



**Nathan Burns**  
**Principal**  
[www.nashua.edu/north](http://www.nashua.edu/north)

## **STUDENT HANDBOOK 2022-2023**

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### **PRINCIPAL'S MESSAGE**

Dear Students,

Welcome to Nashua High School North. I hope you had a restful summer vacation and are prepared to make academics a priority in high school. It is important to always give your best effort in and out of the classroom. Over the next four years, you will have many opportunities to challenge yourself in ways that you have never done before.

I encourage you to set lofty goals and take risks in your education. At Nashua North, you will find that your teachers are knowledgeable and caring individuals who are willing to support you on your journey through high school. Be prepared to ask questions and learn from them on a daily basis.

I hope you will get involved in the Titan community. I urge you to take advantage of the numerous opportunities that North has to offer. Consider joining the chorus or participating in band, trying a new club or activity, or participating on one of our many athletic teams. Make a concerted effort to attend events and be part of the strong Titan community in our school. You will not regret participating and will make friendships that will last a lifetime.

I look forward to meeting you and please know that my door is always open.

Principal Burns

## NASHUA HIGH SCHOOL NORTH MISSION STATEMENT

The mission of Nashua High School North is to create a safe, respectful community which embraces our diversity and provides a foundation for life-long learning while promoting intellectual growth and personal responsibility.



**Nashua High School North**  
Core Values & Beliefs  
21<sup>st</sup> Century Learning Expectations  
Mission Statement

<b>STRENGTH THROUGH COMMUNITY</b>	<b>LIFELONG LEARNING</b>	<b>INTELLECTUAL GROWTH</b>	<b>PERSONAL RESPONSIBILITY</b>
<ul style="list-style-type: none"> <li>▶ Relationships</li> <li>▶ Diversity</li> <li>▶ Empathy</li> <li>▶ Unity</li> </ul>	<ul style="list-style-type: none"> <li>▶ Relevance</li> <li>▶ Collaboration</li> <li>▶ Discovery</li> <li>▶ Work Ethic</li> </ul>	<ul style="list-style-type: none"> <li>▶ Rigor</li> <li>▶ Competence</li> <li>▶ Excellence</li> <li>▶ Inquiry</li> </ul>	<ul style="list-style-type: none"> <li>▶ Respect</li> <li>▶ Accountability</li> <li>▶ Compassion</li> <li>▶ Integrity</li> </ul>
<b>TWENTY-FIRST-CENTURY LEARNING EXPECTATIONS</b>			
<ul style="list-style-type: none"> <li>✓ Responsibility</li> <li>✓ Problem Solving</li> <li>✓ Communication</li> <li>✓ Citizenship</li> </ul>	<ul style="list-style-type: none"> <li>✓ Responsibility</li> <li>✓ Problem Solving</li> <li>✓ Communication</li> <li>✓ Citizenship</li> </ul>	<ul style="list-style-type: none"> <li>✓ Responsibility</li> <li>✓ Problem Solving</li> <li>✓ Communication</li> <li>✓ Citizenship</li> </ul>	<ul style="list-style-type: none"> <li>✓ Responsibility</li> <li>✓ Problem Solving</li> <li>✓ Communication</li> <li>✓ Citizenship</li> </ul>

## NASHUA HIGH SCHOOL NORTH BELL SCHEDULE

REGULAR			DELAYED OPENING		
Period	Start	End	Block	Start	End
1	7:20	8:39	1	9:20	10:10
2	8:44	10:04	2	10:15	11:05
E-Block	10:09	10:44			
3	10:49	12:39	3	11:10	1:05
4	12:44	2:03	4	1:10	2:03

LUNCHES		
	Regular Day	Delayed Opening
Lunch A	10:49 – 11:12	11:10-11:35
Lunch B	11:17 – 11:41	11:40-12:05
Lunch C	11:46 – 12:10	12:10-12:35
Lunch D	12:15 – 12:39	12:40-1:05

### No School Information

Students may look for school cancelations on Twitter: @NASHUASCHOOLS, on the district website: [www.nashua.edu](http://www.nashua.edu), and on local television and radio stations.

### OPEN HOUSE/PARENT TEACHER CONFERENCES

#### Open House

#### Parent/Teacher Conferences

<b>Semester 1</b>	<b>Monday, September 12, 2022</b>	<b>Thursday, October 13, 2022</b>
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<b>Semester 2</b>	<b>Thursday, February 16, 2023</b>	<b>Tuesday, March 14, 2023</b>
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Also available to parents is our web-based school information system. The system manages all facets of student data from attendance to grades and schedules. We have implemented the Family Portal so parents, teachers, and administrators can work together and communicate more effectively and efficiently. More information on how to obtain user name and password will be forthcoming.

#### **What information can I access through Aspen?**

You, as a parent/guardian, can use one login to securely access the information for all of your children from just about anywhere. With Aspen, you can access:

• Student Demographic information	• Family contact and emergency information.
• Daily Attendance	• Academic information (transcripts, grades)
• Student schedules	• Check if your student has any fees owed.
• GPA and graduation requirement	• Sign up for email notifications
• Class Pages: See information on your child's classes that the teacher may have posted.	

2022-2023 SCHOOL CALENDAR - NASHUA SCHOOL DISTRICT

Schools Open: AUGUST 30

Tentative Last Day: JUNE 14

AUGUST 30					2 DAYS (2)
M	T	W	Th	F	
	23	24	25	X	Schools Open 8/30
					23-24-25 New Teacher/Staff Orientation
(29)	30	31			29-All staff report to their assignments

SEPTEMBER					19 DAYS (21)
M	T	W	Th	F	
			1	X	5-Labor Day
XX	6	7	8	9	6-K & Preschool start
12	(13)	14	15	16	13-In Service (Primary)
19	20	21	22	23	
26	27	28	29	30	

FEBRUARY					17 DAYS (112)
M	T	W	Th	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
(20)	21	22	23	24	20-Presidents Day In-Service
X	X				2/27-3/3-Winter Break

OCTOBER					20 DAYS (41)
M	T	W	Th	F	
3	4	5	6	7	
XX	11	12	13	14	10-Indigenous Peoples Day
17	18	19	20	21	
24	25	26	27	28	
31					

MARCH					20 DAYS (132)
M	T	W	Th	F	
		X	X	X	2/27-3/3-Winter Break
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

NOVEMBER					17 DAYS (58)
M	T	W	Th	F	
	1	2	3	4	
7	(8)	9	10	XX	8-Election Day/In-Service
14	15	16	17	18	11-Veterans Day
21	22	XX	XX	XX	23-25-Thanksgiving Recess
28	29	30			

APRIL					15 DAYS (147)
M	T	W	Th	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
X	X	X	X	X	24-28-Spring Recess

DECEMBER					17 DAYS (75)
M	T	W	Th	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
XX	X	X	X	X	12/26-1/2 Holiday Recess

MAY					22 DAYS (169)
M	T	W	Th	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
XX	30	31			29-Memorial Day

JANUARY					20 DAYS (95)
M	T	W	Th	F	
XX	3	4	5	6	
9	10	11	12	13	
XX	17	18	19	20	16-MLK Day
23	24	25	26	27	
30	31				95 Days – Sept.- January

JUNE					10 DAYS (179)
M	T	W	Th	F	
			1	2	
5	6	7	8	9	
12	13	14	MU	MU	14-Tentative Last Day (Gr. K-11)
MU	MU	MU	MU	MU	MU = Make-Up Days
MU	MU	MU			84 Days – February - June

Legend

- ( ) = No School for Students; Teachers work:  
August 29; September 13; November 8; February 20
- X = No School for Students/Teachers; Offices open
- XX = Schools and Offices closed

Nashua School District Schedule:

- 179 Days for Students, except 175 days for Seniors
- 176 Days for Kindergarten Students
- 183 Days for Veteran Teachers
- 186 Days for New Teachers

BOARD OF EDUCATION APPROVED: 3/28/22(a)

ELEMENTARY SCHOOLS:

Open Houses  
September

Conferences

Nov. 10 4:00 – 7:30 p.m.  
Nov. 17 4:00 – 7:30 p.m.

MIDDLE SCHOOLS:

Open Houses  
September

Conferences

Oct. 20 4:00 – 7:30 p.m.  
Nov. 3 4:00 – 7:30 p.m.

NASHUA HIGH SCHOOLS:

Open Houses

NHS North September 12  
NHS North February 16  
NHS South September 14  
NHS South February 15

Conferences

NHS North October 13  
NHS North March 14  
NHS South October 12  
NHS South March 16

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**ACADEMICS**  
**Minimum Graduation Credit Requirements**

ALL GRADUATION REQUIREMENTS MUST HAVE BEEN COMPLETED TO RECEIVE A DIPLOMA AND PARTICIPATE IN THE GRADUATION CEREMONY.

The following credits are required in the subject areas listed:

**GRADUATION REQUIREMENTS 2022-2023**

<b>Subject Area</b>	<b>Grad Requirement (Credits)</b>	<b>Courses and notes to fulfill requirement</b>
Art Education	0.5	Graphics Design 1 or 2 may meet the Art or ICT requirement. All Art, Drama, and Music courses meet the Art Education requirement.
Information and Computer Technology	0.5	See List of Advanced Computer Courses
English	4	English 1, 2, 3, and either English 4 or an elective. At least one course must be taken every year.
Mathematics	3 <i>(Algebra 1, Part 1 and 2 or Algebra 1(H) is required.)</i>	Students must have a math experience every year of high school.
Physical Science	1	Physical Science is a prerequisite for all science courses and is taken freshman year. <i>Students may submit a Physical Science Portfolio for approval to determine advanced standing and course credit in lieu of taking Physical Science.</i>
Biological Science	1	Biology is required for graduation.
Social Studies	3	World Studies, Civics, Economics, and US History are required. AP World History meets World Studies requirements. AP US Government meets Civics requirements. AP Microeconomics or AP Macroeconomics meet Economics requirements. AP US History meets US History requirements.
Physical Education	1	Sports Education is required. Fit for Life or Personal Fitness are also required.
Health	0.5	Health 1
Electives	12.5 or 5.5	12.5: Standard Diploma 5.5: Core Diploma

For a complete description of courses, career pathways and graduation requirements see “Footsteps to the Future” which are available in any Guidance Office or online at <http://schools.nashua.edu/highschool/pos>

\*Beginning with YOG 2019 all students are required to take a Math experience every year of high school

**Alternatives to Topics in Health Education**

The State of NH mandates that public high schools provide comprehensive health education. Parents concerned about content that may conflict with their religious beliefs and values may request in writing to the Principal that an alternative health-centered topic be offered. The Principal will meet with the parents to develop a mutually agreeable educational alternative.

**Physical Education Waiver**

The Physical Education requirement may be waived upon the Principal’s receipt of a doctor’s recommendation. Determination as to credit awarded for temporary waivers will be the decision of the Principal. Any student who is granted a waiver must continue to earn the required minimum credits to be eligible for graduation.

**Summer School**

The summer program is offered to students for remedial purposes. Interested students may take advantage of this opportunity to make up a failing grade. A fee is charged for each course taken. Contact the Guidance Department for more information.

**Make-up/Extra Help**

Every teacher remains after school a minimum of one afternoon per week to assist students who need extra help or who have missed work due to an excused absence. For short absences, unless prior arrangements have been made with the teacher, the student must make up the work within a week. A late bus is available at 4:30pm Monday through Friday to bring students home. Students also have the ability to ask teachers to schedule them into e-block for extra help or enrichment opportunities.

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>
Art Social Studies World Language	ELL English Media Center Health/Phys Ed	Guidance Music Science Special Education	Business Ed Computer Ed FACS Math Tech Ed CTE

**Tutoring/Mentoring Programs**

**Students needing extra help may access the following:**

- National Honor Society (see Guidance Department)
- Special Education tutorials (see Case Manager)
- Extra Help After School Sessions (see teacher’s Make-Up schedule)

**Tutors**

After ten (10) consecutive days of absences due to illness, verified by a physician in writing, tutoring services are available. Students should contact their guidance counselor.

The School District will provide for up to five (5) hours of tutoring per week for a period not to exceed 45 days, and for not more than one 45-day period per year.

### **Class Expectations**

Teachers will provide all their students with a written explanation of how they will grade for the year and what they expect from their students. These will be given out during the first few days of the course. Students should make sure they obtain a copy and keep it in their notebook. Students should also make sure they understand what is expected of them in each of their classes.

Parents will receive copies of class grading policies at parent-teacher night or by request. These can also be accessed within the Parent Portal of X2.

### **Final Assessment**

The final days of each semester are devoted to activities designed to assess the skills and knowledge learned during that semester. These assessments may take the form of a presentation, final project, written exam or any other evaluating method. Grades earned for these activities will be factored into the semester average. All students are required to take final exams. Students are required to remain in their classes until the end of the block. **Seniors with an A- average or better are exempt from finals.**

### **Incompletes**

When students receive an incomplete mark, they shall have five weeks from the date marks close to make it up. Failure to do so will result in NE(s) (No Evidence) for the work not done. Serious illness or extenuating circumstances will be considered by the administration for an appropriate extension of time.

### **Repeating Classes**

There are many ways to be a successful student at Nashua North. The Faculty at North strongly encourages each student to work hard every day to earn good grades in all classes. However, if you fail a class during regular day school, there are many other ways in which you can earn credit. Rather than simply retaking the same course you had trouble with in the same way (day school), the Nashua Board of Education recently approved a policy which will enable you to earn credit in several different ways to help you find the best fit so you can be successful. This is the plan:

**OPTION 1:** If you fail a course, and if you want to take it again in day school, a meeting will be set up to see if that is the best fit for you and to determine if that is the most likely way for you to earn credit. The meeting will involve you, your parents, your counselor, your administrator and your case manager if you have one. If everyone agrees retaking the course in day school, you are all set. If not, the list of options below is something you should consider.

**OPTION 2:** If you fail a course and want to take it again in a different setting, here are some options that will be considered. It is important to remember that prior approval is needed for several of these options (this means you need to get written permission from your principal). You should always check with your guidance counselor as well to be sure that you are earning credit in an approved manner.

- Credit/Competency Recovery
- Adult Education/Night School
- Summer School
- Extended Learning Opportunities
  - Independent Study
  - Virtual Learning Academy Charter School (On-line High School)
  - Community Service
  - Work Study
  - Internships
  - College/University

There are fees that are part of many of these programs. You are responsible for any and all fees. It is always important that you do your best to be successful in day school. These options exist to make sure that there are many ways for you to earn your diploma should you need to pursue other ways to find success.

**Grade Promotion, Retention & Acceleration of Students**  
**(Board of Education Policy – Appendix IKE-R)**

Effective communication with parents is critical to a student's success in school. The Superintendent, school administrators, and teachers are responsible for ensuring that parents are kept informed of their child's progress through progress reports, report cards, parent/teacher conferences, and other appropriate means. Parents are responsible for keeping themselves informed regarding their child's progress and to inform their child's teacher(s) of any information that may impact the child's school performance.

The following procedural guidelines shall be followed when a student is being considered for grade retention or grade acceleration:

At the high school, grade level is determined by the number of credits (see Policy IKF for high school graduation requirements) earned by the individual student prior to the start of the next school year. The following represents credit acquisition for the majority of students through the standard, academic diploma.

- For the sophomore class, a student must have acquired a minimum of 6 credits;
- For the junior class, a student must have acquired a minimum of 13 credits;
- For the senior class, a student must have acquired a minimum of 19 credits.

Students, approved by the building principal for the core diploma, would follow and adjusted schedule presented by the principal at the core diploma approval meeting.

**Academic Dishonesty**

Scholastic dishonesty, which includes, but is not limited to, cheating on a test, plagiarism from any source including computers, the internet, or unauthorized collaboration with another person to prepare written work, will result in a student(s) receiving no credit for the assignment, possibly and/or, depending on the circumstances, suspension from school. In addition, academic dishonesty will result in an immediate dismissal from the National Honor Society, Class Officer or Leadership position.

### Marking Scale

Score Letter Code	Type of Score			Levels of Proficiency	Descriptors
	Assignment	Competency	Course		
A+				Proficient with Distinction	The student exceeds course competencies. The student consistently demonstrates, communicates, applies, extends, and/or transfers understanding of the course content and skills.
A					
A-	✓	✓	✓		
B+				Proficient	The student meets the course competencies. The student consistently demonstrates, communicates, and applies an understanding of the course content and skills.
B					
B-	✓	✓	✓		
C+				Partially Proficient	The student meets the course competencies. The student, with or without support, demonstrates and communicates a basic understanding of the course content and skills.
C					
C-	✓	✓	✓		
IP	✓	✓		In Progress	The student is making progress toward meeting course competencies. Student needs to demonstrate and/or communicate a sufficient understanding of course content and skills.
NE	✓	✓		No Evidence	The student has not submitted evidence to demonstrate an acceptable level of competencies.
NYA		✓		Not Yet Assessed	This competency will be assessed at a later date.
D			✓		The student has scored a C- or above in all course competencies but achieved an IP or NE in a weighted Formative Assessment category.
NC			✓	No Credit	The student has scored a C- or above in at least 50% of the course competencies and is eligible to initiate a post-course recovery. Student will receive course credit upon successful completion of the recovery plan.
F			✓	No Credit Awarded Not eligible for Post-Course Recovery	A student has not achieved a C- or better in more than 50% of the course competency. The student is not eligible for post-course recovery and does not receive credit for this course.

### **Course Levels**

Leveling is a means by which the difficulty of a course is determined and, according to this concept, most courses are designated by one of the following: Foundation, Extension, Honors, and Advanced Placement. For a description of course levels please refer to “Footsteps to the Future”, available in the Guidance Office or online under “Course of Studies.”

### **GPA - Rank in Class**

#### **FULL-TIME STUDENT**

A student taking four (4) Nashua High School approved courses each semester for a minimum of the last two years of continuous attendance before graduation will be considered a full-time student. Additionally, juniors and seniors approved for modified schedules (taking three classes in a semester) will be considered full-time students. Approval for modified schedules will be granted by the building principal or designee. Exceptions to this rule may be pre-approved by the Superintendent or designee.

#### **Full-Time Status for Class Rank\***

A student taking four (4) Nashua High School approved courses each semester or a student approved for modified schedules (taking three classes in a semester) for a minimum of the last two years of continuous attendance before graduation will be considered a full-time student and will receive a class rank. Exceptions to this rule may be pre-approved by the Superintendent or designee.

A student/parent will be notified in writing when there is a change in the student’s full-time status.

Starting with the Class of 2020, Grade Point Averages are calculated, along with class rank, beginning in a student’s junior year. Exceptions, pre-approved by the Superintendent or designee, can be made for students requiring an unofficial GPA ranking for early graduation and/or application to academic programs.

Home-schooled, foreign-exchange, and other non-full-time students will not be calculated in the determination of class rank.

Board Approved 2/29/16

POPPS Policy IKC

\*Beginning with the class of 2024, students will no longer receive a class rank. GPA will be calculated using the 4.00 unweighted competency based grading scale.

### **Auditing a Course**

Under very special circumstances, on a space available basis and with the recommendation of the student’s guidance counselor, an auditing request may be submitted to the Director of Guidance at the time of scheduling. Contact the Guidance Department for further information.

## **GENERAL INFORMATION**

### **Travel Between Schools and Students Attending Class at Alvirne**

To make all programs available to students whose home school is either Nashua South or Nashua North it will be necessary to bus the students from one school to the other

to attend classes not offered at their home school. This is being done to allow students to be at their 'home' school for the beginning and the end of their regular school day.

#### **Bus Pick-up for Travelers**

Passing time between periods is not long enough to allow students to get from class in one building to class in the other building in the time allotted. It is crucial that students who are traveling get to the bus quickly to avoid any delays for their fellow students.

Students going to or coming from South will use the Security Entrance to get on the bus heading to South, or when returning from South. To speed the process when they return, students should have their ID out to pass through security

If the bus is late in arriving to pick students up, they should wait in the hall by the security office at either school. If the bus is late in dropping students off, the security office will send an e-mail to all staff noting the arrival time of the bus. Students must proceed directly to their class after passing through security.

If students miss the bus heading in either direction they should stay in the security office. The academy office at the student's home school will be notified, and if necessary, disciplinary action may result.

#### **Use of Personal Automobiles**

Students who travel between high schools for classes **WILL NOT BE ALLOWED** to use their own cars. **NO EXCEPTIONS.**

#### **Dismissals for Traveling Students**

If a student needs to be dismissed from school they should drop a note off first thing in the morning at their own academy office. The office will verify the dismissal and issue a dismissal slip. If the dismissal time is when the student will be at South the student should pick up the dismissal slip in their academy office and take the slip to South with them. When getting dismissed they must leave through the security office. If there is a need for an emergency dismissal parents should contact the North school. The South school will be notified and the student can be picked up at South.

#### **Early Release – Delayed Opening – Bad Weather**

Busses will run between the schools everyday regardless of schedules or inclement weather.

#### **Alvirne Classes**

**No Student may drive to Alvirne.** Students being transported to Alvirne must enter and exit through the security office. If a student is late for school, their parent may take them directly to Alvirne, otherwise they should report to the Career Center. If there are no classes or a delayed opening at Alvirne, students should report to the Career Center. If a student has a last block class at Alvirne and Alvirne has an Early Release day when Nashua does not, a parent may call school to dismiss the student at the end of 3<sup>rd</sup> block.

### **Residency Requirements**

Students attending Nashua Public Schools must be legal residents of the city. Legal residence can be verified by producing two current utility bills. If a student moves out of Nashua during the school year and wishes to continue attending school in Nashua, the School District must be notified by the student's parents and/or by the student if over the age of 18. If space is available, students will be allowed to remain in the Nashua School District at a prorated tuition. Families who move out of Nashua, but continue to send their children to Nashua Public Schools without notifying the School District, will be assessed the cost of tuition for the period of time in question and may face appropriate civil and criminal sanctions.

### **Change of Address or Phone**

It is the responsibility of each student/parent to notify the appropriate Academy Office at NHS North of any change of address or phone number.

### **Directory Information**

Public law allows the Nashua School District to disclose certain personally identifiable information from the education records of a student if the information has been designated as directory information.

The Nashua School District has defined directory information as: name, address, telephone number, date of birth, place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, awards, most recent educational institution attended and other similar information.

The Nashua School District will continue to release such directory information at its discretion to external sources upon receipt of a request for such information unless a parent or student eighteen years of age requests such information be withheld.

Parents or students eighteen years of age may refuse designation of any or all of the aforementioned directory information for a specific student provided that a written request to that effect is received by the Superintendent of Schools, 141 Ledge Street by September 15 of each school year. Complaints regarding alleged violations may be filed with the Family Educational Rights and Privacy Office, Department of Health, Education, and Welfare. Public notice of this policy shall be given by publication in a newspaper on or before September 1 of each year. This policy also shall be published in student handbooks. Copies of this policy and additional information may be obtained from the Director of Human Resources, Nashua School District.

#### Military Disclaimer

Section 9528 of the No Child Left Behind Act of 2001 “Armed Forces Recruiter Access to Students and Student Recruiting Information”, applies to both public and private institutions unless the private school maintains a verifiable religious objection to service in the Armed Forces. In accordance with 9528(a)(1), the military representative will be requesting the names, addresses and telephone listings of your Junior and Senior class students. If a student (18 years of age) or parent of a student requests their information not be released without prior written consent, their desires must be complied with and should not be included in the list.

- *34 C.F.R. § 300 et seq., Assistance to the States for the Education of Children with Disabilities*
- *Section 504 of The Rehabilitation Act of 1973*
- *Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)*
- *RSA 186-C, Special Education*
- *N.H. Code of Administrative Rules, Section Ed. 1100, Standards for the Education of Students with Disabilities Board Approved: 03/29/2013*

#### Emergency Drills

Emergency drills are held at regular intervals to ensure safe, orderly and prompt exit from the building or lockdown within the building in case of emergency. Whenever the fire alarm rings and/or an evacuation announcement is made, students are to leave the building immediately with their teachers. Teachers will take attendance once clear of the building. Any student who fails to report to the designated area will face disciplinary action. During a drill, an announcement will be made to students/teachers to follow directions given.

#### Off Limit Areas

Students are required to report into the building upon arrival, making the following areas off-limits to students:

1. All parking areas, except when arriving at or leaving school.
2. Roadways
3. Wooded Areas
4. Playing Fields
5. Any unauthorized area while classes are in session.
6. Mine Falls included.

After arrival, any student who leaves the building or school property without permission will be subject to strict disciplinary actions (**including suspension**). These areas are not off-limits when under the supervision of a teacher in a course, mini-course or other activity.

#### Building Access

The main entrance will be open from 6:30 a.m. to 7:20 a.m. Once classes begin at 7:20 a.m., students/parents/visitors must come in through the main entrance and sign in through our Security Office. Anyone who manually opens a locked door to allow students, visitors, etc. access to the building will be issued a one day suspension.

### Dress Code

#### **GOAL OF A DRESS CODE:**

To prepare students to be employable and considerate citizens by providing general guidelines for what would be considered by most as acceptable attire for a professional / educational environment.

#### **No exposure of...**

- cleavage
- midriffs
- undergarments
- torso

#### **Minimal Specifics:**

- Clothing should cover shoulders to mid-thigh
- Skirts, shorts, or pant holes must be no greater than five inches above the knee.
- All shirts must have straps.

#### **Nothing that promotes or suggests...**

- occult/gang
- drugs/alcohol/tobacco
- violence
- sexually suggestive or offensive in content

#### **Nothing that impedes safety and security such as...**

- hoods, bandanas, or any head gear that could conceal their identity without medical documentation or as a religious requirement
- chains
- spikes
- sunglasses

#### **Minimal Specifics:**

- Headwear should never obstruct full view of the face (including forehead and sides). **Students may wear hats, caps, and doo-rags provided they do not show cause for distraction and do not portray inappropriate messages. Any student traveling to South must follow their 'no hat/doo-rag rule' while there.**
- No bare feet.
- Various class expectations may also apply.

#### **ENFORCEMENT:**

These are only general guidelines to promote the primary goal and spirit of the dress code. The final decision on any questionable violation will be made at the discretion of the student's administrator. Students who do not comply will be subject up to a Class II consequence outlined in the Behavior Standards.

### Cell Phones/Electronic Devices

Electronic devices may be used in the classroom **AT TEACHER DISCRETION ONLY.**

Cell phone use is allowed before/after school, during lunch and in between classes. All cell phones must be turned off and must not be visible during class unless

approved by teacher. Violations will result in the confiscation of the cell phone, parent retrieval and further disciplinary actions will occur.

**Taking pictures and videos with cell phones is prohibited and may result in disciplinary action.**

**Disclaimer: Please note that the Nashua School District is not responsible for the loss/damage of students' personal property whether in a locker or on a student's person. If students bring personal property to school, they do so at their own risk.**

#### **Instructional Use of Recording Devices by Students with Disabilities**

The Nashua Board of Education supports the recording of educational instruction by students when it is dictated by their individualized educational program under the individuals with disabilities act or specified as an accommodation under section 504 of the Rehabilitation Act of 1973.

Recordings of educational instruction made by a student shall only be used by that student for the purposes dictated by their individualized educational program or section 504 educational plans. Improper use of these recordings shall be a violation under the Student Behavior Standards.

Recordings may be accessed by Nashua School District administrators when they are necessary for student or employee safety, security of the school or investigation of a discipline violation.

Unless they are to be used as evidence in a student discipline matter, recordings of educational instruction will not be considered an “educational record” either for purposes related to the Family Education Right s Privacy Act or for other Nashua School Board Policies.

Recordings of educational instruction shall not be used in place of or as a substitute for teacher evaluations.

*See also POPPS JIC – Student Behavior Standards*

#### **References:**

- *20 U.S.C. § 1400 et seq., Individuals with Disabilities Education Act*

#### **Computer Use Policy**

Any student who uses the Nashua School District’s school computers must sign, along with a parent or guardian, a Responsible Use Guideline before an account will be issued. A student who violates the Responsible Use Guidelines may face disciplinary action which may include the suspension of computer privileges.

#### **Pledge of Allegiance**

All students, teachers and staff are asked to stop what they are doing and remain silent during the Pledge of Allegiance and/or National Anthem.

#### **Student Records/Transcripts**

Nashua High School will not release any information in a student’s record without proper written authorization from the student, parent or guardian. All records and transcripts will be processed through the student’s respective guidance office.

#### **Withdrawals/Transfers/Re-entries**

To withdraw or transfer from school, contact your academy office to schedule an exit interview. To re-enter, the student must first meet with the appropriate administrator.

## ATHLETICS

More information, including the entire Student-Athlete Parent handbook can be found at  
[www.NashuaNorthAthletics.com](http://www.NashuaNorthAthletics.com)

### Sports offered and 2022-23 start dates

FALL Registration opens June 1, 2022	WINTER Registration opens October 15, 2022	SPRING Registration opens February 15, 2023
Preseason Meeting: Tuesday, Aug 9 5:00pm	ImPact Testing: Will be held at North Monday, November 7 afterschool	ImPact Testing: Will be held at North Tuesday, March 14 afterschool
<b>AUGUST 12</b> <ul style="list-style-type: none"> <li>• Football</li> </ul> <b>AUGUST 15</b> <ul style="list-style-type: none"> <li>• Bass Fishing</li> <li>• Cross Country</li> <li>• Fall Spirit</li> <li>• Field Hockey</li> <li>• Golf</li> <li>• Soccer</li> <li>• Volleyball</li> </ul> <b>SEPTEMBER 6</b> <ul style="list-style-type: none"> <li>• Unified Soccer</li> </ul>	<b>NOVEMBER 14</b> <ul style="list-style-type: none"> <li>• Swimming/Diving</li> </ul> <b>NOVEMBER 29</b> <ul style="list-style-type: none"> <li>• Alpine Skiing</li> <li>• Boys &amp; Girls Basketball</li> <li>• Gymnastics</li> <li>• Ice Hockey</li> <li>• Indoor Track</li> <li>• Winter Spirit</li> <li>• Wrestling</li> </ul> <b>DECEMBER 5</b> <ul style="list-style-type: none"> <li>• Unified Basketball</li> </ul>	<b>MARCH 20</b> <ul style="list-style-type: none"> <li>• Baseball</li> <li>• Lacrosse</li> <li>• Outdoor Track</li> <li>• Softball</li> <li>• Tennis</li> </ul> <b>MARCH 27</b> <ul style="list-style-type: none"> <li>• Unified Track</li> </ul>

#### Registration/Eligibility Process

1. **Online registration** through FamilyID.com.
  - Registration for fall sports will begin June 1<sup>st</sup>.
  - Registration for winter sports will begin October 15<sup>th</sup>.
  - Registration for spring sports will begin February 15<sup>th</sup>.
2. **Current physical on file in the Athletics Office**
  - Only one physical is required for the entire high school career.
  - For any new student-athlete, the physical must be dated on or after July 1, 2021 (more than a year ago).
3. **Academic eligibility** (does not apply to freshmen students for fall sports)
  - Academic Waiver applications are available in the Athletic Office.
  - Waivers may only be granted prior to the start of a season.
  - Only one academic waiver may be granted in a high school career.
  - See also “Guide to Athletic Academic Eligibility and Waiver Process”
4. **ImPact Concussion testing.**
  - This is a computerized test that will provide a baseline measurement for all students involved in a contact sport.
  - It is to be completed during freshman and junior years.
5. **Athletic User Fee.** Can be paid during online registration process or in the athletic office.
  - Waivers are granted for students receiving free/reduced lunch.
  - Refunds will be issued if a student-athlete does not make a team.
  - A 50% refund will be issued if a student-athlete incurs a season-ending injury with more than half of the season remaining.

### **Athletic Attendance Policy**

Daily School Attendance: A student's attendance record is final once daily attendance reports are published (based upon the NSD student database X2). It is the responsibility of the student-athlete to be sure to follow proper school procedures for absences and tardies at the beginning of each school day. The Athletic Office cannot override the official school attendance. There will be no changes **once the report has been sent to coaches** (exceptions to this will only be made if the absence was recorded in error).

#### Absences

- All students are expected to be in attendance for the entire school day in order to participate in practice or event.
- If a student-athlete is dismissed by the School Nurse due to illness; he/she is ineligible to participate in athletics that day.
- If a practice or contest is scheduled on a weekend or over a school vacation, the student must be in attendance the preceding Friday (or last school day prior) in order to participate, regardless if the absence is excused or unexcused.
- A suspension (in-school or out) is considered an absence from school. Once notified of the suspension the student is ineligible for extracurricular activities until returning to a full day of school.
- Exceptions, such as school field trips, college visits, family emergencies, funerals, religious holidays, and scheduled appointments, must be cleared through the Athletic Office in **advance**.
- Unique or extenuating circumstances not listed above may be excused at the discretion of the Athletic Director or Athletic Coordinator.

#### Excused Tardies and Dismissals for appointments

- If a student has a legitimate appointment (for example: doctor, dentist, orthodontist), it is expected that the student attend school for as much of the day as possible.
- Even if the tardy or dismissal is excused, a student will not be eligible to participate in practice or an event on a given day if he/she is not in school for a **minimum** of 2 ½ class periods.

#### Unexcused Tardies

- Student-athletes will be allowed three unexcused tardies without athletic consequence (we understand that "life happens").
- On the 4<sup>th</sup> unexcused tardy: the student-athlete will not be permitted to practice or compete that day. The student is expected to attend practice or event but may not be in uniform or participate.
- On the 5<sup>th</sup> through 9<sup>th</sup> unexcused tardy: the student-athlete will not be permitted to practice or compete that day AND will not be permitted to participate in the next scheduled contest (if the 5<sup>th</sup> through 9<sup>th</sup> unexcused tardy occurs on a game day, the student sits that game and the next).
- On the 10<sup>th</sup> unexcused tardy the student will be excused from the team.
- The unexcused tardy count begins on the first day of the season and continues for the duration.

There are consequences for not being in attendance for all athletic practices and competitions, including school vacations.

### **Non-school competition**

It is an NHIAA policy that student-athletes are prevented from missing a high school practice or competition to compete or practice with an out-of-school team. Whenever a conflict arises between the high school team practice or competition and an out-of-school practice or competition, the high school team event must be honored by the student-athlete. Priority must be given at all times to the high school team, its practices, and its contests. There are strict penalties for violating this NHIAA policy.

## GUIDANCE/SCHOOL COUNSELING SERVICES

The counseling staff at NHSN consists of eight school counselors. Each student is assigned a full-time school counselor who will contact students periodically for conferences. Students are always invited and encouraged to request an appointment with their counselor for assistance in both educational and personal issues.

### **How to Make Counseling Appointments**

Appointments may be made through the individual guidance offices at school, located near each academy office.

### **Student Schedule Changes**

Adjustments to schedules will be allowed under the following circumstances:

- Hole in schedule
- Senior needing a class for graduation
- Level change(Parent approval required)
- Scheduled into a class that a student previously passed(such as during summer school)

During the first three days of a semester students will not be able to request a class change. Schedule change requests may be made starting on day four of the semester and the add/drop period will be in place for the following three days. No schedule changes will be made after the add/drop period is over.

### **Scholarships**

An updated list of local, regional, and national scholarships available to eligible graduates is available through the Naviance Program.

## STUDENT SERVICES

### **Publications**

Nashua High School North proudly publishes the following:

- **Titan Times** - a student newspaper
- **Senior Class Yearbook**
- **Nashua High School North Web Site** – <http://www.nashua.edu/north/home>
- **Scribbler** – a student literary magazine
- **Nashua High School North Athletics** – <http://www.NashuaNorthAthletics.com>

### Cafeteria

The cafeteria offers a breakfast selection. During lunch times, the cafeteria offers hot, cold, a la carte and salad bar selections. Students should inquire about the free/reduced cost food programs through the Cafeteria Director or their Guidance Counselor.

### Food Service Program for the 2022 – 2023

Nashua Schools participate in the Nashua School Breakfast Lunch Programs. In order for parents/guardians and to benefit from the programs in all (elementary schools, Middle Schools, and High Schools, parents/guardians should familiarize themselves with the following information. Any questions should be directed to the Director of Food Service at 603-966-1303  
Children need healthy meals to learn. **Nashua School District** offers healthy meals every school day. Breakfast costs **\$1.25 for Elementary schools, \$1.50 for Middle schools and \$1.75 for High Schools**; lunch costs **\$2.55 for Elementary schools, \$2.75 for Middle Schools and \$3.00 for High schools**. Your children may qualify for free meals or for reduced price meals. Reduced price is **\$.00** for breakfast and **\$.40** for lunch.

**The Free and Reduced Price Meal Application is still important as it is more than just a meal application and the eligibility will carryover for the first operating days of the next school year.** Complete a Free and Reduce online application instead of a paper application if you are able, the online application has the same requirements and will ask you for the same information as the paper application.

Myschoolapps application link <https://www2.myschoolsapps.com/Application> and will be available August 8, 2022.

Families who hope to receive a free and reduced bus pass, please select the box to share your eligibility with the Transportation department. Food Service can not share this information without permission.

### Menu

The menu will be posted on the district website [www.nashua.edu](http://www.nashua.edu) and please understand the **MENU IS SUBJECT TO CHANGE WITHOUT NOTICE**.

### Lost and Found

Students who find lost articles are asked to take them to the Main Office. If you have lost an item, please check with the Main Office.

### Media Center

The Media Center is an integral part of the high school curriculum. It contains volumes for research and circulation as well as audio-visual materials, electronic databases and access to the Internet. Students may access the Media Center during lunch, before and after school with a student ID.

### School Store

Students may access the school store during lunches.

### **Nurse's Office**

Daily health care, health counseling and basic first aid services are available through the nursing staff. Parents/Guardians should keep the nursing staff informed of any special health conditions such as vision, speech, hearing, diabetes, epilepsy, recent surgery, medication, asthma, allergies, or any other medical problems.

Parents/Guardians must notify the nurse's office of any communicable disease (i.e., MRSA, strep throat, conjunctivitis, Flu, COVID-19, etc.)

Students must obtain a nurse's pass from their classroom teacher before going to the nurse's office unless there is an emergency situation. The nurse will determine whether the illness is severe enough to call a parent/guardian.

Students who are required to take medication during the school day are required to request the assistance of the school nurse. The policy for medications is as follows.

**Over The Counter Medications (OTC)** - Parents must supply OTC medication in the original container to be kept in the nurse's office. The nurse's office will provide a Hold Harmless Agreement form which must be signed annually by a parent or guardian before medication can be administered. Students are not allowed to carry OTC medications in school.

**Prescription Medications** - Prescription medications require a written physician's order and parent/ guardian written authorization. In addition, the nurse's office will provide a Hold Harmless Agreement form which must be signed by a parent or guardian before medication can be administered. Parents/Guardians are required to bring all prescription medications to the nurse's office in the original pharmacy labeled container. Students are not allowed to carry prescription medications in school.

Abuse/misuse of any medications during school hours will be considered unsafe behavior and result in severe consequences.

The nurse cannot distribute any medication (aspirin, acetaminophen, ibuprofen, etc.) without prior authorization. (POPPS JLCD). All authorizations can be obtained through the health office, or on the school website under the Nashua High School North tab in the Nursing section: <https://www.nashua.edu/domain/266>

**Immunization Records Filed with Nurses**

New Hampshire School Immunization Requirements 2022/2023

Diphtheria, Tetanus, and Pertussis DTaP DT/DTP Tdap/Td	<b>6 years and under:</b> 4 or 5 doses with the last dose given on or after the 4 <sup>th</sup> birthday <b>7 years and older:</b> 3, 4, or 5 doses with the last dose given on or after the 4 <sup>th</sup> birthday <b>Grades 7-12:</b> 1 dose of Tdap is required for entry into 7 <sup>th</sup> grade
Polio	<b>Grades K-10:</b> 3 or 4 doses with the last dose given on or after the 4 <sup>th</sup> birthday and the last 2 doses separated by 6 months or more <b>Grades 11-12:</b> 3 doses, with the last dose given on or after the 4 <sup>th</sup> birthday OR 4 doses regardless of age at administration
Hepatitis B	<b>Grades K-12:</b> 3 doses at acceptable intervals
Measles, Mumps, and Rubella MMR	<b>Grades K-12:</b> 2 doses; the first dose must be administered on or after the 1 <sup>st</sup> birthday
Varicella (Chicken Pox)	<b>Grades K-12:</b> 2 doses with the first dose administered on or after the 1 <sup>st</sup> birthday OR laboratory confirmation of immunity. History of natural immunity without lab confirmation of immunity is NOT acceptable.

**SECURITY**

The safety and security of students and staff are of paramount concern to all. To that end, we have taken a number of steps to ensure that safety. At 7:20 a.m. all doors to the building will automatically lock. All visitors and any students arriving to school after that time will have to enter through the security office located at the Main Entrance. Students will be required to show their ID when entering through the security office.

**To ensure security, no student should open an outside door to allow anyone, known to them or not, to enter the building. If a student does allow someone into the building, the student will be issued a one-day suspension.**

Surveillance cameras are located throughout the building as well as outside on school grounds. These cameras are monitored through the school day and record activity twenty four hours per day. These cameras are security cameras and are in place to provide security, not to violate anyone's right to privacy. If needed, the cameras will be used to detect/confirm violation of school rules.

**Student I. D. Cards**

All students must carry a current ID while on school property, including all school sponsored dances/events. Students will not be permitted to attend without their ID. Students are required to show their ID upon request and correctly identify themselves.

1. The first ID will be issued free of charge.
2. There will be a charge of \$5 to replace lost, stolen or damaged IDs.
3. Days and times IDs may be purchased will be posted at the ID station and will be done on a limited basis.
4. Failure to have IDs in possession and to identify themselves may result in strict disciplinary action.

Students are reminded that it is essential to have their ID on them at all times during the school day as IDs are required for access to school facilities and functions.

#### **Transportation**

School bus-eligible students may purchase bus tickets per semester. Bicycles should be locked and parked only in the racks.

#### **Parking**

Only eligible students will be issued parking IDs.

Applications for PARKING IDs will be available only to students who are in good standing (i.e., one "F" and a minimum of a C- average for prior quarter, as per policy). ***Students may purchase the parking pass once the application is approved. PLEASE NOTE: In order for students to retain their parking pass, they must have no more than 4 tardies to school per semester and/or no more than 2 unexcused absences per quarter.***

In addition, if a student neglects to remain in good standing, her/his parking ID will be revoked. When the student returns to good standing status, his/her parking ID may be reinstated.

Parking ID holders will be given a copy of the school parking rules and regulations.

**Parking in private lots/nearby business lots is not allowed. Cars illegally parked on streets or other private property will be towed at owner's expense without warning.**

#### **Parking Violations**

Any vehicle parked improperly, using the faculty parking lot, or missing a valid parking ID will be towed at the owner's expense. No warning is necessary prior to being towed or ticketed.

Any student who uses his/her automobile to leave school grounds during the school day without permission from the administrative office may have his/her permit revoked one month for the first offense in addition to disciplinary action. In the instance of a second violation, the student will lose parking privileges for the remainder of the school year in addition to disciplinary action.

Students who have their parking ID revoked for any reason will not be issued a refund.

#### **Working Papers**

Working papers and workplace rules for students under 16 years of age attending Nashua High may be obtained from the main office.

## **EXTRACURRICULAR ACTIVITIES**

### **Student Extracurricular Eligibility** **POPPS Policy JJJB**

#### **Introduction**

The Board supports extracurricular activities that supplement and enrich academic instruction, provide opportunities for social development, and encourage participation in clubs, athletics, performing groups and service to school and community.

Extracurricular activities include intramural and interscholastic athletics, performing groups, academic clubs and societies, as well as student government. A complete list of extracurricular activities shall be maintained by the Superintendent or designee and shall be included as part of the procedures for this policy as well as in the student handbooks at the high school and middle school levels.

Any middle school and high school student who meets the minimum standards of academic performance as stated in Policy JJA and the behavior standards set by this policy is eligible for extracurricular activities. Individual extracurricular activities may require higher standards of academic performance in addition to any specific qualifications for the activity. A written copy of these additional requirements or rules shall be distributed to both the student participants and to the students' parents or guardians. None of these rules or requirements shall contradict or supersede Board policy.

These additional rules or requirements shall be approved by the coach, the advisor or supervisor of the activity, and the school principal or designee. Violations of these rules may restrict or prohibit a student's participation, such as not being able to participate in a performance, practice or game.

#### **Behavioral Expectations**

Students who participate in Nashua High School or Middle School extracurricular programs are expected to adhere to high standards of conduct. Any Class I, Class II or Class III violation of the Student Behavior Standards policy may cause a student to be suspended from extracurricular activities. The following behaviors are examples of Class I, Class II, or Class III violations:

- Illegal use or possession of alcoholic beverages, regardless of where such use or possession occurs;
- Illegal use, manufacture, possession, having under control, sale, purchase, prescription, administering, transportation, dispensation, or compounding of any controlled drug, controlled drug analog, or any preparation containing a controlled drug, as any of the above terms are defined in N. H. RSA 318-B:1, regardless of where such behavior occurs;
- A finding of guilt, delinquency, probable cause, or indictment for violation of a criminal statute in any jurisdiction.
- Student Hazing as defined in N.H. RSA 631:7(d), and in POPPS 3244.2, regardless of where such student hazing occurs;
- Illegal gambling, assaultive or threatening conduct, stealing, vandalism, and destruction of property – if any of these behaviors occurs while on school grounds, or otherwise while participating or attending a scholastic or interscholastic event;

- Gross misconduct, including but not limited to assault on an advisor, coach, judge, official, participant, opponent or spectator; inappropriate behavior and/or obscene language; cheating; directing threats or obscene gestures at an advisor, coach, judge, official participant, opponent or spectator – if any of these behaviors occur while participating in or attending a scholastic interscholastic event.

#### Consequences

Any student suspended from school, in or out of school, will also be suspended from participating in and/or attending any school extracurricular activities or functions. At minimum the length of the extracurricular suspension is equal to the number of days of the school suspension (in or out of school).

The suspension from extracurricular activities begins on the date of notice of suspension and concludes no earlier than the first day the student returns to his/her regular class schedule.

**NOTE:** If a student is on suspension during a try-out period of an extracurricular activity, it will be at the discretion of administration if the student may participate in a try-out period. This exception may only be made on a student's first violation.

#### **Additional Extracurricular Consequences**

- **First out-of-school suspension or accumulation of five (5) total days suspension (in or out of school) in a school year:** The student shall be suspended from all extracurricular programs for up to two calendar weeks (14 days). The building principal or his/her designee shall provide written notice of any such suspension to the student and to the student's parent(s) or guardian(s).
- **Second out-of-school suspension or accumulation of ten (10) total days suspension (in or out of school) in a school year:** The student shall be suspended from all extracurricular programs for not less than three calendar weeks (21 days). The building principal or his/her designee shall provide written notice of any such suspension to the student and the student's parent(s) or guardian(s).
- **Third out-of-school suspension or accumulation of fifteen (15) total days suspension (in or out of school) in a school year:** The student shall be suspended from all extracurricular programs for the remainder of the school year. The building principal or his/her designee shall provide written notice of any such suspension to the student and the student's parent(s) or guardian(s).

**NOTE:** A principal may remove a student from extracurricular activities for the remainder of the school year for any single egregious act.

#### Appeal of Behavioral Violations

A student may appeal a suspension from extracurricular activities by submitting the appeal form provided in JJB-R to the Director of Student Services. The Director of Student Services will respond within three business days of the notice of appeal.

The decision of the Director of Student Services may be further appealed to the Superintendent. The Superintendent will issue a final decision within seven (7) business days.

Any violation which results in a suspension that exceeds five weeks (35 days) or is a third violation can be appealed to the Board of Education.

#### Definitions

**Possession** is defined as the exercise of authority or control over something, and includes:

- direct physical control; and/or
- having both the power and the intention to exercise control over something.
- Possession also includes joint possession, where two or more persons share possession as defined above.

**Participation** in scholastic, interscholastic events, or extracurricular activities, which includes practices, meetings, participation in scrimmages, competitions, performances, etc. It also includes travel to and from such events.

**Standard of Proof:** The imposition of consequences, as set forth in this policy and these procedures, for violations of behavioral expectations that occur off school grounds and are unrelated to scholastic or interscholastic events, including travel, must be based on an admission by the student of a violation to law enforcement personnel or a court's finding of guilt, delinquency, probable cause, or an indictment obtained by or made available by authorities to School District officials.

**School Year:** School year is defined as the first day of sanctioned school extracurricular activities, as set forth under the adopted Nashua School District calendar, through the last day of school of the academic year, or, if later, through the last sanctioned school extracurricular activity of the academic year in which the student in question participates (e.g., the NHIAA Decathlon, Heptathlon or similar sanctioned school extracurricular activity held after the last day of school).

#### Additional Requirements for the Accompanying Procedures

In addition to any previous requirements, the procedures accompanying this policy will:

- Provide a form for appeal of a violation.
- Provide a form for acknowledgement of extracurricular expectations.

#### Review

Procedures accompanying this policy will be reviewed by administration prior to the start of the school year and, if changed, an updated copy will be provided to the Board.

Board Approved: 08/31/2015 [Replaces POPPS JJJ] Board Approved: 08/26/2019

### **Clubs and Organizations**

Please contact Nashua High School North's Student Activities Coordinator, at 966-2458 or [flanaganm@nashua.edu](mailto:flanaganm@nashua.edu) with any questions or suggestions regarding student extracurricular activities. In addition, events are posted on the Troy Titan Facebook page.

Student organizations enrich the curriculum of the school by providing a wide variety of activities for their members. There are numerous clubs and organizations available to all students at NHSN. It is also possible for students to request a new club or activity if enough students are interested, a faculty advisor is available, and if space and facilities can be provided. The principal must approve all prospective clubs and organizations. A list of NHSN clubs and organizations may be found at the school website. Students are encouraged to become involved. The Student Activities Coordinator is located in B138.

"Listed extracurricular activity" shall mean:

Debate Team	High School Yearbook	Senior Class Officer
Drama Club	Interscholastic Athletics	Senior Class Play
FIRST Team	Junior Class Officer	Sophomore Class Officer
Freshman Class Officer	Titan Times	Student Senate & A.C.T.

And other school-sanctioned clubs and activities

**ALL STUDENTS MUST ATTEND ALL CLASSES IN ORDER TO PARTICIPATE IN ATHLETIC AND/OR EXTRA-CURRICULAR ACTIVITIES THAT DAY. TO ATTEND ANY SCHOOL NIGHT DANCES, STUDENTS MUST ATTEND SCHOOL FOR AT LEAST 2½ CLASS PERIODS.**

### **National Honor Society**

Enrollment:

According to the National Constitution, only those students who have attended Nashua High School North for the equivalent of one semester (90 school days) may be considered for membership.

Grade Level: Students must have earned the necessary credits to be considered a sophomore, junior or senior, in order to be considered for selection.

Common Grade Point Average (GPA) Standard: A non-weighted cumulative GPA and a weighted cumulative GPA are used to determine scholastic eligibility. Students must have a minimum of 3.70 non-weighted cumulative GPA, or a minimum of a 4.50 weighted cumulative GPA. GPAs are not rounded to achieve the required minimum.

Transfer Students: A National Honor Society member or transfers to NHSN and brings a letter from the principal or chapter Adviser of their previous school to the NHSN adviser shall be accepted automatically as a member of the NHSN chapter. Transfer members must meet NHSN standards within one semester in order to retain membership.

### Insurance

Students participating in school-sponsored sports activities are strongly advised to secure school insurance.

### **STUDENT ATTENDANCE**

The Nashua Board of Education has a duty to provide elementary and secondary education for students in Nashua. Daily attendance by each student is vital for fulfilling this duty. It is the right of every student to receive a public education and it is the legal responsibility of parents to ensure that students attend on a daily basis. When students are truant, the Board is committed to trying to assist parents with their duty to have students attend school. However, if the truancy persists after genuine efforts to assist parents, the Board may request court intervention to compel attendance.

The principal of each school is responsible for attendance and truancy issues at his/her school. Principals may designate an individual to assist them as the coordinator of attendance and truancy issues.

#### **I. Definitions**

These definitions apply to all attendance related policies:

1. *Tardy*. Any student who is not at school or in class on time and has not been excused is tardy.
2. *Half Day of Absence*. "Half day of absence" means that a student received at least three hours of instructional time, but less than a full day of instructional time.
3. *Truancy*. "Truancy" means an unexcused absence or tardiness from school.
4. *Habitual Truancy*. "Habitual truancy" means ten half days or more of unexcused absences during a school year.
5. *Unexcused Absence*. An "unexcused absence" is an absence which has not been excused.
6. *Excused Absence*. An "excused absence" is an absence approved by a school principal.
7. *Early Dismissal*. "Early Dismissal" is any dismissal before the end of the school day.

#### **II. Absences**

##### **Excused Absences**

Excused absences, late arrivals and early dismissals are sometimes necessary for the health and welfare of the student, or result from a significant family emergency or school-sponsored activity. When an excused absence originates from outside the school, it must be documented and, when possible, this documentation should be done in advance. Policy **JH-R** gives detailed information about the requirements and procedures to be followed.

The Board considers the following to be excused absences:

- a. Illness
- b. Recovery from an accident
- c. Required court attendance
- d. Medical and dental appointments
- e. Death in the immediate family
- f. Observation or celebration of a bona fide religious holiday

- g. Approved participation in a school co-curricular or extra-curricular activity
- h. Field trips
- i. Out-of-school suspensions
- j. College visits
- k. Such other good cause as may be acceptable to the Principal or permitted by law

Principals (or their designees) may consider requests from parents to approve excused absences for other extenuating circumstances.

#### **Unexcused Absences**

Note that the following are considered unexcused absences:

- Family vacations
- Work
- Car or transportation problems, not including late bus arrival
- Non-medical appointments
- Providing child-care

At the discretion of the principal, class time missed due to habitual tardiness may be counted towards half-days of unexcused absence.

If parents are dissatisfied with an unexcused absence decision, they may request a conference with the Principal to again explain the reasons for non-attendance. The Principal may then reconsider the initial determination. However, the Principal's decision shall be final.

#### **Absence and Extracurricular Activities**

In order to participate in extracurricular activities students must attend a minimum of two and a half blocks of school on the day of the activity, or, if the activity occurs on a non-school day, the last school day preceding the activity. Exceptions for an excused absence may be granted by a school administrator.

#### **III. Intervention**

The Board directs the Superintendent, Truant Officer(s), Principals and staff to intervene and ensure daily school attendance according to the District attendance protocol policy **JHA**.

When necessary and after the steps of policy **JHA** have been followed, the Truant Officer(s) may pursue available legal remedies to resolve the truancy

#### **IV. Reporting**

The Superintendent will provide a report to the Board in January and June of each year on District attendance. At a minimum this report will provide both a breakdown of excused absences and unexcused absences for each school. Each of these breakdowns will include the numbers of students who have: 0-4, 5-10, 11-15, 16-20, 21-25, 26-30, and 31 or more absences. The number of five (5) and ten (10) day letters that have been waived will also be reported.

#### **IV. Consequences**

Any high school student with twenty or more unexcused absences may be prohibited from any extracurricular activities and may lose all privileges for a period of one year from the date of the last offense.

**Legal References:**

*RSA 193:1 Duty of Parent; Compulsory Attendance by Pupil RSA 193:7 Penalty RSA 193:8 Notice Requirements*

*RSA 193:16 School Attendance*

*NH Code of Administrative Rules, Section Ed 306.04 (a) (1), Attendance and Absenteeism*

*NH Code of Administrative Rules, Section Ed 306.04 (c), Policy Relative to Attendance and Absenteeism*

*NH Code of Administrative Rules, Section Ed 306.18 (c) (6)*

*RSA 189:35-a Truancy Defined*

*RSA 189:1-a Duty to Provide Education R/Board Approved: 03/14/2013 [Replaces POPPS 3209, 3209.1, and 3243]*

**Nashua Board of Education Policy JHA  
ATTENDANCE INTERVENTION PROTOCOL**

Each school within the Nashua School District shall follow the attendance intervention protocol. This common protocol will ensure that parents understand the obligation of RSA 193:1 to have their children attend school and the children themselves will be encouraged to attend each school day.

1. The Principal (or Principal's designee) in each school shall be designated as the attendance coordinator and shall be responsible for implementation of the student attendance protocol, coordination of attendance issues for the school, and shall serve as the liaison with the District's attendance officer.
2. Each Principal shall ensure that his/her school has an effective attendance team. Responsibilities of the attendance team may be added to an existing team—such as a CHAT team—or the Principal may appoint a new team. At a minimum each attendance team shall:
  - a. set measurable goals, timeframes, and positive strategies for improving attendance;
  - b. evaluate attendance data and trends;
  - c. make resulting recommendations to the Principal for improving upon the school's attendance protocol (to the extent it exceeds district protocol requirements);
  - d. conduct case reviews for those students who are truant or are in danger of becoming truant. The case review shall include a review of any additional school or community services that may support the student in attending school, and a determination regarding the appropriateness of a referral for evaluation for Special Education services.
3. Parents and students (as appropriate by age) enrolling in a new school within the District will be asked to sign an attendance contract. The parent will be provided with a copy of the signed contract.

4. When a student's level of absences prompts a concern, a teacher, Principal or other school staff member shall make reasonable attempts to contact the parent to discuss the concern and shall notify the attendance coordinator for the school.
5. When a student is absent five or more days prior to January 31, a "five-day letter" shall be sent home. A copy of the State of New Hampshire compulsory attendance law shall be included with the letter. This letter may be waived if the attendance team or Principal is aware of health or other conditions which legitimately prevent the student from attending school.
6. At any time a student is absent ten or more days during the school year a "ten-day letter" shall be sent home. A copy of the State of New Hampshire compulsory attendance law shall be included with the letter. This letter may also be waived if the attendance team or Principal is aware of health or other conditions which legitimately prevent the student from attending school.
7. A student who has at least ten (10) unexcused half-days of absence is habitually truant and can be referred to the district attendance officer for further action. Prior to referring a student to the district attendance officer, the school shall make reasonable attempts to meet with the parent(s) to discuss their student's attendance and to develop a remediation plan which the parent(s) will be asked to sign.
8. If a remediation plan for a student cannot be developed—either because a parent is unwilling to meet or because an agreement cannot be reached—or if the remediation plan is not successful, a student will be referred to the district attendance officer for further action. A letter will be sent to the parent informing him or her of this action.
9. Within ten (10) days of the beginning of the school year, each school shall submit to the district attendance officer a list of students who are registered to attend but have not shown up to school after efforts have been made to contact the parent. This list shall include each student's name, address, date of birth, telephone number, and parents' names. The school will notify the attendance officer if any of these students begin attending school. The attendance officer will notify the school regarding the final disposition of his investigation into the status of each student on the list.

Board Approved: 03/14/2013

**Nashua Board of Education Policy JH-R  
STUDENT ATTENDANCE PROCEDURES**

**Procedures for Excused Absences and Late Arrivals**

All excused absences originating from outside the school must be documented through written/phone communication from the parent, and verified as necessary by the school.

Parents should report an absence, including the reason for the absence, on the morning of or evening before the absence.

When the school has not been contacted prior to an absence, parents must provide, by the end of the next school day, a note including the student's name, grade, date(s) of

absence, specific reason for the absence and the parent/guardian's name, phone number and signature.

Additionally:

- **For an Illness.** A doctor's note may be required for absences that exceed five (5) consecutive school days or ten (10) cumulative school days in a school year, or to document a long-term or chronic health condition.
- **Religious holidays** are restricted to those holidays regularly observed as part of the family's faith.
- **Attending the funeral of a family member.** If the funeral requires an absence of more than three days, the school should be notified in advance. A school administrator may excuse an absence for the funeral of another individual who has played a significant role in a student's life.
- **Field trips.** If the field trip leaves after the beginning of the school day or returns before the end of the school day, students are expected to attend all of the classes up until the scheduled departure and upon return. If the student does not attend those classes, he/she will be considered truant from them.
- **Personal or family emergencies requiring student absences.** These are approved at the discretion of the school administrator.
- **College visitations.** Must be approved in advance by a school administrator.
- **Family obligations.** Require prior approval from a school administrator.

#### **Procedures for Early Dismissal**

Parents requesting dismissal before the end of the school day must make a written/phone communication request. High school students must have signed permission by parents if under age 18 and all students must properly sign out before leaving. Signed permissions are subject to verification. Early dismissal should be requested only in an emergency or extenuating circumstance.

#### **Legal References:**

*RSA 193:1 Duty of Parent; Compulsory Attendance by Pupil*

*RSA 193:16 School Attendance*

*RSA 189:35-a Truancy Defined*

*Ed. 306.18 C 6*

Board Approved: 03/14/2013

#### **Class Expectations/Make-Up - Academic Consequences**

Attendance and class participation are key elements in every student's success. It is the student's responsibility to meet with the teacher to get assignments and re-schedule tests.

- Any student who has an absence will be allowed to make up the class work, tests or quizzes within five (5) school days of the student's return to school when reasonable. Long-term assignments and projects will be due upon the student's return to school. Additional time may be granted for excused absences.
- For student absences, a note or telephone call must be received within 24 hours of such absence or this absence will be deemed unexcused.
- Students who miss quarter end or semester end assignments may submit missed assignments at the teacher's discretion.

**Procedures – For Absences**

- When a student is going to be absent, a parent/guardian **must** call to notify the school of the absence and the reason for it. These calls should be made before 7:30 a.m. on the day of the absence, giving:
  - ✓ the caller's name
  - ✓ the student's name and grade
  - ✓ the specific reason for the absence

Calls may be left via voice mail the evening before the absence. The call and reason for absence will be noted by the secretary as calls are retrieved from voice mail.

Calls to the parent/guardian, will be made when a student is absent and the parent/guardian has not called the school. The purpose of these calls will be to determine the reason for the absence. In addition:

- If a student is absent with no contact from home, a call will be made to the student's home via an automated system.
- Teachers are expected to call parents when absences impact academic achievement.

**For Dismissals:**

- A student who is to be dismissed must bring a note from home to his or her Academy office before school on the day of the dismissal. Also, the parent/guardian may call the Academy office for a dismissal. Requests are subject to verification. When the time arrives for dismissal, the student must sign out of the Security Office before leaving the building.

The team/academy may define incentives to encourage attendance. Incentives must be approved by the building principal, communicated to the parent/guardian in writing, and put in place at the beginning of the marking period. These incentives associated with privileges may include but are not limited to the following:

- Participation in extra-curricular activities.
  - ✓ Students must be present the entire day on the day of an activity in order to participate in extra-curricular activities.
- Participation in field trips, speaker presentations, etc.
- Opportunities to purchase or keep parking permits.
- Other incentives may include prizes and privileges to reward exemplary attendance. These may be unique to specific academies and teams.

## **OVERVIEW: STUDENT BEHAVIOR STANDARDS**

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

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

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

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

### **GOALS**

Discipline is a process...

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

### **EXPECTATIONS**

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

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

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

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

## **CLASSES OF STUDENT VIOLATIONS**

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

### **Class III Offenses (Minor)**

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

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

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

### **Class II Offenses (Moderate)**

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

### **Class I Offenses (Severe)**

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

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

## **RESPONSE ACTIONS BY CLASS OF OFFENSE**

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

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

### **CLASS III OFFENSES (Minor)**

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

- A. The teacher shall discuss the matter with the student, and warn the student that the continued misbehavior will result in the loss of certain privileges.
- B. The teacher may then proceed, as appropriate, with any of the following corrective actions:
  - Separate the student within the classroom.
  - Contact parent/guardian by telephone, note or email.
  - Have the student present when calling a parent/guardian at home or work to explain misbehavior.
  - Have the student write a letter to a parent/guardian explaining his/her misbehavior; require the parent/guardian to sign the letter.
  - Develop a student behavioral contract.
  - Assign an after-school detention (when transportation is available).
  - Ask the school administration to assign a one-day in-school suspension.
  - Withhold privileges (no student may be denied the right to have lunch or snack).
  - Initiate a pre-arranged alternative classroom setting for up to a class period.
  - Consult with the principal, guidance counselor, case managers, or other appropriate staff concerning future strategies.
  - 
  - Any other acceptable action as adopted by the school staff.
  - In situations where academic dishonesty is the issue, students may not be given credit for the work presented.
- C. If the student does not respond to the above attempts, the student shall be removed from the classroom for at least the remainder of the class period and/or up to the remainder of the school day, and the parent/guardian will be contacted in a timely manner.
- D. When a student is sent to the principal's office a discipline referral will be submitted to the principal by the teacher as soon as is practical, and

incorporated into the student's disciplinary record. When necessary, teachers will be responsible for providing summary information of corrective actions attempted prior to referring the student to the office.

- E. At the elementary level, after any three violations there will be a teacher-initiated parent/guardian communication. At the secondary level, after a student is referred to a school administrator three times during a quarter, the school administrator will communicate with the parent/guardian. This communication may be initiated by the administrator or by the teacher/team.
- F. Student demerits may be used where applicable.
- G. Repeated Class III Offenses as reviewed by appropriate staff may be treated as Class II Offenses.

#### **CLASS II OFFENSES (Moderate)**

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

- A. The student shall be immediately removed for the rest of the class period or for the school day if the student's presence is detrimental to the classroom or poses any danger to others.
- B. The school administrator shall make every reasonable effort to contact the parent as soon as possible after the disciplinary action. A conference will be scheduled as needed.
- C. According to the severity of the offense(s) there will be an in-school suspension of up to three (3) days, an out-of-school suspension of up to three (3) days, or an extended day detention of up to three (3) days.
- D. Depending on the severity and the nature of the offense, law enforcement authorities may be contacted and the student may be subject to prosecution.
- E. Restitution for damages to school or personal property may be required.
- F. Singularly severe incidents and/or repeated Class II Offenses may be treated as Class I Offenses.

#### **CLASS I OFFENSES (Severe)**

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

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

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

**LISTING OF OFFENSES AND RESPONSES**

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

<b>STUDENT OFFENSES</b>	<b>ELEMENTARY RESPONSE</b>	<b>MIDDLE SCHOOL RESPONSE</b>	<b>HIGH SCHOOL RESPONSE</b>
<i>Academic dishonesty, cheating</i>	Class III	Class III	Class III
An inappropriate behavior or improper act	Class III	Class III	Class III
Truant from class	Class III	Class III	Class III
Deliberately disrupting or distracting others	Class III	Class III	Class III
Continuous refusal to bring required materials to class	Class III	Class III	Class III
Inappropriate use of any electronic device, including a cell phone. The item may be confiscated and will require a parent/guardian to pick it up.	Class III	Class III	Class III
Deceiving or lying to a staff member	Class III	Class III	Class III
Leaving class without the teacher's permission	Class III	Class III	Class III

Failure to follow any staff member's reasonable request to carry out school rules	Class III	Class III	Class III
Any inappropriate display of affection	Class III	Class III	Class III
Pushing/shoving or running in hallways	Class III	Class III	Class III
Littering	Class III	Class III	Class III
Possession of tobacco products (including e-cigarettes) either in school or on school grounds or other campus areas which are under the jurisdiction of the Nashua School District. Tobacco products will be confiscated.	Class III	Class III	Class III
Any other violations which the Principal considers reasonable to fall within a class III category	Class III	Class III	Class III
Stealing	Class III	Class II	Class II
Destroying, pirating (copyright infringement), altering or any other misuse of computer software and/or hardware belonging to students, the school department, or any school employee/volunteer	Class III	Class II	Class I
Repeatedly tardy to school or class	Class III	Class II	Class II
Truancy/skipping school	Class III	Class II	Class II
Use of profanity and/or obscene language or gestures	Class III	Class II	Class II
Disrespectful behavior towards others	Class III	Class II	Class II
Possession of any demeaning publication or material including, but not limited to, the following areas: race, color, ethnic origin, religion, sex, sexual orientation and disability status	Class III	Class II	Class II
Forgery	Class III	Class II	Class II

Conduct which is emotionally injurious to others; see also response to bullying	Class II	Class II	Class II
Reckless behavior/endangering others	Class II	Class II	Class II
Harassment of an ethnic, racial, sexual or religious nature, including but not limited to: conduct or comments that threaten physical violence; offensive, unsolicited remarks; unwelcome gestures or physical contact, including unsolicited propositions to engage in sexual acts; and verbal abuse or insults about, or directed at, any faculty, staff, and/or student	Class II	Class I	Class I
Defacing or vandalizing school property or the personal property of others	Class II	Class II	Class II
Leaving school grounds without permission; being in an "off limits area"; or being on school grounds at a time when it is clearly prohibited	Class II	Class II	Class II
Persistent disruptive behavior which repeatedly interrupts the educational environment	Class II	Class II	Class II
Bullying	See Policy JICK	See Policy JICK	See Policy JICK
Gambling	Class II	Class II	Class II
The threat or perceived threat by word or act to do violence to another where it is reasonably certain that the person has the intention and means to carry out the threat	Class II	Class II	Class II
Instigating, engaging in or attempting to fight another student. The investigating professional may take into consideration the actions of the student who was attacked if he/she had no reasonable alternative but to physically defend him/herself.	Class II	Class II	Class II

Sharing, distributing or having for sale any demeaning publication including, but not limited to, the following areas: race, color, ethnic origin, religion, sex, sexual orientation and disability status	Class II	Class II	Class II
Repeated Class III Offenses	Class II	Class II	Class II
Any other violation which the school Principal considers reasonable to fall within a class II category due to its severity	Class II	Class II	Class II
Extorting or maliciously threatening another student in order to gain money or objects belonging to that student	Class II	Class II	Class I
Possession of a toy gun	Class II	Class I	Class I
Bringing or possessing a firearm, as defined in Section 921 of Title XVIII of the U.S. Code, on school grounds or within the "Safe School Zone" (as defined in RSA 193-D:1) without written authorization from the Superintendent	Class I As required by law	Class I As required by law	Class I As required by law
Possession of a pellet gun, BB gun, BB rifle, or paint gun on school grounds or within the "Safe School Zone" (as defined in RSA 193-D:1)	Class I	Class I	Class I
Distribution, exchange, or selling of drugs or possession of drugs with the intent to distribute, exchange or sell	Class I	Class I	Class I
Starting or attempting to start a fire on school property	Class I	Class I	Class I
Using or threatening to use any dangerous object, weapon, destructive devices, or any instrument which might be capable of inflicting bodily injury; and/or assaulting, attacking or threatening to cause physical injury with or without any dangerous object to any adult or student	Class I	Class I	Class I

Possession of alcohol, illegal drugs or drug paraphernalia or being under the influence of alcohol, illegal drugs or any substance purported to be an illegal drug	Class I	Class I	Class I
Causing a false fire alarm or a bomb scare	Class I	Class I	Class I
Any act of sexual violence	Class I	Class I	Class I
Possession of any dangerous object, weapon, fireworks, destructive devices or any other instrument which may be capable of inflicting bodily injury	Class I	Class I	Class I
Unlawful entry	Class I	Class I	Class I
Inciting others to violence and/or encouraging other students to join in a disturbance	Class I	Class I	Class I
Repeated Class III or II Offenses	Class I	Class I	Class I
Any other violations which the school principal considers reasonable to fall within this category due to its severity.	Class I	Class I	Class I

#### **CONDITIONS FOR ACADEMIC MAKE-UP FOLLOWING A SUSPENSION**

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

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

## **SCHOOL ACTIVITIES**

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

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

## **PROCEDURES FOR STUDENT DISCIPLINARY ACTION**

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

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

### **SHORT-TERM SUSPENSION (a suspension of up to ten (10) days)**

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

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

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

- a. an explanation of the charge(s) against the student, and a brief summary of the evidence;
- b. the disciplinary action taken by the school administrator;

- c. the period of time covered by the disciplinary action;
- d. notice of the school administrator's intention to request further disciplinary action either by the Superintendent of Schools or designee, or the Nashua Board of Education; and,
- e. notice that the parent/guardian may request to meet with the school administrator to review the discipline.

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

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

**LONG-TERM SUSPENSION (a suspension of eleven (11) to twenty (20) days)**

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

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

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

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

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

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

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

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

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

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

The Superintendent or designee shall provide the student's parent/guardian prior written notice of the appeal hearing. This notice shall include:

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

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

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

**If a regular education student receives a long-term suspension or a pattern of short-term suspensions for more than ten (10) days, the principal may convene a child assistance team from the student's school to review the student's**

**cumulative file and the disciplinary action before the beginning of the tenth day of suspension in order to consider additional education services in accordance with applicable state and federal law. The team will notify the Principal of its findings.**

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

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

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

## **EXPULSION**

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

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

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

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

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

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

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

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

written report to the Board of Education detailing his/her reasons for taking or requesting such action.

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

The petition shall:

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

The Nashua Board of Education shall consider the petition within two (2) weeks of its receipt and provide the student written notice of its decision immediately thereafter. If a hearing is requested, the Nashua Board of Education shall schedule a hearing within three (3) weeks of receipt of the petition for review. The student may be present at said hearing along with his/her parent/guardian or other adult advocate. The student may present facts and evidence in support of his/her petition for readmission. The Nashua Board of Education shall render a decision within one (1) week of the hearing and provide the student with written notice of its decision.

#### **EXPULSION OF SPECIAL EDUCATION STUDENTS**

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

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

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

Board Approved:	10/15/96	R/Bd Approved:	03/31/03
R/Bd Approved:	07/21/97	R/Bd Approved:	04/21/03
R/Bd Approved:	03/29/99	R/Bd Approved:	07/21/03
R/Bd Approved:	08/16/99	R/Bd Approved:	06/28/04
R/Bd Approved:	08/19/02	R/Bd Approved:	08/31/06
R/Bd Approved:	10/15/02	R/Bd Approved:	03/09/15

#### **DISTRICT POLICIES**

##### **PLANNING ORGANIZATION POLICIES PROCEDURES STAFF (POPPS)**

All District policies and procedures as adopted by the Board of Education are described in POPPS, an informational manual, available the Nashua District Web Site at <https://www.nashua.edu/Page/777>

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

**NON-DISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT AND  
DISTRICT ANTIDISCRIMINATION PLAN**

Nashua Board of Education Policy AC

**A. Prohibition Against Discrimination**

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

Harassment of students other than on the basis of any of the classes or categories listed above is prohibited under Board Policy JICK.

**B. Equal Opportunity of Employment and Prohibition Against Discrimination in Employment**

The School District is an Equal Opportunity Employer. The District ensures equal employment opportunities without regard to age, color, creed, disability, gender identity, marital status, national origin, pregnancy, race, religion, sex, or sexual orientation. The District will employ individuals who meet the physical and mental requirements, and who have the education, training, and experience established as necessary for the performance of the job as specified in the pertinent job description(s). Discrimination against and harassment of school employees because of age, sex, race, creed, religion, color, marital status, familial status, physical or mental disability, genetic information, national origin, ancestry, sexual orientation, or gender identity are prohibited. Additionally, the District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

**C. Policy Application**

This Policy is applicable to all persons employed or served by the District. It applies to all sites and activities the District supervises, controls, or where it has jurisdiction under the law, including where it (a) occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or (b) occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event, as set forth in Board Policy JICK. Examples of sites and activities include all District buildings and grounds, school buses and other vehicles, field trips, and athletic competitions.

**D. District Anti-Discrimination Plan**

The Superintendent shall develop and provide to the Board for approval, a coordinated written District Anti-Discrimination Plan (the "Plan") to include guidelines, protocols and procedures intended to prevent, assess the presence of, intervene in, and respond to incidents of discrimination. Among other things, the Plan should include provisions, and recommendations with respect to resources, policies, complaint procedures, student education programs, Plan dissemination and training appropriate to carrying out the Plan objectives stated in the preceding paragraph.

In developing the Plan, the Superintendent is encouraged to seek input from appropriate groups of the school and local community and coordinate with the District's Human Rights [*Non-Discrimination*] Officer and Title IX and 504 Coordinators.

## **TITLE IX SEXUAL HARASSMENT POLICY AND GRIEVANCE PROCESS**

### Nashua Board of Education Policy ACAC

#### **I. Restatement of Policy Prohibiting Discrimination on The Bias of Sex**

The Nashua Board of Education is committed to providing an educational environment for students that is free from sexual discrimination, sexual harassment and sexual violence. Per Board policy AC, Title IX of the Education Amendments Act of 1972 ("Title IX"), as well as RSA 193:38, among others, the Nashua School District (the "District") does not discriminate on the basis of sex in its educational programs and activities, including employment and admissions. All forms of sex-based discrimination, including sexual harassment are prohibited in the District.

#### **II. Title IX Sexual Harassment Policy**

##### **A. Application of This Policy**

While all forms of sex-based discrimination are prohibited in the district, the purpose of this policy is to address, and only to address, sexual harassment as defined in Title IX that occurs within the educational programs and activities of the district, and to provide a grievance process for investigating and reaching a final determination of responsibility for a formal complaint of sexual harassment. The "Title IX Grievance Process" is set out below. While the District must respond to all "reports" it receives of sexual harassment, the Title IX Grievance Process is initiated only with the filing of a formal complaint.

The purpose of this Policy, however, is to address, and only to address, sexual harassment as defined in Title IX that occurs within the educational programs and activities of the district. For harassing conduct which does not meet the definition of sexual harassment under Title IX and this Policy, the District's response will be governed under other applicable laws and policies per Board policy AC, and policies referenced therein.

This Policy shall apply to all students, employees, and any third party who contracts with the District to provide services to District students or employees, upon District property or during any school program or activity.

Nothing in this policy will be construed to confer on any third party a right to due process or other proceedings to which student and employee respondents are entitled under this policy unless such right exists under law. Volunteers and visitors who engage in sexual harassment will be directed to leave school property and/or be reported to law enforcement, the NH Division of Children, Youth and Families (DCYF), as appropriate. A third party under the supervision and control of the school system will be subject to termination of contracts/agreements, restricted from access to school property, and/or subject to other consequences, as appropriate.

The Superintendent shall have overall responsibility for implementing this Policy, and shall annually appoint a District Title IX Coordinator as that position is described below. The name and contact information for the Title IX Coordinator is set forth in Board Policy AC-E, which policy shall be updated and disseminated annually with the Title IX Coordinator's name as set forth in Board policy AC.

**B. Definitions**

As used in this Policy and the Title IX Grievance Process, the terms below shall have the meaning ascribed.

“**Actual knowledge**” occurs when the District’s Title IX Coordinator or ANY employee of one of the District’s schools (other than a “respondent” or alleged harasser) receives a notice, report or information or becomes aware of sexual harassment or allegations of sexual harassment.

“**Complainant**” is an individual who is alleged to be the victim of conduct that could constitute sexual harassment, whether or not that person files a report or formal complaint.

“**Days**” shall mean calendar days, but shall exclude non-weekend days on which the SAU office is closed (e.g., holidays, office-wide vacations), or any weekday during the school year on which school is closed (e.g., snow days).

“**Decision Maker**” means persons tasked with: the responsibility of making initial determinations of responsibility (at times referred to as “initial decision maker”); or the responsibility to decide any appeal (at times “appeals decision maker”) with respect to formal complaints of sexual harassment in accordance with the Title IX Grievance Process.

“**Determination of Responsibility**” is the formal finding by the decision-maker on each allegation of Sexual Harassment contained in a Formal Complaint that the Respondent did or did not engage in conduct constituting Sexual Harassment Under Title IX.

“**Formal Complaint**” means a document filed by a complainant, the complainant’s parent/guardian, or the Title IX Coordinator, alleging sexual harassment against a respondent, and requesting that the district investigate the allegation of sexual harassment.

“**Respondent**” is an individual who is reported to be the individual accused of conduct that could constitute sexual harassment.

“**Sexual harassment**” prohibited under Title IX and by this policy is conduct on the basis of sex (including, without limitation, gender, sexual orientation, and/or gender identity), occurring in a school system education program or activity that satisfies one or more of the following:

1. A school district employee conditioning an aid, benefit, or service of an education program or activity on an individual’s participation or refusal to participate in sexual conduct irrespective of whether the conduct is welcomed by the student or other employee;
2. Unwelcome sex-based/related conduct determined by a reasonable person to be so severe, pervasive, AND objectively offensive that it effectively denies a person equal access to the education program or activity (this standard requires consideration of all the facts and circumstances, including, but not limited to, the ages and disability statuses of the harasser and victim and the number of individuals involved and their authority); OR
3. Sexual assault, dating violence, domestic violence, or stalking as defined in state or federal law.

Behaviors that constitute sexual harassment may include, but are not limited to:

- i. Sexually suggestive remarks or jokes;
  - ii. Verbal harassment or abuse;
  - iii. Displaying or distributing sexually suggestive pictures, in whatever form (e.g., drawings, photographs, videos, irrespective of format);
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- iv. Sexually suggestive gesturing, including touching oneself in a sexually suggestive manner in front of others;
- v. Harassing or sexually suggestive or offensive messages that are written or electronic;
- vi. Subtle or direct propositions for sexual favors or activities;
- vii. Touching of a sexual nature or groping; and
- viii. Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct.

*Note: Incidents of the above conduct would still need to satisfy one or more of the criteria in paragraphs 1-3 of this definition.*

Sexual harassment may be directed against a particular person or persons, or a group, whether of the opposite sex or the same sex.

The context of behavior can make a difference between conduct falling within the technical definition of Sexual Harassment Under Title IX, and conduct of a sexual nature that is offensive or hostile in itself, but which does not arise to the level within that definition. **District policies prohibit both, but for purposes of its Title IX obligations the District must address reports or complaints of conduct which may constitute sexual harassment as defined above, under this specific, limited scope Policy and Title IX Grievance Process.** Except as used in other laws (e.g., Title VII) or policies (e.g., Board policy JICK) pertaining to harassment, including of a sexual nature, other than Title IX sexual harassment, all references to "sexual harassment" in this policy mean sexual harassment that meets the above definition.

Conduct that satisfies this definition is not sexual harassment for purposes of this policy if the conduct occurred (1) outside the United States or (2) under circumstances in which the school system did not have substantial control over both the harasser/respondent and the context in which the harassment occurred.

*NOTE Regarding Concurrent Enrollment and Dual Enrollment, Extended Learning Opportunities, 3rd Party Distance Learning and Other Alternative Instructional Programs: Under federal regulations, in order for the District to have jurisdiction over conduct that would otherwise meet the definition above of sexual harassment, the District must have substantial control over both the respondent and the context in which the harassment occurred. In general, this will mean that unless such learning program is occurring upon district property, conduct otherwise meeting the definition of sexual harassment within that program, may not be subject to this policy.*

"Supportive Measures" are free, non-disciplinary, non-punitive, individualized services and shall be offered to the complainant, and may be offered to the respondent, as appropriate. These measures may include, but are not limited to, the following:

1. Counseling;
2. Course modifications;
3. Schedule changes; and
4. Increased monitoring or supervision

Such measures shall be designed to restore or preserve equal access to the District's education programs and activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment and/or deter sexual harassment. Supportive measures shall remain confidential with exclusive exceptions stated required below.

#### C. Title IX Coordinator

The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of sexual harassment. The Title IX Coordinator shall receive general and specific reports of sexual harassment, and coordinate the District's responses to both reports and formal complaints of sexual harassment so that the same are prompt and equitable. In addition to any other specific responsibilities assigned under this Policy, or as assigned by the Superintendent, the Title IX Coordinator will be responsible for:

1. Meeting with a complainant, and informing the parent/guardian once the Title IX Coordinator becomes aware of allegations of conduct that could constitute sexual harassment as defined in this Policy;
2. Identification and implementation of supportive measures;
3. Signing or receiving formal complaints of sexual harassment;
4. Engaging with the parents/guardians of parties to any formal complaint of sexual harassment;
5. Coordinating with District and school-level personnel to facilitate and assure implementation of investigations, and remedies, and helping to assure that the District otherwise meets its obligations associated with reports and complaints of sexual harassment;
6. Coordinating with the Superintendent with respect to assignment of persons to fulfill the District's obligations, both general and case specific, relative to this Policy (e.g., investigator, decision makers, etc.; this may involve the retention of third-party personnel.);
7. Coordinating with District and school-level personnel to assure appropriate training and professional development of employees and others in accordance with this Policy; and
8. Helping to assure that appropriate systems are identified and maintained to centralize sexual harassment records and data

In cases where the Title IX Coordinator is unavailable, including unavailability due to a conflict of interest or other disqualifying reason, the Superintendent shall assure that another person with the appropriate training and qualifications is appointed as acting Title IX Coordinator for that case, in such instances "Title IX Coordinator" shall include the acting Title IX Coordinators.

#### D. Training

All District employees shall receive regular training relative to mandatory reporting obligations, and any other responsibilities they may have relative to this Policy.

Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must receive training on the definition of sexual harassment, this Policy, the scope of the District's education program or activity, and how to conduct an investigation (including the requirements of the reporting and the Title IX Grievance Process, including hearings, appeals, and information resolution processes). The training must also include avoiding prejudgment of the facts, conflicts of interest and bias.

Decision-makers must also receive training on issues of relevance of questions and evidence, including when questions about the complainant's sexual predisposition or prior sexual behavior are not relevant.

Investigators must receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes, must promote impartial investigations and adjudications of formal complaints of sexual harassment, and must be made available to the public as provided in this Policy.

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#### E. Confidentiality

The District will respect the confidentiality of the complainant and the respondent as much as possible, however, some information may need to be disclosed to appropriate individuals or authorities. All disclosures shall be consistent with the District's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action. Examples of required disclosure include:

1. Information to either party to the extent necessary to provide the parties due process during the Title IX Grievance Process;
2. Information to individuals who are responsible for handling the District's investigation and determination of responsibility to the extent necessary to complete the District's grievance process;
3. Mandatory reports of child abuse or neglect to DCYF or local law enforcement (per Board policy JLF);
4. Information to the complainant's and the respondent's parent/guardian as required under this Policy and or the Family Educational Rights and Privacy Act ("FERPA"); and
5. Reports to the New Hampshire Department of Education as required under N.H. Code of Administrative Rules Ed 510 regarding violations of the NH Code of Conduct for Education Professionals.

Additionally, any supportive measures offered to the complainant or the respondent shall remain confidential to the extent that maintaining such confidentiality would not impair the ability of the school district to provide the supportive measures.

Except as specified above, the District shall keep confidential the identity of:

1. Any individual who has made a report or complaint of sex discrimination;
2. Any individual who has made a report or filed a formal complaint of sexual harassment;
3. Any complainant;
4. Any individual who has been reported to be the perpetrator of sex discrimination;
5. Any respondent; and
6. Any witness.

Any supportive measures provided to the complainant or respondent shall be kept confidential to the extent that maintaining such confidentiality does not impair the ability of the District to provide the supportive measures.

#### F. Retaliation Prohibited

Retaliation against any person who makes a report or complaint, or against any person who assists, participates, or refuses to participate in any investigation of an act alleged in this Policy is prohibited. Actions taken in response to materially false statements made in bad faith, or to submitting materially false information in bad faith, as part of a report or during the Title IX Grievance Process do not constitute retaliation. A finding of responsibility alone is insufficient to conclude that a person made a materially false statement in bad faith. Complaints of retaliation with respect to reports or formal complaints of sexual harassment shall be filed under the District's general grievance process.

#### G. Conflict of Interest

No person designated as a Title IX Coordinator, investigator, decision-maker, nor any person designated by the District to facilitate an informal resolution process, may have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

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#### H. Dissemination and Notice

The District shall include in all student and employee handbooks, and shall make the following information publicly available on the district's website:

1. The District's policy of non-discrimination on the basis of sex (included in Board policy AC);
2. The title, name, office address, email address, and telephone number of the Title IX Coordinator (to be provided pursuant to Board policy AC and its addendum, updated annually, AC-E);
3. the complaint process;
4. how to file a complaint of sex discrimination or sexual harassment;
5. how the District will respond to such a complaint; and
6. a statement that Title IX inquiries may be referred to the Title IX Coordinator or to the Assistant Secretary for Civil Rights.

The same information shall be provided to all persons seeking employment with the District, or seeking to enroll or participate in the District's educational programs or activities. Additionally, the District will make this Policy, as well as any materials used to train personnel as required publicly available on the district's website.

#### I. Records and Record Keeping

1. For each report or formal complaint of sexual harassment, the District, through the Title IX Coordinator, must create, and maintain for seven (7) years, record of:
  - a. Any actions, including any supportive measures,
  - b. The basis for the District's conclusion that its response was not deliberately indifferent; and
  - c. Documentation which:
    - If supportive measures were provided to the complainant, a description of the supportive measures taken designed to restore or preserve equal access to the District's education program or activity; or
    - If no supportive measures were provided to a complainant, explains the reasons why such a response was not clearly unreasonable in light of the known circumstances.
2. In addition, the District shall maintain the following records for a minimum of seven (7) years:
  - a. Records for each formal complaint of sexual harassment, including:
    - Any determination regarding responsibility, including dismissals;
    - Any disciplinary sanctions imposed on the respondent;
    - Any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity;
    - Any appeal and the result therefrom;
    - Any informal resolution process and the result therefrom;
  - b. All materials used to train Title IX Coordinators, investigators, and decision-makers.

#### J. Reports of Sexual Harassment, Formal Complaints and District Responses

##### **1. Report of Sexual Harassment**

**NOTE:** *A report does not initiate the formal Title IX Grievance Process. That process is begun only upon the filing of a formal complaint under the procedures set out below.*

Any person may report sexual harassment whether relating to her/himself or another person. However, if any District employee – other than the employee harasser, or the Title IX Coordinator – receives information of conduct which may constitute sexual harassment under this Policy, s/he shall, without delay, inform the Title IX Coordinator of the alleged sexual harassment. Failure to report will subject the employee to discipline up to and including dismissal.

A report of sexual harassment may be made at any time, in person, by mail, by telephone, electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Additionally, while the District strongly encourages reports of sexual harassment to be made directly to the Title IX Coordinator, the report may be made to any District staff member, including, for instance, a counselor, teacher or principal.

If the Title IX Coordinator is the alleged respondent, the report or formal complaint may be made directly to the Superintendent, who shall thereafter fulfill the functions of the Title IX Coordinator regarding that report/complaint, or delegate the function to another person.

**NOTE:** For any allegation of sexual assault on a student under the age of 18, such conduct shall be reported immediately to the DCYF per Board policy JLF. If the alleged respondent (perpetrator) is a person holding a license or credential from the New Hampshire Department of Education (i.e., "credential holder"), then a report shall also be made pursuant to Board Policy GBEAB.

## **2. District Response to Report of Sexual Harassment**

The district will promptly respond when there is actual knowledge of sexual harassment, even if a formal complaint has not been filed. The district shall treat complainants and respondents equitably by providing supportive measures to the complainant and by following the Title IX Grievance Process prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

As soon as reasonably possible after receiving a report of alleged sexual harassment from another District employee or after receiving a report directly through any means, the Title IX Coordinator shall contact the complainant to:

- i. discuss the availability of and offer supportive measures;
- ii. consider the complainant's wishes with respect to supportive measures;
- iii. inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
- iv. explain to the complainant the process for filing a formal complaint.

## **3. Formal Complaints**

Pursuant to federal regulations, and this Policy, a formal complaint that contains an allegation of sexual harassment and a request that the District investigate the allegations is required before the District may conduct a formal investigation of sexual harassment or take any action (other than supportive measures) against a person accused of sexual harassment. **Once a formal complaint of sexual harassment is received by the Title IX Coordinator, s/he shall commence the Title IX Grievance Process set out below, along with the process for filing a formal complaint.**

## **4. Limitation on Disciplinary Action**

In no case shall the District impose disciplinary consequences or sanctions against a respondent who has been accused of conduct which may constitute sexual harassment, until the Title IX Grievance Process has been completed.

## **5. Emergency Removal and Administrative Leave**

At any point after receiving a report or formal complaint of sexual harassment, the Title IX Coordinator (or other District official charged with a specific function under this Policy or the Title IX Process: e.g., investigator, decision maker, etc.) may request the Superintendent to direct that an individualized safety and risk analysis be performed to determine whether a respondent student is an immediate threat to the

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physical health or safety of any person. In the event that the safety and risk analysis determine that the respondent student does present an immediate threat to the physical health and safety of any person, the District may remove that student, provided that such removal is in full compliance with the IDEA, a student's IEP and or 504 plan if applicable. Such emergency removal shall not be disciplinary. However, the District must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal, and shall continue to offer educational programming until a final determination is made pursuant to the Title IX Grievance Process.

The Title IX Coordinator shall keep the Superintendent of Schools informed of any employee respondents so that he/she can make any necessary reports to New Hampshire Department of Education in compliance with applicable administrative rules and the New Hampshire Code of Conduct for Educational Professionals. In appropriate cases, the Superintendent may place an employee respondent on non-disciplinary administrative leave pursuant to RSA 189:31.

### III. Title IX Grievance Process

The Title IX Grievance Process is used only upon the filing of a formal complaint of sexual harassment as described below. The provisions of Section I of the Policy are incorporated as part of the Title IX Grievance Process. Upon receipt of a formal complaint of sexual harassment, the Title IX Coordinator will coordinate the District's efforts to comply with its responsibilities related to the Title IX Grievance Process.

#### A. Process for Filing a Formal Complaint of Sexual Harassment

The Title IX Grievance Process is initiated by way of a formal complaint ("complaint" or "formal complaint") filed by the complainant, the complainant's parent/guardian, or the Title IX Coordinator. The complainant may file a complaint or choose not to file a complaint and simply receive the supportive measures. If the Complainant does not file a complaint, the Title IX Coordinator may sign a formal complaint, but only if initiating the grievance process against the respondent is not clearly unreasonable in light of the known circumstances, and in other cases where, in the exercise of good judgment and in consultation with the District's attorney as appropriate, the Title IX Coordinator determines that a grievance process is necessary to comply with the obligation not to be deliberately indifferent to known allegations of sexual harassment (e.g., reports of sexual assault, employee on student harassment, repeat reports, or the conduct in the complainant's report has not been adequately resolved through the provision of supportive measures). If the complaint is filed by the Title IX Coordinator, he/she is not a party to the action, and the District must comply with all of the provisions of the Title IX Grievance Process relative to respondents and complainants.

If no formal complaint is filed by the complainant or the Title IX Coordinator no disciplinary action may be taken against the respondent based upon conduct that would constitute sexual harassment under this policy.

Although there is no time limit per se to filing a formal complaint, for complaints initiated by the complainant or his/her parent/guardian, the complainant must be employed by the District or participating in or attempting to participate in the education program or activities of the District at the time of filing. Additionally, although the District will initiate the Title IX Grievance Process regardless of when the formal complaint is submitted, delays in reporting may significantly impair the ability of school officials to investigate and respond to the allegations.

At a minimum, a formal complaint must:

1. Contain the name and address of the complainant and the student's parent or guardian if the complainant is a minor student;
2. Describe the alleged sexual harassment,

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3. Request an investigation of the matter, and
  4. Be signed by the complainant or otherwise indicate that the complainant is the person filing the complaint.

**B. Initial Steps and Notice of Formal Complaint**

The complaint may be filed with the Title IX Coordinator in person, by mail, or by email. Complaint forms may be obtained from the Title IX Coordinator, or on the District's website.

1. The Title IX Coordinator will provide notice to the complainant and the complainant's parent/guardian (if the complainant is a non-eligible student under FERPA), and to the respondent (if known) and the respondent's parent/guardian (if the respondent is a non-eligible student under FERPA), as well as to any other known parties, of the following:
  - a. This Title IX Grievance Process, including any informal resolution process;
  - b. The allegations of sexual harassment potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview; "sufficient details" shall include to the extent known identities of persons involved, the conduct allegedly constituting sexual harassment, and the date and location of the incident;
  - c. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
  - d. That each party may have an advisor of their choice, who may be, but is not required to be, an attorney;
  - e. That each party is entitled to inspect and review evidence; and
  - f. A reference to any provision in the District's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
2. The Title IX Coordinator will contact the complainant to discuss and offer supportive measures.
3. The Title IX Coordinator may contact the respondent to discuss, and or impose, non-disciplinary supportive measures.
4. The Title IX Coordinator will examine the allegations in the formal complaint, to determine whether even if assumed true, the allegations are sufficient to sustain a finding of sexual harassment under this Policy. If the Title IX Coordinator was not involved with preparing the formal complaint, the Title IX Coordinator will contact the complainant to discuss the complaint and whether amendment is appropriate, in which case the process will apply.
5. If the formal complaint fails to satisfy the definition of sexual harassment in this Policy, the complaint shall be dismissed as provided below.
6. If the complaint is not dismissed, then Title IX Coordinator will consult with the Superintendent as to whether the Title IX Coordinator should act as the investigator or whether a different District or other employee shall act in that capacity. At the same time, the Title IX Coordinator and the Superintendent shall appoint the person who shall make the initial determination of responsibility (initial decision maker. In all cases, the investigator and the initial decision maker must be properly trained and otherwise qualified (see "Conflict of Interest").
7. If the report alleges sexual harassment by the Superintendent, the Title IX Coordinator will inform the School Board Chair and the Chief Operating Officer, the latter of whom shall have authority to seek guidance from the District's general counsel, but shall not delay the District's response to the report as outlined in this Policy.

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**C. General Provisions and Additional Definitions Relative to Title IX Grievance Process**

**1. Copies and Notices**

Except as specifically stated elsewhere in this Policy, for any document, information or material required to be delivered to a party or to a person assigned with responsibility under the Title IX Grievance Process, the manner of transmittal may be by electronic mail, regular mail or such other manner reasonably calculated to assure prompt delivery with evidence thereof (such as a commercial carrier or other receipted delivery). Hand delivery will only be permitted if made to the District official charged with the specific function under this Policy (e.g., Title IX Coordinator, Superintendent, investigator, decision maker(s), etc.). Any document required to be delivered to a minor or other non-eligible student, must also be delivered to the minor's parent/guardian. Copies should also be sent to a party's advisor if the information for the advisor has been previously communicated to the sending party. Under federal regulations, copies of the investigative evidence, as well as the investigative report, must be forwarded to a party's advisor.

**2. Risk Analysis and Emergency Removal**

At any point during the Title IX Grievance Process, the Title IX Coordinator may arrange for an individualized safety and risk analysis as described in this Policy, following which a student may be removed.

**3. Administrative Leave**

At any point during the Title IX Grievance Process, the Superintendent, and at his/her own discretion, and with or without consulting the Title IX Coordinator, may place an employee on administrative leave pursuant to RSA 189:31.

**4. Additional Allegations**

If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that were not included in the previous notice, the District shall simultaneously provide notice of the additional allegations to the parties whose identities are known.

**5. No Interference with Legal Privileges**

At no point in process will the Title IX Coordinator, the investigator, any decision maker, or any other person participating on behalf of the District, require, allow, rely upon, or otherwise use questions or evidence that constitutes, or seeks disclosure of, information protected under a legally recognized privilege (e.g., doctor/patient, attorney/client, clergy, etc.), unless the person holding such privilege (parent/guardian for minor student) has waived the privilege in writing to use the information with respect to the Title IX Grievance Process.

**6. Consolidation of Complaints**

The District may consolidate formal complaints of allegations of sexual harassment where the allegations of sexual harassment arise out of the same facts or circumstances and the formal complaints are against more than one respondent; or by more than one complainant against one or more respondents; or by one party against the other party. When the District has consolidated formal complaints so that the grievance process involves more than one complainant or more than one respondent, references to the singular "party", "complainant", or "respondent" include the plural, as applicable.

**7. Remedies: Range of Disciplinary Sanctions and Remedial Actions Upon Final Determination of Responsibility**

- a. "Disciplinary sanctions" are consequences imposed on a respondent when s/he is found responsible for sexual harassment under this Policy. Remedial actions are actions intended to restore or preserve a complainant's equal access to the educational programs and activities of the District.

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- b. "Disciplinary sanctions" against an employee respondent may include any available sanction available for the discipline of employees, up to and including dismissal or non-renewal for any other violation of Board policy, NH Code of Conduct for Educational Professionals, applicable individual or collective bargaining contract, or state or federal laws or regulations.
  - c. "Disciplinary sanctions" against a student may include any available discipline or sanction, up to and including expulsion, under the policies, rules and procedures that establish the district's comprehensive student code of conduct.
  - d. "Remedial actions" as to a respondent after a final finding of responsibility, whether employee or student, may include the imposition upon a responsible respondent of any additional non-disciplinary measures appropriate to effecting a remedy for sexual harassment, and may include such measures as no-contact requirements, scheduling adjustments, removal or exclusion from extracurricular activities, class reassignments, limits on future class registrations, restrictions on access to various spaces in the school buildings, reassignment of attendance, and similar measures fine-tuned to respond appropriately to the circumstances surrounding a successful complainant's right to access the district's program and activity.

Additional remedial actions may include recommendations that a school-wide or system-wide response is needed in order to respond to the sexual harassment in a way that is not clearly unreasonable under the circumstances. In such cases, the Superintendent shall provide additional staff training, harassment prevention programs, or such other measures as determined appropriate to protect the safety of the educational environment and/or to deter sexual harassment.

#### D. Timeframe of Grievance Process

The District shall make a good faith effort to conduct a fair, impartial grievance process in a timely manner designed to provide all parties with a prompt and equitable resolution. It is expected that in most cases, the grievance process will be concluded through at least the determination of responsibility decision within 80 days after filing the formal complaint. In more complex cases, the time necessary to complete a fair and thorough investigation or other circumstances mean that a determination of responsibility cannot reasonably be made within that timeframe.

1. Summary of Grievance Process Timeline:
    - a. Investigation 20 +/- days as the complexity of the case demands
    - b. 10 days for reviewing information prior to conclusion of investigation
    - c. 10 days after receiving report to respond to report
    - d. 10 days for decision maker to allow initial questions
    - e. 10 days for responses to questions
    - f. 10 days for questions and responses to follow-up questions.
    - g. 10 days for determination of responsibility decision
    - h. 10 days for appeal (6 additional days for administrative steps)
    - i. 10 days for argument/statement challenging or supporting determination
    - j. 10 days for decision on appeal
  2. Delays and Extensions of Time: At any stage of the grievance process, the District (through the Superintendent, or if the Superintendent is the respondent, the Title IX Coordinator or designee) may for good cause allow for temporary delays or extensions of time upon request of either party, or on his/her own initiative. Examples of good cause may include such things as availability of parties or witnesses, school or school administrative office holidays or vacations, referral back to an earlier stage of the grievance process, concurrent law enforcement or other agency activity, or need to obtain interpreters or accommodation of disabilities. For any such delay or extension of time, the Superintendent or the Title IX Coordinator will provide written notice to the parties of the delay/extension and the reason(s).
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#### E. Investigation

The Title IX Coordinator will coordinate the investigation. The investigator shall be as appointed pursuant to this Policy.

1. The Title IX Coordinator may conduct the investigation, or, in consultation with the Superintendent, designate another qualified person to investigate. The investigation and investigator must:
  - a. Include objective evaluation of all relevant evidence, including inculpatory and exculpatory evidence. (Evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such evidence about the complainant's prior sexual behavior is offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the evidence concerns specific incidents of the complainant's prior sexual behavior with respect to the respondent and is offered to prove consent.)
  - b. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the District and not on either of the parties;
  - c. Provide an equal opportunity for the parties to present witnesses, and other inculpatory and exculpatory evidence;
  - d. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
  - e. Provide the parties with the same opportunities to have others present during any interview or other part of the investigation, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The investigator may restrict any others from participating, as long as the restrictions apply equally to both parties;
  - f. Provide, to a party (e.g., respondent or complainant – and parent/guardian as appropriate) whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate within the timeframes established below.
  - g. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint;
2. Prior to completion of the investigative report, the District, through the Title IX Coordinator, must send to each party and party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report;
3. The investigator must prepare a written investigative report that fairly summarizes relevant evidence, including, without limitation, witness credibility, discrepancies, inculpatory and exculpatory information, and relevant District policies, rules and regulations, and the manner in which the same were made known to the pertinent school populations or specific parties. The investigative report shall include a description of the procedural steps taken, starting with the receipt of the formal complaint, and continuing through the preparation of the investigative report, including any notifications to the parties, interview with parties and witnesses, site visit, and methods used to gather evidence.
4. The investigator shall provide the investigative report in hard copy or electronic format to the Title IX Coordinator, to each party and each party's advisor, if any. Each party will have 10 days from receipt to provide the Title IX Coordinator a written response to the investigative report.
5. It serves all parties when investigations proceed diligently and conclude within a reasonable time, which may vary case by case. In most cases, it is expected that the investigator will conclude the initial investigation, and provide the parties the evidence and other information required. Not more frequently than every other week, any party may request the Title IX Coordinator to obtain and provide the parties with a basic status report on the investigator's progress toward completion. In most cases, the investigator should conclude the investigation within 10-20 days after receiving a Formal Complaint.

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F. Determination of Responsibility and Initial Decision Maker

The determination of responsibility of the respondent shall be made by the initial decision maker as appointed pursuant to this Policy.

1. Prior to making a determination of responsibility, the initial decision maker will afford each party 10 days to submit written, relevant questions to the initial decision maker that the party wants asked of any party or witness.
2. The initial decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the question and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
3. The initial decision maker will provide the questions to the party/witness, with copies to each party, and provide no less than 10 days for written responses, likewise to be provided to each party.
4. The initial decision maker will provide 5 days each for supplementary, limited follow-up questions and 5 days for answers, and may provide for additional rounds of follow-up questions, as long as the provision is extended to both parties equally.
5. The initial decision maker may not make any credibility determinations based on the person's status as a complainant, respondent or witness.
6. The respondent must be deemed to be not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. The initial decision maker may impose disciplinary sanctions and remedies as described above.
8. The standard to be used for formal complaints in determining whether a violation has occurred and/or that the respondent is responsible is the preponderance of the evidence standard, which is only met when the party with the burden convinces the fact finder (the initial decision maker) that there is a greater than 50% chance that the claim is true (i.e., more likely than not).
9. The initial decision-maker must issue a written determination/decision within 10 days after the close of the period for responses to the last round of follow-up questions. The written "Initial Determination of Responsibility" must include:
  - a. Identification of the allegations potentially constituting sexual harassment;
  - b. A description of the procedural steps taken from the receipt of the formal complaint through the Initial Determination of Responsibility, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and hearings held;
  - c. Findings of fact supporting the determination;
  - d. Conclusions regarding the application of the District's applicable codes of conduct, policies, administrative regulations or rules to the facts;
  - e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility (i.e., whether or not the respondent is responsible for sexual harassment), and any disciplinary sanctions or remedies; and
  - f. The District's procedures and permissible bases for the complainant and respondent to appeal (as set forth below).
10. The decision maker shall provide the Initial Determination of Responsibility to the Title IX Coordinator, the Superintendent and the parties simultaneously.

#### G. Dismissal of a Formal Complaint

1. The District must dismiss a formal complaint with regard to Title IX sexual harassment if the alleged conduct:
  - a. Would not constitute sexual harassment, even if proved;
  - b. Did not occur in the District's education program or activity; or
  - c. Did not occur against a person in the United States.
2. The District may dismiss a formal complaint with regard to Title IX sexual harassment if at any time during the investigation or determination of responsibility stage(s):
  - a. A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
  - b. The respondent is no longer enrolled or employed by the District; or
  - c. Specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
3. Prior to dismissal of a complaint, the person responsible at that stage shall consult with the Superintendent.
4. Upon dismissal of a formal complaint, the District must promptly send written notice of the dismissal and the reason(s) therefor simultaneously to the parties.

The dismissal of a formal complaint under Title IX does not preclude the District from continuing any investigation or taking action under other District policies, code of conduct or administrative rules/regulations. In some cases, the District may have an obligation to continue an investigation and proceed under a different policy or mandated process.

#### H. Appeals Process

1. Either party may appeal the Initial Determination of Responsibility or the dismissal of a formal complaint or any allegation in a formal complaint by notifying the Superintendent in writing ("written appeal"), with a copy to the Title IX Coordinator. If there are multiple determinations of responsibility, the written appeal shall specify which ones are included in the appeal. The written appeal must be received by the Superintendent within 10 days of the Initial Determination of Responsibility or written notice of dismissal being communicated to the parties.
2. An appeal under this Policy may only be based upon one or more of the following bases, which must be stated specifically in the party's written appeal:
  - i. Procedural irregularity that affected the outcome of the matter;
  - ii. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
  - iii. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

Appeals for any other reason or upon any determination of responsibility not included in the written appeal will not be heard.

Appeals pertain only to the determination of responsibility and non-disciplinary remedies. Once a determination of responsibility is final, appeals of disciplinary sanctions may be made pursuant to the District's ordinary review process for discipline, or, to the extent applicable, any statutory or other processes provided under collective bargaining agreements or individual contracts.

## **STUDENT SAFETY AND VIOLENCE PREVENTION - Bullying**

Nashua Board of Education Policy JICK

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

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

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

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

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

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

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

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### **III. Statement Prohibiting Retaliation or False Accusations**

#### **False Reporting**

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

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

#### **Reprisal or Retaliation**

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

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

#### **Process to Protect Students from Retaliation**

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

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

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

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

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

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

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

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

**Staff and Volunteers**

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

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

**Students**

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

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

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

**Parents**

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

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

**Additional Notice and School District Programs**

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

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

At each school the Principal and/or designee of the Principal shall be responsible for receiving and responding to complaints of alleged violations of this policy.

**Student Reporting**

1. Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the Principal. If the student is more comfortable reporting the alleged act to a person other than the Principal, the student may tell any school district employee or volunteer about the alleged bullying.
2. Any school employee or volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred must inform the Principal as soon as possible, but no later than the end of that school day.
3. The Principal may develop a system or method for receiving anonymous reports of bullying.  
Although students, parents, volunteers and visitors may report anonymously, formal disciplinary

- action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.
4. The administration may develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.
  5. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

#### Staff Reporting

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

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

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

#### IX. Notifying Parents of Alleged Bullying

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

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

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

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

1. Upon receipt of a report of bullying the Principal or designee shall, within five (5) school days initiate an investigation into the alleged act. If the Principal is directly and personally involved with a complaint or is closely related to a party of the complaint, then the Superintendent shall direct another District employee to conduct the investigation.
2. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, separately and shall be confidential.

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

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

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

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

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

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

**Admonishment:**

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

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

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

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

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

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

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

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

**XV. Appeals**

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

It is in the best interests of students, families and the District that these matters be promptly resolved. Therefore, any such appeal to the Superintendent shall be made within ten (10) calendar days of the parent/guardian's receipt of the investigative determination letter of the principal or his/her designee. The Superintendent shall issue his/her decision in writing.

If the parent or guardian is aggrieved by the decision of the Superintendent, they may appeal the decision to the school board within ten (10) calendar days of the date of the parent/guardian's receipt of the

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Superintendent's decision. An appeal to the Superintendent shall be a prerequisite to any appeal to the School Board. The appeal to the School Board shall be in writing, addressed to School Board Chair in care of the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek.

An aggrieved parent/guardian has the right to appeal the final decision of the local School Board to the State Board within thirty (30) calendar days of receipt of the written decision of the local School Board in accordance with RSA 541-A and State of New Hampshire Department of Education Regulations set forth in ED 200. The State Board may waive the thirty-day requirement for good cause shown, including, but not limited to, illness, accident, or death of a family member.

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

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

**XVII. Capture of Audio Recordings on School Buses**

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

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

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

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

**Legal References:**

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

Board Approved: May 2001  
March 2003  
September 2004  
12/13/2010 [Replaces POPPS 3244.1]  
12/20/2021

## **HAZING POLICY**

### Nashua Board of Education Policy JICFA

Hazing activities are contrary to the Nashua School District's educational goals and objectives and will not be tolerated in our schools. Hazing activities are prohibited at all times. Hazing is also a violation of the New Hampshire Criminal Code Section 631:7, Student Hazing.

For the purposes of this policy, hazing is defined as 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 continued membership in any student organization.

"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 shall be presumed to be a forced activity. Permission, consent, or assumption of the risk by an individual subjected to hazing is not a defense to the prohibitions contained in this policy.

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.

A copy of this policy will be furnished to each student and teacher in the School District.

#### **Legal References:**

*RSA 631:7, Student Hazing*

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

**SILENT MEDITATION, PLEDGE OF ALLEGIANCE, AND PATRIOTIC  
EXERCISES**

Nashua Board of Education Policy IMDA

**SILENT MEDITATION, PLEDGE OF ALLEGIANCE, AND PATRIOTIC EXERCISES**

On each school day, before classes of instruction officially convene in each school, a period of not more than 5 minutes shall be available upon request to those who may wish to exercise their right to freedom of assembly and participate voluntarily in the free exercise of religion at a place designated by the school principal.

- a. There shall be no teacher supervision of this free exercise of religion but supervision to insure the safety of students and the orderly conduct of the school shall be allowed at the discretion of the school principal.
- b. There shall be no prescribed or proscribed form or content of prayer.
- c. No person shall be allowed on school premises for the purpose of organizing, supervising, or conducting this period of free exercise of religion.

Time will be provided by the School District prior to the beginning of each school day for a moment of silent meditation and the pledge of allegiance to the flag of the United States. Participation is optional and the District does not support any specific religious practices. Students who do not participate must remain quiet and refrain from disruptive or distracting behavior while the Pledge is being recited.

**Legal References:**

*NH RSA 194:15-c New Hampshire School Patriot Act 2002NH R.S.A. 189:1-b: Freedom of Assembly; Freedom of Religion*

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

Board Approved:      09/08/1975  
                                 11/20/2019 (Replaces POPPS 2211)  
                                 03/28/2022