

HOLLIS BROOKLINE MIDDLE SCHOOL
STUDENT HANDBOOK 2021-2022



Home of the Knights

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Superintendent Director of Student Services

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This Student Handbook belongs to:

Name: _____

ROCK Teacher: _____ Team: _____

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Welcome to Hollis Brookline Middle School

Hollis Brookline Middle School is an outstanding place to learn and grow. In the pages that follow you will find information related to school procedures, policies, and student activities. It is your roadmap for an exciting and productive year of learning. To facilitate communication between home and school we encourage you to review this handbook with your parents and/or guardians.

Hollis Brookline Middle School prides itself on having high expectations for all members of our learning

community. We are committed to the following core expectations:

- ✓ Manage yourself
- ✓ Cooperate with others
- ✓ Respect personal and public property
- ✓ Act in a healthy and legal manner

At Hollis Brookline Middle School, a culture of respect and responsibility is fostered and celebrated. Remember, the choices you make have an impact not only on you, but on every member of our learning community. We are here to support you.

It is our goal to create a positive, productive and safe learning environment for every student at HBMS. We are looking forward to an exciting and engaging year of learning.

Sincerely,

Mr. West, Mrs. Campbell, and Ms. Flamino

**COOP School District Calendar
2021-2022**
Board Approved 4/17/21

AUGUST (0 days)

M	T	W	TH	F	
23	24	25	26	27	All staff return on Aug. 30
X	X				

SEPTEMBER (20 days)

M	T	W	TH	F	
		X	2	3	Sep 1 - Grade 7 and 9 Orientation
XX	7	8	9	10	Sep 2 - School Begins 7-12
13	14	15	16	17	Sept 6 - Labor Day
20	21	22	23	24	
27	28	29	30		

FEBRUARY (19 days)

M	T	W	TH	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	Feb 28 - Mar 4 Winter Vacation
XX					

OCTOBER (20 days)

M	T	W	TH	F	
				1	
4	5	6	7	8	
XX	12	13	14	15	Oct 11 - No School Columbus Day
18	19	20	21	22	
25	26	27	28	29	

MARCH (19 days)

M	T	W	TH	F	
	XX	XX	XX	XX	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		

NOVEMBER (17 days)

M	T	W	TH	F	
1	2	3	4	5	
8	9	10	XX	X	Nov 11 - No School Veterans Day
15	16	17	18	19	Nov 12 - Professional Day
22	23	XX	XX	XX	Nov 24 - 26 Thanksgiving Recess
29	30				

APRIL (16 days)

M	T	W	TH	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
XX	XX	XX	XX	XX	Apr 25 - April 29 Spring Vacation

DECEMBER (16 days)

M	T	W	TH	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	Dec 23 - Professional Day
20	21	22	X	XX	Dec 24 - Jan 1 Holiday Vacation
XX	XX	XX	XX	XX	

MAY (21 days)

M	T	W	TH	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
XX	31				May 30 - Memorial Day

JANUARY (20 days)

M	T	W	TH	F	
3	4	5	6	7	
10	11	12	13	14	
XX	18	19	20	21	Jan 17 - Martin Luther King Jr. Day
24	25	26	27	28	
31					

JUNE (*10 days)

M	T	W	TH	F	
		1	2	3	
6	7	8	9	10	June 11-Proposed HS Graduation
13	14	15	16	17	*June 21 - Last Day of School
20	21	22	23	24	June 24 - Last Day for Teachers
27	28	29	30		

Legend:
X - No School for Students
XX - No School for Students & Staff

Total student days 178
*All last days include five snow days

Quarter 1 End Date: Nov. 5, 2021
Quarter 2 End Date: Jan. 28, 2022
Quarter 3 End Date: April 8, 2022
Quarter 4 End Date: June 21, 2022

Monday (drop 4&8)	Tuesday (drop 3&7)	Wednesday (drop 1&5)	Thursday (drop 2&6)	Friday (PLCs)
ROCK 7:35 – 7:49 14 min.	ROCK 7:35 – 7:49 14 min.	ROCK 7:35 – 7:49 14 min.	ROCK 7:35 – 7:49 14 min.	ROCK 8:00 – 8:05 5 min.
Period 1 7:52 – 8:50 58 min.	Period 1 7:52 – 8:50 58 min.	Period 2 7:52 – 8:50 58 min.	Period 1 7:52 – 8:50 58 min.	Period 1 08:08 – 8:49 41 min.
Period 2 8:53 – 9:51 58 min.	Period 2 8:53 – 9:51 58 min.	Period 3 8:53 – 9:51 58 min.	Period 3 8:53 – 9:51 58 min.	Period 2 8:52 – 9:33 41 min.
Period 3 9:54 – 10:52 58 min.	Period 4 9:54 – 10:52 58 min.	Period 4 9:54 – 10:52 58 min.	Period 4 9:54 – 10:52 58 min.	Period 3 9:36 – 10:17 41 min.
Period 5 & Lunch 10:52 – 12:18 Gr 8 Lunch: 10:52-11:17 25 min Gr 8 Per 5: 11:20-12:18 58 min Gr 7 Per 5: 10:55-11:53 58 min Gr 7 Lunch: 11:53-12:18 25 min	Period 5 & Lunch 10:52 – 12:18 Gr 8 Lunch: 10:52-11:17 25 min Gr 8 Per 5: 11:20-12:18 58 min Gr 7 Per 5: 10:55-11:53 58 min Gr 7 Lunch: 11:53-12:18 25 min	Period 6 & Lunch 10:52 – 12:18 Gr 8 Lunch: 10:52-11:17 25 min Gr 8 Per 5: 11:20-12:18 58 min Gr 7 Per 5: 10:55-11:53 58 min Gr 7 Lunch: 11:53-12:18 25 min	Period 5 & Lunch 10:52 – 12:18 Gr 8 Lunch: 10:52-11:17 25 min Gr 8 Per 6: 11:20-12:18 58 min Gr 7 Per 6: 10:55-11:53 58 min Gr 7 Lunch: 11:53-12:18 25 min	Period 4 10:20 – 11:01 41 min.
Period 6 12:21 – 1:19 58 min.	Period 6 12:21 – 1:19 58 min.	Period 7 12:21 – 1:19 58 min.	Period 7 12:21 – 1:19 58 min.	Period 5 & Lunch 11:01 – 12:08 Gr 8 Lunch: 11:01-11:26 25 min Gr 8 Per 5: 11:27-12:08 41 min Gr 7 Per 5: 11:02-11:43 41 min Gr 7 Lunch: 11:43-12:08 25 min
Period 7 1:22 – 2:20 58 min.	Period 8 1:22 – 2:20 58 min.	Period 8 1:22 – 2:20 58 min.	Period 8 1:22 – 2:20 58 min.	Period 6 12:11 – 12:52 41 min.
				Period 7 12:55 – 1:36 41 min.
				Period 8 1:39 - 2:20 41 min.

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INCLEMENT WEATHER

SCHOOL CANCELLATION OR DELAYED OPENING

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

Manchester WMUR TV Ch. 9
WZID 95.7 FM

Hollis Cable Channel 12

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

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

EMERGENCY CLOSINGS

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

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

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

DELAYED START

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

STUDENT ATTENDANCE

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

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

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ABSENCES

If a student will be absent from school, the **parent or guardian is requested to call the school office (324-5997) prior to 7:45 am.** You may leave a message at any time in the general school mailbox. The school will follow up with students for whom no calls have been received.

DISMISSAL

Dismissal from school requires written permission from the parent or guardian and must be given to the office before or during ROCK. **Parents/Guardians must come into the building to pick their child up for dismissal.**

TARDINESS

The school day at Hollis Brookline Middle School is from 7:35 a.m. to 2:20 p.m. on Monday . All students are expected to be seated in ROCK at 7:35 a.m. A student arriving at school on or after 7:35 a.m., shall report to the office to receive a tardy pass. Oversleeping and missing the bus are not

considered excuses for tardiness. **Students must present a note from a parent/guardian if they wish for the tardy to be excused.** Students with tardies to school will receive a lunch detention after the 4th unexcused tardy. Tardies will be calculated on a quarterly basis and students will begin fresh in each quarter of the school year. Chronic tardiness may result in further disciplinary actions.

TRUANCY

Hollis Brookline Cooperative School Board policy (Policy JH) defines an excused absence. The school board considers the following to be excused absences:

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

not been excused for any of these reasons will be considered an unexcused absence. Please note the

following important attendance related procedural requirements at HBMS:

- A note from a medical provider is required when a student is absent for 5 or more consecutive days due to illness. The note must contain the specific dates to be excused. These absences are unexcused until an excusal note is received.
- Absences other than for illness during the school year are discouraged. The school principal or his/her designee may, however, grant special approval of absence for family vacations, provided written approval is given in advance. Parents are asked to write a note to their child's teacher at least two weeks before the trip, to allow the teacher enough time to work with parents and the student regarding homework completion.

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• Student report cards will include separate notation of excused and unexcused absences. • Administration reserves the right to request documentation related to student absences at any time. Documentation may include medical excusal notes, court documents or other related documents. • Student attendance records are reviewed regularly. In situations where students are experiencing multiple absences, intervention plans are put in place. Strategies to assist students with improving their attendance may include, but are not limited to: attendance alert letter, parent phone call and/or conference, request for documentation, consideration of the need for additional/alternate services, meeting with the school resource officer, home visit, among others.

Please direct any attendance related questions to building administration.

STUDENT EVALUATION

GRADE SCALE

The following is the standard for numerical and letter grades:

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

ADD/DROP PERIOD

During the initial course registration phase, students are asked to make their selections carefully since staff is hired and resources are allocated based on these requests. Once the master schedule is developed, course changes are very limited. Course changes should only occur during the Add/Drop period, which ends on the last school day of September. Requests for a course change should be directed to the school guidance counselor.

Please see school counseling on course override procedures.

HONOR ROLL

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

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

POWERSCHOOL ONLINE ACADEMIC MONITORING

Parents and students have ongoing access to current and historical grades and attendance while at HBMS. This web-based access is provided through PowerSchool, our student information system. You will be provided with a username and password that can be used to access your account at

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<http://sau41.powerschool.com>. It is imperative that this information remain secure and is not shared with anyone. If you forget your password, you can reset it using the Forgot Password link at sau41.powerschool.com. If you forgot your username, please contact the school. Passwords can not be given out over the phone, but may be sent to a secure email address.

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

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

of the classroom teacher.

REPORT CARDS

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

November 5 January 28 April 8 June 21 (last day of school)

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

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

ACADEMIC INTEGRITY

Honesty in schoolwork requires that *students do their own work*. Students are expected to give credit for any ideas, language, or thoughts that are not their own. If the source is not credited, it is plagiarism (academic dishonesty).

It is dishonest to cheat on a test or to copy someone's homework. It is also dishonest to:

- Copy from a book or the Internet without acknowledgement,
- Paraphrase (put in your own words) without giving credit to the source,
- Use all or part of someone's paper word-for-word,
- Rewrite someone's paper,
- Use another's ideas, pretending that they are original,
- Use an idea or a clever expression by someone without crediting the original author, and ▪ Share your work with others.

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If there is an incident of plagiarism, the teacher will set up a meeting, which may involve administration, with the student or students involved. Depending on the circumstances, the teacher reserves the right to give students the opportunity to re-do the assignment for full-credit, partial credit, or issue no credit for the original assignment.

HOMEWORK

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

Teacher Responsibility

- Homework will consist of practice, preparation, extension and/or integration.
- Homework will have a clear academic connection.
- Homework will be preceded by an explanation of content, purpose and directions. ●

Timely, constructive, formal and/or informal feedback will be given on all assignments. ●
Every effort will be made for teachers to coordinate assignments.

Student Responsibility

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

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

- The portfolio will be assembled during the 3rd and 4th quarter of their 8th grade year.
- 5 projects will be selected by students to be evaluated.
- The projects will demonstrate skills in the applications of *word processing, spreadsheets, presentations, web page*.
- A *choice* submission incorporates two or more of the above applications or an approved project from a content area.
- Students must write reflections to show their growth in the use of technology (three supporting statements to be submitted with their project).
- Students must demonstrate they have learned what it means to be a responsible Digital Citizen.

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The Portfolio requirement is to comply with the NH State Ed306.42 Information and Communication Technologies Program.

GENERAL PROCEDURES AND PRACTICES

APPEARANCE AND DRESS

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

1. Students may wear shorts or skirts, however; they should be at least mid-thigh length.
2. Students may not go barefoot at any time.

3. Students must wear a shirt at all times inside and outside school buildings.
4. Abbreviated tops such as halters, tube, or crop tops are not permitted.
5. Students may not wear shirts with open backs.
6. Students may not wear off the shoulder tops.
7. Students will refrain from self-imposed body art.
8. Clothing that advertises, promotes, or suggests illegal substances, violence, or vulgarities or is demeaning to others' gender, race, religion, or ethnic group may not be worn.
9. Undergarments should not be visible.
10. Students may not wear hats at any time (including bandanas and visors).

Students in violation of the dress code will be asked to find a change of clothes. Students unable to do so will need to contact a parent to bring in clothing that does meet the requirements of the dress code. Repeat violations of the dress code will result in further disciplinary action.

EMERGENCY PROCEDURES

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

LOCKERS

Students are provided with a locker. Your ROCK teacher will provide the number, location and combination of your locker. Students are to use only their assigned locker and are not to share the combination. These lockers are your responsibility; you will be held responsible for the contents of your locker. Please keep them neat, clear of food/debris, and free of adhesive-backed bumper stickers/advertisements. Any trouble with lockers should be reported to the office. Lockers are the property of the Hollis Brookline Cooperative School District. Students should have no expectation of privacy.

LOST AND FOUND

Any lost and found items will be placed on the lost and found table outside of the Multi-Purpose Room. Students are urged to check regularly for lost items. Weekly, unclaimed lost and found articles will be donated to a non-profit organization.

PERSONAL PROPERTY

Students are responsible for all their personal property. Each student is assigned an individual locker and combination. Students should not bring large sums of money or items of great value to school. Hollis Brookline Middle School cannot assume any responsibility for lost or stolen items.

SCHOOL PROPERTY

Respecting property, both personal and public is a HBMS expectation. Writing or otherwise marking on walls, furniture or other equipment is unacceptable and will not be tolerated. Consequences for

this type of offense will be severe and restitution will be required.

TEXTBOOKS

Textbooks are furnished free of charge for your use and must be kept covered at all times. Students will be held financially responsible for all books and other school equipment that is lost, destroyed, or damaged. The actual cost of the individual text will be charged should a book not be returned. Prices range between 55 and 100 dollars. Report cards will be held at the end of the year until all financial obligations have been met or until other arrangements, through the Principal, have been made.

CELL PHONES

Students may bring cellphones to school but the phone must be secured in their locker for the day. However, a classroom teacher reserves the right to use phones in class for educational purposes. Should a cell phone be in a student's possession during the school day, the student may be asked to bring their cell phone to the main office and leave it there for the day. If a student continues to have their phone out during the school day, the student may be asked to leave their phone in the main office during the school day for an extended period of time. Parents may be notified and expected to pick up the phone from school.

In an emergency situation the office phone may be used. If a student needs to make a phone call in a non-emergency situation, the office phone may be used before or after school, during ROCK, lunch, or skills.

ELECTRONIC EQUIPMENT

All electronic equipment are to be locked in the individual student's locker upon entry to the building and not retrieved until 2:20. Classroom teachers do reserve the right to have students use these items in their classroom as long as they have a legitimate educational purpose. Students should retrieve these items from their locker prior to the lesson and return them to their locker immediately following the lesson.

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ELECTRONIC COMMUNICATIONS GUIDELINES

**please refer to Acceptable Use Agreement for SAU technology guidelines*

Electronic communication within the school community should always be Transparent, Accessible, and Professional as defined below--as a guideline, School Community Users should always ask "Does the communication pass the TAP Test?"

1. The communication is *transparent*. ALL electronic communication among staff and students should be transparent. As a public school district, we are expected to maintain openness, visibility and accountability with regard to all communications. Whenever possible, District email or other District sponsored communication vehicle should be used.
2. The communication is *accessible*. Electronic communication among staff and students may be accessible by others. Staff and students should not have an expectation of privacy with respect to these

communications.

3. The communication is *professional, courteous, and conscientious*. This includes word choices, tone, grammar and subject matter that model the standards of SAU41.

If your communication meets all three of the criteria above, then it is very likely that the methods of communicating that you are choosing are very appropriate; moreover, encouraged.

VIRTUAL CLASSROOM EXPECTATIONS

All participants in Zoom sessions (or other virtual classroom) should follow the guidelines outlined below:

- This is a classroom. Appropriate classroom behavior is expected.
- Be an active participant in the class.
- Respectful communication is expected.
- Dress appropriately. Remember, you are in school.
- Before logging into a class, you should have all your class materials with you and be in an area conducive to doing classwork.
- Log into the meeting at the start of each class period. Be on time for attendance. ● Be aware of the background, ensure it is appropriate for school, and remove identifying information or objects.
- Use your proper first and last name as your display name (name plate) in Zoom. As a safety feature, you will not be admitted into the class otherwise.
- Enable the Zoom video function. Adjust your setup, as needed, so there is plenty of light. ● When in class, be in a distraction-free environment and, when possible, minimize movement. ● Don't invite guests into classroom discussions.
- Keep your audio on mute until you want to speak. This will help to limit background noise.

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- If you would like to speak or answer a question, use the "Raise Hand" feature. Then unmute yourself after you are called on.
- When using the *Chat* function, students should use comments to help/support one another. All comments should be kind and appropriate. Students can also direct private comments to the teacher to clarify misunderstandings, if necessary. All other messaging with the chat function is public information and needs to be respectful and appropriate. Please do not use texting abbreviations.
- Students are not to record or take screenshots or pictures etc. of classmates (or teachers) during Zoom meetings. In addition, posting screenshots/videos on social media is not permitted and will not be tolerated.

VISITORS

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

visit.

WITHDRAWALS FROM SCHOOL

Students withdrawing from school should:

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

WORKING PAPERS

Students who wish to obtain working papers must already have a job or the promise of employment.

Students wishing to work must bring a copy of their birth certificate to Hollis Brookline High School, 24 Cavalier Court, Hollis, NH. Working papers are issued only from the high school. You must appear in person in order to obtain working papers.

AFTER SCHOOL ACTIVITIES

CLUBS/ACTIVITIES

Hollis Brookline Middle School strives to offer a wide variety of organizations and activities to provide outlets and opportunities for the diverse talents and interests of the student body.

The amount of student interest and participation, as well as the availability and interest of faculty members will be considered, as these activities become operational.

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

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INTERSCHOLASTIC ATHLETIC PROGRAM

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

ELIGIBILITY

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

games.

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

OUR SCHOOL COMMUNITY EXPECTATIONS

STUDENT CONDUCT

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

- ✓ **MANAGE YOURSELF**
- ✓ **COOPERATE WITH OTHERS**
- ✓ **RESPECT PUBLIC AND PERSONAL PROPERTY**
- ✓ **ACT IN A HEALTHY & LEGAL MANNER**

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

BICYCLES/SKATEBOARDS

Bicycle racks have been provided to the left of the front doors. All bicycles must be kept in this area and should be locked. Bicycles, rollerblades and skateboards are not to be ridden on school grounds during

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school hours which includes afternoon activities (5:00 p.m.). Motor powered bikes or snow machines are never allowed on the premises.

EXPECTATIONS IN THE CAFETERIA

The cafeteria is meant to be a place where you may relax and enjoy a meal with your friends. Good friends, good food and good manners can make this break a very pleasant time in the school day. Please help to keep the cafeteria clean and observe all rules as described below:

- Students should . . .
- . . . always walk in the building; especially in the cafeteria.
 - . . . take their rightful place in the serving lines.
 - . . . select a table and remain there until it is time to be dismissed.
 - . . . recognize and respect the "nut free" tables.
 - . . . clear the area where they are seated and the floor immediately surrounding them.

. . . wait to be dismissed by a supervising adult.

HEALTHY SNACKS/DRINKS

**Please reference Policy EFD (Wellness)*

Students may bring in healthy items per our Local Wellness Policy. Please note, energy drinks are not allowed in the building, in addition to candy and gum (with exception). Any food or drink is to be consumed inside the cafeteria or classroom when permitted. Water bottles may be accessed in the classrooms. Nut products, or products produced in a nut containing facility, may be eaten in the cafeteria, if students aren't seated at Nut Restricted tables, but may not be eaten in the classroom.

Healthy Snacks which align with Smart Snack guidelines include:

- Fruits and Vegetables
- Whole grain crackers and cereals
- Popcorn
- Guide to check to see if your snacks are healthy
 - (<https://foodplanner.healthiergeneration.org/calculator/>)
 - These guidelines also refer to any food related events in the classroom.

Parties/Celebrations

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

Curriculum Related Food Items During the School Day

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

HALLWAY EXPECTATIONS

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

DETENTION

Any staff member may assign a detention to a student who violates school or classroom expectations. The student will be notified of the detention by a detention notice which may read lunch detention or teacher detention. The student must return the detention notice the following day signed by a parent. A minimum of a 24-hour notice will be given for all after-school detentions.

PUBLIC DISPLAY OF AFFECTION

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

SERIOUS MISBEHAVIOR

The following is a list of misbehaviors that are cause for disciplinary action to include suspension or expulsion from school and may involve law enforcement officials.

1. Students can be suspended “for gross misconduct or for neglect or refusal to conform to reasonable rules of the school.”
2. Students “may be expelled from school for gross misconduct or for an act of theft, destruction, or violence as defined in RSA 193-D: 1, or for possession of a pellet or BB gun or rifle.”
3. Any student who knowingly possesses a firearm in a safe-school zone as defined in RSA 193-D: 1 without written authorization from the Superintendent or designee shall be expelled from school.
4. Use or possession of drugs, drug paraphernalia, alcohol, tobacco, or tobacco related products
5. Vandalism
6. Stealing
7. Fighting
8. Carrying any kind of weapon
9. Cutting classes
10. Profanity
11. Firecrackers/fireworks
12. Continued classroom disruption
13. Bomb threats or false alarms
14. Forgery

STUDENT SERVICES

HEALTH SERVICES

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

Physical Examinations

All 7th grade students must have a current physical on file in the nurse's office before starting school in August. A current physical is one that was done on or after **August 1st of 2020**. This physical will cover the student for the two (2) years s/he is at HBMS, including sports tryouts. No student will be allowed to try out for sports without a physical on file. **There are no exceptions to this rule.**

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

Immunizations

Children 11 years of age or older, and for whom it has been 5 years since the last tetanus toxoid containing vaccine, will need a one-time dose of a Tetanus, diphtheria, acellular pertussis (Tdap) vaccine.

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

Periodic vision and hearing screening and scoliosis screening (for grade 8 only), will be conducted through the health office. Parents will be notified of any screenings which are recommended for physician follow-up.

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

SCHOOL COUNSELING SERVICES

School counselors are available to *all* students to help with academic issues such as organization, time management, planning, etc., as well as with personal and social issues. Should you have any concerns or questions about your child's school experience we encourage you to contact your child's

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school counselor. School counselors also spend time in the classroom teaching about mental and emotional health, bullying, goal setting and career development.

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

LIBRARY MEDIA PROGRAM

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

The Library Media Program is student-centered and works in conjunction with teachers. The proper

use of resources and the development of informational skills necessary to meet curriculum objectives is encouraged.

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

SUGGESTIONS FOR PARENTS

The education of your child is not solely the function of HBMS; rather it is the result of a collaborative effort among the student, the school and the parent. In recognition of this shared responsibility, the following suggestions are recommended for parents to assist in their child's education:

- Provide a small but meaningful home library.
- Encourage daily reading.
- Encourage that homework be done at the same time and at the same place each day. Monitor your child's work completion/grades by accessing PowerSchool. Discuss the school day's events with your child.
- Make contact regularly with your child's teachers.
- Attend open house, parent night, and school events.
- Become a volunteer (contact the PTSA).

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CLASSROOM SUPPORTS

The following strategies will be used in all classrooms.

- Chunk or provide timelines for long-term assignments and projects (referenced in google classroom or on teacher website)
- Redirect when appropriate
- Direct student to the agenda and homework that is written or displayed in classroom or on website
- Scaffolding of instruction
- Use formative assessment to inform instruction
- All homework and a weekly agenda are posted and referenced on team website or Google Classroom
- Classroom teachers make contact to parents when student is in danger of failing or if student significantly declines
- Establish classroom expectations, policy and procedures (teacher website or Google Classroom)
- Vary modes of instruction as directed by content/ courses/ student needs
- Classroom teacher will provide class notes as needed

- ❑ Encourage students to participate in their learning using multiple strategies
- ❑ Provide clear, timely and descriptive feedback, including entering of grades and comments
- ❑ Provide extra time on assignments and assessments, as needed and deemed appropriate ❑

Access to School Counselors and School Psychologist

- ❑ Access to comprehensive school counseling lessons
- ❑ Technology is available for completion of written assignments as needed, (library, case manager or department cart)
- ❑ Assist students with review of material prior to assessments (may include study guide)
- ❑ Meet with students to provide additional support, guidance and instruction as needed

HOLLIS BROOKLINE COOPERATIVE SCHOOL DISTRICT AND THE LAW The Hollis Brookline Cooperative School District complies with all Federal and State laws that apply to schools. Four federal laws important to mention here are: Family Education Rights and Privacy Act (FERPA), Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA). Brief information concerning these laws follows. Additional information is available through numerous government sources and through the school.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

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

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

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

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

Notification Regarding Destruction of Personally Identifiable Information

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

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

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

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

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

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The District may disclose, without consent, "directory information," which is information not generally considered to be harmful or an invasion of privacy if disclosed. Directory information includes:

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

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

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

- Phone number;
- Grade level/Junior or Senior Class status;

- Weight and height of members of athletic teams;
- Dates of attendance;
- E-mail addresses;
- Photographs;
- Degrees, honors and awards received;
- Major field of study;
- Participation in officially recognized activities and sports;
- Data/place of birth

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

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

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

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

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

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

School Principal/Assistant Principal School Principal/Assistant Principal
Hollis Brookline Middle School Hollis Brookline High School
25 Main Street 24 Cavalier Court
Hollis, NH 03049 Hollis, NH 03049
324-5997 465-2269

STATUTE OF LIMITATIONS

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

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

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

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

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

SECTION 504 of the REHABILITATION ACT OF 1973

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

Our school guidance counselors are designated as the Section 504 Coordinators. They may be contacted at

324-5997. Parents are entitled to review their child's relevant educational records under the Family Educational Rights and Privacy Act (FERPA). Parents, guardians or students eighteen years of age or older, who disagree with the decisions reached by school personnel regarding eligibility or accommodations and services necessary for access to educational programming and/or facilities, may either request a Due Process Hearing before an impartial hearing officer, file a grievance by notifying the school principal in writing, or file a complaint with one of the agencies noted on page 7.

Public Complaints About Facilities or Services GRIEVANCE PROCEDURE (SECTION 504/ADA)

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

For purposes of this policy, a "school day" is defined as any day when school is in session. 1. Any qualified handicapped person, or persons, who feel subject to discrimination with respect to Section 504 of the Rehabilitation Act or the American Disabilities Act (ADA) has the right to file a formal grievance. 2. Any qualified handicapped person, or persons, who has a grievance shall discuss it first with the appropriate building Principal in an attempt to resolve the matter informally at that level. 3. If, as a result of the discussion, the matter is not resolved to the satisfaction of the aggrieved party within ten (10) school days, the aggrieved party shall set forth the grievance in writing to the Principal. The Principal shall communicate his/her decision to the aggrieved party in writing within ten (10) school days of the receipt of the written grievance.

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4. The aggrieved party, no later than ten (10) school days after receipt of the Principal's decision, may appeal the Principal's decision to the SAU Section 504 Coordinator. The appeal to the Coordinator must be made in writing reciting the matter submitted to the Principal and the aggrieved party's dissatisfaction with decisions previously rendered. The Coordinator shall meet with the aggrieved party to attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days. The Coordinator shall communicate his/her decision in writing to the aggrieved party and the Principal not later than ten (10) school days after the meeting.

5. If the grievance is not resolved to the aggrieved party's satisfaction, the aggrieved party, no later than ten (10) school days after the receipt of the Coordinator's decision, may submit a written request for a hearing with the local School Board regarding the alleged discrimination through the Superintendent of Schools. The hearing will be held within thirty (30) calendar days of the written request. The School Board must provide the aggrieved party with a written decision of the appeal within ten (10) school days after the hearing.

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

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

Legal Reference:

Section 504 of the Rehabilitation Act of 1973

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

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

Adopted: April 15, 2009

NOTICE OF PROCEDURAL SAFEGUARDS UNDER SECTION 504 AND THE ADA

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

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

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

- A. You have the right to receive a copy of this notice with notification of any district action regarding identification, evaluation or placement of a student pursuant to Section 504. This includes any time

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that the district intends to screen, evaluate or reevaluate, make changes in classification, placement or any component of the child's FAPE, or upon refusal to act on any parental request.

- B. If your child needs or is believed to need special education or related services, you have the right to an evaluation of your child (1) before the initial placement, and (2) before any subsequent significant change in placement.
- C. You have the right to an opportunity to examine all relevant records for your child.
- D. You have the right to an impartial hearing, with participation by you and representation by counsel, concerning the identification, evaluation or educational placement of your child.
- E. The following people have been designated to handle inquiries regarding the non-discrimination policies:

School Principal School Principal/Assistant Principal
Hollis Brookline Middle School Hollis Brookline High School

25 Main Street 24 Cavalier Court
Hollis, NH 03049 Hollis, NH 03049
324-5997 465-2269

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

- A. Whenever the district takes any action regarding identification, evaluation or placement of a student pursuant to Section 504. This includes any time that the district intends to screen, evaluate or reevaluate, make changes in classification, placement or any component of the child's FAPE, or upon refusal to act on any parental request.
- B. Annually, for all students who (1) have refused services and are attending private schools, home schooling programs, or regular education classes; (2) have dropped out of school; or (3) have been identified as 504 eligible.

NONDISCRIMINATION AND NOTIFICATION OF GRIEVANCE PROCEDURES

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

PROCEDURE: The Coordinator for 504 activities, Title VI and IX and the Individuals with Disabilities Education Act is the Superintendent of Schools, 4 Lund Lane, Hollis, New Hampshire 03049; Telephone (603) 465-7118. The Coordinator for Title IX is the Building Principal, Hollis-Brookline High School, 24 Cavalier Court, Hollis, NH 03049, (603) 465-2269.

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

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

ADDITIONAL RESOURCES

Additional information is available at:

United States Department of Justice, [A Guide to Disability Rights Laws.](#)

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

United States Department of Education, Summary of FERPA,

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

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

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

Procedural Safeguards Handbook

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

Hollis Brookline Cooperative School Board Policies

- <https://www.sau41.org/administration/110>

POLICIES

The Hollis Brookline Cooperative School District is committed to providing safe and healthy learning environments for all. Below is a series of School Board Policies that govern our school. Additional information can be found at: [HB Policies](#)

ACCEPTABLE USE POLICY - See EGA

BUS TRANSPORTATION POLICY - See JICC

All students who ride school busses are subject to the governing regulations that are designed to promote safety. The bus driver is the authority responsible for enforcing regulations. Any behavior that is distracting will be considered hazardous to the safe operation of the bus.

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Each bus driver is responsible for maintaining discipline on his/her bus. In those instances where some kind of disciplinary action is in order, the driver will report the infraction to an administrator within one school day of the infraction. Students should receive a written warning notice for the first infraction of bus conduct regulations. A building administrator will discuss the warning notice with the student involved. The administrator will then issue one copy of the warning to the bus contractor and keep one for filing, while notifying parents.

Serious misconduct or repeated violations of bus conduct regulations may result in suspension from riding the bus for a period of one (1) to five (5) days pending notification of the parents. Longer periods of suspension shall require the prior approval of the Superintendent. The decision to suspend may be appealed by the parent or guardian of the student. The appeal process is described in RSA 189:9-A.

There are a number of student expectations that must be adhered to and if followed should assure the safety of all persons while the school bus program is in operation:

1. Students should be at the bus stop at least five (5) minutes before busses are due to arrive for

- pick-up in the AM.
2. Students should remain at a safe distance from roadways at bus pick-up points. If necessary to cross the road, always walk in front of the bus.
 3. Students should remain quiet and orderly while riding the bus.
 4. Middle School students may choose seats within the first half of the bus.
 5. Students should remain in their seats until destinations are reached, keeping aisles clear for possible emergency exiting.
 6. Students should keep hands and objects inside the windows at all times.
 7. Alternate busses will only be allowed when maximum seating has not been reached. A note from home, signed by administration must accompany the child.
 8. A note from home, signed by administration is also required for a student who wishes to get off at a stop other than their own.
 9. Students may not board nor get off their bus at the high school.
 10. Food or drink may not be consumed on the bus and must remain in a student's backpack.

REPORTING CHILD ABUSE - JLF

(Pending Policy Review)

All school employees having reason to suspect that a child has been abused or neglected shall immediately apprise the administration who will immediately report to DCYF and the district Superintendent.

An oral report shall be made immediately by telephone and followed within 48 hours by a report in writing, if so requested, by DCYF Central Intake. Such report shall, if known, contain the name and address of the child suspected of being neglected or abused and the person responsible for the child's welfare, the specific information indicating neglect or the nature and extent of the child's injuries (including any evidence of previous injuries), the identity of the person or persons suspected of being responsible for such neglect or abuse, and any other information that might be helpful in establishing neglect or abuse or that may be required by the Division of Children Youth and Family Services.

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Staff training is recommended at the building level on an annual basis.

Legal References:

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

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

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

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

Adopted: January 16, 2008.

STUDENT CONDUCT, DISCIPLINE AND DUE PROCESS - JICD

Safe School Zone

(Pending Policy Review)

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

1. Respect for law and those given authority to administer it shall be expected of all students. This

included conformity to school rules as well as to general provisions of the law regarding minors.

2. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall be expected of all members of the school community.
3. Respect for the real and personal property, pride in one's work, and exemplary personal standards of courtesy, decency, honesty, and wholesome attitudes shall be maintained.
4. Respect for individual worth is the obligation of the school. Diligence and a desire to benefit from the opportunity is the obligation of the student.

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

The Board further recognizes the right of each school to establish disciplinary procedures in accordance with RSA [193:13](#) and RSA 193-D through the development of administrative procedures which are approved by the Superintendent or his/her designee. Due process shall be afforded to any student involved in a proceeding which may result in suspension, exclusion, or expulsion. Students expelled from school may be reinstated by the Board under the provisions of RSA [193:13](#). Student due process rights shall be printed in the Parent-Student Handbook.

The Superintendent may modify expulsion requirements as provided in RSA [193:14](#), IV. In addition, the District shall comply with the provisions of the Individual With Disabilities Education Act (IDEA) when disciplining students.

Legal Reference:

RSA 193:13, Suspension & Expulsion of Pupils

RSA [189:15](#), Regulations

NH Code of Administrative Rules, Section Ed. 317.04(b) Disciplinary Procedures

1st Reading: November 3, 2005

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Adopted: May 21, 2008

PUPIL SAFETY AND VIOLENCE PREVENTION - Bullying - JICK

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

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

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

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

2. Cyberbullying. Cyberbullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.

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

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

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

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

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

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

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

(1) Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or

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(2) Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

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

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

Reporting

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

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

Reprisal or Retaliation

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

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

Process To Protect Pupils From Retaliation

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

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

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

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

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

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

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

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

Staff and Volunteers

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

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

Students

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

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

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

Parents

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

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

Additional Notice and School District Programs

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

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

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

Student Reporting

1. Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the Principal or if the student is more comfortable reporting the alleged act to a person other than the Principal, the student may tell any school district employee or volunteer about the alleged bullying.
2. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief

that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of that school day.

3. The Principal may develop a system or method for receiving anonymous reports of bullying. Although students, parents, volunteers and visitors may report anonymously, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.

4. The administration may develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.

5. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

Staff Reporting

1. An important duty of the staff is to report acts or behavior that they witness that appears to constitute bullying.

2. All district employees and volunteers shall encourage students to tell them about acts that may constitute bullying.

3. Any school employee or volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of that school day.

4. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

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

In order to satisfy the reporting requirements of RSA 193-F:6, the Principal or designee shall be responsible for completing all New Hampshire Department of Education forms and reporting documents of substantiated incidents of bullying. Said forms shall be completed within 10 school days of any substantiated incident.

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Upon completion of such forms, the Principal shall retain a copy for him or herself and shall forward one copy to the Superintendent and may forward one copy to the local authority. The Superintendent shall maintain said forms in a safe and secure location.

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

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

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

The Superintendent may, within a 48 hour time period, grant the Principal a waiver from the requirement that

the parents of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Superintendent deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

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

1. Upon receipt of a report of bullying, the Principal shall, within 5 school days, initiate an investigation into the alleged act. If the Principal is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation.
 2. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted consistent with the developmental needs of the students in mind and shall be confidential.
 3. If the alleged bullying was in whole or in part cyberbullying, the Principal may ask students and/or parents to provide the District with printed copies of 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;
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- Where the alleged incident(s) occurred;
 - Whether the conduct adversely affected the student's education or educational environment;
 - Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
 - The date, time and method in which parents or legal guardians of all parties involved were contacted.
6. The Principal shall complete the investigation within 10 school days of receiving the initial report. If the Principal needs more than 10 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the Principal shall notify in writing all parties involved of the granting of the extension.
 7. Whether a particular action of incident constitutes a violation of this policy shall require a

determination based on all facts and surrounding circumstances and shall include recommended remedial steps necessary to stop the bullying and a written final report to the Principal.

8. Students who are found to have violated this policy may face discipline in accordance with other applicable board policies, up to and including suspension. Students facing discipline will be afforded all due process required by law.

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

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

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

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

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

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

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

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

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

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

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

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

XV. Appeal

1. For non-disciplinary remedial actions where no other review procedures govern, the parents of the pupils involved in the bullying shall have the right to appeal the Principal's decision to the Superintendent in writing within five (5) school days. The Superintendent shall review the Principal's decision and issue a written decision within ten (10) school days. If the aggrieved party is still not satisfied with the outcome, the aggrieved party may file a written request for review by the School Board within ten (10) school days of the Superintendent's decision. The School Board will adhere to all applicable New Hampshire Department of Education administrative rules.

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

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

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

XVII. Capture of Audio Recordings on School Buses

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

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

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

In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's education record, the provisions of Policy JRA shall apply.

The Superintendent is authorized to contact the District's attorney for a full legal opinion relative in the event of such an occurrence.

Legal References:

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

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

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See also [GBAA](#)

SEXUAL HARASSMENT AND VIOLENCE – STUDENTS - JBAA

I. PURPOSE

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

Any form of sexual harassment or violence is strictly prohibited.

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

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

II. SEXUAL HARASSMENT/SEXUAL VIOLENCE DEFINED

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

when:

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

Sexual harassment may include, but is not limited to:

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

III. REPORTING PROCEDURES

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

A. In each building, the Principal is the person responsible for receiving oral or written reports of sexual harassment or sexual violence. Upon receipt of a report, the Principal must notify the Superintendent immediately without screening or investigating the report. If the report was given verbally, the Principal

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shall reduce it to written form within 24 hours and forward it to the Superintendent. Failure to forward any sexual harassment or sexual violence report or complaint as provided herein will result in disciplinary action. If the complaint involves the building Principal, the complaint shall be filed directly with the Superintendent.

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

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

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

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

IV. INVESTIGATION AND RECOMMENDATION

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

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

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

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

V. SCHOOL DISTRICT ACTION

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

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

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

VI. REPRISAL

The School District will discipline any individual who retaliates against any student who reports

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

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

VIII. SEXUAL HARASSMENT OR SEXUAL VIOLENCE AS SEXUAL ABUSE

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

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

IX. DISCIPLINE

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

X. BY-PASS OF POLICY

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

See also [JBAA](#)

SEXUAL HARASSMENT AND VIOLENCE - EMPLOYEES - GBAA

I. PURPOSE

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

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Any form of sexual harassment or violence is strictly prohibited.

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

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

II. SEXUAL HARASSMENT/SEXUAL VIOLENCE DEFINED

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

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

Sexual harassment may include, but is not limited to:

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

III. REPORTING PROCEDURES

Any employee who believes he or she has been the victim of sexual harassment or sexual violence should report the alleged act(s) immediately to his or her immediate supervisor. If the alleged perpetrator is the employee's immediate supervisor, the alleged victim may report the allegation to any other district employee. That employee shall then report the allegation immediately to an appropriate District official, as designated by this policy. The District encourages the reporting employee to use the report form available from the Principal of each building or available from the Superintendent's office.

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

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

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

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

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

IV. INVESTIGATION AND RECOMMENDATION

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

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

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

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

V. SCHOOL DISTRICT ACTION

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

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

VI. REPRISAL

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

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

VIII. SEXUAL HARASSMENT OR SEXUAL VIOLENCE AS SEXUAL ABUSE

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

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

IX. DISCIPLINE

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

X. BY-PASS OF POLICY

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

Legal Reference:

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

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

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

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

Appendix: GBAA-R, BBA-R

1st Reading:

2nd Reading

Adopted: October 15, 2008

Amended and Approved: May 21, 2014

ts, Region 1, JFK

HAZING - JICFA

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

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

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

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

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

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

The Superintendent shall take reasonable measures within the scope of the District's authority to prevent student hazing. All hazing reported to the District or which any District staff member has

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knowledge of shall be promptly reported to law enforcement, as required by RSA 631:7, Student Hazing.

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

Legal Reference:

RSA 631:7, Student Hazing

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

1st Reading: October 17, 2007

Adopted: May 21, 2008

Policy Amended

1st Reading: October 18, 2017

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

3rd Reading: February 21, 2018

Adopted: February 21, 2018

Building, Room 1875, Boston, MA 02203, phone 617-565-1340.

Legal Reference:

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

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

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

Adopted: October 15, 2008

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

1st Reading: September 15, 2010

2nd Reading: November 17, 2010

Adopted: November 17, 2010

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

Physical restraint is only authorized when needed to protect the safety of the individual student and/or other students and employees in response to the threat of imminent, physical harm. The purpose of the physical restraint is to assist the student to regain emotional stability. "Physical restraint" occurs when a manual method is used to restrict a child's freedom of movement or normal access to his or her body. The use of restraint in schools is limited to physical restraint, and under limited circumstances involving transportation,

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mechanical restraint. RSA 126-U:6 Restraint shall be used only by trained personnel using extreme caution when all other interventions have failed or have been deemed inappropriate. RSA-U:5, I

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

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

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

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

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

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

"Restraint" shall not include:

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

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

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

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

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

2. School: "A school operated by a school district; a chartered public school governed by RSA 194-B; a

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

3. Seclusion: " The involuntary placement of a child alone in a place where no other person is present and

from which the particular child is unable to exit, either due to physical manipulation by a person, lock or other mechanical device or barrier. The term shall not include the voluntary separation of a child from a stressful environment for the purposes of allowing the child to regain self-control, when such separation is to an area which the child is able to leave."

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

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

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

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

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

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

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

Physical restraint is appropriate only when a student is displaying physical behavior that presents substantial risk to the student or others, and considered when, in the opinion of the supervising adult, the threat is imminent. Persons implementing a restraint will use extreme caution, and will use the least amount of physical strength necessary to protect the student. The use of physical intervention should not exceed that necessary to avoid injury. The degree of physical restriction employed must be in proportion to the circumstances of the incident and the potential consequences. School administration may elect to contact the local law enforcement agency for support if necessary.

Physical restraint of a student will be conducted in a manner consistent with the techniques prescribed in the

District approved training program, such as Crisis Prevention Intervention, for all trained personnel. Untrained staff is limited to physically intervention by using the minimal amount of physical contact with the student to protect the student and ensure the safety of others until trained staff is available. Untrained staff should request assistance from trained staff as soon as possible. The purpose of the physical restraint is to assist the student to regain emotional stability. It should last only as long as is necessary to accomplish this.

To the extent possible, it will be conducted in such a way as to preserve the confidentiality and dignity of all involved.

Special Education Students:

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

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

Authorization and Monitoring of Extended Restraint: (RSA 126-U:11)

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

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

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

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

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

Use of the following restraint and behavior control techniques is prohibited:

(a) Any physical restraint or containment technique that:

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- Obstructs a child's respiratory airway or impairs the child's breathing or respiratory capacity or restricts the movement required for normal breathing;

- Places pressure or weight on, or causes the compression of, the chest, lungs, sternum, diaphragm, back, or abdomen of a child;

- Obstructs the circulation of blood;
- Involves pushing on or into the child's mouth, nose, eyes, or any part of the face or involves covering the face or body with anything, including soft objects such as pillows, blankets, or washcloths; or
- Endangers a child's life or significantly exacerbates a child's medical condition.

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

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

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

Transportation: (RSA 126-U:12)

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

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

Prevents physical and psychological trauma

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

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

Seclusion

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

(a) "May only be used by trained personnel after other approaches to the control of behavior have been

attempted and have been unsuccessful, or are reasonably calculated to be unlikely to succeed based upon the history of actual attempts to control the behavior of a particular child" (RSA-U:5-a, II)

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

(c) May not be used as a form of punishment or discipline and shall not be used in a manner that unnecessarily subjects the child to the risk of ridicule, humiliation or emotional or physical harm." (RSA 126-U:5-a.I,III.)

Conditions of Seclusion:

Seclusion may only occur in areas which:

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

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

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

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

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

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

NOTICE

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

- Notification must be made as soon as practicable and in no event no later than the time of return to the

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child to the parent or guardian or the end of the business day, whichever is earlier.

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

Written notice to the principal and the SAU Director of Student Services by the school employee who used

the seclusion or restraint, or if unavailable the employee's supervisor, must be provided within five (5) business days after the use of seclusion or restraint (RSA 126-U:7, II)

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

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

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

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

Intentional Physical Contact with a Child

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

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

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

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

The date and time of the incident;

- A brief description of the actions of the child before, during and after the occurrence;

- the names of the persons involved in the occurrence;

- A brief descriptions of the actions of the facility or school employees involved before, during and after the occurrence;

- A description of any injuries sustained by, and any medical care administered to, the child, employees, or other before, during, or after the incident.

SCHOOL RESOURCE OFFICERS AND EMERGENCY RESPONDERS

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

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

DUTY TO REPORT VIOLATION

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

suspected misconduct.

The Superintendent of Schools shall develop a procedure and ensure that all employees are aware of, and understand, their duty to report suspected violations of the restraint and seclusion law. In situations where it is determined that no violations occurred, documentation, including the evidence used to make the

determination, must remain on file in the Office of Student Services at the SAU

Statutory & Regulatory References

RSA 126-U

ED 1113.04-1113.08, 1114.07, 111.08

First Reading: September 17, 2014

Second Reading: October 15, 2014

Approved: October 15, 2014

First Reading of Amendment: May 17, 2017

Second Reading: June 21, 2017

Third Reading June 21, 2017 (Waived)

Adopted: June 21, 2017

DRUG AND ALCOHOL USE BY STUDENTS - JICH

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

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

- a. In case a student appears to be under drug influence, the parent will be notified by school authorities to come for the student and remove him/her to his home or to medical facilities.
- b. In severe cases, if the parents or school doctor will not come to the school, the Principal is authorized to call an ambulance to remove the Student to the hospital. Parents will be notified of this action and be responsible for the incurred expenses.
- c. Upon reasonable evidence of the illegal possession and/or use of drugs by any student on Hollis Brookline Cooperative School District property, the student will be suspended from school for at least five days. A conference with the parents, child and principal should be held as soon as possible.

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- d. Any student found selling, distributing, or giving away illegal drugs will be turned over to police authorities immediately and suspended from school at once pending Board action.
- e. Any student convicted in court for illegally selling drugs on or off school property will be suspended from school pending Board action.

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

Legal Reference:

RSA [571-C:2](#), Intoxicating Beverages at Interscholastic Athletic Contests

1st Reading: October 17, 2007

Adopted: May 21, 2008

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

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

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

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

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

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

Students

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

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

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

Employees

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

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

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

All other persons

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

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

Legal References:

RSA 155:64 - 77, Indoor Smoking Act

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

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

First Reading: July 20, 2016

Second Reading: August 17, 2016 (Amended)

Third Reading: August 17, 2016 (Waived)

Adopted: August 17, 2016

WEAPONS ON SCHOOL PROPERTY - JICI

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

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

which, in the manner it is used, or threatened to be used, is known to be capable of producing death or bodily injury.

In addition, any Student who is determined to have brought a firearm (as defined by 18 U.S.C. 921) to school

will be expelled for not less than one year (365 days). This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law.

Weapons under control of law enforcement personnel are permitted.

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

Legal Reference:

18 U.S.C. § 921 - 924

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

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

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

NCLB 20 U.S.C.A. § 7139 et seq.

1st Reading: May 2, 2006

Adopted: May 21, 2008

CONCUSSIONS AND HEAD INJURIES JLCJ

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

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

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

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

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

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

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

"Sports" means intramural sports programs conducted outside the regular teaching day for students in grades 7 through 12 or competitive athletic programs between schools for students in grades 7 through

12, including, without limitation, all NHIAA sanctioned activities, including cheer/dance squads, or any other district-sponsored sports or activities as determined by the board or administration.

B. Duty to Report. All District employees shall report any accident or incident which involves a student

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

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

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

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

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

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

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

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

B. Immediate Removal from Play and other NHIAA Protocols. Any coach, official, licensed athletic trainer, or health care provider who suspects that a student-athlete has sustained a concussion or head injury in a practice (including tryouts or trainings) or during a competition shall immediately remove

the student-athlete from all physical activity. Such incidents must be reported on a district accident form and turned into athletic director within 24 hours of injury.

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

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

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

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

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

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

District Policy History:

First Reading: September 2012

Approved: September 2012

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

were needed.

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

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

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

Adopted: May 19, 2021

Legal References:

RSA 200:49, Head Injury Policies for Student Sports

RSA 200:50, Removal of Student-Athlete

RSA 205:51, School Districts; Limitation of Liability

RSA 200:52, Definitions

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