasis on academic, social, and emotional growth. Students explore interests and develop skills and talents that will guide them to pursue higher education and career pathways. Our culture is collaborative, respectful, and empathetic, laying the foundation for our students to become responsible citizens and engaged members of their community.

While engaging in Nashua Schools, at Brian S. McCarthy Middle School, we show our **PRIDE**

- **Positive**: We are positive we have the power to learn and grow
- **Respectful**: We are respectful of ourselves, others and the school environment
- **Inquisitive**: We are inquisitive and life-long learners
- **Determined**: We are determined to reach our fullest potential
- **Engaged**: We are engaged in our school community

Brian S. McCarthy MIDDLE SCHOOL MISSION STATEMENT

Brian S. McCarthy Middle School is a community of caring, respectful, life-long learners committed to a quality education in which all staff, students, and community members are inspired to actively engage in rigorous and relevant learning.

ACADEMIC HONESTY

As a student at Brian S. McCarthy Middle School you should take pride in your work. Academic honesty means always doing your own work and giving credit to others when you use their ideas or words. It's important to never cheat or copy someone else's work because it's unfair to them and it doesn't help you learn. Being honest in your studies builds trust with your teachers and helps you grow into a responsible learner.

AFTER SCHOOL HELP SESSIONS

Although the school day ends at 2:43 pm, each teacher has at least one regular afternoon session each week. This is an opportunity to get caught up on work you've missed or to get help with work you don't understand. Make-up sessions start no later than 2:43 PM and last until 3:25 PM. A late bus pass may be issued for those students in after school help sessions.

MONDAY	ENGLISH, PHYSICAL EDUCATION, READING, MEDIA CENTER
TUESDAY	SCIENCE, MUSIC, SPECIAL EDUCATION
WEDNESDAY	MATH, FAMILY & CONSUMER SCIENCE, TECH ED, COMPUTER EDUCATION
THURSDAY	SOCIAL STUDIES, FOREIGN LANGUAGES, ART, MEDIA CENTER

Progress Reports:

Parents/Guardians are encouraged to monitor their student's academic progress through X2. Teachers are expected to update students' grades in X2 at a minimum of every two (2) weeks. If you have questions or concerns regarding your child's progress, we encourage you to communicate with your child's teacher and team.

Report Cards:

Report Cards will be posted to X2 three times a year at the conclusion of the trimester. If you need a paper copy, please contact your child's Guidance Counselor.

A+	97-100	B+	87-89	C+	77-79	D+	67-69		
A	93-96	B	83-86	C	73-76	D	63-66		
A-	90-92	B-	80-82	C-	70-72	D-	60-62	F	0-59

Honor Roll:

To qualify for trimester honor roll, students must receive a grade of **B-** or better in each subject area; grades are not averaged. “Year” honor roll includes work completed during the first two trimesters. Trimester grades are not averaged for honor roll purposes.

HOMEWORK POLICY

Teachers will give homework to students to aid in the students' educational development. Homework should be an application or adaptation of a classroom experience and should not be assigned for disciplinary purposes. Teachers shall carefully explain to their students the desired outcome of homework assignments and how homework assignments relate to the grading system.

A. Make-up work when you are ill

A student who has been absent from school due to illness is responsible for the makeup of work done during the absence. If your child has been absent from school for 3 or more days and desires assignments for that period, please call the Guidance office (966-3906) prior to 10:00 a.m. The assignments will be ready for pick up the following day by 2:00 p.m.

B. Make-Up work when you take a family vacation

We know that travel can be a wonderfully enriching experience for everyone. To help your child get the most from a vacation, and more importantly, to be true to our belief that class work should only be assigned after it has been taught, the following vacation guidelines have been developed:

1. Schoolwork will not be provided prior to vacations, but assigned upon return. The classroom teacher may modify the amount of the work.
2. Students are always encouraged to read while on vacation. This will greatly enhance both their trip and their academic skills and knowledge.

APPEARANCE:

Every student needs to be tidy, clean, and wear suitable clothes for school. The clothes you wear and how you groom yourself shouldn't cause problems during classes or any activities. Remember, there are some health and safety rules about what you can wear, and it's important to follow them:

Students may not wear:

- bandanas or hoods
- designs on clothing or jewelry that are dangerous or advertise, promote or depict alcohol, tobacco products, illegal substances or violence or be in any way sexually suggestive, profane or explicit
- visible undergarments
- Footwear must be worn at all times

ATTENDANCE

Attendance is required on all school days. The District's Attendance Officer shall report patterns of absences, tardiness, or incidents of dismissal not ascertained by the school to be caused by sickness or other justifiable reasons.

Absence:

1. Parents/guardians should report all absences to our 24-hour attendance line no later than 9:00am if possible. If we are not notified of a student's absence, a call from our automated system will notify the student's family.
2. Upon return to school, a note from a parent/guardian excusing the absence must be brought to the main office if a phone call from home was not made.
3. Check with teachers for make-up work.

Lateness to School:

A student is considered late if not in the first period by 8:00 am at the opening of school. Late students need to report to the Main Office for an admit slip. Students are considered absent/present after 10:30 am. Chronic tardiness may result in an after school detention. Twenty-four hour advance notice will be given.

Interruptions:

We try to limit the interruptions to learning as much as possible. Students are expected to stay in class unless it is an emergency, and we discourage students from receiving outside food and items during class time. All food, equipment, etc, will be delivered to the student during their lunch period or the end of the day.

Tardiness/lateness to Class:

Students arriving late to class will go directly to class, where they will receive a tardy mark by the teacher. Tardiness will be reported to and monitored by the assistant principal's office. Each class period missed due to school tardiness will be considered a separate occurrence. Students with unacceptable tardiness records will be referred to their administrator and may receive a detention or greater classroom consequences.

Dismissal:

No student is to leave school without permission. If you must be dismissed:

1. Bring a note first thing in the morning to the main office from your parent/guardian stating your name, date, time of dismissal, and your parent/guardian's signature.
2. At our discretion, notes requesting a dismissal may be verified by a telephone call to your parents before dismissal will be honored.
3. Report to the office with your approved note at time of dismissal.
4. Receive a dismissal slip from the main office.
5. Students can only be dismissed by a parent/guardian or those designated on their Student Information Sheets.

Illness:

Students' parents should evaluate a child who is ill in the morning at home. If illness occurs during school, the student should follow these steps.

1. Inform your teacher of your illness and he/she will provide a written pass to the nurse's office.
2. The nurse will determine whether your illness is severe enough to call your parent or guardian and together with your parent or guardian determine if you will be sent home. Students should not call or text home to be dismissed due to medical reasons without the nurses' consent.
3. When dismissed, you will receive a dismissal slip which will be forwarded to the office.

Students with special health problems such as vision, hearing, diabetes, epilepsy, recent surgery, bee sting allergies, or other allergies, asthma, migraine headaches or other medical problems should inform the school nurse immediately. The nurse will make the necessary medical referrals.

Vacation:

Families are encouraged to schedule vacations in conjunction with the school calendar. However, we are aware that due to adult schedules, the family vacation sometimes has to be taken when school is in session. A family vacation is considered an unexcused absence.

EXTRA CURRICULAR ACTIVITY

Student participation in athletics, clubs, dances, etc. is considered a privilege at Brian S. McCarthy Middle School. Active participation in the classroom and the highest standards of behavior are expected in order for students to participate in any activity or event that takes place outside of the classroom. To be eligible for co-curricular activities, a middle school student must be enrolled in a minimum of five classes per grading period. A middle school student who earns more than one F on their report card at the end of a trimester will be ineligible to participate in co-curricular activities. All first-year sixth grade students will be considered academically eligible to participate in co-curricular activities in the fall. All other students must be academically eligible based on their trimester three grades from the previous school year.

CHROMEBOOKS

The Nashua School District (NSD) has initiated a program to loan each student who is actively enrolled in grades 6-12 a Chromebook device and related peripherals. Participation in this program is subject to the terms and conditions which families sign at the beginning of the year.

The 1:1 Chromebook program provides each student with a personal device to enhance their learning experience. This initiative seamlessly integrates technology into classrooms, fostering digital literacy, collaboration, and critical thinking. Students gain access to a wide range of online resources and educational tools, equipping them with the skills needed to excel in today's digital world. This program not only supports academic achievement but also prepares students for future success by developing essential 21st-century competencies.

A Chromebook and accompanying power supply cord will be distributed to each student in the first two weeks of school. This device will be theirs to use for all three years of middle school, to be returned prior to the end of 8th grade. The device will be used both in the classroom and at home for educational purposes. Expectations of use in classrooms will vary with teachers, but students will be using this tool for instruction, assignments, projects, research and assessment throughout the day. **It is essential and expected that each student bring their device to school each day already charged.**

For each student to receive their Chromebook, both the student and a parent or guardian must review and sign the Chromebook Loan Agreement. This agreement outlines the terms and conditions of the loan, including:

- The Chromebook remains the property of the Nashua School District.
- Students are responsible for the care of their device.
- The device must be kept free of writing, drawing, or stickers.

- Students should report any damage or malfunction to the school immediately.
- Fees may be assessed for damage, loss, or theft of the device.

Students are expected to follow the **NSD Chromebook Care and Use Policy Guide**, which includes guidelines for proper handling, screen care, and general precautions.

RESPONSIBLE USE GUIDELINES

The Nashua School District's (NSD) computer network and Internet access are available to students to enhance their educational experience and become computer literate in an increasingly technological world. The NSD network has been established for educational purposes limited to classroom activities, career development, and independent scholastic research on appropriate subjects. Any misuse will be reported to the Assistant Principals' office and the Student Resource Officer for disciplinary action. Please refer to the link below for the specifics on this policy.

CELL PHONES & OTHER ELECTRONIC DEVICES

Below are some of the highlights of the Policy JICJ. The full policy is attached. This policy is in response to new NH state law signed by Governor Ayotte in July 2025 to support a respectful and distraction-free learning environment, reduce cyberbullying, and reduce social media addiction.

🔹 **No Cell Phones During the School Day**

Students are not allowed to use personal communication devices (including phones, smartwatches, tablets, and personal laptops) from the first bell to the dismissal bell—this includes lunch, passing periods, and recess.

🔹 **Devices Must Be Turned Off and Stored**

If students bring devices to school, they must be turned off and stored in lockers, backpacks, or handbags during the school day. The district is not responsible for lost or stolen devices.

🔹 **Learning Devices Provided by the District**

If technology is needed for learning, the district will provide devices. Students will not use personal devices for classwork. Each student has a 1:1 device; if they are not prepared for class, the student may need to stay after to complete work with the teacher on their extra hour day.

🔹 **No Device Use in Private Areas**

Use of any recording-capable device is strictly prohibited in bathrooms, locker rooms, or other areas where privacy is expected.

🔹 **Extracurricular Activities**

Rules for device use outside the school day (e.g., field trips, sports, clubs) will be set by the supervising adult (coach, sponsor, etc.).

School Meal and Lunches

During lunch, all students are expected to demonstrate respectful and responsible behavior. Upon entering the cafeteria, students must promptly find a seat and remain seated while eating. Food should be consumed in a calm and orderly manner, with appropriate table manners at all times. The use of cell phones or other personal electronic devices is strictly prohibited during lunch to encourage face-to-face interaction and maintain focus on eating and socializing appropriately. Each student is responsible for cleaning up after themselves, including disposing of trash, returning trays, and leaving the area clean for the next group. These expectations are in place to ensure a safe, respectful, and pleasant lunch environment for all.

Middle School:

- Breakfast: $1.75
- Lunch: $3.00

Milk:

- $.50 to $.75

BUS BEHAVIOR INFRACTIONS

STUDENT OFFENSES	CONSEQUENCES			
	1ST REPORT	2ND REPORT	3RD REPORT	4TH OR MORE REPORTS
LEVEL II INFRACTIONS ● Improper boarding/departing procedures ● Unnecessary noise ● Refusing to obey the driver ● Improper bus line behavior ● Failure to remain seated ● Riding another bus route without authorization from the building Principal and/or Director of Transportation ● Other Level II infractions as reported by the bus officials.	Warning	Warning or 1-3 day bus suspension	Warning or 1-5 day bus suspension	Warning or up to a 20 day bus suspension
LEVEL I INFRACTIONS ● Smoking ● Lighting matches or playing with hazardous items on the bus ● Fighting, pushing, tripping ● Vandalism ● Other behavior relating to safety ● Bullying/harassment behaviors ● Tampering with bus equipment ● Throwing object in or out of the bus ● Spitting ● Use of obscenities or abusive language toward bus occupants ● Misuse of the bus permit/ticket ● Other Level I Infractions as reported by the bus officials	Warning or up to a 20 day bus suspension	Up to a 20 day bus suspension	Up to a 20 day bus suspension Possible loss of bus service for the remainder of the year	20 day minimum bus suspension Possible loss of bus service for the remainder of the school year

Student Behavior Standards and Bullying Protocol (BOE policies JIC and JICK)

Student behavior and consequences are determined in accordance with Nashua Board of Education Policy JIC. All expectations for conduct apply during school, at school events, and on school transportation. Incidents involving bullying, harassment, or unsafe behavior are addressed under the Student Safety and Violence Prevention Policy JICK. Consequences will be applied based on the nature and severity of the behavior and the student's level.

STUDENT BEHAVIOR STANDARDS

The primary purpose of the public school is education. In order for students to learn and teachers to teach, an atmosphere conducive to learning must be maintained.

Good behavior and classroom discipline are necessary if learning is to take place. The purpose of the Nashua School District's Student Behavior Standards is to ensure that a safe and orderly environment is maintained for everyone. These rules are in effect for all Nashua School students at any school function, school-sponsored event, school bus stop or bus ride.

As students grow and mature, they are expected to accept greater behavioral responsibilities. These standards are designed to guide students through the process of learning good discipline and to outline the consequences of disruptive behavior. There are situations which will warrant minor disciplinary responses at the elementary level (grades K-5), while the same situation will result in a more severe response at the middle (grades 6-8) and high school (grades 9-12) levels. Although the responses may differ, the Student Behavior Standards remain constant. *Students should be aware that, in addition to the violations listed, other infractions may be included as part of the individual school rules and regulations.* These rules and regulations will be communicated to parents and students annually, either in writing or through references to their location on the District's website.

In addition, anyone who is a student in the Nashua School District, who commits an act of vandalism involving school property outside of the normal school day, or during non-school days, shall be held accountable under this policy. Any perceived threatening act towards any employee of the Nashua School District after normal school hours and days, will fall under the Student Behavior Standards.

Goals

Discipline is a process…

- to maintain an orderly, safe and structured environment.
- through which individuals learn and demonstrate expected, appropriate behaviors.
- in which students accept responsibility for their own behaviors and respect the rights of others.

Expectations

The entire community has a vested interest in the discipline program within our schools. Successful implementation of a thoughtfully constructed discipline policy is a benefit to the entire community both for the present and for the future. Habits of self-discipline developed in the educational setting…

- will have a positive influence on building stronger family bonds;
- will enhance the opportunity for better relationships within the workplace and the community.

All staff and students have an important role to play in supporting the discipline program within our schools. This includes the responsibility for non-teaching staff to appropriately report student offenses to a teacher, supervisor or administrator. This also includes an expectation that each student will take responsibility to:

- be in charge of his/her own behavior
- comply with school rules at all times
- arrive at school and to class on time
- be prepared to learn
- honor the teacher's duty to teach and other students' right to learn
- attend school daily
- tell school staff about any discipline concerns he/she may have

Classes of Student Violations

Student violations are divided into three classes - Minor, Moderate, and Severe. They are described below.

Class III Offenses (Minor)

Class III Offenses will generally be addressed through in-class and/or in-school disciplinary actions, such as detentions and other strategies initiated by the teacher or administrator.

Teachers or principals may issue after school detentions. When an after-school detention is assigned to an elementary school student, the principal or designee will contact the parent/guardian to mutually agree upon the day and time of the detention, as well as the plan and method of returning the child home.

When an after-school detention is assigned to a middle or high school student, a 24-hour notice is required.

Class II Offenses (Moderate)

Class II Offenses will generally require more severe disciplinary actions consisting primarily of Extended Day Detentions (EDD), which are generally assigned by administrators and run for 90 minutes after school. For more serious Class II Offenses In-School Suspensions (ISS) or Out-of-School Suspensions (OSS) may be assigned. A student assigned an in-school suspension reports to an in-school suspension center at his or her school during normal school hours. A student assigned an out-of-school suspension remains under the supervision of a parent or guardian away from the school during the day(s) he or she is suspended.

Class I Offenses (Severe)

Class I Offenses are of an extremely serious nature and generally will warrant out-of-school suspensions by principals and/or expulsion by the Board of Education.

All suspensions and expulsions will be handled as outlined on Pages 6-11 of this document.

Response Actions by Class Offense

By implementing uniform student behavior standards, the Nashua School District can provide a safe, educational environment that is consistently maintained throughout all schools and enforced by all teachers and administrators.

Listed below are the general responses to offenses by class. In individual instances, a principal may change the school's response to an offense to either a more serious class or a less serious class depending upon specific circumstances justifying a response which does not follow the normal prescriptive process.

Class III Offenses (Minor)

Class III Offenses usually occur in the classroom or other less structured settings under the teacher's supervision. Occasionally, the teacher will have to call on other people for assistance, but the responses at this level usually do not require the intervention of a building administrator. A response to a Class III offense will generally proceed as follows:

A. The teacher shall discuss the matter with the student, and warn the student that the continued misbehavior will result in the loss of certain privileges.
B. The teacher may then proceed, as appropriate, with any of the following corrective actions:
   - Separate the student within the classroom.
   - Contact parent/guardian by telephone, note or email.
   - Have the student present when calling a parent/guardian at home or work to explain misbehavior.
   - Have the student write a letter to a parent/guardian explaining his/her misbehavior; require the parent/guardian to sign the letter.
   - Develop a student behavioral contract.

- Assign an after-school detention (when transportation is available).
- Ask the school administration to assign a one-day in-school suspension.
- Withhold privileges (no student may be denied the right to have lunch or snack).
- Initiate a pre-arranged alternative classroom setting for up to a class period.
- Consult with the principal, guidance counselor, case managers, or other appropriate staff concerning future strategies.
- Any other acceptable action as adopted by the school staff.
- In situations where academic dishonesty is the issue, students may not be given credit for the work presented.

C. If the student does not respond to the above attempts, the student shall be removed from the classroom for at least the remainder of the class period and/or up to the remainder of the school day, and the parent/guardian will be contacted in a timely manner.

D. When a student is sent to the principal's office a discipline referral will be submitted to the principal by the teacher as soon as is practical, and incorporated into the student's disciplinary record. When necessary, teachers will be responsible for providing summary information of corrective actions attempted prior to referring the student to the office.

E. At the elementary level, after any three violations there will be a teacher-initiated parent/guardian communication. At the secondary level, after a student is referred to a school administrator three times during a quarter, the school administrator will communicate with the parent/guardian. This communication may be initiated by the administrator or by the teacher/team.

F. Student demerits may be used where applicable.

G. Repeated Class III Offenses as reviewed by appropriate staff may be treated as Class II Offenses.

Class II Offenses (Moderate)

By their nature, these acts are considered as significant violations of the student behavior standards. Class II Offenses require that a building administrator be involved in the disciplinary action. A response to a Class II offense will generally proceed as follows:

A. The student shall be immediately removed for the rest of the class period or for the school day if the student's presence is detrimental to the classroom or poses any danger to others.

B. The school administrator shall make every reasonable effort to contact the parent as soon as possible after the disciplinary action. A conference will be scheduled as needed.

C. According to the severity of the offense(s) there will be an in-school suspension of up to three (3) days, an out-of-school suspension of up to three (3) days, or an extended day detention of up to three (3) days.

D. Depending on the severity and the nature of the offense, law enforcement authorities may be contacted and the student may be subject to prosecution.

E. Restitution for damages to school or personal property may be required.

F. According to the severity of the offense(s), the student may be required to engage in an educational activity.

G. Singularly severe incidents and/or repeated Class II Offenses may be treated as Class I Offenses.

Class I Offenses (Severe)

Violence, weapons, and crime will not be tolerated on Nashua School District property or at any Nashua School District sponsored event. These acts are the most severe violations of the behavior code. Offenses at this level usually go beyond the school discipline system and almost always draw upon law enforcement authorities. All students involved in Class I Offenses will be removed from school immediately.

Discipline Responses for any Class I Offense in any Nashua School District building, "School Safety Zone,"* or at any school function shall be as follows:

A. The parent/guardian shall be contacted by the principal or assistant principal.
B. The student shall receive up to a ten-day (10) out-of-school suspension from the principal.
C. The principal may request an additional ten-day (10) out-of-school suspension from the superintendent or designee or request an expulsion by the Superintendent to the Board of Education.
D. Law enforcement authorities may be contacted depending upon the nature and the severity of infraction.
E. The student may be subject to prosecution and restitution.
F. The parents/guardians shall be informed throughout the process. Additionally, other forms of long-term and permanent reassignment shall be explored as required by the situation.

Listing of Offenses and Responses

The chart below outlines student offenses and the general disciplinary responses to those offenses.

Student Offenses	**Elementary Response**	**Middle School Response**	**High School Response**
Academic dishonesty, cheating	Class III	Class III	Class III
An inappropriate behavior or improper act	Class III	Class III	Class III
Truant from class	Class III	Class III	Class III
Deliberately disrupting or distracting others	Class III	Class III	Class III
Continuous refusal to bring required materials to class	Class III	Class III	Class III
Inappropriate use of any electronic device, including a cell phone. The item may be confiscated and will require a parent/guardian to pick it up.	Class III	Class III	Class III
Deceiving or lying to a staff member	Class III	Class III	Class III
Leaving class without the teacher's permission	Class III	Class III	Class III
Failure to follow any staff member's reasonable request to carry out school rules	Class III	Class III	Class III
Any inappropriate display of affection	Class III	Class III	Class III
Pushing/shoving or running in hallways	Class III	Class III	Class III
Littering	Class III	Class III	Class III
Possession of tobacco products and/or vaping products either in school or on school grounds or other campus areas which are under the jurisdiction of the Nashua School District. Tobacco and/or vaping products will be confiscated.	Class II	Class II	Class II
Any other violations which the Principal considers reasonable to fall within a class III category	Class III	Class III	Class III
Stealing	Class III	Class II	Class II
Destroying, pirating (copyright infringement), altering or any other misuse of computer software and/or hardware belonging to students, the school department, or any school employee/volunteer	Class III	Class II	Class I
Repeatedly tardy to school or class	Class III	Class II	Class II

Truancy/skipping school	Class III	Class II	Class II
Use of profanity and/or obscene language or gestures	Class III	Class II	Class II
Disrespectful behavior towards others	Class III	Class II	Class II
Possession of any demeaning publication or material including, but not limited to, the following areas: race, color, ethnic origin, religion, sex, sexual orientation and disability status	Class III	Class II	Class II
Forgery	Class III	Class II	Class II
Conduct which is emotionally injurious to others; see also response to bullying	Class II	Class II	Class II
Reckless behavior/endangering others	Class II	Class II	Class II
Harassment of an ethnic, racial, sexual or religious nature, including but not limited to: conduct or comments that threaten physical violence; offensive, unsolicited remarks; unwelcome gestures or physical contact, including unsolicited propositions to engage in sexual acts; and verbal abuse or insults about, or directed at, any faculty, staff, and/or student	Class II	Class I	Class I
Defacing or vandalizing school property or the personal property of others	Class II	Class II	Class II
Leaving school grounds without permission; being in an "off limits area"; or being on school grounds at a time when it is clearly prohibited	Class II	Class II	Class II
Persistent disruptive behavior which repeatedly interrupts the educational environment	Class II	Class II	Class II
Bullying	See Policy JICK	See Policy JICK	See Policy JICK
Gambling	Class II	Class II	Class II
The threat or perceived threat by word or act to do violence to another where it is reasonably certain that the person has the intention and means to carry out the threat	Class II	Class II	Class II
Instigating, engaging in or attempting to fight another student. The investigating professional may take into consideration the actions of the student who was attacked if he/she had no reasonable alternative but to physically defend him/herself.	Class II	Class II	Class II
Sharing, distributing or having for sale any demeaning publication including, but not limited to, the following areas: race, color, ethnic origin, religion, sex, sexual orientation and disability status	Class II	Class II	Class II
Repeated Class III Offenses	Class II	Class II	Class II
Any other violation which the school Principal considers reasonable to fall within a class II category	Class II	Class II	Class II

due to its severity			
Extorting or maliciously threatening another student in order to gain money or objects belonging to that student	Class II	Class II	Class I
Possession of a toy gun	Class II	Class I	Class I
Bringing or possessing a firearm, as defined in Section 921 of Title XVIII of the U.S. Code, on school grounds or within the "Safe School Zone" (as defined in RSA 193-D:1) without written authorization from the Superintendent	Class I As required by law	Class I As required by law	Class I As required by law
Possession of a pellet gun, BB gun, BB rifle, or paint gun on school grounds or within the "Safe School Zone" (as defined in RSA 193-D:1)	Class I	Class I	Class I
Distribution, exchange, or selling of drugs or possession of drugs with the intent to distribute, exchange or sell	Class I	Class I	Class I
Starting or attempting to start a fire on school property	Class I	Class I	Class I
Using or threatening to use any dangerous object, weapon, destructive devices, or any instrument which might be capable of inflicting bodily injury; and/or assaulting, attacking or threatening to cause physical injury with or without any dangerous object to any adult or student	Class I	Class I	Class I
Possession of alcohol, illegal drugs or drug paraphernalia or being under the influence of alcohol, illegal drugs or any substance purported to be an illegal drug	Class I	Class I	Class I
Causing a false fire alarm or a bomb scare	Class I	Class I	Class I
Any act of sexual violence	Class I	Class I	Class I
Possession of any dangerous object, weapon, fireworks, destructive devices or any other instrument which may be capable of inflicting bodily injury	Class I	Class I	Class I
Unlawful entry	Class I	Class I	Class I
Inciting others to violence and/or encouraging other students to join in a disturbance	Class I	Class I	Class I
Repeated Class III or II Offenses	Class I	Class I	Class I
Any other violations which the school principal considers reasonable to fall within this category due to its severity.	Class I	Class I	Class I

Conditions for Academic Make-up Following a Suspension

Linking academic grades to behavioral discipline is not an effective method of modifying the behaviors of suspended students. For this reason, students receiving in-school or out-of-school suspensions will be able to

complete schoolwork while serving their suspensions.

For work not completed during an out-of-school suspension, it is the student's responsibility to meet with his/her teacher during the subject teacher's after school make-up time. Failure to make and to keep this appointment with the teacher may jeopardize the make-up option. The purpose of this meeting will be to determine the extent of the schoolwork and to establish a timeline for its completion. Students will be granted a minimum of one day's time per each day of suspension to make up their schoolwork, not to exceed a maximum of ten school days from the date the assignment was provided by the teacher.

School Activities

During the time that a high school student is suspended he/she loses the privilege of participating in all school sponsored athletic, extra-curricular and co-curricular activities for that period. Students may also lose privileges during days in which the student is serving an extended day detention.

During the time that a middle school student is suspended he/she loses the privilege of participating in all school sponsored athletic, extra-curricular and co-curricular activities for that period. Students may also lose the privilege of participating in school sponsored athletic, extra-curricular and co-curricular activities, as well as field trips if they are placed on academic probation through school accountability programs.

Procedures for Student Disciplinary Action

The purpose of this policy is to ensure that all students subject to disciplinary procedures have been afforded due process, and that all disciplinary actions conform to RSA 193:13, the IDEA, Section 504 of the Rehabilitation Act, New Hampshire Rules for the Education of Children with Disabilities, policies of the Nashua Board of Education, and the Safe School Zone Act. Whenever a student is suspended or expelled, he or she may receive a copy of his/her rights.

A school administrator may suspend a student for up to ten (10) days for disciplinary reasons. The Principal may request the Superintendent or designee to suspend the student up to an additional ten (10) days. The Superintendent may request the expulsion of a student for disciplinary reasons.

Short-term Suspension (a suspension of up to ten (10) days)

A school administrator shall meet with the student to discuss the student's conduct and shall:

a. At the outset of the meeting, inform the student of the nature of the violation;
b. inform the student of the nature of the evidence and facts upon which the administrator is making his/her decision;
c. receive information and evidence from the student on his/her behalf; including presentation of any mitigating factors; and,

The school administrator shall make every reasonable effort to contact the parent as soon as possible after the disciplinary action. The Principal or designee shall immediately provide the student and parent/guardian a letter explaining the disciplinary action. The letter shall set forth:

a. an explanation of the charge(s) against the student, and a brief summary of the evidence;
b. the disciplinary action taken by the school administrator;
c. the period of time covered by the disciplinary action;
d. notice of the school administrator's intention to request further disciplinary action either by the Superintendent of Schools or designee, or the Nashua Board of Education; and,
e. notice that the parent/guardian may request to meet with the school administrator to review the discipline.

The Principal or designee shall hand deliver this letter in a meeting with the parent/guardian and/or student, email the letter to the parent/guardian and student, or send it to the parent/guardian and student by U.S. mail

to the last known address.

Special education students may be subject to short-term suspensions consistent with the procedures afforded non-disabled students under this section. When any suspension of a special education student results in an accumulative suspension during a school year in excess of ten (10) days, then the procedures for long-term suspension of a special education student are applicable.

Long-term Suspension (a suspension of eleven (11) to twenty (20) days)

The Superintendent or designee, upon receiving a request from a Principal for a long-term suspension shall schedule a hearing. If practical, this hearing shall be scheduled prior to the end of the initial ten-day suspension imposed by the Principal. If the hearing is not held prior to the expiration of the initial ten-day suspension, the student shall be allowed to return to school until the hearing is held.

Prior notice of a hearing before the Superintendent or designee shall be provided to the student and the student's parent/guardian. The written notice shall include:

a. an explanation of the charge(s) against the student and a brief summary of the evidence;
b. the date, time, and location of the hearing;
c. notice of the right to be represented by a parent or guardian or by legal counsel (at their expense) and to present evidence and call and examine witnesses;
d. notice that should the student/parent/guardian fail to appear at the hearing, that the finder of fact will rely on the information/evidence presented by the school's witnesses;
e. notice of the right of the parent or eligible student (18 years of age) to waive the right to a hearing and admit to the charge(s).

Prior written notice of the hearing before the Superintendent or designee shall be delivered in person or sent by the Superintendent or designee to the student and the student's parent/guardian by regular U.S. mail to the student's last known address.

A hearing on the request for a long-term suspension shall be conducted in accordance with the hearing procedures afforded a student during an expulsion hearing (see *Expulsion* section).

Following the hearing, the finder of fact shall promptly provide a written decision to the student and the student's parent/guardian. The notice of the decision shall include:

a. a summary of the evidence presented;
b. the facts and evidence relied upon in making the decision and the legal basis for the decision;
c. if the request for the long-term suspension is granted, the period of time covered by the disciplinary action;
d. notice of the right to appeal, in writing, this decision to the Nashua Board of Education within ten (10) days of the issuance of the written decision; and,
e. notice that the long-term suspension will begin even if appealed unless the parent requests that the Nashua Board of Education stays the suspension and the request is granted.

The Superintendent's or designee's written notice of decision to the student and the student's parent/guardian shall be delivered in person or by U.S. mail (certified with return receipt) to the student's last known address.

If the parent/guardian appeals the decision of the Superintendent or designee, a formal hearing before the Board of Education will be scheduled as soon as practical.

The appeal hearing may be postponed at the request of the parent/guardian for good cause or if the parent/guardian needs additional time to prepare for the formal hearing.

The Superintendent or designee shall provide the student's parent/guardian prior written notice of the appeal

hearing. This notice shall include:

a. date, time, and location of the hearing; and
b. the right to be represented by legal counsel (at their expense) and to present evidence and to call and examine witnesses

The Superintendent or designee shall send written notice of the appeal hearing to the student and the student's parent/guardian by U.S. mail (certified with return receipt) to the last known address.

The appeal hearing shall be conducted in accordance with the same hearing procedures afforded a student during an expulsion hearing.

If a regular education student receives a long-term suspension or a pattern of short-term suspensions for more than ten (10) days, the principal may convene a child assistance team from the student's school to review the student's cumulative file and the disciplinary action before the beginning of the tenth day of suspension in order to consider additional education services in accordance with applicable state and federal law. The team will notify the Principal of its findings.

If a special education student receives a long-term suspension or a pattern of short-term suspensions for substantially the same behaviors that exceeds ten (10) days in a school year, the administrator shall contact the special education case manager to convene an I.E.P. (Individual Education Plan) team meeting prior to the commencement of the eleventh day of suspension. A functional behavioral assessment and behavior intervention plan will be completed or updated. The team will determine if the behavior is or is not a manifestation of the student's educational disability. Disciplinary action will occur in accordance with all federal and state laws, regulations, and rules for the education of children with disabilities.

If a special education student is recommended for a long-term suspension, the student and the student's parent(s)/guardian(s) shall receive the same written notice as non-disabled students. This written notice shall also advise the student and the student's parent(s)/guardian(s) of their rights under the Individuals with Disabilities Education Act (IDEA), including notice that a long-term suspension is a change of placement which they may disagree with and, if applicable, invoke the "stay-put" provisions of the IDEA. The student's I.E.P. Team and other qualified personnel shall meet prior to the imposition of a long-term suspension to determine whether the conduct causing the disciplinary action was a manifestation of the student's educational disability. If the I.E.P. Team determines that the student's conduct was not a manifestation of the student's educational disability, the disciplinary action shall proceed. The student's I.E.P. services shall be delivered during the period of suspension. If the I.E.P. Team determines that the student's conduct was a manifestation of the student's educational disability, the long-term suspension shall not be imposed.

The student's I.E.P. Team shall also conduct a functional behavioral assessment and develop and implement a behavioral intervention plan within ten (10) business days of the eleventh (11th) day of suspension or after causing a removal constituting a change of placement. If a behavioral intervention plan already exists, the I.E.P. Team must review and, if appropriate, modify that existing plan."

Expulsion

If the Principal or the Superintendent or designee requests that a student be expelled from school, the Superintendent shall determine prior to the end of the student's initial ten-day suspension whether to submit the request to the Nashua Board of Education. A formal hearing shall be held prior to any expulsion. Except in situations involving a student bringing or possessing a firearm in a safe school zone, an expulsion hearing may be held either before or after the expiration of the initial ten-day suspension. If the hearing is scheduled to be held after the expiration of the initial ten-day suspension, the student shall be allowed to return to school until the hearing is held. In situations involving a student bringing or possessing a firearm in a safe school zone, the Nashua Board of Education shall hold the expulsion hearing within ten days of the commencement of the student's ten-day suspension.

Upon receipt of a request for expulsion, the Nashua Board of Education or designee shall provide prior written notice to the student and the student's parent/guardian, which shall include:

a. the date, time and location of the hearing;
b. a statement of the charges against the student and a summary of the evidence supporting the charges;
c. the Superintendent's written recommendation for Board of Education action and a description of the process used by the Superintendent to reach his/her decision;
d. notice that the student together with a parent may waive the right to a hearing and admit to the charges; parental consent is not necessary if the student is 18 years or older unless the student is subject to a guardianship
e. notice that the student has a right to be represented by counsel at his/her expense;
f. notice that the student, parent/guardian or counsel has the right to present any defense or reply to, call and/or examine any and all witnesses; and,
g. notice that the hearing may be either public or private and the choice shall be that of the student or the student's parent/guardian.

The written notice shall be delivered to the student and the student's parent/guardian, in person or by mail to the student's last known address, at least five days prior to the hearing.

The decision of the Nashua Board of Education to expel a student shall be based on substantial evidence that the student committed the act(s) charged and that the act(s) is, in fact, a proper ground(s) for expulsion.

The decision, which shall be reduced to writing, shall state whether the student is expelled; the legal and factual basis for the decision if the student is expelled; the length of the expulsion; any action the student may take to be restored by the Nashua Board of Education; and, notice that the student has the right to appeal the decision to the State Board of Education within twenty (20) days of receipt of the written decision.

The Superintendent of Schools may request the Board of Education to modify the mandatory 12-month expulsion from school for bringing to or possessing a firearm in a safe school zone on a case-by-case basis.

The requirement of an expulsion hearing for other Class I offenses may be modified on a case-by-case basis by the Superintendent for circumstances including, but not limited to, the student's age. If the Superintendent in his/her discretion determines that the circumstances are such that the sanctions are inappropriately severe, he/she may impose or request the Board of Education to impose such lesser sanction(s) as he/she determines is appropriate. In all such cases, the Superintendent shall make a written report to the Board of Education detailing his/her reasons for taking or requesting such action.

Prior to the start of each semester, an expelled student may petition the Nashua Board of Education to review its decision to expel, so long as the expulsion occurred at least sixty (60) days prior to that request.

The petition shall:

a. be submitted in writing to the Nashua Board of Education no later than three (3) weeks prior to the start of the semester;
b. set forth the reasons for the request for readmission and any information and facts which the student believes supports the petition; and,
c. indicate whether the student requests a hearing on the matter.

The Nashua Board of Education shall consider the petition within two (2) weeks of its receipt and provide the student written notice of its decision immediately thereafter. If a hearing is requested, the Nashua Board of Education shall schedule a hearing within three (3) weeks of receipt of the petition for review. The student may be present at said hearing along with his/her parent/guardian or other adult advocate. The student may present facts and evidence in support of his/her petition for readmission. The Nashua Board of Education

shall render a decision within one (1) week of the hearing and provide the student with written notice of its decision.

Expulsion of Special Education Students

If a special education student is recommended for expulsion, the student and the student's parent(s)/guardian(s) shall be provided with the same written notice as non-disabled students. This written notice shall also advise the student and the student's parent(s)/guardian(s) of their rights under the Individuals with Disabilities Education Act (IDEA), including the right to disagree with any change of placement and to appeal decisions of the student's I.E.P. Team and the Nashua Board of Education.

In cases involving possession of or sale of drugs or the possession of a weapon, the student's I.E.P. Team shall be convened no later than ten (10) business days after the event giving rise to the request for expulsion for the purpose of conducting a manifestation determination review, a functional behavioral assessment and to make a determination of an appropriate forty-five (45) day interim alternative educational placement. If the I.E.P. Team determines that the student's conduct was not a manifestation of the student's educational disability, the Team's report shall be forwarded to the Superintendent for further disciplinary action. Should the special education student be expelled following a hearing before the Board of Education or its subcommittee, the I.E.P. Team must then propose and offer an alternative long-term placement where the student will receive a free, appropriate, public education and the student's I.E.P. services can be delivered. The recommendation for the long-term placement must be made prior to the expiration of the forty-five (45) interim alternative educational placement. If the I.E.P. Team determines that the conduct giving rise to the request for expulsion was a manifestation of the student's educational disability, then no discipline in excess of the initial ten-day suspension shall be imposed.

When a student's conduct does not involve a drug or weapon violation, but the school determines that the student presents a potential danger to himself/herself or to others in his/her current placement, the school may request a forty-five (45) day interim alternative educational placement. No change of placement shall occur without the consent of the parent/guardian after the convening of the I.E.P. Team or, until the school obtains an order from a Hearings Officer granting permission for such a placement.

Legal References:

RSA 189:15, Regulations
NH Code of Administrative Rules, Section Ed 306.04(a)(3), Student Discipline
NH Code of Administrative Rules, Section Ed 306.04(f), Student Discipline
NH Code of Administrative Rules, Section Ed 317.04(a,b), Disciplinary Procedures

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R/Bd Approved:	10/15/02	R/Bd Approved:	03/09/15		

STUDENT USE OF PERSONAL ELECTRONIC COMMUNICATION DEVICES

A. Purpose

The District is committed to supporting a respectful, engaging, and distraction-free learning environment while honoring student needs related to health, accessibility, and language development. Use of personal communication devices (cell phones, tablets, laptops, other communication devices, smartwatches, etc.) for nonacademic means often leads to disruptions in the learning environment for both individual students and the classroom. The intent is to support an engaging and distraction-free learning environment while honoring student needs related to health, accessibility, and language development.

For the purposes of this policy, a personal communication device is defined as any non-district provided internet/ cellular-capable device that can support voice or video calls, texts, emails, or instant messages. Personal communication devices include, but are not limited to: cellphones, tablets, laptops, and smartwatches. For ease of reference, devices provided by the district for instructional use shall be referred to as "district-owned" or district-provided" devices.

B. Scope

This policy applies to all PreK–12 students enrolled in Nashua School District schools during the school day.

C. Restrictions

Student use of personal communication devices is **strictly prohibited** from when the first bell rings to start instructional time until the dismissal bell rings to end the academic school day (referred to as “the school day”). The school day includes lunch periods, passing time, and recesses.

Students participating in extracurricular activities, co-curricular activities, field trips or other activities outside of the school day shall abide by the rules and consequences established for personal communication devices set by the coach, instructor, sponsor or other designated supervisor for the activity. However, **in no event** shall personal communication devices (or any other device with photographic or recording capabilities) be used in locker rooms, bathrooms, or any other location where such use could violate another person’s reasonable expectation of privacy.

If digital devices are used to enhance learning in the classroom, the District is responsible for providing District-owned devices.

While it is best practice that these devices are not brought to school, if these devices are brought to school, they shall be kept with the power turned off in a student's assigned locker, backpack, or handbag. The District will not be responsible for loss, damage or theft of any electronic communication device brought to the school.

D. Exceptions

Students with medical needs, such as insulin pumps and glucose sensors, or disabilities that require a device to support their learning as identified by their individualized education program (IEP) or plan developed under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. section 794, or a multilingual student with appropriate language access programs and services pursuant to Title VI of the Civil Rights Act of 1964 shall be exempt from this policy. Additionally, the superintendent or their designee may

approve additional exceptions on a case-by-case basis or through an administrative decision recorded in the student handbook, with respect to student medical, disability, or language proficiency needs.

E. Consequences and Violations

Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in disciplinary action. The school reserves the right to monitor, inspect, copy, and review a student's personal electronic device subject to the limitations of RSA 189:70, if there is reasonable suspicion to believe that a student has violated board policies, regulations, school rules, or has engaged in other misconduct while using their personal electronic device.

Consequences for violations of this policy will be pursuant to the Policy JIC – Code of Conduct. Additionally:

1. *First Offense* - Student will be directed by teacher/staff to put away their phone/electronic device. The teacher will not remind the student daily, and the student is expected to comply with this request.
2. *Second Offense* – The teacher/staff member will notify the parent/guardian that the student has been asked more than once to put away their device.
3. *Subsequent Offenses* - The teacher/staff will notify the parent guardian of repeated offenses; the student may be sent to the Assistant Principal to discuss the offense, notify the parent/guardian and make a plan; the device may be confiscated by the administration for the parent/guardian to pick up the device.
4. Repeated violations may result in progressive disciplinary action consistent with the district's code of conduct.

F. Communication During School Hours

The Board of Education recognizes that there will be times when parents/guardians need to contact their child. Here are the appropriate ways in which to do that during the school day:

1. Parents/Guardians needing to contact students should call the Main Office/Academy Office.
2. Students needing to contact parents/guardians may use the phone in the Main Office/Academy Office.

G. Review

The Superintendent shall annually review policy in collaboration with parent(s) and teachers with a report and recommendations for policy changes to be delivered to the Board no later than the end of each school year.

H. Dissemination

The Superintendent shall ensure that information regarding the prohibition against using personal communication devices during the school day is included in all student handbooks, and included in "beginning of school year" materials provided to parents/guardians.

Legal References:
RSA 189:68, Student Privacy
RSA 189:68-a, Student Online Personal Information
RSA 189:70, Educational Institution Policies on Social Media

RSA 644:21, Searches of Portable Electronic Devices

***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.*

Board Approved: 07/21/2025

STUDENT SAFETY AND VIOLENCE PREVENTION - Bullying

I. Definitions (RSA 193-F:3)

- Bullying: Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student which:
  - Physically harms a student or damages the student's property;
  - Causes emotional distress to a student;
  - Interferes with a student's educational opportunities;
  - Creates a hostile educational environment; or
  - Substantially disrupts the orderly operation of the school.
- Bullying shall also include actions motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the student's association with another person and based on the other person's characteristics, behaviors, or beliefs.
- Cyberbullying: Cyberbullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.
- Electronic devices: Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.
- Perpetrator: Perpetrator means a student who engages in bullying or cyberbullying.
- School property: School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.
- Victim: Victim means a student against whom bullying or cyberbullying has been perpetrated.
- Any reference in this policy to "parent" shall include parents or legal guardians.

II. Statement Prohibiting Bullying or Cyberbullying of a Student (RSA 193-F:4, II(a))

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

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

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

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

III. Statement Prohibiting Retaliation or False Accusations

False Reporting
A student found to have wrongfully and intentionally accused another of bullying may face discipline or other consequences, ranging from positive behavioral interventions up to and including suspension or expulsion.

A school employee found to have wrongfully and intentionally accused a student of bullying shall face discipline or other consequences be determined in accordance with applicable law, District policies, procedures and collective bargaining agreements.

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

1. The consequences and appropriate remedial action for a student, teacher, administrator, volunteer, or other employee who engages in reprisal or retaliation shall be determined by the Principal after consideration of the nature, severity and circumstances of the act, in accordance with law and 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 disciplinary 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.

Process to Protect Students from Retaliation
If the alleged victim or any witness expresses to the Principal or other staff member that he/she believes he/she may be retaliated against, the Principal shall develop a process or plan to protect that student from possible retaliation.

Each process or plan may be developed on a case-by-case basis. Suggestions include, but are not limited to, re-arranging student class schedules to minimize their contact, stern warnings to alleged perpetrators, temporary removal of privileges, or other means necessary to protect the alleged victim against possible retaliation.

IV. Protection of all Students (RSA 193-F:4, II(c))

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

V. Disciplinary Consequences for Violations of This Policy (RSA 193-F:4, II(d))

The District reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying.

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

VI. Distribution and Notice of this Policy (RSA 193-F:4, II(e))

Staff and Volunteers
All staff will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (employee handbook, hard copy, etc.).

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

Students
All students will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (student handbook, mailing, hard copy, etc.).

Students will participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the District's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

The Superintendent, in consultation with staff, may incorporate student anti-bullying training and education into the District's curriculum, but shall not be required to do so.

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

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

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

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

At each school the Principal and/or designee of the Principal shall be responsible for receiving and responding to 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 volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred must inform the Principal as soon as possible, but no later than the end of that school day.
3. The Principal may develop a system or method for receiving anonymous reports of bullying. Although students, parents, volunteers and visitors may report anonymously, formal disciplinary

action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.

4. The administration may develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.
5. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

Staff Reporting

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

VIII. Procedure for Internal Reporting Requirements (RSA 193-F:4, II(g))

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

IX. Notifying Parents of Alleged Bullying

The Principal shall report to the parents of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report and may be made by telephone, writing, email notice, 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 student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

X. Waiver of Notification Requirement (RSA 193-F:4, II(i))

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

XI. Investigative Procedures (RSA 193-F:4, II(j))

1. Upon receipt of a report of bullying the Principal or designee shall, within five (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 of the complaint, then the Superintendent shall direct another District employee to conduct the investigation.
2. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, separately and shall be confidential.

Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.

3. If the alleged bullying was in whole or in part cyberbullying, the Principal may ask students and/or parents to provide the District with printed copies of e-mails, text messages, website pages, or other similar electronic communications.
4. A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
5. Factors the Principal or other investigator may consider during the course of the investigation, including but not limited to:
   - Description of incident, including the nature of the behavior;
   - How often the conduct occurred;
   - Whether there were past incidents or past continuing patterns of behavior;
   - The characteristics of parties involved, (name, grade, age, etc.);
   - The identity and number of individuals who participated in bullying behavior;
   - Where the alleged incident(s) occurred;
   - Whether the conduct adversely affected the student's education or educational environment;
   - Whether the alleged victim felt or perceived an imbalance or power as a result of the reported incident; and
   - The date, time and method in which parents or legal guardians of all parties involved were contacted.
6. The Principal shall complete the investigation within 10 school days of receiving the initial report. If the Principal needs more than 10 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the Principal shall notify in writing all parties involved of the granting of the extension.
7. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include recommended remedial steps necessary to stop the bullying and a written final report to the Principal.
8. Students who are found to have violated this policy may face discipline in accordance with other applicable board policies, up to and including suspension. Students facing discipline will be afforded all due process required by law.
9. Consistent with applicable law, the District will not require or request that a student disclose or provide to the District the student's user name, password or other authenticating information to a student's personal social media account. However, the District may request to a student or a student's parent 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.

XII. Response to Remediate Substantiated Instances of Bullying (RSA 193-F:4, II(k))

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion of students and dismissal from employment for staff members.

Consequences for a student who commits an act of bullying or retaliation shall be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

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

Admonishment:

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

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

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

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

XIII. Reporting of Substantiated Incidents to the Superintendent (RSA 193-F:4, II(l)

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

XIV. Communication with Parents Upon Completion of Investigation (RSA 193-F:4, II(m)

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

XV. Appeals

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

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.

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 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.

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.

XVI. School Officials (RSA 193-F:4, II(n)

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

XVII. Capture of Audio Recordings on School Buses

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

XVIII. Use of Video or Audio Recordings in Student Discipline Matters

The District reserves the right to use audio and/or video recording devices on District property (including school buses) to ensure the health, safety and welfare of all staff, students and visitors. Placement and location of such devices will be established in accordance with the provisions of Policies EEAA, EEAE and ECAF.

In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's education record, the provisions of Policy JRA shall apply. The Superintendent is authorized to contact the District's attorney for a full legal opinion relative in the event of such an occurrence.

Legal References:

RSA 189:70, Educational Institution Policies on Social Media
RSA 193-F:3, Pupil Safety and Violence Prevention Act
RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed
NH Code of Administrative Rules, Section Ed 306.04(a)(8), Student Harassment

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