

Official Posting/Notice of Meeting
The Newport School District/SAU43
603-865-9500 ~ www.sau43.nh.gov
We Encourage you to Attend
Location and Time
Sugar River Valley Regional Technical Center
243 N. Main St.~ Newport, New Hampshire 03773
September 10, 2026
5:30 PM

- I. Call to Order - Roll Call
- II. Pledge of Allegiance
- III. Presentations:
 - a. Outdoor Library Presentation page 3
- IV. Public Comment
 - a. The purpose of public comments is to give the residents of Newport the opportunity to address the Board. Any comments must be directed to the Chair. All people wishing to speak will come forward to the microphone, clearly state their name and address when recognized to give their comments.
 - b. If there is no one else present wishing to speak a motion is in order to take all comments under advisement and further to receive and file any written documentation present and to table the remaining minutes for public comment to the end of the meeting for those that have not already spoken.
 - c. Response to Public Comment (Note: Motions limited to placing items on a future agenda)
- V. Adjustments to the Agenda
- VI. Approval of Minutes:
 - a. Minutes from School Board Meeting August 13, 2026 page 4
- VII. Student Representative Report
- VIII. Consent Agenda:
 - a. AP Manifest page 17
 - 1. 1020 - \$502,615.74
 - 2. 1025 - \$87,606.87
 - 3. AP Total - \$590,222.61
 - b. Payroll Manifest
 - 1. 5 - \$6,978.84
 - 2. 6 - \$35,782.48
 - 3. 7 - \$171.44
 - 4. 1015 - \$70,230.13
 - 5. 1016 - \$28,390.22
 - 6. 1017 - \$90,906.90
 - 7. 1018 - \$1,100
 - 8. 1019 - \$1,027
 - 9. 1021 - \$90,763.54
 - 10. 1022 - \$270,628.64
 - 11. 1023 - \$2,566
 - 12. 1024 - \$2,804.50
 - 13. Payroll Total - \$601,349.69
- IX. Information:
 - a. CSB Foundation Donation for Base Program (\$2,500) page 18
 - b. Promising Futures Grant page 20
 - c. Charter School conversation page 34
 - d. Superintendent Hiring Committee page 35
 - e. Special Education Budget - NHSEIS page 36
 - f. Preschool page 37
- X. Action:
 - a. Approval Malool Foundation CTE Equipment Grant (\$28,615) page 38

- b. Approval NHCF Winter Program Grant (\$15,700) page 41
 - c. Approval NHCF Kindergarten Supplies Grant (\$12,000) page 46
 - d. Approval of Alice Peck Day Donation for Snack Closet (\$3,000) page 49
 - e. Policy EFAB Staff Meal Charging page 51
 - f. ParaProfessional Negotiation page 58
 - g. Principal Goals page 59
 - h. SOAR and Employee Handbooks page 60
 - i. Update and Finalize Board Evaluation page 141
 - j. Community Forum page 142
- XI. Tabled Items
- XII. Personnel Reports
- XIII. Committee Report Outs
- XIV. Public Comment - Goals 2 & 3
- XV. Superintendent Communications
 - a. Robert Wargo, Interim Superintendent
 - b. Kate O'Connor, Business Administrator
 - c. Darlene Ayotte, Director of Student Services
- XVI. Board Communications
- XVII. Items for Next Agenda
- XVIII. Non-public session
 - a. A motion is in order to go into non-public session under the provisions of RSA 91-A:3 II
 - _____ A: the dismissal, promotion or compensation of any public employee;
 - _____ B: the hiring of any person as a public employee;
 - _____ C: matters, which if discussed in public, would likely affect adversely the reputation of any person;
 - _____ D: consideration of the acquisition, sale or lease of real or personal property;
 - _____ E: consideration of negotiation of pending claims or litigation;
 - _____ I: consideration of matters relating to the preparation for and the carrying out of emergency functions
 - _____ J: consideration of confidential, commercial or financial information that is exempt from public disclosure
 - _____ K: consideration by a school board of entering into a student or pupil tuition contract;
 - _____ L: consideration of legal advice provided by legal counsel, either in writing or orally.
- XIX. Adjournment

School Board Goals

1. Budget and Fiscal Responsibility
 2. Policy Development and Governance
 3. Strategic Alignment and Accountability
-

Notice Posted 9/3/26 - Posted at Richards Elementary, Newport Middle and High School, SRVRTC, Richards Free Library and Town of Newport Office, and on-line @ www.sau43.org Please reference NSB Policy BEDH - Public Participation at Board Meetings - Persons appearing before the Board are reminded that members of the Board are without authority to act independently as individuals in official matters. Thus, in most instances, any board response will be deferred pending consideration by the full Board. However, the Board reserves the right to meet and to adjourn or recess a meeting at any time to discuss such matters as are properly considered in non-public session in accordance with RSA 91-A:3.1

NEWPORT SCHOOL DISTRICT

TITLE: Outdoor Library

SCHOOL BOARD MEETING OF: 9/10/26

ACTION _____ CONSENT: _____ INFORMATION: X

BACKGROUND:

Presentation by Stephanie Severance for the new Outdoor Library

FISCAL IMPACT:

FISCAL VERIFICATION: _____

RECOMMENDATION:

Meeting Minutes

Sugar River Valley Regional Technical Center
243 N. Main St.~ Newport, New Hampshire 03773
August 13, 2026
5:30 PM

School Board Members Present:

Chair Nikki Murphy
Vice Chair Jessica Packard
Keith Sayer
Melissa Mitchler
Paul Brown

School District Administration Present:

Interim Superintendent Robert Wargo
Business Administrator Kate O'Connor
Director of Student Services Darlene Ayotte

I. Call to Order - Roll Call

- Chair Nikki Murphy called the meeting to order at 5:30pm.

II. Pledge of Allegiance

- Chair Nikki Murphy led the pledge of allegiance

III. Presentations:

- a. No presentations

IV. Public Comment

- a. *The purpose of public comments is to give the residents of Newport the opportunity to address the Board. Any comments must be directed to the Chair. All people wishing to speak will come forward to the microphone, clearly state their name and address when recognized to give their comments.*
- b. *If there is no one else present wishing to speak a motion is in order to take all comments under advisement and further to receive and file any written documentation present and to table the remaining minutes for public comment to the end of the meeting for those that have not already spoken.*
- c. *Response to Public Comment (Note: Motions limited to placing items on a future agenda)*

No public comment was given.

V. Adjustments to the Agenda

- Nikki wanted to add communications and emails under information. ***A motion was made by Jessica. Melissa seconded. 5-0-0. Motion passed. No Discussion***
- Melissa wanted to add under c for information: preschool and under d: policies. ***The motion was made by Melissa. Keith seconded. 5-0-0. Motion passed. No Discussion***
- Paul wanted to add an action item to name people for the facilities and finance committee. ***Jessica made the motion. Melissa seconded. 5-0-0. Motion passed. No Discussion***
- Melissa would like to move D and E from the consent agenda to action and adding board document requests to action. ***Melissa made the motion. Keith seconded. 5-0-0. Motion passed. No Discussion***

Meeting Minutes

- Automotive Program to attend a car show on September 11th under action. ***Jessica made the motion. Keith seconded. 5-0-0. Motion passed. No Discussion***

VI. Approval of Minutes

- a. Minutes from School Board Meeting July 23, 2026 page 3

– ***Paul motioned to approve. Melissa seconded. 5-0-0 Motion passed. No Discussion***

VII. Student Representative Report

- No Student Representative present.

VIII. Consent Agenda:

- a. AP Manifest page 9

1. 25-26 AP:

1154 - \$30,671.77
1160 - \$236,707.60
1187 - \$161,081.43
1188 - \$140,352.12

26-27 AP:

1014 - \$444,268.83

- b. Payroll Manifest

26-27 Payroll:

4 - \$7,847.34
1010 - \$30,374.36
1011 - \$98,922.77
1012 - \$900.00
1013 - \$837.00

- c. DDG Grant Application and Acceptance of Grants Second Read page 10

- ~~d. EEAB Establishment of School Bus Routes Second Read page 12~~

- ~~e. EH Public Access to School District Records Second Read page 24~~

- f. GBEC Drug Free Workplace-Drug Free Schools Second Read page 31

- g. GBCAH Section 125 Plans Second Read page 41

- h. IHAM Health Education & Exemption from Instruction Second Read page 43 i.

- IK Earning of High School Credit-Achievement of Competencies Second Read page 51

Paul made a motion to approve. Jessica seconded. 5-0-0 Motion passed. No Discussion

IX. Information:

- a. Back to School with SAU 43 August 22, 2026 page 60

Interim Superintendent Wargo spoke about the upcoming Back-to-School Fair hosted by SAU 43. Christine Bertrand provided additional information about the event.

The Back-to-School Fair provides students and families with essential school supplies. Last year, approximately **165 backpacks** were distributed. The event is made possible through donations from local organizations and community members, as well as collaboration with the **Boys & Girls Club**.

The fair will be held on **Saturday, August 22, 2026, from 9:00 AM to 3:00 PM.**

B. emails and communication

- Nikki spoke about a situation involving herself and Board Member Melissa Mitchler that occurred on Friday, August 7, 2026. Nikki clarified that there had been a misunderstanding regarding a resignation and stated that she did not resign. She noted that the attorney had provided clarification and that the Interim Superintendent had also reviewed the matter. Nikki stated that the clarification would be included in the meeting minutes as part of the public record.
 - Keith asked how the situation came about.
 - Nikki stated that she felt like she was “being beaten down.” Keith stated that he had reviewed the email correspondence and had a different interpretation of the situation. He stated that he wanted everyone to be on the same page.
 - Melissa provided additional context, explaining that the board packet was received Friday and that she had sent an email regarding agenda items that had already been addressed, as well as additional agenda items. She noted that the budget document was not included in the agenda. Melissa stated that she wanted to provide clarification, have additional review of the matter, and ensure that the district was proceeding appropriately and legally. Keith asked whether Nikki was resigning, and Nikki responded, “I was not resigning.”
 - Keith questioned why legal counsel had become involved and noted that legal fees are paid with taxpayer funds. Keith stated that he appreciated everyone’s input.

C. Preschool

- Melissa noted that the Richards Handbook does not list a preschool teacher and asked what the plan is as the school year approaches. Darlene stated that they have a Plan B in place, which has not yet been discussed with the Superintendent. Melissa stated that she was glad to hear there is a plan in place.
- Kelly Merritt, Kindergarten Teacher, asked when a meeting regarding the preschool staffing plan would take place. Darlene stated that she was hoping to meet on Monday. Kelly noted that decisions need to be made as the school year approaches.

D. Policies

- Melissa presented a policy document for the Board’s information. She reviewed policies from the New Hampshire School Boards Association, including when those policies were last updated, and compared them with Newport’s current policies to identify where they stand.
- Keith asked how to locate and navigate the policies. Melissa explained that the first letter of the policy code identifies the general section or subject area of the policy. Melissa stated that she wanted to ensure the Board as a whole is reviewing the policies and confirming that current practices align with the policies in place. She referenced **BBAA** and **BDB**, which have previously been discussed, as well as **BEBD – Agenda Preparation**, noting the importance of ensuring that the requirements outlined in that policy are being followed.

X. Action:

- a. Policy JICK Bullying Prevention - Pupil Safety and Violence Prevention page 62
- Interim Superintendent Wargo stated that this policy is required. The guidance of the NHSBA is for the local school board to approve. Interim Superintendent Wargo requested that it go from 10 school days to 20 school days for the time of an investigation. Add in refer to policy ACA into the policy.
 - *A motion to add in the above by Jessica. Keith seconded. 5-0-0 Motion passed.*
 - *A motion was made to accept policy JICK by Jessica. Melissa seconded. 5-0-0. Motion passed*

b. Budget Calendar FY 2027-2028 page 76

- Kate O'Connor spoke about the budget calendar and is seeking the board's approval. She was unable to meet with the BAC but that meeting is going to be rescheduled. Kate wanted to make a tweak to the calendar. She is starting the budget process. She is looking for parameters from the school board.
 - Kate is simply looking for a starting point for increase.
 - ***Melissa made a motion to approve the calendar. Keith seconded.***
 - Paul asked about the collaboration room/Lou Thompson Room and his other question was showing the election at the High School. The elections will be at the LaValley Family Community Center.
 - All elections will be held at the LaValley Family Community Center.
 - ***Motion passed. 5-0-0***
 - ***A motion was made to approve an UP TO 6% increase on the budget and amend as needed by Jessica. Keith seconded.***
 - Paul asked if that was the parameters for Kate only and Kate will ask about needs and wants from the schools.
 - ***Motion passed 5-0-0.***

c. Richards Handbook Approval page 80

- Interim Superintendent Wargo spoke about the Richards Handbook. There was a provided summary with the edits needed.
 - ***A motion was made to approve the Handbook by Jessica. Melissa seconded.***
 - Jessica had a question about trimesters vs. quarters. Paul stated it was a board action to institute it. Mr. Wargo will look into it.
 - ***5-0-0 motion passed***

d. Newport Middle High/CTE Handbook Approval page 81

- CTE Principal Sarah Fischer and Newport Middle School Assistant Principal Liz Masure.
 - The decision was made to consolidate the Newport Middle School, High School and CTE handbooks.
 - Sarah Fischer spoke to the change in the handbook about attendance and required doctor notes.
 - ***Jessica made a motion to approve the handbook. Keith seconded. 5-0-0 motion passed.***
 - Melissa Mitchler asked about the SOAR Handbook and the Employee Handbook to be added to the next agenda.

e. PD Committee page 82

- Interim Superintendent Wargo spoke about the **PG Committee. This is the professional growth committee.** The committee is how to support the staff so they can get better. Keith and Paul volunteered to be on the PG committee.
 - Melissa asked that the committee is mindful about the PD that paraprofessionals get and that it is meaningful to them.

f. Superintendent Hiring Committee page 83

- Melissa Mitchler stated that Dr. Robert Scott will be added as an additional member of the Superintendent Hiring Committee, bringing the committee to 12 members.
- Melissa explained that the New Hampshire School Boards Association (NHSBA)

offers assistance with the Superintendent hiring process. An NHSBA consultant is available for \$18,000, which would cover the full scope of the consulting services. Melissa shared the information with the Board and stated that the committee had reviewed the option and did not believe the full service would be necessary. Melissa will speak with the consultant to determine what services are available at different costs.

- Jessica asked how many individuals had expressed interest in the Superintendent position. Melissa stated that four individuals had reached out.

g. Superintendent Goals page 84

- Interim Superintendent Wargo stated that the Superintendent Goals are done. There are only three goals. Mr. Wargo's goal is that all students are at or above grade level. He believes it is attainable. Mr. Wargo spoke about the goals.
 - Melissa likes that people could build their goals from the superintendent's goals.
 - ***Paul made a motion that the board supports Mr. Wargo in his goals. Jessica seconded. 5-0-0 motion passed.***

h. Finance and facilities committee:

- Kate O'Connor received one person for the committee. She plans to reach out to that person.
 - Paul was looking to see what the backup of the committee will be.
 - Facilities Director, Transportation Director, Business Administrator, 2 Board Members, Community Member(s). Paul was hoping to have a member of the BAC on the committee.
 - Paul proposed adding a representative from each school (Richards and NMHS).
 - Lisa Ferrigno asked if the Richards Playground would be on this committee or a separate committee. Kate stated that they would bring to this committee the proposed plan.
 - **No motion was made.**

i. Policy EEAD - Melissa made a motion to approve. Jessica seconded.

- Melissa spoke about some changes needing to be made to this policy. This was handed to Mr. Wargo
- ***5-0-0 motion passed.***

j. Policy EH - Melissa made a motion to approve. Jessica seconded.

- Melissa stated some changes to the policy. This was handed to Mr. Wargo
- ***5-0-0 motion passed.***

k. Board Document Request

- Melissa raised concerns regarding the Board documents and the information available to the Board. Discussion followed regarding the documents and potential changes that may be needed.
- ***Melissa made a motion to receive special education information, the organizational chart, projects completed through June 30, enrollment information, and school/class breakdowns by class and/or section by the time each respective section is presented. Keith seconded the motion. Motion passed 5-0-0.***

L. The Automotive Teacher is looking to attend a car show in Lake George NY on September 11th, 2026. They would be gone for the school day. They will take the CTE Vans and two adults will be going. They would arrive back by 5:00pm. This is for both Auto 1 and Auto 2 students. ***Jessica made the motion to approve. Paul seconded. 5-0-0 motion passed.***

XI. Tabled Items

none

XII. Personnel Reports

- Mr. Wargo provided an update to the Board regarding personnel matters. Nikki asked about the vacant Assistant Principal position at Richards. Mr. Wargo stated that the district has a Plan A, Plan B, and Plan C in place and will provide the Board with additional information as it becomes available.
- ***Paul made a motion to approve the personnel report. Melissa seconded the motion. Motion passed 5-0-0.***
- ***Jessica made a motion to extend approval for the SAU and Mr. Wargo to approve hires without Board approval through September 10, 2026. Keith seconded the motion. Motion passed 5-0-0.***

XIII. Committee Report Outs

- No report outs

Robert Mitchler (Newport Resident): Robert stated that he does not believe the district needs to spend money on a consultant for the Superintendent Hiring Committee. He also stated that he believes internal matters should remain within the Board.

Lisa Ferrigno (Newport Resident): Lisa stated that she was pleased to hear that backpacks will continue to be distributed at the Back-to-School Festival. She asked whether someone could be available at the event to assist families with registering for food services. Lisa also spoke regarding the preschool teacher vacancy. She stated that she believes in having qualified teachers and maintaining small class sizes. She expressed concern that there is not currently a plan in place regarding the two classroom teaching positions and asked whether there are ways to manage the potential impact.

Tyler Sullivan (Newport Resident/Parent): Tyler asked about the qualifications being sought for candidates and how the Board and district are reaching out to the public regarding the teacher/staff search. Mr. Wargo stated that the district is making phone calls and reaching out to individuals as part of the process.

XV. Superintendent Communications

a. Robert Wargo, Interim Superintendent

- Nothing more to report.

b. Kate O'Connor, Business Administrator page 85

Transportation: The district received a new school bus. This is a different type of bus and is currently being used as the trip bus. It will eventually be moved into regular routes.

DOE 25: Kate attended a meeting regarding the DOE 25 and provided an update on the conference.

Special Education: Kate reported that districts are continuing to face rising special education costs and increased vendor expenses.

Food Service: The district will issue an RFP for a new food service vendor due to the current contract ending.

SNAP/EBT and Free Meals: Kate discussed changes associated with the “Big Beautiful Bill” and noted that some individuals have lost SNAP/EBT benefits. Staff are reviewing and comparing free and reduced meal numbers from last year and this year. People are encouraged to fill out the free and reduced form for school breakfast and lunch assistance.

Grants: Kate attended several grant training sessions.

Richards Facilities: Work on the column at Richards was delayed while awaiting required sign-offs. The contractor is expected to begin work this coming week, with completion anticipated by the end of August.

The district identified the source of the issue as the construction of the Richards addition. Water is entering through the roof flashing and has worked its way into the cinder block. The flashing will need to be repaired and additional insulation added.

CTE Building: The lobby floor and Ag floor continue to have areas peeling up. Three Ag doors are sticking or not opening properly. There is also an issue with a water pump.

HVAC: JCI is being contacted regarding the HVAC system and cooling in the CTE building and is expected to come out to assist.

Energy Audit: Kate plans to present the energy audit to the Board in September.

Access Panels: Access panels have been ordered and are expected to be installed by mid-September.

Richards Screens: Screens at Richards School are expected to be installed no later than August 22.

Lighting: Lighting repairs and installations at both schools are expected to be completed by the end of August.

c. Darlene Ayotte, Director of Student Services

- She has been working on hiring people and covering the needs of the district.

XVI. Board Communications

- Melissa read a prepared statement regarding the discussion surrounding emails earlier in the meeting. She requested that the Board accept her resignation, effective September 11, 2026, with her final Board meeting being September 10, 2026.
- Melissa requested time with Chad to determine the best way to transfer ownership of documents she has created so they remain accessible to the current and future Boards.
- Melissa recommended that the vacant Board seat be posted as soon as possible. She recommended an August 28, 2026 deadline for letters of interest and that candidates attend the September 10, 2026 Board meeting to allow time for the new member to be sworn in and onboarded before beginning September 24.
- Melissa stated that her decision was not made emotionally or out of frustration and that she did not intend to rescind her resignation.
- No other Board members had additional comments.

XVII. Items for Next Agenda

- Under action: Principal Goals, SOAR and Employee Handbooks, Appoint a new board member, Board Retreat and finalize evaluation. Looking at unsealing and sealing NP Minutes, Set community meeting dates.
- Energy Audit, ENE proposal.

XIX. Adjournment

A motion was made to Adjourn by Jessica. Keith seconded. 5-0-0 motion passed

School Board Goals

1. Budget and Fiscal Responsibility
2. Policy Development and Governance
3. Strategic Alignment and Accountability

Minutes recorded by:

Tyler Sullivan

Recording Secretary

Newport School District.

Nikki Murphy <nmurphy@sau43.nh.gov>
To: Katherine O'Connor <koconnor@sau43.nh.gov>
Cc: Robert Wargo <rwargo@sau43.nh.gov>

Fri, Aug 7, 2026 at 11:51 AM

Kate,

Then yes there was a misunderstanding. I am sorry about that. I am getting this from all ends. Meliss emailed me back and said this has nothing to do with you, so now I am confused.

Sorry to upset you. Not my intention at all. Im on your side Kate. I don't want you out.

So once again I am sorry. Maybe it's me and I need to step down.

Nikki
[Quoted text hidden]

Nikki Murphy <nmurphy@sau43.nh.gov>
To: Katherine O'Connor <koconnor@sau43.nh.gov>, Melissa Mitchler <mmitchler@sau43.nh.gov>
Cc: Robert Wargo <rwargo@sau43.nh.gov>

Fri, Aug 7, 2026 at 12:10 PM

You know what I think I'm done. The attitude i get from multiple people, when I have literally done nothing wrong, I am sick and tired of it.

Im trying to pass things along I recieve and I get the shit end of the stick. I can't, I try so hard for everyone and everything that goes on with this board. And all I get is the attitudes, the hate and Nikkis too nice and wont speak up.

I do so much for this board and seem to get no appreciation from anyone! I guess you're right Rob i do get steamrolled and a person can only take so much!

So, this should make you extremely happy Melissa!

Nikki
[Text hidden]

Katherine O'Connor <koconnor@sau43.nh.gov>
To: Robert Wargo <rwargo@sau43.nh.gov>, Nikki Murphy <nmurphy@sau43.nh.gov>

Fri, Aug 7, 2026 at 12:56 PM

My message was not directed at you; I believe you understand that.

I'm upset because the pressure to get all those documents when we're still working on closeout, is a ton. I have Ken asking for EOY documents too. My team is trying our best.

You're a perfectly good SB Chair. You communicate and keep yourself abreast of all that is going on at the State, which is a huge piece.

I was thrown for a loop, because I thought it was decided. I will call Rob and ask him what he wants me to do.

Respectfully,
Kate O'Connor
Business Administrator
koconnor@sau43.nh.gov
603-865-9503

[Quoted text hidden]

Melissa Mitchler <mmitchler@sau43.nh.gov> Mon, Aug 10, 2026 at 11:09 AM
To: Nikki Murphy <nmurphy@sau43.nh.gov>, Robert Wargo <rwargo@sau43.nh.gov>
Cc: School Board <board@sau43.nh.gov>

I am asking that Rob contact legal to determine next steps in light of this resignation. Does this count as a legal resignation since one board member was included? Does the vice chair need to assume duties? Do we need to add a board vacancy to the next agenda?
I look forward to getting these answers. This is a gray area and I want to make sure we follow the laws.

Melissa Mitchler
Newport School Board
[Quoted text hidden]

Nikki Murphy <nmurphy@sau43.nh.gov> Mon, Aug 10, 2026 at 11:10 AM
To: Melissa Mitchler <mmitchler@sau43.nh.gov>
Cc: Robert Wargo <rwargo@sau43.nh.gov>

I'm not resigning!

Thank you,
Nikki Murphy
Chair, Newport School Board (SAU43)
[Quoted text hidden]

Melissa Mitchler <mmitchler@sau43.nh.gov> Mon, Aug 10, 2026 at 11:14 AM
To: Nikki Murphy <nmurphy@sau43.nh.gov>
Cc: Robert Wargo <rwargo@sau43.nh.gov>

You already did. In fact you mentioned it in two emails. And I don't know the legalities of all this. Legal needs to be contacted by Rob. Thank you.

Melissa Mitchler
Newport School Board
[Quoted text hidden]

Robert Wargo <rwargo@sau43.nh.gov> Mon, Aug 10, 2026 at 12:33 PM
To: Melissa Mitchler <mmitchler@sau43.nh.gov>
Cc: Nikki Murphy <nmurphy@sau43.nh.gov>

Hello Nikki and Melissa,

I have reviewed the emails, and based on my understanding, it does not appear that an official resignation has been tendered. If there is a different interpretation, I recommend that the School Board consult with legal counsel for guidance on how to proceed.

Regards,

Rob
[Quoted text hidden]

Melissa Mitchler <mmitchler@sau43.nh.gov> Mon, Aug 10, 2026 at 1:11 PM
To: Robert Wargo <rwargo@sau43.nh.gov>
Cc: Nikki Murphy <nmurphy@sau43.nh.gov>

Thank you for your response. I will ask that the Board have this conversation as to next steps on Thursday. Since it is still three days before our meeting, please revise our agenda and add communication and emails to information. This request aligns with policy BEDB. Thank you.

Melissa Mitchler
Newport School Board
[Quoted text hidden]

Nikki Murphy <nmurphy@sau43.nh.gov>
To: Melissa Mitchler <mmitchler@sau43.nh.gov>
Cc: Robert Wargo <rwargo@sau43.nh.gov>

Mon, Aug 10, 2026 at 1:34 PM

Melissa,

Thank you, Rob, for reviewing the emails and providing your understanding of the situation.

For clarity once again, I have not resigned from the Newport School Board or from my position as Chair. My previous email was written during a moment of frustration regarding ongoing board dynamics and was not intended or submitted as an official resignation. I remain committed to fulfilling the responsibilities of my elected position and my role as Chair.

Melissa, I acknowledge your request for an agenda item. However, I do have concerns about placing personal email communications and interpersonal disagreements on a public meeting agenda without first determining the appropriate purpose, scope, and whether such a discussion is proper for a public session.

If there is a specific board-governance issue that you believe requires board action, please identify the specific issue, the purpose of the requested discussion, and what action you are asking the Board to consider. Simply requesting that "communication and emails" be added does not provide enough information for the Chair, administration, or public to understand what business the Board is being asked to address.

I also do not believe it would be productive to use a public board meeting to continue personal disagreements among individual board members. Our meetings should remain focused on conducting the business of the School District.

I am ready to move forward, continue doing the work I was elected to do, and keep our focus on the students, staff, and community we serve.

Thank you,
Nikki Murphy
Chair, Newport School Board (SAU43)
[Quoted text hidden]

Melissa Mitchler <mmitchler@sau43.nh.gov>
To: Nikki Murphy <nmurphy@sau43.nh.gov>, Robert Wargo <rwargo@sau43.nh.gov>

Mon, Aug 10, 2026 at 1:39 PM

Here is the thing. Per policy, I do not have to do these things you are requesting. Regardless of why you resigned, you resigned. We need clarification. This is why the Board needs to determine next steps. And as we know, emails are not private conversations and I assume you aren't implying so. I hate to continue to include Rob and my request for a revised agenda still stands per policy BEDB.

Melissa Mitchler
Newport School Board
[Quoted text hidden]

Nikki Murphy <nmurphy@sau43.nh.gov>
To: Melissa Mitchler <mmitchler@sau43.nh.gov>
Cc: Robert Wargo <rwargo@sau43.nh.gov>

Mon, Aug 10, 2026 at 1:42 PM

Melissa,

I understand that you are requesting clarification, and I have already provided that clarification: I did not resign from the Newport School Board or from my position as Chair.

I am not suggesting that Board emails are private conversations. My point is that the context and actual language of the communication matter, particularly before characterizing someone's words as a formal resignation and beginning discussions about vacancies or transferring Chair responsibilities.

If there is a legitimate legal question as to whether my email somehow constituted a resignation despite my clarification that I did not resign, I have no objection to Rob obtaining guidance from legal counsel so that the Board can proceed based on an informed interpretation rather than individual assumptions.

Regarding your agenda request under BEDB, I am not refusing your request. I am asking for sufficient information and context regarding requested agenda items so that the Chair, administration, and ultimately the Board understand what is being requested and can prepare appropriately. Simply citing policy does not eliminate the need for clear communication about the substance and purpose of an agenda item.

I would also like us to be mindful of roles and responsibilities moving forward. We are five individual Board members who collectively govern as a Board. I respect your right to raise questions, request agenda items, and seek clarification. I am asking for that same respect in carrying out my responsibilities as Chair.

I am prepared to move forward professionally and focus our attention on the work we were elected to do for the students, staff, and community of Newport. I hope we can do that without continuing to escalate an email that I have already clarified was not a resignation.

Nikki Murphy
Chair
Newport School Board (SAU43)
[Quoted text hidden]

Nikki Murphy <nmurphy@sau43.nh.gov>
To: Melissa Mitchler <mmitchler@sau43.nh.gov>
Cc: Robert Wargo <rwargo@sau43.nh.gov>

Mon, Aug 10, 2026 at 1:50 PM

Just an FYI, Jim is on vacation until August 17th.

Nikki
[Quoted text hidden]



Clarification Regarding My Position as Board Chair

2 messages

Nikki Murphy <nmurphy@sau43.nh.gov>
To: Robert Wargo <rwargo@sau43.nh.gov>, Melissa Mitchler <mmitchler@sau43.nh.gov>
Bcc: Jessica Packard <jpackard@sau43.nh.gov>

Mon, Aug 10, 2026 at 11:14 AM

Melissa,

I want to be very clear so there is no misunderstanding moving forward: I am not resigning from the Newport School Board or from my position as Chair.

My communication was made during a moment of significant frustration regarding how I have been treated and the ongoing challenges I have experienced in carrying out my responsibilities as Chair. I took the weekend to reflect on the situation, and I have decided that I am not going to allow frustration, conflict, or the actions of another individual to push me out of a position I was elected to serve in.

I am stronger than that, and more importantly, I have a job to do. I made a commitment to this Board, our district, our staff, our students, and our community, and I intend to fulfill that commitment.

To eliminate any question or ambiguity, I am formally stating that I have not resigned and have no intention of resigning. Therefore, I do not believe there is a Board vacancy to fill or a need for the Vice Chair to assume the duties of Chair.

If Rob or legal counsel believes additional clarification is necessary regarding the legal requirements for a resignation, I have no objection to obtaining that guidance. However, I ask that no further action be taken based on the assumption that I have resigned when I am expressly stating that I have not.

Going forward, I hope we can refocus our attention on the work before us and maintain appropriate professional boundaries and respect for each Board member's role. I intend to continue doing the job I was elected and chosen to do, and I expect to be afforded the opportunity to do so without unnecessary interference.

Thank you,
Nikki Murphy
Chair, Newport School Board

Melissa Mitchler <mmitchler@sau43.nh.gov>
To: Nikki Murphy <nmurphy@sau43.nh.gov>
Cc: Robert Wargo <rwargo@sau43.nh.gov>

Mon, Aug 10, 2026 at 11:17 AM

I don't disagree with you, Nikki. I just don't know the legalities behind the original email. I don't want this to cause issues in the future.

Melissa Mitchler
Newport School Board
[Quoted text hidden]



Questioning If I Resigned

1 message

Nikki Murphy <nmurphy@sau43.nh.gov>
To: Melissa Mitchler <mmitchler@sau43.nh.gov>, Robert Wargo <rwargo@sau43.nh.gov>
Bcc: James A. O'Shaughnessy <JOShaughnessy@dwmlaw.com>

Mon, Aug 10, 2026 at 1:48 PM

Melissa,

At this point, the continued insistence that I resigned, despite my repeated clarification that I did not, is becoming extremely concerning. The continued emails, challenges to my position, and attempts to move forward as though a vacancy exists are beginning to feel less like a legitimate request for clarification and more like targeted behavior toward me personally. From my perspective, this is reaching a point that feels borderline harassing and bullying.

I am also asking that professional boundaries and the respective roles of individual Board members, the Chair, and administration be respected. Disagreements are part of serving on a Board, but they should not become personal or create an environment where one member feels repeatedly targeted.

I would like this ongoing exchange regarding my supposed "resignation" to stop unless and until legal counsel provides guidance that requires further Board action. I am not resigning, and I intend to continue carrying out the responsibilities of Chair and the position I was elected to serve.

My focus needs to remain on the work of the Newport School Board and the students, staff, and community we represent. I hope we can return our attention to that work and communicate with one another professionally and respectfully moving forward.

Nikki Murphy
Chair, Newport School Board (SAU43)

NEWPORT SCHOOL DISTRICT

TITLE: AP and Payroll Manifests

SCHOOL BOARD MEETING OF: 9/10/26

ACTION _____ **CONSENT:** X **INFORMATION:** _____

BACKGROUND:

AP Manifest -
1020 - \$502,615.74
1025 - \$87,606.87

AP Total - \$590,222.61

Payroll Manifest -
5 - \$6,978.84
6 - \$35,782.48
7 - \$171.44
1015 - \$70,230.13
1016 - \$28,390.22
1017 - \$90,906.90
1018 - \$1,100
1019 - \$1,027
1021 - \$90,763.54
1022 - \$270,628.64
1023 - \$2,566
1024 - \$2,804.50

Payroll Total - \$601,349.69

FISCAL IMPACT:

FISCAL VERIFICATION: _____

RECOMMENDATION:

NEWPORT SCHOOL DISTRICT

TITLE: CSB Foundation Donation

SCHOOL BOARD MEETING OF: 9/10/26

ACTION _____ CONSENT: _____ INFORMATION: X

BACKGROUND:

Donation of \$2,500 received for the Base Program students to take a field trip to the Hurlburt Center.

FISCAL IMPACT:

FISCAL VERIFICATION: _____

RECOMMENDATION:



**Claremont
Savings Bank**
F O U N D A T I O N

Post Office Box 1600
Claremont, NH 03743

P: (603) 542-7711
P: (800) 992-0316
F: (603) 542-5432

claremontsavings.com/foundation

June 2026
86 N main st
Newport NH 03773

Newport High School

Thank you for submitting a grant application to the Claremont Savings Bank Foundation. The Foundation has completed its 23rd year of supporting non-profit organizations and received one hundred and thirteen grant applications for total requests of \$367,355. Of these, awards were given to seventy-three organizations totaling \$141,478 in grant monies being distributed for 2026. Please note that over \$8000 of these funds came directly from our generous staff.

We are pleased to inform you that your organization has been selected to receive an award this year due to the valuable contributions you make to the community. Congratulations on your grant for \$ 2500.

We want to highlight our grant recipients on our social media platforms to showcase the impactful work they do in our communities. If you prefer not to have your organization featured, please inform us accordingly.

Our annual celebratory reception honoring our Foundation recipients will be on **Tuesday, June 23rd, at 5:30 p.m.** in the Claremont Savings Bank Lobby (*Main Office on Broad Street*). Cocktails and hors d'oeuvres will be served, and you can collectively celebrate the efforts that you contribute to our community. An invitation will be sent out via email.

If you have any questions, please reach out to Michelle Dole at csbfoundation@claremontsavings.bank.

Sincerely,
The Claremont Savings Bank Foundation Trustees

Brandy Blackinton
Andre Lafreniere
Sera Gray
Tammy Bergeron
Jon Liland

NEWPORT SCHOOL DISTRICT

TITLE: Promising Futures

SCHOOL BOARD MEETING OF: 9/10/26

ACTION _____ CONSENT: _____ INFORMATION: X

BACKGROUND:

Mrs. Ayotte will present information for the Promising Futures Grant.

FISCAL IMPACT:

FISCAL VERIFICATION: _____

RECOMMENDATION:



Newport School District

Inspire Prepare Challenge

www.sau43.nh.gov

603-865-9500



Robert Wargo

Interim Superintendent of Schools

Darlene Ayotte

Director of Student Services

Katherine O'Connor

Business Administrator

Section 1: Local Education Agency Information

LEA	Newport School District
Name of Person Completing Application	Darlene Ayotte
Role/Title of Named Person Above	Director of Student Services
Phone Number	603-865-9506
Email Address	dayotte@sau43.nh.gov
Superintendent Name	Robert Wargo
LEA Project Manager	Darlene Ayotte
Phone Number	603-865-9506
Email Address	dayotte@sau43.nh.gov
LEA Business Administrator	Katherine O'Connor
Phone Number	603-865-9500
Email Address	koconnor@sau43.nh.gov
District I4See Coordinator	Eugene Benoit
How many schools will be participating in this project in your LEA?	3
Name of participating schools and student population per school	Richards School - 286 students Newport Middle School - 163 students Newport High School - 268 students
Building Administrators of Participating Schools	Richards School - Michelle Overhoff Newport Middle School - Shannon Martin Newport High School - Shannon Martin

Section 2: Project Design

1. Statement of Need The Newport School District faces significant challenges regarding youth substance misuse, trauma, and mental health distress among its middle and high school populations. Data from the 2023 Youth Risk Behavior Survey (YRBS) and school-based tracking highlight a critical need for targeted, evidence-based prevention and early intervention services to support vulnerable students.

Substance misuse rates in the district underscore early initiation and ongoing engagement across multiple substances:

- **Alcohol Use:** In the high school population, 17.4% of students reported active alcohol use in the prior 30 days, with 9.6% engaging in binge drinking.
- **Cannabis and Nicotine Misuse:** Prior 30-day cannabis use stands at 12.6% among high schoolers. Additionally, 15.7% of high school students reported active nicotine use via cigarettes or electronic vapor products, while 42% indicated a desire to quit. Regional YRBS data for Greater Sullivan County further demonstrates that 19.5% of high school students currently use marijuana and 6.5% initiated use before age 13.

- **Illicit and Prescription Drugs:** Over 5% of high school students reported taking prescription medication without a prescription in the past 30 days, while 10.5% reported lifetime inhalant use, and 16.5% were offered, sold, or given illegal drugs on school property in the past year. Regional data confirms that 7.9% of local youth have taken prescription pain medication unprescribed during their lifetime.

The underlying risk factors driving these behaviors are deeply rooted in household dysfunction and community trauma:

- **Adverse Childhood Experiences (ACEs):** During the 2025–2026 school year, 90% of Newport Middle School (NMS) Student Assistance Program (SAP) participants were impacted by parental substance misuse, while 80% presented with two or more co-occurring risk factors. At Newport High School (NHS), 42.6% of all surveyed students lived with someone experiencing alcohol or drug problems, and 36% of active SAP participants were directly impacted by parental substance misuse. Furthermore, 72% of NHS SAP participants presented with multiple risk factors.
- **Mental Health Crisis:** YRBS data reveals that 35.7% of high school students experienced persistent depressive symptoms, and 22.6% seriously considered suicide over a 12-month period. Mental health struggles are universal among high-need youth: 100% of NHS SAP intake students and 90% of NMS SAP intake students were challenged by mental health concerns during the 2025–2026 school year.
- **Safety and Social Vulnerability:** Within the high school population, 31% reported experiencing emotional abuse or control in dating relationships, 16.2% reported physical dating violence, and 13.6% reported sexual dating violence. Additionally, 20% of NMS SAP students and 10% of NHS SAP students were impacted by poverty.

Grant funding through the Promising Futures initiative will enable Newport School District to expand evidence-based universal, selective, and indicated prevention strategies, streamline referral pathways, and build strong protective factors for at-risk youth.

Works Cited

- Greater Sullivan County Public Health Network. *2023 Youth Risk Behavior Survey: Greater Sullivan Region Results*. New Hampshire Department of Health and Human Services, 2024.
- New Hampshire Department of Education & New Hampshire Department of Health and Human Services. *New Hampshire Youth Risk Behavior Survey (YRBS) Data Report*. State of New Hampshire, 2023.
- Newport Middle School. *Student Assistance Program (SAP) Annual Intake and Risk Factor Report (2025–2026)*. Newport School District, 2026.
- Newport High School. *Student Assistance Program (SAP) Data Summary and Student Support Team (SST) Referral Audit*. Newport School District, 2026.

2. Provide supporting evidence for selected strategies

To effectively address the identified continuum of risk, the Newport School District has selected targeted, developmentally appropriate prevention models across all grade spans, coupled with school-wide environmental initiatives and specialized telehealth care partnerships:

- **Elementary School (Grades K–5): Too Good for Drugs (TGFD)**

TGFD is a recognized, evidence-based curriculum designed to build universal social-emotional and prevention skills. The program is validated to improve prosocial behavior, decision-making, goal-setting, emotional regulation, and resistance to negative peer influences. Implementing TGFD early establishes essential protective factors before the typical age of substance use initiation.

- **Middle School (Grades 6–8): Leaders in Prevention (LIP) – NH Teen Institute**

LIP is an experiential leadership and prevention model designed for middle school cohorts. The program focuses on expanding leadership capacity, strengthening peer-to-peer relationships, enhancing personal self-awareness, and developing student-led Action Plans. LIP directly targets factors associated with early substance initiation and interpersonal conflict by empowering youth as positive role models.

- **High School (Grades 9–12): Getting to Y (GTY)**

GTY is an evidence-based, student-led participatory action research initiative (validated by the Vermont Department of Health and national best-practice registries). GTY empowers high school students to analyze their local Youth Risk Behavior Survey (YRBS) data, identify root causes of risk, present findings to community stakeholders, and execute student-led action steps. This model strengthens youth self-efficacy, health literacy, and adult-youth partnerships to transform school culture.

- **District-Wide Virtual Mental Health & Targeted Care Strategy: Cartwheel Partnership**

To address Tier II and Tier III behavioral health and mental health needs, Newport School District partners with Cartwheel to provide rapid-access telehealth care. Cartwheel provides evidence-backed teletherapy, family guidance, and specialized Care Programs targeting key youth risk factors including school avoidance, screen/digital stress, and intense emotional/behavioral challenges. By integrating Cartwheel directly into the district's Student Support Teams (SST) and Multi-Tiered System of Supports for Behavioral Health (MTSS-B), the district establishes clear, immediate virtual referral pathways to licensed clinicians, parent/caregiver guidance, and psychiatric support without waitlists—reducing burdens on school mental health staff and eliminating geographic/barriers to care.

- **District-Wide Environmental Initiatives & Prevention Education Series**

Complementing direct classroom, peer-led, and targeted clinical teletherapy services, environmental strategies systematically reshape the school climate. These initiatives focus on:

- **Raising Awareness:** Disseminating continuous, accurate information regarding substance risks, mental health, and healthy dating dynamics.
- **Correcting Misperceptions:** Correcting normative misperceptions around student drug/alcohol use, reducing perceived peer pressure to engage in risky behaviors.
- **Fostering Positive Climate:** Cultivating a supportive, trauma-informed environment that enhances protective factors and student connectedness.
- **Connecting to Resources:** Providing clear pathways, transparent referral steps, and immediate contact points for Tier II/III internal supports, Cartwheel virtual care, and local community partners.

3. Comprehensive Capacity-Building Plan (The Six Steps of Exploration & Expansion)

The Newport School District will build its capacity across the six core steps of exploration and expansion by leveraging its established multi-tiered leadership structure, integrating key personnel, the SASS Grant Project Manager and Behavioral Health and Wellness Coordinator, and participating in required foundational training and monthly state cohort meetings.

Step 1: Mobilizing a District/School-Level Team

- **Primary Teams:** School Leadership Team (SLT), MTSS-B Tier 1 Team, and Key Personnel.
- **Roles & Actions:** The SLT provides executive oversight and allocates schedule blocks, while the MTSS-B Tier 1 Team serves as the primary operational engine for universal prevention. A dedicated "Substance Misuse & Mental Health Workgroup" within the MTSS-B Tier 1 structure will drive monthly cohort deliverables. The SASS Grant Project Manager will coach the district-level MTSS-B team and school Tier 1 and Tier 2/3 teams to ensure clear roles and meeting routines. The Behavioral Health and Wellness Coordinator will join school-level Tier 2/3 teams and Student Support Teams (SST) to ensure clinical mental health insights guide planning.

Step 2: Examining School and Community Data

- **Primary Teams:** MTSS-B Tier 1 Team, MTSS-B Tier 2/3 Teams, and Key Personnel.
- **Roles & Actions:** The MTSS-B Tier 1 Team analyzes aggregate school-wide data (YRBS findings, screener results, climate surveys, and discipline/vaping infractions) to identify system-level prevention trends. The MTSS-B Tier 2/3 Teams evaluate targeted data sets, such as Student Assistance Program (SAP) intake trends and attendance drops. The Project Manager guides teams through state and local data reviews, while the Coordinator analyzes clinical caseload patterns and co-occurring risk factors to pinpoint specific student cohorts requiring targeted intervention.

Step 3: Evaluating and Increasing Community Partnerships

- **Primary Teams:** School Leadership Team (SLT), Student Support Teams (SST), and Key Personnel.
- **Roles & Actions:** The SLT coordinates high-level district partnerships, formalizing Memorandums of Understanding (MOUs) with regional public health networks and youth organizations (e.g., NH Teen Institute). The SST and SAP connect directly with local resources to establish crisis pathways for high-need students. The Project Manager maps

district-wide community support and builds partner networks, while the Coordinator uses non-clinical hours to connect with local mental health clinics to establish clear warm-handoff referral pathways.

Step 4: Assessing and Aligning School/District Initiatives

- **Primary Teams:** School Leadership Team (SLT), MTSS-B Tier 1 Team, and Key Personnel.
- **Roles & Actions:** The SLT and MTSS-B Tier 1 teams conduct quarterly audits to map selected prevention curricula (*Too Good for Drugs*, *Leaders in Prevention*, and *Getting to Y*) onto the existing MTSS-B continuum. Teams work to streamline referral processes and remove bottlenecks between classroom teachers, the SST, and Tier 2/3 interventions. The Project Manager leads this initiative mapping, while the Coordinator ensures their 20 hours of weekly counseling align seamlessly with existing Tier 2/3 supports.

Step 5: Completing the NH Substance Misuse Prevention Fidelity Tool

- **Primary Teams:** MTSS-B Tier 1 Team, MTSS-B Tier 2/3 Teams, and Key Personnel.
- **Roles & Actions:** The MTSS-B Tier 1 Team uses monthly meeting agendas to complete the NHED fidelity tool for universal programming (*Too Good for Drugs* and environmental messaging). The MTSS-B Tier 2/3 Teams audit the fidelity and dosage of targeted strategies (*Leaders in Prevention*, *Getting to Y*, and SAP groups). The Project Manager guides teams through the NHED tool audits, and the Coordinator monitors the quality and consistency of Tier 2/3 behavioral health interventions.

Step 6: Determining Next Steps in Adopting or Expanding Services

- **Primary Teams:** Joint SLT, MTSS-B Tier 1/2/3 Leadership, and Key Personnel.
- **Roles & Actions:** During end-of-quarter or annual planning retreats, leadership and MTSS-B teams review fidelity scores and outcome metrics to adjust staffing, refine schedules, and plan professional development. Using insights from cohort meetings and clinical feedback from the Coordinator, the Project Manager and leadership teams will formulate a multi-year action plan to refine strategies, resolve implementation barriers, and scale successful prevention practices across additional grade levels over time.

4. Alignment with Absolute & Competitive Preference Priority

The Newport School District does not meet the Competitive Preference Priority, as the LEA has received Promising Future Funds before.

However, the Newport School District's proposed plan directly addresses the Absolute Priority by embedding a complete continuum of evidence-based universal (Tier 1) and targeted (Tier 2 and Tier 3) substance misuse prevention strategies across all K–12 grade levels.

Universal Prevention Strategies (Tier 1)

- **Elementary Level (Grades K–5): Too Good for Drugs**
This national, evidence-based curriculum establishes foundational protective factors early in student development. It teaches decision-making, goal-setting, emotional regulation, and peer-resistance skills before the typical age of substance use initiation.
- **District-Wide Environmental Prevention Series**
Grounded in environmental prevention principles, this initiative increases awareness of

substance risks, corrects student misperceptions about peer drug and alcohol use, supports a positive school climate, and provides clear access points for help.

Targeted Prevention & Early Intervention Strategies (Tier 2 and Tier 3)

- **Middle Level (Grades 6–8): Leaders in Prevention (LIP) – NH Teen Institute**
This evidence-informed peer leadership model equips middle school students with experiential training and mentorship. It builds social-emotional resilience and helps youth create student-led action plans to prevent early substance initiation.
- **High School Level (Grades 9–12): Getting to Y (GTY)**
This validated, student-led action research model empowers high schoolers to analyze local Youth Risk Behavior Survey (YRBS) data. Students identify the root causes of local substance misuse and lead targeted initiatives to improve school culture.
- **Cartwheel Telehealth & Focused Behavioral Health Support**
Cartwheel provides individual therapy as well as optional parental support. Cartwheel also supports the SBIRT framework, and telehealth-delivered consultation and education have been shown to increase provider confidence and improve early intervention practices while addressing common referral barriers in school settings. These scholarship spots close the gap between identifying a student in need and getting them into care.

Integration into District Systems

All selected programs will be mapped directly into the district’s existing Multi-Tiered System of Supports for Behavioral Health and Wellness (MTSS-B). Guided by the SASS Grant Project Manager, district and school-level teams will use the state-provided fidelity tool to track implementation, ensuring every strategy is delivered consistently and effectively.

5. Evaluation

The Newport School District will implement a mixed-methods evaluation design to measure implementation fidelity, track short-term skill acquisition, and evaluate long-term shifts in student behavioral outcomes and school climate. To ensure reliable evaluation, the framework combines direct administrative metrics, observational rubrics, and student performance tasks alongside state population data.

Strategy Evaluation Framework

- **Too Good for Drugs (K–5)**
 - **Anticipated Outcomes:** Increased perception of substance risks, improved decision-making and emotional regulation skills, and increased intention to remain drug-free.
 - **Data Indicators & Non-Survey Tools:** Implementation and fidelity observational checklists completed during classroom walkthroughs by the Project Manager; rubric-based scoring of student work artifacts (e.g., goal-setting activity sheets and decision-making performance tasks).
- **Leaders in Prevention (6–8)**
 - **Anticipated Outcomes:** Enhanced leadership capacity, strengthened peer-to-peer protective factors, increased refusal self-efficacy, and decreased early substance initiation.
 - **Data Indicators & Non-Survey Tools:** Evaluation of student-led Action Plans

scored against standard leadership rubrics; administrative audits of School Information System (SIS) data tracking middle school discipline referrals, vaping infractions, and attendance rates.

- **Getting to Y (9–12)**
 - **Anticipated Outcomes:** Elevated youth voice, increased health literacy and civic engagement, reduced student-reported substance use, and improved school connectedness.
 - **Data Indicators & Non-Survey Tools:** Performance task rubrics applied to student-led Youth Participatory Action Research (YPAR) presentations and community action plans; structured content audits of student focus groups capturing qualitative shifts in school culture; tracking of implemented student-led prevention initiatives.
- **Prevention Education Series & Environmental Initiatives (District-Wide)**
 - **Anticipated Outcomes:** Corrected normative misperceptions regarding peer substance use, increased community awareness of mental health resources, and reduced overall 30-day substance use rates.
 - **Data Indicators & Non-Survey Tools:** SIS administrative tracking of school-wide disciplinary infractions and substance-related incidents; digital engagement logs tracking public and family interaction with educational communications; biennial state/regional Youth Risk Behavior Survey (YRBS) trends for long-term population shifts.
- **Systemic Capacity, Cartwheel Telehealth, & Clinical Counseling (MTSS-B / Tier 2 & 3)**
 - **Anticipated Outcomes:** Streamlined SST referral pathways, high curriculum delivery fidelity, enhanced provider confidence, reduced referral barriers, and decreased mental health distress among high-need youth.
 - **Key Strategy Integration:** Cartwheel provides individual therapy as well as optional parental support while supporting the SBIRT framework. Telehealth-delivered consultation and education have been shown to increase provider confidence and improve early intervention practices while addressing common referral barriers in school settings. These scholarship spots close the gap between identifying a student in need and getting them into care.
 - **Data Indicators & Non-Survey Tools:** Completed scoring rubrics from the NH Schoolwide Substance Misuse Prevention Fidelity Tool; clinical service delivery logs maintained by the Coordinator tracking the 20-hour/week counseling target, active intake counts, and referral turnaround times; Cartwheel platform utilization metrics (scholarship spot activation rates, referral-to-care turnaround times, and session attendance); progress monitoring rubrics assessing student functional goals in SAP and counseling support.

Data Collection Timeline

Timeframe	Data Collection Activity	Primary Responsible Party
Baseline / Fall (Q1)	• Conduct initial classroom walkthroughs using <i>Too Good for Drugs</i> fidelity rubrics	Project Manager & Behavioral Health Coordinator

Timeframe	Data Collection Activity	Primary Responsible Party
	• Complete baseline assessment using the NH Schoolwide Substance Misuse Prevention Fidelity Tool • Establish baseline SIS disciplinary audits and Cartwheel scholarship spot activation protocols	
Ongoing / Monthly	• Audit SIS administrative records for vaping, discipline, and attendance trends • Review SST referral turnaround times, Cartwheel telehealth service delivery, and processing speed	Project Manager, MTSS-B Teams, & Coordinator
Mid-Year / Winter (Q2)	• Conduct rubric-based reviews of mid-year <i>Getting to Y</i> student action plans • Perform structured observations and content audits during student team meetings • Participate in mid-year cohort reflection meetings with NHED	District MTSS-B Team & Project Manager
End of Year / Spring (Q4)	• Score student performance tasks and program artifacts (<i>Too Good for Drugs, Leaders in Prevention</i>) • Re-assess system performance using the NH Substance Misuse Prevention Fidelity Tool • Aggregate Cartwheel utilization metrics and clinical counseling outcome data	Project Manager, SST, & Evaluation Lead
Biennial (Odd Years)	• Review state and regional YRBS reporting to monitor population-level shifts in 30-day substance use and mental health distress trends	Project Manager & School Leadership Team

6. Sustainability Plan

The Newport School District is committed to building a lasting foundation for youth substance misuse prevention and mental health support that extends beyond the grant period. By embedding core programs into existing structures, building internal leadership capacity,

diversifying long-term funding, and maintaining continuous evaluation, Newport will sustain its comprehensive continuum of care across all three district schools.

Financial & Operational Blending

- **Braided Funding Streams:** The District Business Administrator (Katherine O'Connor) and Director of Student Services (Darlene Ayotte) will gradually transition recurring program costs—such as student curriculum materials and clinical platform access—from grant funds into regular district operating budgets, local school safety grants, and Title IV (Student Support and Academic Enrichment) federal allocations.
- **Medicaid & Special Education Billing:** For Tier 2 and Tier 3 behavioral health supports delivered by the Behavioral Health and Wellness Coordinator, the district will leverage New Hampshire's Medicaid Directing Services in Schools (Free Care Rule) to bill for eligible mental health services, creating a self-sustaining revenue stream to preserve clinical capacity.

Institutionalization & Capacity Building

- **Train-the-Trainer Model:** Rather than relying indefinitely on external vendors, Newport will invest grant resources into certifying internal district staff to deliver *Too Good for Drugs* (Richards School) and facilitate *Leaders in Prevention* (Newport Middle School) and *Getting to Y* (Newport High School). This creates sustainable, turn-key institutional knowledge that withstands staff turnover.
- **MTSS-B Systemic Integration:** Universal, selective, and indicated prevention strategies will remain fully integrated into the district's permanent Multi-Tiered System of Supports for Behavioral Health and Wellness (MTSS-B) framework. The routines established by the MTSS-B Tier 1, Tier 2/3, and Student Support Teams (SST) will continue as standard district operating policy.

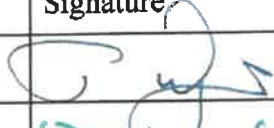
SECTION 3: Budget

ITEM/ACTIVITY	NARRATIVE JUSTIFICATION	RATE (COST PER ITEM)	COST
SALARY (personnel costs not to exceed 20% of LEA's total award)			
BENEFITS			
SUPPLIES (General-purpose office supplies or other consumables are not allowable unless necessary for the implementation of an evidence-based practice)			
Too Good for Drugs (K-5 Workbooks):	Student workbooks required for classroom implementation at Richards Elementary. 60 workbooks per grade level across 6 grades (K-5) = 360 total workbooks (12 packs of 30)	12 packs of 30 workbooks @ \$54.95/pack	\$660.00
Too Good for Drugs Curriculum Kits (K-5)	Evidence-based universal substance misuse and social-emotional prevention curriculum validated to build decision-making, goal-setting, emotional regulation, and refusal skills prior to the typical age of substance initiation	6 grade-level teacher kits @ \$496.00	\$2976
Supplies	Supports environmental prevention initiatives, health literacy campaigns, normative-correcting messaging materials, awareness events, and student action-planning materials integrated into school climate work.	Supplies for each school to provide prevention education @ \$2000 per school	\$6000

Contractual			
Cartwheel	Cartwheel's counseling model is grounded in practices that SAMHSA and NIDA identify as effective for adolescent substance use. These scholarship spots close the gap between identifying a student in need and getting them into care.	\$1000 per student (10 sessions of counseling)	\$5000
Getting to Y Facilitation & Training	GTY directly addresses high rates of youth substance misuse, depressive symptoms, and social vulnerability identified in local Youth Risk Behavior Survey (YRBS) data. Funding covers external technical assistance, professional facilitation, and customized training provided to student leaders and adult advisors resulting in a student-led Youth Participatory Action Research (YPAR) initiative.	Contracted training and resource package \$2500	\$2500
NH Teen Institute (Leaders in Prevention)	Funding covers external facilitation, training materials, and technical assistance provided directly to participating middle school cohorts and school staff advisors resulting in peer-leadership model designed for middle school students to prevent early substance initiation and build social-emotional resilience	Contracted service fee \$3500	\$3500
SHIPPING & HANDLING			
Too Good for Drugs Curriculum	Shipping & handling	10% of cost of items	\$360

Kits & Workbooks			
		Total Request	\$20,956

Section 4: Signatures The administrators listed below have formally committed to implementing this project as proposed. Administrators acknowledge and understand all associated requirements and will provide support for all activities, stakeholder engagement, and evaluation processes described herein. Additional lines may be added to this chart.

Title	Name	Signature
Superintendent	Robert Wargo	
Director of Student Services	Darlene Ayotte	
Building Administrator: Michelle Overhoff	Michelle Overhoff	
Building Administrator: Shannon Martin (NMS & NHS)	Shannon Martin	
Person Completing Application	Darlene Ayotte	
Person Designated as Project Manager	Katherine O'Connor (GMS) & Darlene Ayotte	

Section 5: Attestation Person(s) preparing attest to having viewed “Pre-Funding Webinar for LEAs” and completing the brief questionnaire.

☒ By checking here, I attest that I have viewed the Pre-Funding Video for LEAs and completed the associated brief questionnaire

NEWPORT SCHOOL DISTRICT

TITLE: Charter School

SCHOOL BOARD MEETING OF: 9/10/26

ACTION _____ CONSENT: _____ INFORMATION: X

BACKGROUND:

FISCAL IMPACT:

FISCAL VERIFICATION: _____

RECOMMENDATION:

NEWPORT SCHOOL DISTRICT

TITLE: Superintendent Hiring Committee

SCHOOL BOARD MEETING OF: 9/10/26

ACTION _____ CONSENT: _____ INFORMATION: X

BACKGROUND:

Clarification on purpose and cost

FISCAL IMPACT:

FISCAL VERIFICATION: _____

RECOMMENDATION:

NEWPORT SCHOOL DISTRICT

TITLE: Special Education Budget - NHSEIS

SCHOOL BOARD MEETING OF: 9/10/26

ACTION _____ CONSENT: _____ INFORMATION: X

BACKGROUND:

Mrs. Ayotte will address.

FISCAL IMPACT:

FISCAL VERIFICATION: _____

RECOMMENDATION:

NEWPORT SCHOOL DISTRICT

TITLE: Preschool

SCHOOL BOARD MEETING OF: 9/10/26

ACTION _____ CONSENT: _____ INFORMATION: X

BACKGROUND:

Mrs. Ayotte will address.

FISCAL IMPACT:

FISCAL VERIFICATION: _____

RECOMMENDATION:

NEWPORT SCHOOL DISTRICT

TITLE: Malool Foundation

SCHOOL BOARD MEETING OF: 9/10/26

ACTION X CONSENT: INFORMATION:

BACKGROUND:

The Malool Foundation approved the CTE Equipment Automotive Program's grant request. The grant was awarded to purchase a new tire balancing machine. This machine has been an ongoing recommendation of our PAC, as our current machine does not work. The grant is for \$28,615.

FISCAL IMPACT:

FISCAL VERIFICATION:

RECOMMENDATION:



NEW HAMPSHIRE
CHARITABLE FOUNDATION

August 13, 2026

Sugar River Valley Regional Technical Center
243 North Main Street
Newport, NH 03773

Grant ID#: 206706

Dear Sugar River Valley Regional Technical Center:

Congratulations! I am pleased to inform you that a \$28,615.00 grant has been approved to your organization from the Roy M. Malool Family Foundation Fund, one of the Foundation's donor-advised funds. The grant is for a center-post tire machine with wheel lift for the Automotive Tech program.

This is your official grant award letter, so please keep this email for your records. The grant award check will be mailed to your organization within 7-10 business days. Please carefully review the Terms of Award below, which explain the terms and conditions of the grant. Deposit of the grant check signifies your acceptance of and intent to comply with these terms. The fund advisors have received a tax receipt for donations made to their fund, and no additional documentation is needed for tax purposes.

If you choose to publicize your work, please acknowledge support from the New Hampshire Charitable Foundation's Roy M. Malool Family Foundation Fund. Please refer to our press kit at www.nhcf.org/publicity for additional information. We also encourage you to share your story with us so we can help publicize your good work. If you would like to send a note of thanks to the donors, please email all correspondence to donorservices@nhcf.org at the New Hampshire Charitable Foundation, and we will forward as appropriate.

If you have questions about the grant check, grant purpose, or Terms of Award, please refer to our website's FAQ page: www.nhcf.org/checkmintfaq.

If you still need assistance or if this email has reached you in error, please forward it to the person in your organization who should receive it and contact us at checkmint@nhcf.org so that we may correct our records. Questions about the donors who recommended this grant may be sent to donorservices@nhcf.org.

Our best wishes for the success of your programs.

PLEASE NOTE: By accepting this gift, the grant recipient acknowledges that the entire value of this contribution is for charitable purposes and no goods, services or benefits were provided to any individuals affiliated with said donor advised fund.

TERMS OF AWARD

Grant awards from the New Hampshire Charitable Foundation are made only for the purpose(s) specified in the enclosed grant award letter. Deposit of the grant award check signifies your intent to comply with the terms and conditions of the award as outlined below and in the grant award letter.

Expenditure of Grant Funds:

The grant funds are awarded only to the grant recipient and for the amount and purpose(s) specified in the grant award letter, and subject to any conditions included therein.

Grant funds may be (but are not required to be) used to support attempts to influence legislation of any governmental body in accordance with the grant recipient's project proposal and/or grant award letter, and any applicable IRS regulations. Within reportable activities, the grant recipient must track and report both direct and grassroots activities and submit this to the New Hampshire Charitable Foundation. No part of any grant may be used for support of a political campaign.

Return of Grant Funds to the New Hampshire Charitable Foundation

Grant funds will be returned if the New Hampshire Charitable Foundation determines that the grant recipient has not performed in accordance with the Terms of Award, or met the conditions described in the grant award letter.

Unexpended grant balances should be returned to the New Hampshire Charitable Foundation if the grant recipient loses its exemption from federal income taxation as provided for under Section 501(c)(3) of the Internal Revenue Code.

Reports

A grant report is only required if it is specified as a condition in the grant award letter. If no such condition is noted, there is no requirement to provide any type of grant report. However, at times, a New Hampshire Charitable Foundation staff member may reach out to learn about the general impact of the grant funding within the grant recipient's organization.

Acknowledgement and Publicity

The New Hampshire Charitable Foundation encourages you to publicize your work, including acknowledgement of this grant funding. A "Grantee Press Kit" can be found on the New Hampshire Charitable Foundation website for additional guidelines and assistance.

Anti-Discrimination in Grantmaking Policy

The New Hampshire Charitable Foundation does not knowingly fund organizations or projects that illegally discriminate with regard to employees, volunteers, or clients served based on age, sex, religion/creed, race, national or ethnic origin, sexual orientation, gender identity or expression, physical or mental ability, marital status, military or veterans' status, pregnancy or genetic information.

Future or Additional Funding

No actual or implied promise of future funding has been made beyond the funding specified in the grant award letter. If any grant funds are returned, for any reason, there will be no further obligation in connection with this grant award.

NEWPORT SCHOOL DISTRICT

TITLE: Winter Program

SCHOOL BOARD MEETING OF: 9/10/26

ACTION ☐ X ☐ CONSENT: ☐ INFORMATION: ☐

BACKGROUND:

NHCF Winter Program \$15,700 grant received

FISCAL IMPACT:

FISCAL VERIFICATION: ☐

RECOMMENDATION:



NEW HAMPSHIRE
CHARITABLE FOUNDATION

August 13, 2026

SAU #43-Newport School District
86 N. Main Street
Newport, NH 03773

Grant ID#: 206700

Dear SAU #43-Newport School District:

Congratulations! I am pleased to inform you that a \$15,700.00 grant has been approved to your organization from the Roy M. Malool Family Foundation Fund, one of the Foundation's donor-advised funds. The grant is to support the Winter Fun Ski & Ride Program for 4th and 5th grade students.

This is your official grant award letter, so please keep this email for your records. The grant award check will be mailed to your organization within 7-10 business days. Please carefully review the Terms of Award below, which explain the terms and conditions of the grant. Deposit of the grant check signifies your acceptance of and intent to comply with these terms. The fund advisors have received a tax receipt for donations made to their fund, and no additional documentation is needed for tax purposes.

If you choose to publicize your work, please acknowledge support from the New Hampshire Charitable Foundation's Roy M. Malool Family Foundation Fund. Please refer to our press kit at www.nhcf.org/publicity for additional information. We also encourage you to share your story with us so we can help publicize your good work. If you would like to send a note of thanks to the donors, please email all correspondence to donorservices@nhcf.org at the New Hampshire Charitable Foundation, and we will forward as appropriate.

If you have questions about the grant check, grant purpose, or Terms of Award, please refer to our website's FAQ page: www.nhcf.org/checkmintfaq.

If you still need assistance or if this email has reached you in error, please forward it to the person in your organization who should receive it and contact us at checkmint@nhcf.org so that we may correct our records. Questions about the donors who recommended this grant may be sent to donorservices@nhcf.org.

Our best wishes for the success of your programs.

PLEASE NOTE: By accepting this gift, the grant recipient acknowledges that the entire value of this contribution is for charitable purposes and no goods, services or benefits were provided to any individuals affiliated with said donor advised fund.

TERMS OF AWARD

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Acknowledgement and Publicity

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Future or Additional Funding

No actual or implied promise of future funding has been made beyond the funding specified in the grant award letter. If any grant funds are returned, for any reason, there will be no further obligation in connection with this grant award.



NEW HAMPSHIRE
CHARITABLE FOUNDATION

August 13, 2026

SAU #43-Newport School District
86 N. Main Street
Newport, NH 03773

Grant ID#: 206697

Dear SAU #43-Newport School District:

Congratulations! I am pleased to inform you that a \$12,000.00 grant has been approved to your organization from the Roy M. Malool Family Foundation Fund, one of the Foundation's donor-advised funds. The grant is to purchase specialized play-based learning materials and manipulatives for kindergarten students.

This is your official grant award letter, so please keep this email for your records. The grant award check will be mailed to your organization within 7-10 business days. Please carefully review the Terms of Award below, which explain the terms and conditions of the grant. Deposit of the grant check signifies your acceptance of and intent to comply with these terms. The fund advisors have received a tax receipt for donations made to their fund, and no additional documentation is needed for tax purposes.

If you choose to publicize your work, please acknowledge support from the New Hampshire Charitable Foundation's Roy M. Malool Family Foundation Fund. Please refer to our press kit at www.nhcf.org/publicity for additional information. We also encourage you to share your story with us so we can help publicize your good work. If you would like to send a note of thanks to the donors, please email all correspondence to donorservices@nhcf.org at the New Hampshire Charitable Foundation, and we will forward as appropriate.

If you have questions about the grant check, grant purpose, or Terms of Award, please refer to our website's FAQ page: www.nhcf.org/checkmintfaq.

If you still need assistance or if this email has reached you in error, please forward it to the person in your organization who should receive it and contact us at checkmint@nhcf.org so that we may correct our records. Questions about the donors who recommended this grant may be sent to donorservices@nhcf.org.

Our best wishes for the success of your programs.

PLEASE NOTE: By accepting this gift, the grant recipient acknowledges that the entire value of this contribution is for charitable purposes and no goods, services or benefits were provided to any individuals affiliated with said donor advised fund.

TERMS OF AWARD

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Expenditure of Grant Funds:

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Return of Grant Funds to the New Hampshire Charitable Foundation

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Acknowledgement and Publicity

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Future or Additional Funding

No actual or implied promise of future funding has been made beyond the funding specified in the grant award letter. If any grant funds are returned, for any reason, there will be no further obligation in connection with this grant award.

NEWPORT SCHOOL DISTRICT

TITLE: Kindergarten Supplies

SCHOOL BOARD MEETING OF: 9/10/26

ACTION ☐ X ☐ CONSENT: ☐ INFORMATION: ☐

BACKGROUND:

NHCF Kindergarten Supplies \$12,000 grant received

FISCAL IMPACT:

FISCAL VERIFICATION: ☐

RECOMMENDATION:

NEW HAMPSHIRE
CHARITABLE FOUNDATION

August 13, 2026

SAU #43-Newport School District
86 N. Main Street
Newport, NH 03773

Grant ID#: 206697

Dear SAU #43-Newport School District:

Congratulations! I am pleased to inform you that a \$12,000.00 grant has been approved to your organization from the Roy M. Malool Family Foundation Fund, one of the Foundation's donor-advised funds. The grant is to purchase specialized play-based learning materials and manipulatives for kindergarten students.

This is your official grant award letter, so please keep this email for your records. The grant award check will be mailed to your organization within 7-10 business days. Please carefully review the Terms of Award below, which explain the terms and conditions of the grant. Deposit of the grant check signifies your acceptance of and intent to comply with these terms. The fund advisors have received a tax receipt for donations made to their fund, and no additional documentation is needed for tax purposes.

If you choose to publicize your work, please acknowledge support from the New Hampshire Charitable Foundation's Roy M. Malool Family Foundation Fund. Please refer to our press kit at www.nhcf.org/publicity for additional information. We also encourage you to share your story with us so we can help publicize your good work. If you would like to send a note of thanks to the donors, please email all correspondence to donorservices@nhcf.org at the New Hampshire Charitable Foundation, and we will forward as appropriate.

If you have questions about the grant check, grant purpose, or Terms of Award, please refer to our website's FAQ page: www.nhcf.org/checkmintfaq.

If you still need assistance or if this email has reached you in error, please forward it to the person in your organization who should receive it and contact us at checkmint@nhcf.org so that we may correct our records. Questions about the donors who recommended this grant may be sent to donorservices@nhcf.org.

Our best wishes for the success of your programs.

PLEASE NOTE: By accepting this gift, the grant recipient acknowledges that the entire value of this contribution is for charitable purposes and no goods, services or benefits were provided to any individuals affiliated with said donor advised fund.

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Acknowledgement and Publicity

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The New Hampshire Charitable Foundation does not knowingly fund organizations or projects that illegally discriminate with regard to employees, volunteers, or clients served based on age, sex, religion/creed, race, national or ethnic origin, sexual orientation, gender identity or expression, physical or mental ability, marital status, military or veterans' status, pregnancy or genetic information.

Future or Additional Funding

No actual or implied promise of future funding has been made beyond the funding specified in the grant award letter. If any grant funds are returned, for any reason, there will be no further obligation in connection with this grant award.

NEWPORT SCHOOL DISTRICT

TITLE: Alice Peck Day Donation

SCHOOL BOARD MEETING OF: 9/10/26

ACTION ____X____ CONSENT:____ INFORMATION: ____

BACKGROUND:

Donation of \$3,000 received from Alice Peck Day for our snack closet for students.

FISCAL IMPACT:

FISCAL VERIFICATION: ____

RECOMMENDATION:

School Food Shelf Mini-Grant Award Statement

School Food Shelf Mini-Grant – 2026

Awardee: Newport School District, SAU#43
86 North Main Street, Newport, NH 03773

Award Amount: \$3,000

Award Date: August 21, 2026

Purpose of Award

The Public Health Council of the Upper Valley (PHC) is providing a one-time mini-grant of **\$3,000** to Newport School District to support the district's food shelf and help address food insecurity among students and staff.

These funds are provided through a grant awarded to PHC by Dartmouth-Hitchcock. Grant funds must be used for the purpose described above and may not be used for unrelated activities.

Reporting Requirements

To help PHC report on the use and impact of these funds to Dartmouth-Hitchcock, [School District Name] agrees to provide PHC with a brief report describing:

1. **How the funds were used** – A brief description of what the grant supported.
2. **Reach** – Approximately how many students and/or staff benefited, and/or the amount or type of food or other resources provided.
3. **Impact** – A brief description of how the funding helped address food insecurity or strengthened the food shelf.
4. **Lessons learned** – Any significant observations, challenges, or ideas for improving the program in the future.

The report may be provided by email and does not need to follow a specific format. Submit your report to PHC **no later than June 1, 2027**.

The district must maintain basic records documenting expenditures of the grant funds and make them available to PHC upon reasonable request.

NEWPORT SCHOOL DISTRICT

TITLE: EFAB Staff Meal Charging

SCHOOL BOARD MEETING OF: 9/10/26

ACTION ☐ X ☐ CONSENT: ☐ INFORMATION: ☐

BACKGROUND:

Ms. O'Connor will present Policy EFAB Staff Meal Charging for approval

FISCAL IMPACT:

FISCAL VERIFICATION: ☐

RECOMMENDATION:

THE NEWPORT SCHOOL DISTRICT

**EMPLOYEE CAFETERIA CHARGE
AND PAYROLL DEDUCTION POLICY**

The Newport School District ("District") recognizes that employees may occasionally require the convenience and benefit of purchasing meals and snacks through the District's cafeteria services and repaying those charges through payroll deductions. This Policy establishes the conditions under which employees may incur cafeteria charges and authorizes payroll deductions for repayment of such charges in compliance with applicable federal and New Hampshire law.

The Board delegates authority to the Superintendent to administer the policy established herein. The Superintendent retains the right to revoke the Cafeteria Charge program at any time and at its sole discretion.

I. GENERAL POLICY

The District may permit employees to incur charges for meals and snacks purchased through District cafeteria services as an employment convenience and benefit. Participation in this program is voluntary and contingent upon the employee's execution of the Employee Acknowledgment of and Consent to Payroll Deductions for Repayment of Cafeteria Charges.

No employee shall be permitted to incur cafeteria charges unless the District has received a properly executed written authorization permitting payroll deductions for repayment pursuant to this Policy.

The District shall not deduct wages for cafeteria charges unless such deductions are authorized in writing by the employee and otherwise permitted by law.

Employees who elect not to authorize payroll deductions will be required to sign the Employee Acknowledgment of and Declination to Payroll Deductions for Repayment of Cafeteria Charges, confirming their understanding that they will not be eligible to participate in the Cafeteria Charge Program. A copy of the signed acknowledgment will be maintained in the employee's personnel file.

II. EMPLOYEE AUTHROIZATION REQUIREMENT

Prior to incurring any cafeteria charges, an employee must execute a written authorization (Employee Acknowledgment of and Consent to Payroll Deductions for Repayment of Cafeteria Charges) that:

1. Acknowledges the employee's responsibility to reimburse the District for all cafeteria charges incurred;
2. Authorizes payroll deductions to recover outstanding cafeteria charges;
3. Specifies the method and frequency of deductions;

4. Authorizes, to the extent permitted by law, deductions from final wages for any outstanding cafeteria charge balance upon separation from employment; and
5. Confirms the employee's understanding of the terms and conditions established by this policy.

A copy of the executed written authorization will be placed in the employee's personnel file and provided to Payroll.

III. PAYROLL DEDUCTION PROCEDURES

The District shall deduct from an employee's wages at the last payroll deduction of the year, which takes place in June as specified in the employee's written authorization, the exact amount of the employee's outstanding cafeteria charges as of the date the deduction is processed.

All deductions shall:

1. Be accurately calculated;
2. Reflect only cafeteria charges incurred by the employee;
3. Be separately identified in payroll records and wage statements as required by law; and
4. Comply with all applicable federal and state wage payment requirements.

IV. SEPARATION FROM EMPLOYMENT

Upon an employee's separation from employment, the District may deduct any remaining outstanding cafeteria charge balance from the employee's final wages, provided:

1. The deduction is authorized by the employee's written consent;
2. The deduction is otherwise permitted by applicable law; and
3. The amount deducted does not exceed the outstanding cafeteria charge balance incurred as of the employee's last day of employment.

Nothing in this policy shall be construed as limiting the District's lawful right to pursue repayment of outstanding balances through other lawful means when payroll deduction is unavailable or insufficient.

V. REVOCATION OF AUTHROIZATION

An employee may revoke authorization for future payroll deductions at any time by submitting written notice to the Business Administrator.

Revocation shall become effective after:

1. The District receives the written notice; and
2. Any outstanding cafeteria charge balance has been recovered through the next applicable payroll deduction cycle.

Upon revocation, the employee shall no longer be eligible to incur additional cafeteria charges. A copy of the revocation will be placed in the employee's personnel file.

VI. DEDUCTION DISPUTE

Employees who believe a payroll deduction was made in error or was otherwise inconsistent with their written authorization may submit a written dispute to the Business Administrator.

Effective: September [xx], 2026

THE NEWPORT SCHOOL DISTRICT

**AUTHORIZATION FOR PAYROLL DEDUCTIONS FOR
REPAYMENT OF CAFETERIA CHARGES**

General Statement of Policy

The Newport School District ("District") allows its employees to incur Cafeteria Charges for meals and snacks as a convenience and benefit of employment, provided the employee has submitted written authorization by executing the Employee Acknowledgment of and Consent to Payroll Deductions for Repayment of Cafeteria Charges. The terms and conditions governing such Cafeteria Charges and related Deductions are set forth below.

Before you may incur Cafeteria Charges, the District must have your written authorization to make deductions from your future wages to reimburse the District for such Cafeteria Charges. While you may be obligated to repay outstanding Cafeteria Charges upon resignation or termination, signing this Authorization for wage deductions is completely voluntarily. The District will not make any Deductions to recover Cafeteria Charges without your written authorization. Accordingly, if you do not provide written authorization, you will not be permitted to incur Cafeteria Charges for meals or snacks.

Please read this Authorization form carefully.

You authorize the District to deduct from your wages, at the last payroll deduction of the year in June, the exact amount of any outstanding Cafeteria Charges as of the date the deduction is made. If your employment ends, whether through resignation or termination, before all Cafeteria Charges have been repaid, you authorize the District to deduct from your final wages the remaining outstanding balance, to the extent permitted by law. For the avoidance of doubt, any deduction made following your resignation or termination will be limited to the amount of Cafeteria Charges outstanding as of your last day of employment. The District will identify and record all payroll deductions clearly and accurately in your payroll records.

This Authorization may be revoked at any time by providing written notice to the District. The revocation will become effective after the District receives the notice and any remaining outstanding Cafeteria Charges have been recovered through the next payroll deduction period.

If you have any questions, please contact Kate O'Connor, Business Administrator at koconnor@sau43.nh.gov.

If you dispute the amount and frequency of deductions that are not in accordance with the terms of this authorization, please contact Kate O'Connor at koconnor@sau43.nh.gov, as soon as possible. The District will handle any disputes in accordance with applicable New Hampshire law.

**Employee Acknowledgment of and Consent to
Payroll Deductions for Repayment of Cafeteria Charges**

I, _____, acknowledge that I received a copy of the Voluntary Authorization for Payroll Deductions for Repayment of Cafeteria Charges (“Authorization”) and the Newport School District’s Employee Cafeteria Charge and Payroll Deduction Policy, effective September [xx], 2026 (“Policy”). I further acknowledge that I have read, understand, and consent to execute the Authorization.

I acknowledge that I requested the Deductions described in the Authorization and knowingly and voluntarily authorize the Newport School District (“District”) to make deductions from my paycheck to recover the Cafeteria Charges in accordance with the terms of the Authorization. I further acknowledge that the Deductions are intended to recover bona fide Cafeteria Charges incurred during the course of my employment and that the Cafeteria Charges, and the related Deductions, are for my convenience and benefit.

I acknowledge and agree that nothing in this Authorization restricts in any way any rights that the District has to recover, by a separate legal action, any money owed to the District by me.

Further, I understand that I may dispute any wage deductions not made in accordance with this Authorization.

Employee Signature

Printed Name

Date

FOR OFFICE USE ONLY:

A copy of the executed Authorization has been placed in the Employee’s Personnel File and provided to Payroll.

Signature of Business Administrator: _____

Reference: Employee Cafeteria Charge and Payroll Deduction Policy,
Effective: September [xx], 2026
Cc: Personnel File
Payroll

**Employee Acknowledgment of and Declination to
Payroll Deductions for Repayment of Cafeteria Charges**

I, _____, acknowledge that I received a copy of the Voluntary Authorization for Payroll Deductions for Repayment of Cafeteria Charges (“Authorization”) and the Newport School District’s Employee Cafeteria Charge and Payroll Deduction Policy, effective September [xx], 2026 (“Policy”). I further acknowledge that I have read, understand, and decline to execute the Authorization.

I acknowledge that the Newport School District (“District”) will not make deductions from my paycheck to recover Cafeteria Charges. Accordingly, I acknowledge and understand that, pursuant to the District’s Policy, I will not be permitted to incur Cafeteria Charges unless and until I execute an Employee Acknowledgment of and Consent to Payroll Deductions for Repayment of Cafeteria Charges.

Employee Signature

Printed Name

Date

FOR OFFICE USE ONLY:

A copy of the executed Authorization has been placed in the Employee’s Personnel File and provided to Payroll.

Signature of Business Administrator: _____

Reference: Employee Cafeteria Charge and Payroll Deduction Policy,
Effective: September [xx], 2026
Cc: Personnel File
Payroll

NEWPORT SCHOOL DISTRICT

TITLE: ParaProfessional Negotiation

SCHOOL BOARD MEETING OF: 9/10/26

ACTION ____X____ CONSENT:____ INFORMATION: ____

BACKGROUND:

FISCAL IMPACT:

FISCAL VERIFICATION: ____

RECOMMENDATION:

NEWPORT SCHOOL DISTRICT

TITLE: Principal Goals

SCHOOL BOARD MEETING OF: 9/10/26

ACTION ____X____ CONSENT:____ INFORMATION: ____

BACKGROUND:

FISCAL IMPACT:

FISCAL VERIFICATION: ____

RECOMMENDATION:

NEWPORT SCHOOL DISTRICT

TITLE: SOAR and Employee Handbooks

SCHOOL BOARD MEETING OF: 9/10/26

ACTION ____X____ CONSENT:____ INFORMATION: ____

BACKGROUND:

FISCAL IMPACT:

FISCAL VERIFICATION: ____

RECOMMENDATION:

Newport SOAR High School

2026-2027

Student Handbook

Newport SOAR Alternative Program
Grades 9-12+
86 N. Main Street
Newport, NH 03773
(603)865-9500
www.sau43.org

New Hampshire Parental Bill of Rights

I. All parental rights are reserved to the parents of a minor child in this state without obstruction or interference from any school. These rights include, but are not limited to, the right:

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

11. To opt out of any district-level data collection relating to his or her minor child not required by federal or state law.

12. To exempt their public-school minor child from participating in required statewide assessments in English, language arts, mathematics, and/or science, as set forth in RSA 193-C:6.

13. To receive information regarding the level of achievement and academic growth of their minor child in the state academic assessments in English, language arts, mathematics, and/or science, as set forth in the Every Student Succeeds Act, 20 U.S.C. section 1112 (e)(1)(B)(i).

14. To receive a school report card and be informed of his or her minor child's attendance requirements and compliance with such requirements.

15. To access and review all education records relating to their minor child within 10 business days after the day the school receives a request for access, as set forth in RSA 189:66, IV and 34 C.F.R. 99.5.

16. To consent in writing before the state or any of its political subdivisions, including, without limitation, any school pursuant also to the provisions of RSA 189:68, III-V, makes a video or voice recording, unless such recording is made during or as part of a court proceeding or part of a forensic interview in a criminal or other investigation by the bureau of child protective services or it is to be used solely for the purpose of a safety demonstration, including the maintenance of order and discipline in the common areas of a school or on student transportation vehicles.

17. To be notified whenever seclusion or restraint has been used on their minor child as set forth in RSA 126-U:7.

18. To access and review all medical records of their minor child maintained by a school or school personnel, unless otherwise prohibited by law.

19. To exempt their minor child from immunizations if, in the opinion of a physician, the immunization is detrimental to the child's health or because of religious beliefs, as set forth in RSA 141-C:20-a and RSA 141-C:20-c.

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

1. The right to receive information, including student reports, in an understandable and uniform format and to the extent practicable, in a language that parents can

understand, as set forth in 20 U.S.C. sections 1112(e)(4); 1114(b)(4); 1116(e)(5); and 1116(f).

2. Upon request of the parent, the right to receive information regarding state qualifications of the student's classroom teachers and paraprofessionals providing services to their minor child, as set forth in 20 U.S.C. section 1112(e)(1)(A)(i-ii).

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

Newport SOAR High School

Mission

The mission of the Newport School District is to inspire, prepare, and challenge ALL students with a relevant, rigorous curriculum, driven by outstanding instructional leaders in partnership with our families, businesses, and community, consistent with our core values.

Vision

The Newport School District community aspires to have a model school district which is dedicated to exemplary student engagement and academic excellence allowing ALL students to reach their maximum potential in a rapidly changing world.

Tiger Nation Portrait of Learner



The infographic is a vertical rectangle with a dark blue background. At the top right is a detailed illustration of a tiger's head. The title 'Tiger Nation Portrait of a Learner' is on the left, with 'Newport School District SAU 43' below it. Six skill areas are listed, each with an icon and a description: Communication (speech bubbles), Character (person with sword), Critical Thinking (gears in a head), Growth Mindset (person with a lightbulb), Practical Skills (person with tools), and a sixth area with a person icon. A small 'SAU 43' logo is at the bottom left.

Communication
Demonstrate listening, speaking, and writing skills that foster teamwork and connection

Character
Develop qualities and skills such as honesty, kindness, and responsibility that shape our actions and how we respect and include others

Critical Thinking
Expand knowledge and solve problems by questioning assumptions, exploring diverse perspectives, and making informed decisions

Growth Mindset
Build resilience and perseverance using flexibility, extra effort and continuous improvement by viewing setbacks, failures and challenges as learning opportunities

Practical Skills
Develop skills and habits essential for independent wellness and success in school, work and life

Tiger Nation Portrait of a Learner
Newport School District
SAU 43

What is SOAR?

SOAR (Stay safe/**O**wn your choices/**A**ct responsible/**R**espect everyone) is an alternative school for high school students (Grades 9-12+) that is designed to support students who may not thrive in a traditional school setting due to academic, behavioral, or personal challenges.

SOAR High School houses a self-contained special education program, Partner Program @ SOAR. This program is available for students with an IEP for a specific set of learning disabilities in grades 9-12+. Students work with a special education teacher in a small group setting to master the goals set forth in their IEPs in order to earn an alternative diploma (Certificate of Completion) with different approaches than found in a traditional classroom. There will be elements of social emotional learning, executive functioning skills, life skills, and project based learning embedded along with academics.

Staffing Information

For all time-sensitive communication, call 603-865-9514

Communication between home and school is important to the success of our students. The blue links connect you with the professional best suited to your needs. Staff typically respond to email within two business days. Please contact your student's coordinator with any questions or concerns.

Darlene Ayotte, Principal

dayotte@sau43.nh.gov

Travis Matteuzzi, Program Coordinator, Partners@SOAR

tmatteuzzi@sau43.nh.gov

Referral & Determination of Placement Process

1. Building-Level Interventions & Documentation (Prereferral)

Before a student is considered for the SOAR self-contained program, the building-level Student Support Team (SST) must ensure that all available general education and supplementary supports have been exhausted in accordance with federal Least Restrictive Environment (LRE) mandates (34 C.F.R. § 300.114).

- Implementation & Monitoring: The SST must implement and document targeted, research-based interventions with fidelity for a minimum of 6 weeks.
- Observation Data: SOAR staff must conduct and document multiple observations of the student in their current educational environment to gather baseline behavioral and academic data.

2. Internal Administrative Data Review

If data demonstrates that the student has not made sufficient progress after 6 weeks of fidelity-checked interventions:

- The SST will request an internal review meeting with the Director of Student Services and the SOAR Coordinator.
- The team will review all progress monitoring data, observation notes, and documented interventions to evaluate whether the student's needs can be met in the current setting with additional supplementary aids or if a more restrictive placement on the continuum must be formally considered (34 C.F.R. § 300.115).

3. Formal Special Education IEP Placement Meeting

Under NH Ed 1111 and 34 C.F.R. § 300.116, placement decisions cannot be made by an administrative or SST team alone; they must be made by the full IEP Team, which includes the parents.

Meeting Convened: Once the internal review confirms that a more restrictive setting may be required, the current case manager will schedule a formal IEP Team meeting.

- Prior Written Notice & Parental Notice: In accordance with NH Ed 1111.02, written notice must be provided to the parents at least 14 days prior to the proposed change.
New Hampshire Department of Education - NH.gov
- Placement Determination: The IEP Team will review the data, discuss the continuum of placements, and determine if moving to a self-contained environment (SOAR) is necessary to provide the student with a Free Appropriate Public Education (FAPE) in the Least Restrictive Environment (LRE). There will be a 48 hour enrollment period for students to be transferred into SOAR.

Academic Expectations for Partner Program @ SOAR

Students enrolled in the Partner Program @ SOAR are working toward an Alternate Diploma. They receive specially designed instruction in alignment with their IEP and participate in a curriculum that emphasizes functional academics, independent living skills, social and emotional development, community-based instruction, pre-vocational and vocational training and transition planning.

Instruction is aligned to the Dynamic Learning Maps (DLM) Essential Elements, which are adapted from grade-level content standards to meet the unique needs of learners with significant disabilities.

These students are assessed based on progress toward IEP goals and objectives, rather than traditional letter grades or grade-point averages (GPAs). Progress is monitored and reported regularly through quarterly progress reports and meetings and annual IEP meetings (and additional meetings as needed) to review academic and functional progress and adjust programming accordingly.

In accordance with guidance from the New Hampshire Department of Education, students who attend the Partner Program @ SOAR are eligible to earn an Alternate Diploma. This diploma is awarded based on the student's progress toward IEP goals and transition outcomes. It is designed to recognize achievement and growth for students with the most significant needs, while continuing to support them in gaining independent living, vocational, and community skills. The Alternate Diploma does not meet the same academic standards as a regular high school diploma and may not be accepted by all employers, colleges, or the military. The decision to pursue an Alternate Diploma is made during the IEP process and must include input from the parent/guardian and student. Students receiving an Alternate Diploma may continue receiving special education services until age 22, in accordance with their IEP. Students may participate in commencement ceremonies with their graduating class if appropriate.

Use of Artificial Intelligence (AI) Tools

Artificial Intelligence (AI) tools, such as ChatGPT, Grammarly, and other automated writing or coding assistants, can be helpful educational resources when used appropriately and with permission. However, misuse of AI tools may constitute academic dishonesty. Examples of inappropriate AI use include:

- Submitting AI-generated responses as your own original work without teacher permission or attribution.

- Using AI tools to complete assignments meant to assess individual understanding, such as essays, quizzes, or take-home exams, unless explicitly allowed.
- Failing to disclose when AI tools were used in the creation of academic work when required by the teacher.

Acceptable use of AI may include:

- Brainstorming ideas
- Reviewing grammar or sentence structure
- Practicing study questions or test prep
- Using teacher-approved AI tools for class projects

Teachers will provide guidance on acceptable AI use for specific assignments. Students are encouraged to ask questions if they are unsure whether using an AI tool is appropriate.

Consequences for misuse of AI tools follow the same protocols as other forms of academic dishonesty and may result in disciplinary action.

Report Cards

Partners @ SOAR will issue quarterly progress reports and hold progress meetings. Additional conferences may be arranged as needed or desired by either the Coordinator or parents/guardians at any time during the school year.

Age of Majority (18+)

Although students eighteen years of age or older are considered adults in the eyes of legal agencies, SOAR considers them responsible to their parents/guardians as long as they reside at their parent/guardians' residence. Regardless of age, all students will be subject to all school policies and regulations. SOAR reserves the right to communicate with a parent/guardian of any student, regardless of the student's age, unless the student (who must be eighteen or older) submits a letter to the school stating that there is no need to keep the parent/guardian informed. The school will then notify the parent/guardian that the student has requested they no longer receive communications or have access to their student's information.

BEHAVIOR EXPECTATIONS AND CLASSIFICATIONS

Related Policy: Section J Students and Section K School and Community Relations Policies and Procedures

The following policies and procedures regarding student conduct apply while a student is on school property, at school-sponsored activities, or at off-campus events in which SOAR students are participants. Rules that pertain to violence, threats of violence, bullying, hazing, and harassment of any type may also apply to students while they are on their way to or from school. This is especially applicable, but not limited to, bus transportation and bus stops. Possible consequences include, but are not limited to, student intervention conference (teacher/school counselor/school

administrator), teacher detention, lunch detention, three-hour office detention, in-school intervention, out-of-school suspension, or long-term suspension.

CODE OF CONDUCT

At SOAR, we are committed to creating a safe, respectful, and supportive learning environment where all students have the opportunity to grow, succeed, and reach their goals. Any behavior that disrupts the classroom and interferes with another student's ability to attend to their work is considered unacceptable.

Minor and Major behavioral violations at SOAR, during transportation, in the classroom, or on the surrounding grounds will be addressed immediately. Students who violate code of conduct will be disciplined by the SOAR Coordinator in collaboration with the SOAR Principal. Sending district principals, special education directors, and counselors will be notified, if appropriate, prior to placing a student on contract, school suspension, or when considering removal from the program.

The following expectations guide our community and help ensure a positive experience for everyone.

1. Respect for Self and Others

- Treat all students, staff, and visitors with kindness, dignity, and respect.
- Use appropriate language and behavior at all times.
- Celebrate diversity and differences without judgment or harassment.

2. Responsible Behavior

- Arrive on time, prepared, and ready to engage in learning.
- Follow all classroom and school-wide expectations.
- Take ownership of your learning by participating fully and making positive choices.

3. Safe and Supportive Environment

- Help maintain a school that is physically and emotionally safe.
- Weapons, drugs, alcohol, and tobacco/vaping products are strictly prohibited.
- Report concerns or unsafe behavior to a trusted adult.

4. Academic Effort

- Complete your own work honestly and give your best effort.
- Use time wisely and stay focused during instructional and project time.
- Ask for help when you need it—support is here for you.

5. Attendance and Participation

- Regular attendance is expected—every day matters.
- Notify staff in advance when you need to be absent.
- Stay actively involved in all parts of the program: direct instruction, digital learning, and project work.

6. Accountability and Growth

- Mistakes are part of learning—reflect on your actions and work toward improvement.
- Restorative practices may be used to repair harm and rebuild trust.
- Continued support will be provided, but students must also meet behavior and academic expectations to remain in the program.

Minor/Major Behaviors Defined and Protocols for Discipline

Minor Offenses:

Minor offenses are behaviors managed “on the spot” (classroom, common areas, etc.) These offenses include disruption, defiance, disrespect, property misuse, dress code, inappropriate language, and leaving assigned area (same floor). Staff may use the following interventions to address minor offenses: clarification of expected behavior, cue/prompt student, provide a structured choice, or any other intervention deemed viable.

Major Offenses

Major offenses are serious violations of school rules and expectations that require the immediate attention of school administration. In accordance with New Hampshire school discipline law (RSA 193:13 and Ed 317), these behaviors may significantly disrupt the learning environment, threaten the safety or well-being of others, or demonstrate willful defiance of authority. Examples of such offenses may include—but are not limited to— chronic classroom disruption, chronic possession of electronic devices, continued willful disobedience, verbal altercations, inappropriate physical contact, bullying/harassment, possession of a weapon, possession of drugs, alcohol, tobacco or other controlled substance, theft, property destruction, habitual profanity, threatening and leaving an assigned area without permission. While Tier 1 strategies (such as behavioral prompts, redirection, clarification of expectations, or structured choices) are appropriate for

addressing minor behaviors, major offenses must be documented and addressed in accordance with district policy and state regulations, which may include administrative investigation and appropriate disciplinary action.

The following interventions may be used: meet with counselor, develop behavior contract, parent/guardian conference, school-based community service, participate in a prevention program and any other intervention the teacher/administrative staff deems viable. The behavior responses for Major Offenses is below.

Level 3 Offenses

Level III behaviors are considered significant violations of the student behavior standards because they severely interfere with others' safety and/or learning, are of an imminent harmful or threatening nature and/or fall under school/state policy statutes. Therefore, they warrant immediate administrative intervention and parent/guardian contact. Most students involved in Level III offenses will be removed from school immediately. Administrative interventions used to address Level III behaviors may also include, but are not limited to:

- A suspension will be issued for up to ten days.
- A parent & student re-entry meeting with a school administrator, along with other staff members who are involved with the student, and/or counseling will be required.
- Drug/vape paraphernalia will be turned over to the police.
- Any concerns for violence/student safety will be reported to police.
- Chronic disruptive student behavior that cannot be corrected with standard school interventions will be referred to the superintendent.
- Additional out-of-school suspension from the superintendent.
- Long-term suspension up to expulsion from school by the school board.
- When applicable, an alternative program may be offered.
- When applicable, restitution for damages may be required.

Dress Code

Clothing must promote an equitable and inclusive environment in which the dress code does not negatively affect any group based on race, sex, gender identity, sexual orientation, ethnicity, religion, socio-economic, and/or body type/size.

Clothing must completely cover mid-thigh to the neckline. Tops must include straps and/or sleeves. Shoes must be worn at all times.

Clothing and accessories must be free of drug, alcohol, gang affiliation, violence, inappropriate language, and/or sexual references.

Clothing and footwear must be suitable for all scheduled classroom activities including physical education, science labs, CTE labs, and other activities where unique hazards and situations exist.

Cell Phones and Other Personal Devices

Students are not permitted to use, wear, or access any personal cell phone or other electronic device from the beginning of the school day until the end of the school day. This expectation applies during all school activities, including lunch, recess, time spent in hallways, and school outings.

Personal electronic devices include:

- Smart phones and cell phones
- iPads, tablets, and eReaders (e.g., Kindles)
- Laptops or Chromebooks
- Headphones, headsets, or in-ear headphones such as earbuds
- Smart watches (Apple, Fitbit, Samsung, or any other brand)
- Smart glasses
- Any electronic device that can record, transmit, or receive information not used for testing

Personal electronic devices must be stored in the lock box, in a staff member's desk drawer, or left at home. If students are found using personal electronic devices, staff or administrators may confiscate them at any time for violations of these expectations.

Consequences

First Offense:

The cell phone/electronic device will be held until the end of the school day.

All Future Offenses:

The cell phone/electronic device will be held until the parent/guardian comes to school to retrieve it.

Students Leaving School Without Permission

If a student leaves the school building or campus without permission, their personal electronic device will not be returned to them upon their return to school. The device will remain secured and may only be picked up by a parent/guardian. This includes situations in which the device was already confiscated prior to the student leaving the building.

Students Released by Parent/Guardian

If a student is properly signed out and released by a parent/guardian during the school day, their personal electronic device will be returned to them at the time of departure.

Computer and Internet Access: Acceptable Use

SOAR provides students with access to computers, digital tools, and the Internet to support educational goals and enhance learning. Use of school technology is a privilege—not a right—and students are expected to act responsibly and ethically in all digital interactions.

In accordance with the Children's Internet Protection Act (CIPA), RSA 189:11-d, and district policies, students must adhere to the following expectations when using school computers, networks, or any Internet-connected device:

- Use all technology resources for educational purposes only.
- Access only files, programs, and websites that are approved by teachers or school staff.
- Respect the privacy and digital property of others; do not attempt to access or alter files or accounts that are not your own.
- Refrain from using offensive, threatening, obscene, or discriminatory language in any form of electronic communication.
- Do not download, stream, or share content that is not educational in nature or violates copyright laws.
- Never disclose personal information (such as full name, address, phone number, or login credentials) online without explicit permission from a teacher or guardian.
- Report any suspicious or inappropriate behavior or content to a staff member immediately.

All student activity on school devices and networks may be monitored, and students should have no expectation of privacy. Violation of the Acceptable Use Policy may result in disciplinary action, including loss of technology privileges, parent/guardian notification, and referral to administration.

Students and families must sign the District's Acceptable Use Agreement annually to access school technology resources.

Dangerous Weapons on School Property

In accordance with New Hampshire law (RSA 193-D:1, RSA 159:19) and District policy, students are strictly prohibited from bringing or possessing any dangerous weapons on school property, school buses, or at any school-sponsored event. This includes, but is not limited to:

- Firearms (including BB guns, pellet guns, or replicas)
- Knives with blades longer than 2.5 inches (or any knife used as a weapon)
- Martial arts weapons
- Explosive devices, fireworks, or ammunition

- Any item used or intended to be used to threaten, intimidate, or harm others

Possession or use of a dangerous weapon may result in immediate suspension, notification of law enforcement, and referral to the Superintendent for possible expulsion, in accordance with RSA 193:13 and Ed 317.04. In cases involving firearms, federal law (Gun-Free Schools Act) mandates a minimum one-year expulsion, subject to modification by the Superintendent on a case-by-case basis.

All weapons will be confiscated and turned over to law enforcement. Students found in violation may also be subject to criminal prosecution.

If a student becomes aware of a weapon on school grounds, they must report it to a staff member or administrator immediately to ensure school safety.

Leaving School Grounds / Assigned Space

For the safety and supervision of all students, leaving school grounds or an assigned area without permission is strictly prohibited during the school day or during any school-sponsored activity.

Students must remain in their designated classrooms, areas, or instructional settings unless they have explicit permission from a staff member to leave. This includes:

- Leaving the school building or campus without authorization
- Being in hallways, stairwells, restrooms, or other non-assigned areas without staff permission
- Leaving a classroom, learning lab, or assigned supervision area without staff permission
- Being off the assigned floor or in restricted areas of the building

Unauthorized departure from school grounds or assigned space is considered a violation of the school's behavioral expectations and may result in disciplinary action, including parent/guardian notification, loss of privileges, or administrative referral.

If a student needs to leave school early, a parent/guardian must provide written or verbal authorization to the main office and the student must be signed out by an authorized adult.

Ensuring that students are where they are assigned supports a safe and respectful learning environment for all.

Property Damage / Vandalism

Respect for school property and the belongings of others is a core expectation for all students. Intentional or negligent damage to school property, facilities, equipment, or personal belongings of staff or students is strictly prohibited.

Vandalism includes, but is not limited to:

- Writing on, marking, or defacing walls, desks, books, lockers, or school signage
- Breaking or damaging school furniture, equipment, technology, or facilities
- Tampering with fire alarms, security systems, or safety equipment
- Damaging another person's property while on school grounds or during school activities

Students who engage in acts of vandalism or property damage may be subject to disciplinary action in accordance with RSA 193:13 and district policy. Consequences may include:

- Restitution for damages
- Loss of privileges
- School suspension or other disciplinary measures
- Notification of law enforcement for serious or repeated incidents (RSA 634:2 – Criminal Mischief)

All incidents will be documented and may require a parent/guardian conference. Students are encouraged to report any accidental damage immediately to a staff member to prevent further consequences.

Maintaining a clean, safe, and respectful school environment is a shared responsibility.

Tobacco, Drugs, E-Cigarettes/Vaping, Alcohol, and Drug Paraphernalia

In accordance with New Hampshire law and the District's commitment to maintaining a safe and healthy learning environment, the use, possession, distribution, or sale of tobacco products, electronic cigarettes (e-cigarettes or vaping devices), alcohol, illegal drugs, controlled substances, or drug paraphernalia is strictly prohibited on school property, on school buses, and at any school-sponsored event, regardless of location.

This includes but is not limited to:

- Cigarettes, cigars, chewing tobacco, and other nicotine products
- E-cigarettes, vape pens, and any device that simulates smoking or delivers nicotine or THC
- Alcoholic beverages or containers that previously held alcohol
- Illegal drugs, misuse of prescription medications, or over-the-counter drugs used for intoxication
- Lighters, rolling papers, vape pods, cartridges, and other drug paraphernalia

Violations will result in disciplinary action in accordance with RSA 193:13, including possible suspension, referral to law enforcement, and required parent/guardian involvement. In addition, students may be referred to the school counselor, nurse, or student assistance team for education, intervention, or substance use screening, as appropriate.

The District complies with RSA 126-K, which prohibits the use of any tobacco or e-cigarette product by students and adults on school grounds.

Students are encouraged to seek help if they or someone they know is struggling with substance use. Our school partners with local health and counseling resources to support prevention, education, and recovery.

Prohibition of Bullying/Cyberbullying, Harassment, Hazing, and Intimidation

The District is committed to providing a safe, respectful, and inclusive learning environment for all students, free from bullying, cyberbullying, harassment, hazing, and intimidation. These behaviors are strictly prohibited on school property, on school transportation, at school-sponsored events, and through the use of any school-issued or personal electronic devices if the behavior impacts the school environment.

Bullying and Cyberbullying

In accordance with RSA 193-F, bullying is defined as any written, verbal, or physical act, or any electronic communication that:

- Physically harms a student or damages their property;
- Interferes with a student's education or creates a hostile educational environment;
- Is motivated by an imbalance of power and is repeated over time.

Cyberbullying includes any bullying conducted through electronic means, such as texting, email, social media, or online platforms, whether it occurs on or off campus, if it substantially disrupts the school environment.

Harassment and Intimidation

Harassment involves unwelcome conduct based on a person's race, color, national origin, sex, disability, religion, or other protected status. Intimidation includes any threats or actions intended to instill fear or prevent a student from fully participating in school life.

Hazing

Per RSA 631:7, hazing refers to any conduct that endangers the mental or physical health of a student for the purpose of initiation into or affiliation with a group. Hazing is illegal and will not be tolerated under any circumstances.

Reporting and Response

Any student who experiences or witnesses bullying, harassment, or related behavior is encouraged to report it immediately to a teacher, counselor, administrator, or designated Title IX coordinator. Reports may be made verbally, in writing, or anonymously. Retaliation against any individual who reports such behavior is strictly prohibited.

All credible reports will be investigated promptly and in accordance with district policy and RSA 193-F. Disciplinary consequences may include parent/guardian notification, behavioral interventions, suspension, or referral to law enforcement, depending on the severity of the behavior.

The District will provide age-appropriate education and training to promote respectful behavior, empathy, and digital citizenship.

Student Due Process Rights

(Per RSA 193:13 and NH ED 317)

All students in New Hampshire public schools are entitled to due process protections before being subjected to disciplinary actions that could affect their education. These rights ensure that disciplinary procedures are fair, consistent, and respectful of student rights.

1. Short-Term Suspensions (10 Days or Less)

- The student will be informed orally or in writing of the violation and provided an opportunity to explain their version of the events.
- Parents/guardians will be notified promptly, typically within 24 hours.
- No hearing is required, but the student may appeal the decision to the school principal or designee.

2. Long-Term Suspensions (More than 10 Days)

- Students and parents/guardians must receive written notice of:
 - The alleged misconduct
 - The specific rule violated
 - The date, time, and location of a disciplinary hearing
- A formal hearing will be held by the superintendent or designee, allowing the student to:
 - Present evidence
 - Call witnesses
 - Have representation (legal or otherwise)
- A decision will be made in writing, and the student/guardian has the right to appeal to the local school board.

3. Expulsion

Last updated September 2, 2026

- Only the school board can expel a student.
- Expulsion may occur for serious violations, such as violence, drugs, weapons, or behavior that poses a threat to school safety.
- The student and guardian must be given:
 - At least 5 days' written notice of the hearing
 - An opportunity to examine evidence and bring representation
- The decision of the board is final but may be appealed to the New Hampshire State Board of Education or Superior Court.

4. Students with Disabilities

- Students with IEPs or Section 504 Plans are entitled to additional protections under IDEA and Section 504.
- A Manifestation Determination Review (MDR) must be held before a suspension of more than 10 consecutive days (or 10 cumulative days that form a pattern).

5. General Rights During Disciplinary Actions

- The right to be treated fairly and respectfully
- The right to know the allegations
- The right to present one's side of the story
- The right to appeal certain decisions
- The right to educational services during suspensions (after the 10th day)

If you have questions about your rights, contact the school principal or the SAU office (Towle School). Legal guidance may also be available through the NH Department of Education, Disabilities Rights Center, or New Hampshire Legal Assistance.

STUDENT RESOURCES

Café Services Guidelines

Our cafeteria, Fresh Picks Café, is run by Café Services. The motivating philosophy for our Fresh Picks Café is that wellness and good food go hand-in-hand, especially in education. Our comprehensive, coordinated, proactive wellness programs promote this belief with an emphasis on fresh and whole wheat foods that are locally grown and produced.

Free and reduced lunch applications are available online throughout the year. The previous year's school status is honored for several weeks into the new school year until a new form is processed. Families are encouraged to make use of this federally-funded service. Please contact the superintendent's office if you are in need of assistance. We encourage you to complete the application within the first two weeks of attending school to avoid being responsible for costs that may have been avoided.

Café Services maintains an account for each child. Money may be applied to your child's account any school day by sending the funds to school with your student. If making your payment by check, please make it payable to Café Services. Families may make payments and monitor their account online at www.mySchoolBucks.com. Menus and information on how to pay online may be found at the district website, www.sau43.nh.gov.

The Newport School District encourages parents/guardians to use the meal payment program. Use this link, [My School Bucks](#), to add funds to your student's account or you can send money to the school.

The school administrator will play an active role to help families comply with the policy. Continued violation of the district charge policy-can result in disciplinary consequences.

Please review the district policy on payment and collection of funds for school meals.

School breakfast is served from 7:00 AM to 7:30 AM each day. Breakfasts will be provided in the Partners@SOAR room.

School lunch is served each day to students in grades six through twelve.

In order to ensure a healthy environment at lunch time, all students share the following expectations:

- Students should wash/sanitize hands before eating.
- Students will use "inside voices" to maintain a manageable noise level.
- Students will use appropriate table manners.
- Students are encouraged to try cafeteria food, but will not be forced to eat.
- An "allergy-free" table is available for students with allergies and those who have allergen-free lunches.
- Students who have a cold lunch are encouraged to bring home what they don't eat.

Student Activities

SOAR students who participate in co-curricular/athletic activities do so with the understanding that it is a privilege, not a right, to participate and that academics come first. Participation in a co-curricular/athletic activity is completely

voluntary. Due to the high public visibility of the co-curricular/athletic participant, his/her behavior is held to a higher standard than the general student body. The Newport School Board believes that participation in co-curricular and athletic activities is beneficial and contributes to a comprehensive education.

Co-curricular/athletic activities in the Newport School District include the following middle school and high school programs:

- All interscholastic athletic teams;
- The performing arts program (non-credit bearing);
- Student government bodies, organizations, and class officers;
- All clubs.

Any student organization must be approved by the principal or his/her designee.

In addition, student leaders (such as captains, class officers, etc.) should lead by example in support of the vision and mission of the Newport School District. Student leaders should create an inclusive environment for all students. Student leaders are expected to demonstrate positive behavior in and out of the school environment, with no detentions, suspensions or disciplinary action in the same school year of service. Failure to demonstrate exemplary behavior may result in loss of title/position.

Rules of Eligibility

To be eligible to participate in athletics and/or co-curricular activities, the following rules apply:

- Students must be enrolled as full-time/full-time equivalent in grades nine through twelve in Newport and have passed all their classes in the quarter prior to participation. A student will remain eligible as long as s/he maintains passing grades *OR*
- Students who attend private schools and live in Newport may apply and pay to participate in an athletic program as long as their school does not offer the sport *OR*
- Students who are part of the Education Freedom Account and live in Newport may apply and pay to participate *OR*
- Students who are homeschooled and live in Newport may apply and pay to participate.

Eligibility for each season will be determined by the marking period prior to the start of the season. Eligibility for fall activities will be determined by the grades earned during the last marking period (fourth quarter) of the previous school year.

Students who fail a course may apply for athletic probation by contacting the athletic director in writing. If a student withdraws from a course and receives a withdrawal fail (WF) as a grade, this counts as a failing grade. School administrators reserve the right to grant waivers for extenuating circumstances.

NHS Athletic Probation and Suspension

In order to qualify for athletic probation at the start of a quarter, the student/athlete must agree to maintain a 70% average in all classes for the remainder of the quarter. Once athletic probation is granted, the student may participate in practices. As soon as a student reaches at least a 70% in all classes, they may compete in athletic events.

A check on grades will be conducted by the athletic director every two weeks. If the student/athlete has a grade below 70% at any of these checkpoints then said student/athlete may practice, but is ineligible to compete in any athletic events for the remainder of the quarter.

Students/athletes must also remain in good behavior at all times within the school environment meaning no detentions, suspensions or disciplinary actions. If said student/athlete violates the NHS behavior expectations then the student/athlete will be issued an athletic suspension of 20% of their regular season for their first offense, an athletic suspension of 50% of their regular season for their second offense, and an athletic suspension of one full year for their third offense. All suspensions will carry over to the next sport if the suspension has not been fulfilled in the student athlete's current season. The student may also be required to participate in other restorative measures including, but not limited to, a meeting with the athletic director, SAP counseling sessions, community service, etc.

Co-Curricular Activities, Student Leadership, and Athletics Attendance

Students who are not in school on a given day cannot participate or attend any practice or game that day unless permitted by a school administrator. Students must attend school for at least **50%** of their scheduled day to be eligible to attend or participate in any event that day. If the student is absent on the last day of the school week, without prior approval from a school administrator, they cannot participate in weekend games/activities.

During the day(s) of assigned ISI, student(s) will be permitted to attend after-school functions as an observer, but not as a participant. The student is expected to be present, but will not dress in practice attire or team uniform during athletic practices or contests.

Any student who has been assigned to an out-of-school or ISI at SOAR suspension may not participate in a co-curricular or extracurricular event for the duration of the suspension. If the event is held on a weekend or holiday break, a suspension on the last day of the school week will render the student ineligible to participate.

School-Approved Social Events

Social events held at Newport High School and SRVRTC will be open SOAR High School students. Participation by students will follow the NHS behavior expectation policy.

- Guests of SOAR High School students may attend only with prior written permission from a school administrator. Responsibility for the guest lies with the host student. Guests must be under the age of 21.
- Once a student enters the event and then leaves, that person will not be permitted to return.
- Alcoholic beverages and drugs are prohibited. Anyone under the influence of drugs or alcohol will not be admitted to the event and will be subject to the NHS behavior expectation policy. In addition, parents/guardians will be contacted to come get the student. The police will be notified.

It is expected that all students will conduct themselves in a proper manner. All school rules will apply, and violations will be dealt with according to the Newport High School and SRVRTC behavior expectation policy.

Students attending social events should inform their parents/guardians as to the time they are to be picked up. Please make sure that you make arrangements prior to the event to pick up your child. Sponsors will hold the student until an adult is reached and pick-up can be arranged.

ATTENDANCE PROCEDURES

Related Policy: Section J Students Policies and Procedures

Attendance Expectations

Students are deemed to have chronic excessive **excused absences** after ten (10) excused absences.

Letters will be mailed home notifying families of the chronic excessive excused absences and that, moving forward, documentation will be required for absences to be excused. Documentation may include doctor's notes, court documents, obituaries, etc.

Students are deemed to have chronic excessive **unexcused absences** after five (5) unexcused absences.

Letters will be mailed home notifying families of the chronic excessive unexcused absences. The student will be required to meet with the Principal and Coordinator to develop an attendance plan once they have at least seven unexcused absences. Parents/guardians will be included in the planning.

Students are deemed **habitually truant** after:

- Ten (10) half-days absent from school (see Truancy)

Notifying the school:

Parents/guardians must report absences (and reason for the absence) to Lisa Davis at 603-865-9511 or Travis Mattuezzi at 603-865-9514, prior to the start of school. There are voice mail accounts on their phones for you to leave a message if they are not available when you call.

Students are required to attend full time when school is in session, per New Hampshire state law, Section 193:1, Duty of Parent; Compulsory Attendance by Pupil. In accordance with this law, a parent of any child at least 6 years of age and under 18 years of age shall cause such child to attend the public school to which the child is assigned in the child's resident district.

Students who are absent unexcused from school for more than half of their scheduled day will not be allowed to participate in any co-curricular activities occurring on the day of the absence. This includes evening games. The school administrator can approve exceptions.

Excused Absences

Students must be in school unless the absence has been permitted or excused for one of the reasons listed below which may require documentation. Please note that the student's physician must update documentation for long-term medical absences based on the approved medical plan. Examples of documented **excused** absences include, but are not limited to:

- Illness with parent/doctor notification/documentation;
- School-sponsored activities with administrative approval;
- Classes missed due to an IEP or Section 504 plan;

- Extreme weather conditions as determined by the SAU administration;
- Death in the family;
- Religious holidays of the student's own faith;
- Required court appearance or subpoena;
- Scheduled medical/dental appointments if such cannot be scheduled outside of normal school hours;
- College visitations as approved by administration/school counselor;
- Chronic illness registered with the nurse and verified by a doctor's note;
- Students on suspension (these students can make up work);
- The school administrator will determine if an absence is excused for any other reason not listed above.

Generally, absences for reasons other than illness are discouraged. However, if parents/guardians want an absence to be excused for a reason not listed, the following procedure will be used:

1. At least, two weeks prior to the absences, the parent/guardian will provide a written explanation for the reason for the absence, including why and for how long the student will be absent;
2. The school administration will review the student's current academic standing, the impact the absence will have, and any potential educational benefits. School administration will also consider the time available and/or ability for a student to make up work missed during this absence;
3. School administration will notify the parent/guardian in writing of their determination;
4. The parent/guardian may request a conference with school administration to again explain the reason for non-attendance. School administration may reconsider their initial determination.
5. The school administration's decision will be final.

Unexcused Absences

Absences not defined as excused are considered **unexcused**. Excessive unexcused absences will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Examples of unexcused absences include, but are not limited to:

- Family vacations;
- Non-medical appointments;
- Childcare;
- Leaving school grounds without permission during normal school hours, and;
- Absences determined by the school administrator or designee to be unexcused for any other reason not listed above.

Truancy

An absence for any reason that does not meet the criteria for an excused absence is unexcused. A student who is absent from school or class with unexcused absences is truant. A student will be declared habitually truant when s/he has missed more than **ten half-days** of unexcused absences in one school year. For the purpose of this policy a "half-day" is defined as missing up to half the total minutes in a student's scheduled school day. Missing more than half the total minutes in a student's school day may constitute two half-day absences. Follow-up procedures will be instituted, pursuant to RSA 169-D – Child in Need of Services (CHINS).

CHINS/Educational Neglect Protocol

In order to execute a CHINS (Child in Need of Services) petition, the district must demonstrate:

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- The district has followed its own protocols, including the full execution of an attendance plan.
- As part of the petition, the district must make a determination as to the level of cooperation that the parent/guardian is executing in support of the student's attendance.
- The district may offer education/support as part of an attendance plan for the parent/guardian.
- The district has executed a special education referral for non-identified students or a manifestation determination if a student has a qualifying disability to determine if the disability contributes to the truancy concern.
- The district must offer a voluntary CHINS to the family.
- The district must involve the truancy officer with documentation to contact both the student and the parent/guardians.
- The district may offer diversion through Sullivan County or another approved agency as part of an attendance plan.
- The district has notified DCYF/Abuse Neglect Intake of attendance concerns for unexcused absences that reach or exceed 15 in a school year or total absences which exceed 30 in a school year. This includes the cumulative effect of tardiness.

Additional Rules as to Non-Attendance

Absences, with parent/guardian consent and/or as a result of in-school intervention or out-of-school suspension, that are excessive and interfere with a student's educational program may require the school to follow-up with appropriate interventions through the court system as provided by RSA 193:16 and RSA 193:18.

Arrival Information

The doors are open to students at 7:00 AM. Bus riders enter the building through the side entrance in the fenced area. Car riders and walkers enter the building through the Wheeler Gym Entrance. Students will report to the SOAR classroom, turn in any electronic devices, and have breakfast. Students will report to their assigned classroom at 7:30 am.

School Closings Or Delays

The superintendent, in conjunction with the transportation coordinator, decides when school is to be canceled or delayed due to inclement weather or unforeseen emergencies. Decisions are usually made by 6:00 AM. Notice is provided through the Apptegy system with a phone call to each registered parent/guardian. **Notices are also posted on the District website and District Facebook account.**

Information may also be obtained by tuning into:

WMUR Channel 9 TV - Manchester
WCAX TV - Burlington, VT
WNTK 1020 AM & 99.7 FM - New London
WCNL 1010 AM - Newport
WKNE 103.7 FM / Monadnock Radio Group

Please note: The voicemail message on the school numbers will not be changed and there will be no staff monitoring voicemail on cancellation days.

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In the rare event that weather conditions or some emergency causes school to be dismissed early during the school day, we will follow a planned specific procedure and all parents/guardians will be contacted via the Apptegy system.

DISTRICT TRANSPORTATION

Related Policy: Section E Support Services Policies and Procedures

District Transportation Guidelines

Student safety is our primary concern; therefore, we have a very strict behavior policy for our students while riding the bus. Pursuant to NH RSA 189:9A, the Newport School Board has adopted the following policy and regulations related thereto. The superintendent has designated the school administrators as the school officials having authority to suspend students from riding the bus. Please note that buses will be equipped with video cameras for the safety and protection of your children and the driver.

Parents/guardians are urged to read and discuss the following policy with their children:

- It is the responsibility of the driver to maintain a safe, comfortable environment and in doing so may seat students to produce the least amount of distractions.
- The driver may have to assign seats in order to maintain a safe, comfortable environment.
- Students are urged to be at the bus stop at least ten minutes before the bus arrives.

Conduct on School Buses

Bus drivers have the responsibility to maintain orderly behavior of students on school buses and will report, in writing, misconduct to the student's school administrator. Student conduct while on District transportation is regulated in accordance with District policy and any District or school rules implementing the same.

Students who violate regulations for student conduct within those policies may have bus riding privileges suspended. Such suspensions are in addition to other interventions or disciplinary consequences provided under the Student Code of Conduct [or other such rules as termed by the district] and such other applicable Board policies and District or school rules and regulations. Parents/guardians may appeal transportation suspensions per Board policy and accompanying administrative procedures.

Bus Routes:

For a complete bus route schedule please go to the SAU 43 website <https://www.sau43.nh.gov/>

If there are requested changes involving your student's bus transportation, please contact the main office. Bus routes are subject to change throughout the school year.

SOAR students will be on the same bus routes as Newport High School students. This includes students assigned to ISI at SOAR. Students who are not registered to ride a bus will need to be transported or walk.

HEALTH and WELLNESS

Related Policy: Section I Instruction and Section J Students Policies and Procedures

In accordance with the NH Department of Health, along with recommendations by the Center for Disease Control and the American Academy of Pediatrics, Newport School District aims to create guidelines to maintain the health and safety of students and therefore all members of the community. These guidelines will be updated in accordance with state and federal recommendations and shared throughout the year. You will find the most current information on school health and safety protocols on our district website sau43.org.

Allergies And Classroom Environment

Many students suffer from various allergies and aspects of the school and classroom environments can cause moderate to severe allergic reactions, inhibiting the child's ability to access instruction. In order to minimize student reactions to environmental allergens, the following procedures are in place:

- Some classroom environments do include animals, either as a school or classroom resource or visitor for educational purposes. Students should notify the SOAR Coordinator if they have an allergy concern and precautions will be taken.
- Food allergies are carefully monitored and individual classrooms may be free of certain foods. You will be informed if a food allergy exists and it may require increased diligence in foods your child brings to school as well as food preparation for holidays and celebrations in the classroom.
- We discourage the use of heavily scented soaps, lotions, and perfumes as many students have a heightened sensitivity to overpowering scents.
- Newport supports the presence of trained and certified service animals as needed.

If you have questions or concerns about sensitivities in the classroom, please consult the SOAR Coordinator.

Health Office

Students must report to a staff member in case of illness, accident, or injury. At no time should a student be treated by another student or other school personnel. The Coordinators will contact the nurse who will dismiss students for health reasons, such as illness or accident. Parents/guardians will be notified prior to dismissal.

Physicians' evaluations should be returned to the nurse to be filed in the student's permanent health record. Parents/guardians are invited to call the nurse concerning any health problems.

Health Procedures and Screenings

The school nurse will contact parents/guardians when a student has a condition which needs further medical attention. Parents/guardians are requested to inform school personnel of any change in the health status of their child. No medication is to be administered by school personnel except as prescribed by a doctor and accompanied by a parental permission form. The medication should be properly labeled and in its **original** prescription container.

Please make every effort to make doctor, dentist, orthodontic or other appointments after school. It is important that your student not miss class time unless completely necessary. A nurse is available during school hours.

All accidents occurring on school property are reported immediately to the school nurse, the person on duty, or school administrator. If you have any health questions, please feel free to call the school nurse.

Prescription and Non-prescription Medicines

No student will have prescription or non-prescription drugs or medication on his or her person during the school day unless a physician has so ordered and the school has received written permission from the student's parent/guardian together with a copy of the physician's order. Parents/guardians of students who require the possession of an inhaler or epinephrine injector at all times should contact the school nurse as soon as possible. All prescription and non-prescription drugs and medications which a student has parent/guardian permission to use during the school day must be brought to school in an appropriately labeled container and left with the school nurse and may be taken only under the direct supervision of the school nurse.

The consequence for a student who violates this policy by carrying prescription drugs issued to them will receive one-day in-school intervention with escalating consequences determined by administration for subsequent offenses. A student who violates this policy by carrying prescription drugs not issued to them will default to the consequence of the drugs and alcohol policy. Students will not return without a transition meeting with parents/guardians and will be referred to our student assistance program counselor.

Per RSA 200:45 no school or school district, a member of a school board, or school district employee shall be liable in a suit for damages as a result of any act or omission related to a child's use of an epinephrine auto-injector or inhaler if the provisions of RSA 200:42 and 200:46 have been met. In order to comply with NH RSA 200, your physician must put in writing the need for your child to possess Epipens or inhalers while at school. In accordance with RSA 200 your child will not be allowed to keep Epipens or inhalers on their person without this written statement.

Vision and Hearing Screenings

Vision and hearing screenings may be conducted on all students PK-12 when school personnel feel that it is warranted. Parents/guardians who do not want their child's vision or hearing screened must send a letter to the school each year indicating so.

When To Keep Your Child Home From School

Some general guidelines are listed below to help you decide whether to keep your child home from school. If your child has any of the following symptoms, we feel it is best to keep him or her at home. Your child will benefit from the extra rest and it might help prevent the illness from spreading to other children. Here are the symptoms to watch:

- A fever of more than 100°, especially if the fever is in addition to a sore throat, rash, vomiting, diarrhea, earache, irritability or confusion.
- Children should be fever-free without medication for twenty-four hours before returning.
- Vomiting two or more times within a twenty-four hour period.
- A sore throat with fever and swollen glands.
- Severe coughing that keeps your child awake at night, worsens with increased activity or causes the child to become red or blue in the face.

- Thick nasal secretions.
- Redness in the whites of the eyes, yellow eye discharge and matted eyelashes which are all symptoms of conjunctivitis.

Please note the following procedures for certain specific infections/virus’:

- Chickenpox: The student will be excluded from school six days after the last crop of vesicles has appeared. Students may return to school with crust, which must be very dry.
- Conjunctivitis (pink eye): The student will be excluded from school for twenty-four hours after beginning a proper course of medication.
- COVID 19: The student may return to school as long as symptoms are improving and they are fever free for twenty-four hours without the use of medication. The CDC suggests wearing a mask when in public for 5 days after a positive test
- Impetigo: The student will be excluded from school for twenty-four hours from the time effective treatment with antibiotics has begun.
- Influenza: The student may return to school as long as symptoms are improving and they are fever free for twenty-four hours without the use of medication.
- Measles: The student will be excluded for seven days after the appearance of the rash.
- RSV: The student may return to school as long as symptoms are improving and they are fever free for twenty-four hours without the use of medication.
- Scabies: The student will be excluded from school for twenty-four hours or until they and their family have been treated adequately.
- Strep Infection: The student will be excluded from school for twenty-four hours from the time effective treatment with antibiotics has begun.

It is important to note that not all respiratory virus infections result in a fever, so paying attention to other symptoms (cough, muscle aches, etc) is important. As symptoms improve the student can return to school.

Every child and every situation is different. Always call your child’s doctor if you have any questions about your child’s condition.

When your child is in school, we expect that they will participate in all school activities including physical education. In other words, if a child is well enough to attend school, they are well enough to go outdoors. Only under special circumstances and with written permission on the advice of a doctor or a note from the nurse will a child be excluded from physical education. Athletes who do not participate in physical education class will not be allowed to participate in their sporting practice/game on that day. The school nurse will contact the athletic director when this occurs.

Stair Chair Lifts

Students, staff, and visitors should access the chair lift on the Wheeler Gym Entrance side of the building by pushing the call button at the entrance. After a staff member admits you to the building, open the safety arms and fold down the seat if needed. Sit securely and fasten the safety belt. Use the clearly labeled controls to move the lift up or down the stairs. Once at your destination, carefully unbuckle, raise the safety arms, and exit the platform. The chair lift is designed to meet ADA standards by providing an accessible, safe alternative to stairs for individuals with mobility challenges. Staff are always available to assist.

SCHOOL SAFETY

Related Policy: Section J Students and Section E Support Services Policies and Procedures

Safe School Zone

Guns, knives, or other potential weapons that could cause loss of life or injury are not permitted on school property. Students may be expelled for one year for bringing weapons into school grounds.

Safety of Building

Emergency drills and evacuations (including fire, off-campus, active shooter, shelter-in-place, reverse evacuations, secure campus, and lock-downs, etc.) are conducted during the school year. A complete list along with procedures is available in the office and included in the emergency management plan. It is important that students learn how to exit the building in an orderly and safe manner, remaining calm and leave attentive to their teachers and school staff members. Main and secondary exit routes are posted in all areas and in each room of the building. Teachers/staff members closely supervise students during the process.

Emergency Plan Parent Protocol

SOAR has established emergency plans. In the event of a local emergency or disaster situation while school is in session, parents/guardians are asked to help us care for all students by following these procedures:

- Remain calm.
- Listen to WCNL or view WMUR-TV to get information. Keep school and home phone lines open for official use (school will institute the Apptegy system whenever possible).
- If the school is being evacuated, bus transportation will be used whenever possible. Parents/guardians will be directed to meet their child at a designated area as determined by the emergency management team at that time.
- If bus transportation is not available, special dismissal procedures will be used to ensure all children are accounted for and safely reunited with families.
- During an emergency incident requiring dismissal, please be prepared to show some form of identification. Students will be released only to parents or emergency contacts that have been designated in writing by the parent/guardian.
- Students will be asked to refrain from using social media/text during the event in order to reduce confusion, misinformation and possibly interfere with the clarity of communications between emergency response agencies and the public.
- During an emergency dismissal, parents will remain in the designated sign-out and waiting areas. A staff member will direct your child to you.

Evacuation Procedures

All students have the responsibility to learn emergency/fire drill procedures. Exit signs are prominently displayed in every classroom, indicating the exit to be used during building evacuation. Upon hearing the alarm, students shall listen for instructions from the teacher and leave the building in an orderly manner, accompanied by their teacher. Students should be prepared for any evacuation or fire drill at all times.

For safety and security reasons, our building evacuation procedures and plans are continually being reviewed. Revised procedures will be announced as they are approved. If an emergency should occur in our building, the person discovering it should pull the nearest alarm and/or report it at once to an administrator or any staff member.

School Resource Officer

All Newport schools share a school resource officer (SRO) who is a full-time member of the Newport Police Department. The officer works to promote a positive and safe learning environment for students, staff, parents, and community members. Working in coordination with the SRO, the administration will comply with New Hampshire state statutes that require the reporting of illegal acts including, but not limited to, violence, vandalism, theft, and bullying, along with tobacco, drug, or alcohol violations. Community members who have questions may contact the SRO at 603-865-9659 or at sro@sau43.org

Security of Building

In an effort to better protect our students, we have taken the following precautions:

- The school is protected by security cameras at each main entrance, throughout all hallways, and campus.
- All entrances are locked during the school day. Visitors and students entering the school must ring the doorbell and have identification verified by the front office in order to gain access.
- Staff and students are prohibited from opening any door leading to the outside for the purpose of allowing another to enter or exit the building. Students who violate this rule will be subject to the Code of Conduct.
- All visitors to the school, including parents, volunteers, vendors, and contractors, must register in the main office.
- During school hours, students must only exit the school from assigned doors after signing out. They may only exit from a different door while supervised or accompanied by a staff member.
- Students staying after school for any reason (e.g., waiting for transportation (parent or bus), practice, games, club/activity, or meeting with a teacher) must be supervised by a staff member at all times.

Video Surveillance Notification

The Newport School District strives to maintain a safe and secure learning environment for students, staff, and community members involved in school programs. In keeping with its policy governing safe schools, the District will use video security surveillance systems at schools and facilities and on buses. Cameras will be positioned to only record identified public areas. Video surveillance systems complement other means being used to promote and foster a safe and secure learning environment.

Surveillance activities involving the collection, retention, use, disclosure and disposal of personal information in the form of video surveillance must be in compliance with the Family Educational Rights and Privacy Act (FERPA). Any questions about this collection can be directed to the superintendent of Newport School District at 603-865-9500.

Accidents Reports

An accident report shall be required whenever an accident occurs on school property or at a school sponsored event if it causes:

- the student to be absent;
- the student to be seen by a health care provider (physician, advanced registered nurse practitioner, licensed

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- physicians assistant, or dentist);
- the student to be provided first aid or;
- the accident may reasonably be anticipated to give cause to an insurance or liability claim.

The school employee who witnessed or first responded to the accident will fill out the report no later than 24 hours from the accident.

Student Interviews

When it becomes necessary for an SRO or any other law enforcement officer to interview a student on school premises, the principal (or designee) should be contacted whenever practical. The interview will be conducted pursuant to state law and attorney general guidelines.

Student Searches and Their Property

The administration reserves the right to search students, their vehicles, and their possessions located on school property whenever there is reasonable suspicion that the search may uncover evidence that a student is violating school district policies, school rules, or the law.

If a search provides evidence that a student has violated or is violating school district policies, school rules, or the law, such evidence may be seized by school officials and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Recognizing the danger that contraband poses to a healthy and safe school environment, the school district reserves the right to conduct unannounced random searches at any time with the assistance of qualified law enforcement offices. Qualified law enforcement officers and trained canines may be used periodically upon the request of the superintendent and the school administrator to sniff lockers, common areas, vacated classrooms, backpacks, parking lots and school grounds.

The school administrator and/or designee may conduct a non-consensual search of a student's belongings (including items such as backpack, car, cell phone, etc.) if the school administrator and/or designee has reasonable grounds to believe the search will turn up evidence that the student has violated or is violating the law or the rules of the school. Prior parental or guardian consent is not required to conduct a search.

When matters of safety are involved, any student who refuses to allow a school administrator to inspect their possessions located on school property will be subject to disciplinary action.

Student Grievance

A grievance is generally defined as a complaint by a student about a staff member or school administrator concerning unfair disciplinary practices or procedures. The burden of proof is always placed on the student and the decision is binding and final. Students should follow the steps below.

1. Submit a written grievance to the staff member or school administrator.
2. Schedule a meeting with the staff member/administrator to discuss the concern.
3. If unresolved, submit a written grievance to the school administrator.
4. Schedule an appointment with the school administrator to discuss concerns (must be scheduled within

four days of submitted grievance). All appeals will be held within four days and a final written statement will be issued.

The school administrator's decision will be final unless the original complaint is against the school administrator. In that case, the final decision rests with the superintendent or designee.

Weapons

There will be no deadly weapons (as mentioned, but not limited to, those mentioned in RSA 159) allowed in a safe school zone (RSA 193-D) except for those of law enforcement officers and those who have the prior written approval of the superintendent. "Deadly weapon" means any firearm, knife, or other substance or thing which, in the manner it is used, intended to be used, or threatened to be used, is known to be capable of producing death or serious bodily injury (RSA 625:1 1). Student violators of this policy will be suspended out of school for ten days or up to twenty days with superintendent approval. The parent/guardian has the right to appeal any such suspension to the school board. Any suspension beyond twenty school days must be approved by the Newport School Board. Local law enforcement officials will be notified.

Any student may be expelled by the school board for possession of a pellet or BB gun, knife, or weapon listed in RSA 159 and the student will not attend school until restored by the school board. Any long-term suspension will be subject to review if requested prior to the start of each school year and further, any parent/guardian has the right to appeal any such long-term suspension by the board to the state board of education (RSA 193:13, II).

Any student who brings or possesses a firearm as defined in Section 921 of Title 18 of the United States code in a safe school zone as defined in RSA 193-D:1, II without written authorization from the superintendent or designee WILL be expelled from school by the review by the local school board for a period of not less than twelve months. Any long-term suspension will be subject to review by the local school board or requested by a parent/guardian prior to the start of each school year, and further, the parent/guardian will have the right to appeal any such long-term suspension by the local school board to the state board of education within twenty days of the board's decision. The term "firearm" means:

- Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm silencer;
- Any destructive device.

Regarding non-students, any person other than a law enforcement officer, who brings a firearm onto school property or to an event, without written permission from the superintendent, will be asked to remove the firearm from the premises.

It is the policy of the Newport School District that the superintendent may modify any student long-term suspension upon such criteria as the school board will establish on a case-by-case basis (RSA 193:13, IV).

A student expelled from school in either this or another state under the provisions of the Gun-Free Schools Act of 1994 will not be eligible to enroll in the Newport public schools.

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, along with the facilities coordinator and the transportation coordinator, shall ensure that there is a sign informing the occupants of school buses that such recordings are occurring.

Use of Video or Audio Recordings in Student Discipline Matters

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

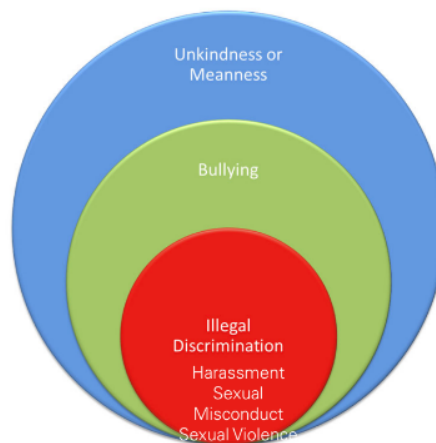
BULLYING/HARASSMENT

Related Policy: [Section E Support Services](#), [Section I Instruction](#) and [Section J Students Policies](#)

Bullying Prevention

Our school is committed to maintaining a safe, respectful, and supportive learning environment for every student. We take all reports of bullying, harassment, and related misconduct seriously and will promptly review and respond to concerns in accordance with New Hampshire law and Newport School Board policy. If you or your child has concerns about another student's behavior, we encourage you to report them so they can be addressed appropriately.

Our first priority is the physical and emotional safety and well-being of every student. Every report will receive careful consideration; however, not every report will meet the legal definition of bullying under New Hampshire law or require a formal bullying investigation. Likewise, not every investigation will result in a finding that bullying occurred. Some incidents, while inappropriate or hurtful, may be more appropriately addressed through the Student Code of Conduct, restorative practices, conflict resolution, or other school interventions. Regardless of the outcome, the District is committed to responding appropriately and taking reasonable steps to support.



Definitions

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

- I. Physically harms a student or damages the student's property;
- II. Causes emotional distress to a student;
- III. Interferes with a student's educational opportunities;
- IV. Creates a hostile educational environment; or
- V. Substantially disrupts the orderly operation of the school.

Examples of bullying include, but are not limited to:

- Mocking a student's appearance, speech, or abilities;
- Spreading rumors to damage a student's reputation;
- Intentionally excluding a student from social or school activities;
- Threatening or intimidating another student;
- Encouraging others to target or ridicule a student;
- Taking, hiding, or damaging another student's belongings; and
- Using slurs or derogatory names to demean another student.

Cyberbullying is any conduct that meets the definition of bullying when carried out through the use of electronic devices.

Examples include, but are not limited to:

- Doxxing (sharing another student's private information online);
- Cyberstalking;
- Catfishing or impersonating another student through fake accounts; and
- Creating or sharing digitally altered images, audio, or video ("deepfakes") intended to harass, embarrass, or damage another student's reputation.

Retaliation includes intimidation, threats, coercion, harassment, or discrimination against anyone who, in good faith, reports bullying or participates in a bullying investigation.

References to "parent" include parents and legal guardians.

Bullying is Prohibited

The Newport School District is committed to providing all students with a safe, respectful, and supportive learning environment. Bullying and cyberbullying are prohibited and will not be tolerated.

This prohibition applies to conduct that:

- Occurs on school property;
- Occurs during any school-sponsored activity or event, whether on or off school property;
- Is delivered to school property through electronic or other means; or
- Occurs off school property when the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operation of the school or any school-sponsored activity.

This policy applies to all students and school-aged persons participating in school district programs or activities.

Retaliation and False Accusations

Retaliation against any student, or witness who, in good faith, reports bullying or participates in an investigation is strictly prohibited.

Knowingly making a false accusation of bullying is also prohibited and may result in disciplinary action.

Whenever a report of bullying is received, school administrators will assess whether protective measures are necessary to safeguard the alleged victim or witnesses from retaliation.

Investigation and Parent Notification

The District will promptly investigate all reports that meet the definition of bullying in accordance with New Hampshire law and School Board Policy JICK.

Parents or guardians of both the alleged victim and the alleged perpetrator will generally be notified within 48 hours of the District receiving a report of bullying, consistent with applicable state and federal privacy laws.

Upon completion of the investigation, parents will be informed whether the allegation was substantiated and what remedies and supports are being provided, to the extent permitted by the Family Educational Rights and Privacy Act (FERPA). The District cannot disclose disciplinary consequences assigned to another student.

Consequences

Students who engage in bullying, retaliation, or knowingly make false accusations may be subject to disciplinary action in accordance with the Student Code of Conduct. Depending on the circumstances, interventions may also include counseling, restorative practices, behavioral supports, parent conferences, educational interventions, or other remedial measures designed to prevent future incidents and support all students involved.

Additional Information

The complete Newport School District Bullying Prevention Policy (JICK), including detailed investigative procedures, appeals, and administrative responsibilities, is available on the Newport School District website and from each school office.

NEWPORT SCHOOL DISTRICT SCHOOL POLICIES & PROCEDURES

All district policies can be found at

<https://www.sau43.nh.gov/page/policy-procedures>

Family Educational Rights And Privacy Act (FERPA)

Individual student records are on file in the school. The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 of age (“eligible students”) certain rights with respect to the student’s educational records. They are:

- A. The right to inspect and review the student’s educational records within forty-five days of the day the district receives a request for access. Parents/guardians or eligible students should submit to the school administrator (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school administrator will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
- B. The right to request an amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate or misleading. Parents/guardians or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading.
- C. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. (See Notification of Disclosure of Directory Information below.) One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel), a person serving on the school board, a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist), or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. A student's permanent record will be transferred as the student advances in the school system. The individual records from each school will be kept at that particular school.

McKinney-Vento Homeless Assistance Act

McKinney-Vento defines ‘homeless’ as children or youth who lack a fixed, regular, and adequate nighttime residence AND;

- Share the housing of other persons due to loss of housing, economic hardship, or a similar reason; *OR*
- Live in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; *OR*
- Live in emergency or transitional shelters; *OR*
- Are abandoned in hospitals; *OR*
- Live in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; *OR*
- Are unaccompanied youth who are youth not in the physical custody of a parent or guardian. *OR*

- Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

Migratory children qualify as homeless for the purposes of McKinney Vento if the children are living in circumstances described above.

The school district is available to assist families and lend support so that each child and youth is in school and achieving. Please speak with your school administrator and/or school counselor. All matters of this concern will always be confidential and will be dealt with sensitively.

Residency Requirements

School district policy mandates that no person shall attend school, or send a student to the school, in any district of which the student is not a legal resident, without the consent of the district or of the school board. Questions about residency can be answered by the SAU (603-865-9500).

Students from each of the sending districts (Goshen, Croydon, Lempster, and Unity) must register at their local SAU office with proof of residence and complete the Newport School District Application as part of the tuition agreements.

Student Rights Regarding Participation In Data Collection

The Protection of Student Rights Amendment [PPRA], 20 U.S.C. 1232h affords legal guardians or eligible students certain rights regarding the conduct of the Newport School District of surveys, collection and use of information for marketing purposes and certain physical exams. The PPRA requires the Newport School District to notify legal guardians and to obtain consent or allow legal guardians to opt their child out of participating in certain school activities.

Technology Policy

Related Policy: Section A General School Administration and Section J Students Policies and Procedures

Newport School District is pleased to offer students and staff the privilege of access to district computers, communications technologies, the Internet, and an array of technology resources to promote educational excellence and support our educational goals.

Pursuant to New Hampshire Revised Statutes Annotated 194:3-d, this Responsible Use Guidelines and Agreement shall serve as a statement on the responsible use of the various technology resources available to all authorized students of the Newport School District including, but not limited to, the Newport School District computers, network, electronic mail system (email), website (homepage), and Internet access. This includes all internal (intranet) and external (Internet) connections, as well as all of the computer hardware, operating system, software, application software, stored texts and data files. This also includes electronic mail, local databases, externally accessed databases, CD-ROM, recorded magnetic or optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. Stand-alone workstations are also governed by this agreement.

Each student/staff member is responsible for her/his use of technology, whether personal or district-provided. While using district and personal technology resources on or near school property, in school vehicles and at school-sponsored activities, as well as using district technology resources via off-campus remote access, each student/staff member must act

in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

District technology resources are provided to students to conduct research, complete assignments, and communicate with others in furtherance of their education. Access is a privilege not a right; as such, general rules of school behavior apply. Access to these services is given to students who agree to act in a considerate and responsible manner. Just as students are responsible for good behavior in a classroom or a school hallway, they must also be responsible when using school computer networks or personal technologies.

The Protection of Student Rights Amendment [PPRA], 20 U.S.C. 1232h affords legal guardians or eligible students certain rights regarding the conduct of the Newport School District of surveys, collection and use of information for marketing purposes and certain physical exams. The PPRA requires the Newport School District to notify legal guardians and to obtain consent or allow legal guardians to opt their child out of participating in certain school activities.

Responsible Use Guidelines

The purpose of this document is to inform parents, guardians, students and staff of the rules governing the use of district and personal technology resources while on or near school property, in school vehicles and at school-sponsored activities, as well as the use of district technology resources via off-campus remote access.

Newport School District reserves the right to modify the terms and conditions of this document at any time.

Using the Internet and Communications Systems

The educational value of technology integration in curriculum is substantial and access to the Internet enables students/staff to use extensive online libraries and databases. Newport School District believes that the benefits of student/staff access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, profane, sexually oriented or potentially offensive to some people.

While the intent is to make Internet access available to further educational goals and objectives, students may find ways to access these other materials as well. Newport School District does not condone or permit the use of this material and uses content filtering software to protect students to the extent possible. Parents and guardians must be aware that content filtering tools are not completely fail-safe and while at school, direct supervision by school personnel of each student using a computer is desired but not always possible.

The school district is not responsible for the quality and content of information available to your child through the Internet. While exercising privileges to use the Internet as an educational resource, students shall also accept the responsibility for all material received. If a student accidentally accessed inappropriate material, they should back out of that information at once and notify the supervising adult.

Students must comply with district standards and honor this agreement to be permitted the use of technology and are expected to use technology resources in a manner consistent with the rules below and will be held responsible for their intentional misuse. Students who do not abide by district policies will be subject to disciplinary action.

Students/staff should understand that all digital storage is district property, and as such, network administrators will review files and communications to maintain system integrity and ensure that students/staff are using technology responsibly.

Acceptable Use and Activities

All district technology resources, including but not limited to district computers, communications systems and the Internet, must be used in support of education and academic research and must be used in a manner consistent with the educational mission and objectives of Newport School District.

Activities that are permitted and encouraged include: school work, original creation and presentation of academic work, research on topics being studied in school research for opportunities outside of school related to community service, employment or further education.

Students are responsible for appropriate behavior when using the Newport School District technology resources, just as they are in a classroom or a school hallway. As outlined in the student handbook, general school rules for behavior and communications apply.

Student users are expected to abide by the generally accepted rules of network etiquette, using polite and appropriate language.

Student users have the responsibility of keeping all pornographic material, inappropriate text files, or files dangerous to the integrity of the network from entering the school, and to report all violations.

Students are expected to report harassment, threats, hate speech and inappropriate content to a teacher or administrator. If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

Unacceptable Use

Behaviors and activities that shall result in appropriate disciplinary action include, but are not limited to:

- Interfering with the normal and proper operation of the computers, network, email system, website or Internet access.
- Damaging or modifying computers or networks (or attempting to) which includes but is not limited to intentional or neglectful transmission of viruses or other destructive computer files; using devices to alter the function of the computer or network, hacking into district or external computers; intentionally bypassing district filters or avoid monitoring or review by the system administrator or district staff.
- Trespassing in another's folders, work, or files including, but not limited to erasing, modifying, renaming, or making unusable anyone else's files or programs.
- Creating, transferring, accessing, viewing, storing or otherwise using any text, image, movie or sound recording that contains pornography, profanity, obscenity, language or sexually explicit materials.
- Downloading (or attempting to) software or files without authorization or approval from district staff.
- Using obscene language, harassing, insulting, ostracizing, or intimidating others or conducting oneself in a way that is harmful or deliberately offensive to others.
- Downloading, storing or transferring unnecessarily large files.
- Sharing personal passwords or personal information with others, using someone else's password or misrepresenting one's true identity, including using another account than one's own to log onto the network.

- Plagiarism or representing the work of others as one's own including but not limited to representing Copyright ©, Registered ®, and/or Trademark ™ materials as one's own work; searching, viewing, communicating, publishing, downloading, storing, or retrieving materials that are not related to schoolwork, community service, employment or further education (thus, searching inappropriate materials is not permitted); non-educational uses such as games, role-playing multi-user environments, gambling, junk mail, chain mail, jokes or raffles; participating in online chat rooms or using instant messaging, unless specifically assigned by a teacher; use of district resources for commercial purposes, personal financial gain, or fraud; promoting, supporting or celebrating religion or religious institutions.
- Involvement in any activity prohibited by law or school district policy.

Unacceptable Email Use

- Uploading, downloading, forwarding, or viewing hate mail, chain letters, harassing or libelous statements, discriminatory remarks, pornographic materials, violent materials, or any other inappropriate materials.
- Reposting or forwarding someone else's communication or emails without that person's prior consent.
- Using harassing, racist, sexist or discriminatory remarks and other antisocial behaviors.
- Using email, newsgroups, list servers, instant chat rooms and discussion groups for non-educational purposes.
- Newport School District reserves the right to add and include additional behaviors and activities that can result in appropriate disciplinary action.

Consequences of Misuse

Misuse of personal or district technology resources while on or near school property, in school vehicles and at school-sponsored activities, as well as the use of district technology resources via off-campus remote access will result in appropriate consequences consistent with the current disciplinary guidelines of the Newport School District up to and including long-term suspension.

Each school administrator, along with the district administration will determine what is appropriate use and that decision is final. The school administrator and district administration may close an account at any time as deemed necessary. The user and/or parent/guardian may be held financially responsible for any harm to the system as a result of intentional misuse.

A school may temporarily hold (pending parental or same-day pick up) personal technology resources that are used inappropriately. Individual schools may choose to have additional rules and regulations pertaining to the use of personal, networked, and communications resources in their respective buildings. Furthermore, intentional unauthorized access and/or damage to networks, servers, user accounts, passwords, or other district resources may be punishable under local, state, or federal law.

(Communication technologies include email, websites, cell phones, pagers, text messaging, instant messaging, blogging, podcasting, listservs, and/or other emerging technologies).

Electronic Mail (E-mail)

Your student's teachers will be using Google Apps for lessons, assignments, and communication. Google Apps student accounts created by the school district will be managed based on grade level and adherence to our Responsible Use Policies. Teacher supervision and school content filters are used to prevent access to inappropriate content and ensure that student use of digital tools follows the district Responsible Use Policy referenced above. All students will receive access to the document creation, shared calendar, and collaboration tools.

Internet email will not be an option at this time for students in grades K-5. For students in grades 6-12, email will be enabled within the SAU 43 domain. Grade 9-12 can receive outside email that is related to school courses and activities. Efforts will be made to prevent unsolicited and inappropriate messages from reaching their accounts.

Google Apps for Education is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of Apps when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs from home. Students are responsible for their own behavior at all times.

All email use within the district must adhere to the ownership and usage guidelines as follows:

- Email will be used appropriately in a school setting. For virus protection, email from an unknown sender should not be opened.
- Email messages sent within the district are considered public record so must protect the privacy and rights of students and families.
- The school district reserves the right to access and disclose the contents of all messages created, sent, or received.
- Students and staff are responsible for all mail sent and received.
- Incidental and occasional personal use of email is permitted. Such messages become the property of the school district and are subject to the same conditions as school/business email.

The following **laws and policies** help to protect our students online:

Child Internet Protection Act (CIPA)

The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student email is filtered. Mail containing harmful content from inappropriate sites will be blocked.

-- CIPA

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under thirteen. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

– COPPA

Family Educational Rights and Privacy Act (FERPA) (For Technology)

FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc.), but parents may request that the school not disclose this information.

The school will not publish confidential education records (grades, student ID #, etc.) for public viewing on the Internet.

The school may publish student work and photos for public viewing, but will not publish student last names or other personally identifiable information.

Parents may request that photos, names and general directory information about their children not be published.

Parents have the right at any time to investigate the contents of their child's email and Apps for Education files.

-- FERPA

NOTICE OF NONDISCRIMINATION

The Newport School District does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientation, or disability in its programs, activities and employment practices. This statement refers to, but is not limited to, the provisions of the following laws: Titles IV, VI, and VII of the Civil Rights Act of 1964; The Age Discrimination in Employment Act of 1967; The Age Discrimination Act of 1975; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; The Americans with Disabilities Act of 1990 (ADA); and NH RSA 354-A “Law Against Discrimination.”

Any person having inquiries concerning compliance with the regulations or these laws may contact Forest Ransdell, Interim Superintendent of SAU #43, 86 North Main Street, Newport, NH 03773, 603-865-9500. Additional State resources include- the Interim Title IX Coordinator, Erica Brody, via email (ebrody@bhpklaw.com) or phone (617-880-7124), the Bureau of Special Education Support via email (specialeducation@doe.nh.gov) or phone (603-271-3741) Boston Office of Civil Rights (OCR), US Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921, (617) 289-0111, OCR.Boston@ed.gov.

Inquiries regarding Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and/or Title II of the Americans with Disabilities Act of 1990 also, or instead, may be directed to Boston Office/Office for Civil Rights, US Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921, (617) 289-0111.

Additional, inquiries may also be directed to the NH Commission for Human Rights, 2 Chenell Drive, Concord, NH 03301-8501, (603) 271-2767; Equal Employment Opportunity Commission (EEOC), 1 Congress Street, Room 100, 10th Floor, Boston, MA 02114, (617) 565-3200 and the US Department of Education/Office for Civil Rights, Lyndon Baines Johnson Department of Education Bldg., 400 Maryland Avenue, SW, Washington, DC 20202-1100, 800-421-3481, OCR@ed.gov

Any person having a complaint or seeking a copy of the district's grievance procedure may contact Brynn Kane, Title IX Coordinator of SAU #43, 86 N. Main Street, Newport, NH 03773, 603-865-9500. **[See NSB Policy AC]**

Newport School District / SAU 43 Employee Handbook 2026-2027



Inspire. Prepare. Challenge.

Newport School District / SAU 43
86 N. Main Street
Newport, NH, 03773

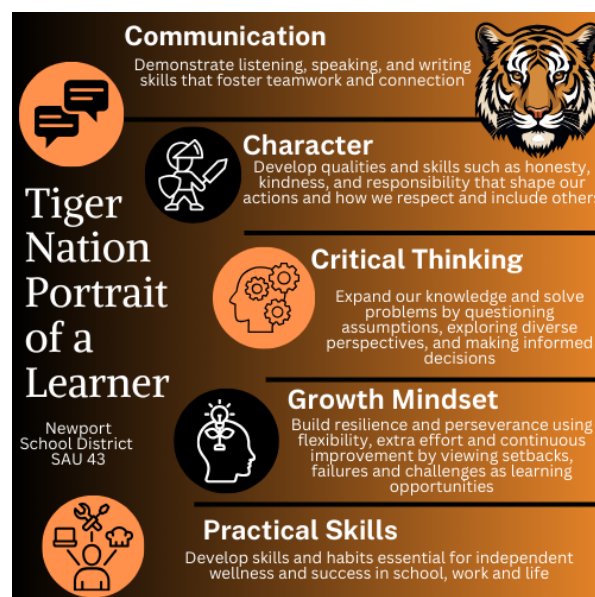
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Mission, Vision and Portrait of a Learner

SAU 43 Vision and Goals



USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: USDA Form AD-3027 (linked tested 2024/5/9), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: a. Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; b. Fax: (833) 256-1665 or (202) 690-7442; or c. Email: Program.Intake@usda.gov

Purpose of the Employee Handbook

The purpose of this handbook is to provide employees of the Newport School District with a clear understanding of the district's policies, expectations, and resources. It serves as a guide to help all staff members navigate their roles and responsibilities while supporting a safe, respectful, and effective learning and working environment for all staff and students.

This handbook outlines essential procedures, workplace standards, and benefits information to promote consistent practices across the district. While it is a valuable reference tool, it does not replace official district policies, school board decisions, or individual contracts and collective bargaining agreements. Employees are encouraged to use this handbook in conjunction with district policies, administrative regulations, and guidance from supervisors.

The contents of this handbook may be updated periodically to reflect changes in law, policy, or district operations. Employees will be notified of significant updates as they occur. By familiarizing yourself with this handbook, you contribute to a shared culture of professionalism, collaboration, and student-centered excellence.

District Information

Newport School Board

The Newport School Board is composed of five members elected by local residents. Generally, members serve for three-year terms. The School Board members set policy and develop District strategies to reach long-term goals and objectives. The School Board supervises the Superintendent to ensure that the District functions according to federal and state laws. The Board is responsible to provide an educational program for students living within the District and for those with whom it enters contracts for attendance. The School Board communicates with the community, negotiates with employee groups, and working with the Superintendent and administration, prepares an annual school District budget. The Newport School Board meets on the second and fourth Thursdays of the month. The meetings begin at 5:30 PM in the Lou Thompson Room at the CTE building.. The meeting dates and times can also be found on the school website, www.sau43.nh.gov. All meetings are open to the public, and citizens of Newport are welcomed and encouraged to attend.

Nikki Murphy (chair)	Paul Brown	Melissa Mitchler
nmurphy@sau43.nh.gov	pbrown@sau43.nh.gov	mmitchler@sau43.nh.gov
Term Expires: 2026	Term Expires: 2027	Term Expires: 2027

Jessica Packard (vice chair)	Keith Sayer	Student Representatives
jpackard@sau43.nh.gov	ksayer@sau43.nh.gov	
Term Expires: 2028	Term Expires: 2028	

Newport School District/SAU 43

The SAU offices for most of the District level staff are located in the Towle School on 86 North Main Street.

Regular school year office hours: 8:00 AM to 4:00 PM

Summer office hours: 8:00AM to 4:00 AM Monday - Thursday and 8:00AM to 12:00 PM on Fridays

The central phone number is (603)865-9500.

The individuals listed below are central office staff who serve the entire District.

SAU 43 Staff

Interim Superintendent

Robert Wargo

Supervises all programs and services in the District. Directly supervises the Principals, Business Administrator, Director of Student Services, Facilities Director, Transportation Coordinator, Director of Technology and other SAU staff.

Executive Assistant to Superintendent

Melissa Small

Maintains Superintendent and District calendar/schedule. Develops District meetings and elections postings. Prepares correspondence materials for Superintendent and Board. Manages postings, updating of manuals, and the District website. Provides clerical support for collective bargaining/negotiations. Directs SAU level Communications, phones, and mail support. Manages Free & Reduced Lunch and Homeschooling Records.

Human Resources Coordinator

Shari Theriault

Coordinates the hiring process including job postings, hiring paperwork, benefits, retirement, insurance (health, dental, life, disability, etc). Serves as the primary contact for all employees with concerns or questions about pay, health, and employee supervision. Maintains District / state database for staff certification, and manages accident reports for employees.

Director of Curriculum, Instruction and Assessment

Oversees Pre-K through Grade 12 Curriculum, Instruction and Assessments. Coordinates District testing and accountability, manages student achievement data, directs professional development, and develops and implements title grants, special grants, and programs.

Director of Student Services

Darlene Ayotte

Serves as the district educational leader. They are responsible for district management and leadership, and meet the statutory requirements, state administrative rules, and school district policy for student services throughout the school district. Special student populations include, but are not limited to educational disability, 504, ESOL, homeless, and at risk students in preschool through high school.

Business Administrator**Kate O'Connor**

Responsible for financial affairs of the District related to: purchasing, accounts payable, payroll, State DOE/DRA reporting, grant reporting, State and Federal Reporting, accounts receivable, service/tuition billing, scholarship funds, and bidding process. Participates in budget development and reconciliation of all accounts.

Accountant/Accounts Payable/Receivables**Michelle Boucher**

Responsible for all accounting functions of accounts payable and administrative support for facilities, transportation, and technology

Payroll & Grants Coordinator**Shari Theriault**

All functions related to processing payroll, state retirement reporting, federal tax reporting, W-2 distribution & reporting, tracking leave time: vacation/sick/personal, etc. Processes monthly billing for Grants.

District Student Services Administrative Assistant**Joanne Pollari**

Provides special services records management and administrative assistance to the Director of Student Services. The District Student Services Administrative Assistant is primarily responsible for the management of special services records including, but not limited to special education student records, special education financial forecasts, state reporting of special education data, homeless student records, Section 504 student records, and other such responsibilities as assigned.

Applications Coordinator**Eugene Benoit**

Manages district-wide database and other educational applications, serves as coordinator of district/state submissions, and functions as I4See coordinator for students.

Receptionist

Welcomes people coming into the SAU office, answers phones, as well as assists with ordering for curriculum, technology, facilities, and transportation departments. Also assistants to the Director of Curriculum.

Maintenance and Facilities Manager (located at NMHS)**Aaron Spooner**

Supervises custodians and maintenance workers in maintaining and repair of all facilities and properties. Manages facilities budgeting, capital upkeep, and bidding and supervision of all outside repairs to buildings and facilities.

Transportation Coordinator (located at the Bus Garage)**Caleb Godwin**

Coordinates student transportation. Trains, schedules, supervises and evaluates drivers and monitors. Oversees maintenance of District buses; manages transportation budget.

Director of Technology (offices in Richards and NMHS)**Chad Howe**

Ensures the strategic development and implementation of technological initiatives in alignment with organizational objectives. Manages IT infrastructure, optimizing systems, and driving innovation to support the efficient operation of the organization. Administers oversight to all operating systems within the Districts network, maintenance of technology devices and District-wide applications. Oversees Google Workspace for Education, manages the Help Desk, and responds to individuals needs for hardware and software.

School Information

Richards Elementary School (PreK-5)

Principal
Dean of Students
Student Conduct Counselor

(603) 863-3710

Michelle Overhoff
Ed Oberhofer
Craig Putnam

Newport Middle School (6-8)

Principal
Assistant Principal

(603) 865-9658

Shannon Martin
Elizabeth Masure

Newport High School (9-12)

Principal
Assistant Principal
Student Conduct Counselor
Athletic Director

(603) 865-9658

Shannon Martin
Tom Ciglar
Lydia Sarnevit
Jeff Miller

Sugar River Valley Regional Technical Center

Director/Principal

(603) 863-3759

Sarah Fischer

Web Site & District Calendar of Events - www.sau43.nh.gov

The SAU keeps a monthly calendar of school District events available through the District website. Employees are asked to consult this calendar and inform the Principal's Administrative Assistant of events to be included. Efforts should be made to avoid scheduling events in conflict with one another or on a planned School Board night.

Information about the District, newsletters, calendar, and sports can be found on the District website. Newport School Board agendas and minutes are posted on the website.

District Facility Use

School buildings and grounds are used frequently by outside groups after school, evenings, weekends and during vacations. As an employee of this District, you are responsible for requesting the space you need beyond school hours. To ensure that the District classroom, field, or gym space is available for your use, please contact the principal of the building or the superintendent's office for the Towle School and complete a [Facilities Request Form](#). This will need to go through the approval process. You will be notified either way.

Facilities Repair and Maintenance

All inquiries or requests for maintenance should be directed to the Maintenance and Facilities Manager by using the link [Facilities Request Form](#).

This Work Order will then be forwarded to the Maintenance and Facilities Manager.

General Employment Information

Equal Opportunity Employer

The Newport School District is an Equal Opportunity Employer. The district is committed to providing a work environment free from discrimination and harassment, where all individuals are treated with respect and dignity.

The district does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, genetic information, disability, marital status, military status, or any other legally protected status in any of its employment practices, including recruitment, hiring, promotion, training, compensation, benefits, discipline, or termination.

This commitment applies to all employment decisions and personnel practices in accordance with applicable federal and state laws, including but not limited to Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and the Age Discrimination in Employment Act (ADEA).

Individuals who believe they have been subjected to discrimination or harassment are encouraged to report the incident promptly to their supervisor or the designated district Title IX/EEO Coordinator. Retaliation against individuals who file a complaint or participate in an investigation is strictly prohibited.

Human Rights Officer

Darlene Ayotte
86 N. Main Street
603.865.9500
dayotte@sau43.nh.gov

Title IX Coordinator

Darlene Ayotte
86 N. Main Street
603.865.9500
dayotte@sau43.nh.gov

504/ADA Coordinator

Darlene Ayotte
86 N. Main Street
603.865.9500
dayotte@sau43.nh.gov

Collective Bargaining Agreements

[Newport Teacher's Association](#)

The Newport School District and the Newport Teachers' Association (NTA) have established a comprehensive collective bargaining agreement that outlines the terms and conditions of employment for all certified professional employees including classroom teachers, guidance counselors, nurses, librarians, and department heads except when an employee is a full time administrator. This agreement covers salary schedules, salary step placement, benefits (including health insurance and retirement participation), professional development provisions, class-size guidelines, evaluation processes, due-process rights, and grievance procedures. The collective bargaining agreement is negotiated every 3 years by representatives of the Association and the District. Any updates or amendments to the agreement are communicated to NTA members through written notice and staff meetings. Certificated employees should refer to the published contract or their building representative for full details.

[Newport Support Staff](#)

The Newport School District also maintains a collective bargaining agreement with the Newport Support Staff (NSS), which represents support staff that includes library paraeducators, special education paraeducators, instructional paraeducators, administrative assistants, and specialized paraeducators. This agreement establishes terms related to wages, shift differentials, paid leave accrual, health benefits, work hours, overtime, evaluation processes, seniority rights, and grievance mechanisms. Negotiations with NSS typically occur every 2 years, with any modifications shared directly with members via the Association and District communication channels. Classified staff are encouraged to consult the full collective bargaining agreement or their Union steward for specific policy and benefit details.

Policies and Procedures

Employees are responsible for being familiar with and complying with all District policies and procedures that are available on the [District website](#).

Employees will receive an *Employee Handbook Acknowledgement* form, and are required to sign it to receive a knowledge receipt of this e-publication. This will be signed through Frontline Central. Once the acknowledgement is signed, it will be filed in your personnel record and remain in effect for the school year. You will be required to sign off on all policies each school year.

Background Check Policy - [GBCD](#)

To help assure the safety of district students and employees, it is the policy of the School Board that before any person is employed by the school district, or are otherwise placed into positions whereby they have frequent close contact with or supervision of students, that the administration conduct proper investigation into such person's background, including, without limitation, a background investigation and criminal history records check under RSA 189:13-a– 189:13-c.

Mandatory Reporting (Policy [JLF](#))

All employees of the Newport School District are mandated reporters under New Hampshire law. This means that any employee who has reason to suspect that a child has been abused or neglected is legally required to report that suspicion immediately to the **New Hampshire Division for Children, Youth, and Families (DCYF)** by calling **1-800-894-5533** (available 24/7) or **(603) 271-6562**

Reports must be made without delay and may not be delegated to another person. In addition to notifying DCYF, employees should inform their building administrator and school counselor after making a report, unless doing so would compromise student safety.

Failure to report suspected abuse or neglect may result in disciplinary action and legal consequences. The district provides annual training on mandatory reporting to ensure all staff are informed of their legal and ethical responsibilities. If the report is made in good faith, the reporter is immune from any civil or criminal liability.

For more information or support, staff may contact:

District Wellness Coordinator

(603) 865-9500

Vacancies

All vacancies are posted on the Employment page on the District website, and in each school, as well as online in SchoolSpring. Employees are welcome to apply for any opening for which they are qualified.

Location of Adopted School Board Set Policies

All School Board adopted policies may be found online at [Policies and Procedures](#). Please see this area for the most current version of any School Board policy. *Online policies supersede any policies printed in this handbook.*

Professional Expectations & Code of Conduct

Parental Bill of Rights

New Hampshire Parental Bill of Rights

- I. All parental rights are reserved to the parents of a minor child in this state without obstruction or interference from any school. These rights include, but are not limited to, the right:

1. To direct the upbringing and the moral or religious training.
2. To direct the education, including the right to choose to enroll the minor child in an assigned resident public school, a public charter school, a non-public school, including a religious school, a home education program, or any other state-based education program, as authorized by law, as an alternative to public education, as set forth in RSA 193:1 and RSA 194-F:1, et seq.
3. To request that a minor child be enrolled in a public school other than the public school assigned to them by their residence to avoid a manifest educational hardship, as set forth in RSA 193:3.
4. To enroll his or her minor child in gifted or special education programs if the child qualifies for such programs.
5. To inquire of the school or school personnel and promptly receive accurate, truthful, and complete disclosure regarding any and all matters related to their minor child, unless an immediate answer cannot be provided when the initial request is made, in which case, the answer shall be provided no later than 10 business days after the request.
6. To be informed of the school's policy regarding discipline policies and procedures, as set forth in RSA 193:13.
7. To obtain access for a minor child to public curricular courses and co-curricular programs offered by the local school district where the student resides while choosing to enroll their child in a non-public, public chartered, home education, or any other state-based education program, as set forth in RSA 193:1-c and RSA 194-F:2, II(d).
8. To inspect any instructional material used as part of the educational curriculum within a reasonable period following a request, as set forth in 20 U.S.C. section 1232h(c)(1)(C).
9. To opt out of health or sex education and any other objectionable material, as set forth in RSA 186:11, IX-b and IX-c.
10. To be advised of and have the right to opt the minor child out of any nonacademic survey or questionnaire.
11. To opt out of any district-level data collection relating to his or her minor child not required by federal or state law.
12. To exempt their public-school minor child from participating in required statewide assessments in English, language arts, mathematics, and/or science, as set forth in RSA 193-C:6.
13. To receive information regarding the level of achievement and academic growth of their minor child in the state academic assessments in English, language arts, mathematics, and/or science, as set forth in the Every Student Succeeds Act, 20 U.S.C. section 1112 (e)(1)(B)(i).

14. To receive a school report card and be informed of his or her minor child's attendance requirements and compliance with such requirements.
15. To access and review all education records relating to their minor child within 10 business days after the day the school receives a request for access, as set forth in RSA 189:66, IV and 34 C.F.R. 99.5.
16. To consent in writing before the state or any of its political subdivisions, including, without limitation, any school pursuant also to the provisions of RSA 189:68, III-V, makes a video or voice recording, unless such recording is made during or as part of a court proceeding or part of a forensic interview in a criminal or other investigation by the bureau of child protective services or it is to be used solely for the purpose of a safety demonstration, including the maintenance of order and discipline in the common areas of a school or on student transportation vehicles.
17. To be notified whenever seclusion or restraint has been used on their minor child as set forth in RSA 126-U:7.
18. To access and review all medical records of their minor child maintained by a school or school personnel, unless otherwise prohibited by law.
19. To exempt their minor child from immunizations if, in the opinion of a physician, the immunization is detrimental to the child's health or because of religious beliefs, as set forth in RSA 141-C:20-a and RSA 141-C:20-c.

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

1. The right to receive information, including student reports, in an understandable and uniform format and to the extent practicable, in a language that parents can understand, as set forth in 20 U.S.C. sections 1112(e)(4); 1114(b)(4); 1116(e)(5); and 1116(f).
2. Upon request of the parent, the right to receive information regarding state qualifications of the student's classroom teachers and paraprofessionals providing services to their minor child, as set forth in 20 U.S.C. section 1112(e)(1)(A)(i-ii).
3. The right to receive an annual local educational agency report card that includes information on such agency as a whole and each school served by the agency, as set forth in 20 U.S.C. section 1111(h)(2)(A-B)(i-iii).

Staff Ethics/Conduct (Policy [GBEA](#), [GBEB](#))

Employees of the Newport School District are expected to uphold the highest standards of ethical conduct and maintain appropriate professional boundaries at all times (on and off duty). Staff must model honesty, integrity, fairness, and respect in all interactions—with students, families, colleagues, and the community.

Professional boundaries are essential to maintaining safe, respectful, and supportive relationships with students. Employees must avoid situations or behaviors that could be perceived as favoritism,

inappropriate familiarity, or exploitation. This includes—but is not limited to—private communication with students outside of school-approved platforms, giving or receiving personal gifts, and engaging in non-school related activities with students.

Violations of ethical standards or professional boundaries may result in disciplinary action, up to and including termination. All employees are encouraged to seek guidance from supervisors when unsure about how to handle a situation professionally and ethically.

Confidentiality

All employees must understand that SAU 43 has a legal and ethical responsibility to safeguard the privacy of all employees and students and to protect the confidentiality of their private information. Additionally, SAU 43 must assure the confidentiality of its human resources, payroll, fiscal, research, computer systems, and management information.

In the course of your employment/assignment at SAU 43, you may come into the possession of employee or student private information (“PI”). PI includes any information regarding a student or any other employee, including but not limited to student data, student records, and information about employees. This information is to be kept confidential. Breaches of confidentiality can lead to consequences ranging from a verbal warning, up to and including termination.

Confidentiality & Student Records (Policy [JRA](#))

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. In general, schools must have written consent from a parent/guardian or eligible student before disclosing personally identifiable information from a student’s education record. However, FERPA permits disclosure without consent under specific conditions, including:

- School officials with a legitimate educational interest;
- Other schools where a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid;
- Organizations conducting studies on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Health and safety emergencies;
- State and local authorities within a juvenile justice system, as permitted by State law.

The Health Insurance Portability and Accountability Act (HIPAA) also protects the confidentiality of medical information. While most student health records maintained by a school nurse or medical provider employed by the district are governed by FERPA (not HIPAA), any health information obtained outside of the educational setting may be subject to HIPAA regulations. Employees must be aware that all student health information is confidential and should be shared only with staff who have a direct need to know in order to serve the student.

Confidentiality Expectations:

Only authorized district personnel and a student’s parents/guardians have access to student records.

Employees are expected to maintain strict confidentiality and may only discuss a student with other school employees directly involved in that student's education or care (e.g., the student's teacher, special educator, nurse, counselor, or principal). Paraprofessionals and support staff should refer any parent inquiries to the classroom teacher or appropriate certified staff.

Conversations regarding students must occur in private settings where confidentiality is protected. Employees should never discuss students in public areas or outside of school. Violations of student confidentiality—whether related to educational or health information—may result in disciplinary action.

Employee Use of Social Networking Websites (Policy [GBEBD](#))

As employees of the Newport School District, staff serve as public representatives of the district both during and outside of school hours. With this in mind, the district recognizes the value of social media as a communication and outreach tool, while also maintaining high expectations for professional conduct in the digital space.

All employees are expected to uphold the district's values and professionalism in any public forum, including social media. No photographs, videos, or student-related content may be posted to any social media platform without prior consent from the building administrator. In addition, all documents, announcements, or school-related content shared online must be approved by the building principal or the Superintendent, in alignment with the District Communication Plan.

Educational platforms may be used for instructional purposes with students, provided they align with district technology guidelines and privacy expectations.

The School Board strongly discourages staff from engaging in personal social media interactions with students, including "friending" or following students on platforms such as Facebook, Instagram, Snapchat, and similar services. Maintaining professional boundaries online is just as critical as it is in the classroom.

Accessing personal social networking accounts for non-instructional purposes during the school day is prohibited. The Superintendent retains the authority to approve or disapprove the use of any social networking platforms for district purposes.

As trusted professionals and role models, staff are reminded that public posts, even those made on personal accounts, can reflect on the school district. Please use sound judgment and communicate responsibly.

The Superintendent has authority to approve/disapprove use of social networking sites.

Employee Use of Personal Communication Devices

The State of New Hampshire has recently enacted a ban on the use of personal communication devices by students from bell to bell. While this does not apply to employees, it is important that all adults in our school buildings model the best practices available and not allow the use of such devices to set a poor example for students. Such devices should not be used during the work day (except in

an emergency) other than during non-student contact periods of time. This would include breaks, prep-periods, staff lunch periods and before or after school.

Dress Code

As representatives of the Newport School District, employees are expected to maintain a professional appearance that reflects the district's values and promotes a positive learning environment. Staff should dress in a manner that is clean, neat, and appropriate for their role and daily responsibilities.

Clothing should allow for full participation in job duties and should not be distracting, offensive, or unsafe. Employees are encouraged to use good judgment and consider their audience, including students, families, and community members. More casual attire may be acceptable on designated spirit days or for fieldwork, with approval from the building administrator.

The district reserves the right to address concerns about attire on a case-by-case basis. If you are unsure whether a particular style of dress is appropriate, please consult your supervisor.

Employee Information

Newport School District has a variety of employees both as represented groups and non-represented individuals.

- The Newport Teachers Association (NTA) represents teachers, counselors, librarians/media specialists, nurses, and special educators.
- The Newport Support Staff Association (NSS) represents paraprofessionals and administrative assistants.

Custodians, bus drivers, related service providers, tutors, District administration and SAU staff are not unionized.

The Board tries to maintain equity among all employees.

Personnel File ([Policy GBJ](#))

The human resource office maintains files on all current employees. Files contain contracts, evaluations, information about benefits and professional development, and related correspondence.

All certified staff will be responsible for providing an up to date copy of their certification. They will need to upload their certification into Frontline Central under Personnel Documents.

Other Requirements

All staff will submit for 2026-2027 School Year:

1. *Required Training Checklist - You need to read policies and this handbook. The sign off sheet will be in Frontline Central. Other required training will be documented in Frontline Professional Growth.*

Staff hired after school begins will complete the Required Training Checklist within 30 days of being hired.

Workplace Policies and Procedures

Attendance & Tardiness

Consistent and punctual attendance is a professional responsibility and essential to the smooth operation of the Newport School District. Employees are expected to report to work on time and be present for the entirety of their scheduled workday.

If you are unable to report to work due to illness, emergency, or other personal reasons, you must enter your absence as soon as possible into Frontline: Absence Management and notify your building administrator or supervisor. Advance notice is expected for all planned absences.

Employees should make every effort to schedule medical and personal appointments outside of the contracted work day. Tardiness or patterns of unexcused absences may result in follow-up by a supervisor and, if necessary, progressive disciplinary action.

If you have questions about how to use Frontline or need assistance entering an absence, please contact your building administrative assistant.

Work Hours & Schedules

Employees of the Newport School District are expected to follow the work schedule established for their specific role and assignment. Standard work hours may vary by position (e.g., teachers, paraprofessionals, custodians, office staff) and will be communicated by building or department administrators.

Staff are expected to arrive on time, be prepared to begin work at their scheduled start time, and remain on duty for the full duration of their workday. Additional time may occasionally be required for meetings, professional development, or school events, as directed by a supervisor.

Employees should not leave the school premises during the workday without prior approval from an administrator. Repeated tardiness, early departures, or failure to follow scheduled work hours may result in disciplinary action.

The Superintendent reserves the right to determine or modify employee work hours and schedules based on the operational needs of the district. Any adjustments to schedules must be approved through the appropriate administrative channels.

If you have questions about your assigned hours or need to request a schedule change, please speak with your supervisor or building principal.

Returning from Absence

When staff are absent for the reason of being sick for 3 or more days in a row, they shall present a doctor's note to Human Resources stating they are cleared to return to work.

Excessive absence (beyond allotted leave time), being late, and quitting early, are grounds for disciplinary action, including separation from employment.

Holidays

- **NTA and NSS** please refer to your negotiated contract.
- **Related Service** - No paid holidays (paid work days only, unless otherwise noted on letter of agreement).

Transportation 8 paid holidays	Custodians 13 paid holidays	Administrators / Directors / Coordinators/SAU Staff 14 paid holidays
Labor Day Columbus Day Veterans Day Thanksgiving Day Christmas Day New Year's Day Civil Rights Day Memorial Day	Independence Day Labor Day Columbus Day Veterans Day Day before Thanksgiving Thanksgiving Day Day after Thanksgiving Christmas Day Day after Christmas New Year's Day Civil Rights Day Memorial Day Floating holiday (one whole day with supervisor's permission)	Independence Day Labor Day Columbus Day Veterans Day Day before Thanksgiving Thanksgiving Day Day after Thanksgiving Christmas Day Day after Christmas New Year's Day Civil Rights Day Memorial Day Floating holiday (2)

Snow or Emergency Days

Emergency school closings are communicated through the Thrillshare Alert System, posted on the District website at www.sau43.nh.gov, announced on several radio stations and WMUR TV channels starting about 5:00 AM and posted on the District social media pages. Closings will be for either students only or all District and SAU staff as well.

- Hourly employees contracted to work while school is in session do not work on snow/emergency days.
- SAU employees, administration and any others who accrue vacations are expected to report for work or take a vacation or other type of leave day, unless the full SAU is closed.

- Custodians are expected to report to work on designated snow days.
- A sick day cannot be used if an employee cannot make it into work. A personal or vacation day may be used if available or pay will be docked.

Payroll Schedule

All employees are paid bi-weekly. Teachers may choose 22 pays or 26 pays; Support Staff may choose 22 pays, 26 pays or to receive pay for hours actually worked. Related Services may choose 22 or 26 pays. Those choosing 26 pays receive the balance of their contracted pay in their last paycheck in June (referred to as a balloon payment of 5 pays). Administrators and full year employees are contracted from July 1 st – June 30th and receive 26 pays. Other employees receive a payroll check bi-weekly for their contracted year.

Timesheets

Employees are responsible for reviewing and approving their timesheets and notifying their manager of any issues. The principals will be responsible for reviewing your time and approving it. This process must be completed by noon on the Monday of the payroll week. All timesheet corrections and any other changes that affect payroll need to be submitted by Monday at noon on a payroll week, otherwise they will not happen until the next payroll.

The District uses Frontline: Time & Attendance for keeping track of time. All hourly employees are required to punch in upon arrival, punch out/in for lunch, then punch out for the day. Employees will punch using the Chromebooks that are set up in your location.

Paychecks

All employees are encouraged to have direct deposit for their pay. Please be sure to attach the required back up, along with the direct deposit form and submit to Shari Theriault, Payroll & Grants Coordinator. Paychecks that are not direct deposit will be delivered to the school you are assigned to on the Friday of a pay week or mailed. Any questions regarding your paycheck should be directed to Shari Theriault, Payroll Grants Coordinator, stheriault@sau43.nh.gov OR payroll@sau43.nh.gov.

Employee Portal

The District utilizes iVisions Employee Self Service web portal. Instructions for registering in the portal will be given to the employee upon hire by Shari Theriault, Human Resources, stheriault@sau43.nh.gov. Once registered, the employee will be able to access their profile information, paychecks, W4 filing status and tax documents. The employee will also be able to edit existing direct deposit information. This information is available 24/7 via the secure iVisions Portal. We encourage you to login and view your profile and make any changes needed.

Optional TSA 403(b) deduction

Employees have the option of electing a TSA 403(b) account. For those employees wishing to start a TSA 403(b) deduction, you would first need to set up an account with one of the approved vendors, then complete an SRA form (salary reduction form) and submit it to HR. The TSA 403(b) will be deducted in your bi-weekly payroll and electronically submitted to Mid-Atlantic Trust. Any questions regarding this deduction should be directed to service@youradminpartners.com. Please see Shari Theriault, Human Resources Coordinator, stheriault@sau43.nh.gov for the list of approved vendors and the SRA form.

Exit Procedures

When employment with the district ends, all staff are required to complete standard exit procedures to help ensure a smooth transition. These procedures include:

- Scheduling an exit meeting with Human Resources to review final paperwork, benefits, and last paycheck details.
- Returning all district property, including keys, identification badges, electronic devices, instructional materials, and other equipment.
- Completing an optional exit survey to provide feedback on your experience in the district.

Staff are expected to complete these steps by their last working day. For questions or to arrange your exit meeting, please contact the Human Resources office.

Return of District Property

All employees are responsible for returning any district property issued to them during their employment. This may include, but is not limited to: keys, identification badges, technology devices (laptops, tablets, cell phones), instructional materials, and other equipment or supplies.

All items must be returned in good condition by the employee's last working day or as directed by their supervisor or Human Resources. Failure to return district property may result in delayed final pay or other appropriate action. If you have questions about what items need to be returned, please contact your supervisor or the Human Resources office.

Leave Policies

Leave Days / Vacation Days

Request for Time Off / Absences

All staff will use Frontline: Absence Management to request time off. Absences must be requested in a timely manner as required by union agreements or supervisor using building specific procedures. Once you have entered your request, you will be notified that it was either approved or denied. If approved, that time will be reflected on your timesheet. Anyone who requires a substitute (or any time out of the building) will need to enter a request in Frontline Absence Management. If you encounter issues with Absence Management, please contact the Applications Coordinator, Eugene Benoit at ebenoit@sau43.nh.gov.

Employees are to be knowledgeable of their available leave time and use it appropriately. These balances are reflected in Frontline: Absence Management and are also printed on your pay stub.

- **NTA and NSS** please refer to your negotiated contract.

Transportation (no payout upon termination)	Custodians (no payout upon termination)	Administrators (no payout upon termination)	Directors / Coordinators	Related Service (PT, OT, SPL, School Psychologist) (no payout upon termination)
2 personal days (not cumulative) 5 sick days (cumulative to a maximum of 120 days) 5 bereavement days (not cumulative)	2 personal days (not cumulative) 10 sick days (cumulative to a maximum of 120 days) 5 bereavement days (not cumulative) Vacation days (pro rated payout upon termination) • 10 vacation days per year (not cumulative) • 15 vacation days per year after five or more full fiscal years of service (not cumulative)	3 personal days (not cumulative) 15 sick days (cumulative to a maximum of 120 days) 5 bereavement days (not cumulative) 20 vacation days (pro rated payout upon termination)	3 personal days (not cumulative) 15 sick days (cumulative to a maximum of 120 days) 5 bereavement days (not cumulative) Vacation days (pro rated payout upon termination) • 10 vacation days per year • 15 vacation days per year, after 3 full fiscal years of service • 20 vacation days per year, after 6 full fiscal years of service	4 personal days (not cumulative) 11 sick days (cumulative to a maximum of 120 days) 5 bereavement days (not cumulative)
Related Service (COTA, Safety Monitor, SPLA, Family Community Liaison) (no payout upon termination)				
2 personal days (not cumulative) 8 sick days (cumulative to a maximum of 60 days) 5 bereavement days (not cumulative)				

Family and Medical Leave Act

The School District complies with the federal Family and Medical Leave Act that provides eligible employees who have worked at least 900 hours in a year with up to 12 weeks of unpaid, job-protected leave in any 12 month period. Leave may be taken to care for a child after birth, adoption or foster placement, to care for a parent, spouse or child with a serious health problem, or when the employee is unable to work because of a serious health condition.

Jury Duty

Employees who are called for jury duty must notify their supervisor and provide a copy of the summons as soon as possible. The district will grant leave for the required period of service. Employees will not be penalized for time missed due to jury duty and may retain any jury compensation received. Staff are expected to report to work on days or partial days when they are not required to appear in court. These days should be categorized as “Professional Development” in Frontline: Absence Management.

Employees with questions about these types of leave should contact Human Resources for additional guidance.

Military Leave

Employees who are members of the armed forces, including the National Guard or Reserves, are entitled to military leave in accordance with state and federal laws, including the Uniformed Services Employment and Reemployment Rights Act (USERRA). A copy of military orders must be submitted to Human Resources or the employee’s supervisor in advance of the leave. The district will work with the employee to ensure compliance with leave, reemployment, and benefit continuation provisions.

Employees with questions about these types of leave should contact Human Resources for additional guidance.

Work-Related Injury or Illness

If you are injured on the job or have a work-related illness, you must report this immediately to your supervisor and complete the Employer’s First Report of Occupational Injury or Disease form. Return the form to the SAU office within 48 hours of the incident. This is important, even if you don’t think your injury or illness is serious.

Unpaid Leave Procedures

- **NTA and NSS** please refer to your negotiated contract.

Unpaid leave may be granted to employees under certain circumstances when other forms of paid leave (e.g., sick, personal, or vacation) have been exhausted or are not applicable. Requests for unpaid leave must be submitted **in writing** to the employee’s supervisor with as much advance notice as possible and are subject to **approval by the Superintendent** or designee.

Approval of unpaid leave is not guaranteed and will be considered on a case-by-case basis, taking into account the reason for the request, staffing needs, and the potential impact on student learning and school operations.

Employees who are absent without approved paid or unpaid leave may be subject to disciplinary action. For extended unpaid leave (such as medical, family, or personal leave beyond allowable paid days), additional documentation may be required.

Please contact Human Resources with questions or for guidance on requesting unpaid leave.

Benefits Overview

Insurance Options

The Newport School District is committed to supporting the well-being of its employees by offering comprehensive health, dental, and vision insurance benefits.

Eligible employees are offered coverage through the **Cigna Orange Plan**, a high-deductible health plan designed to provide quality care and flexibility. In support of this plan, the district contributes to a **Health Savings Account (HSA)** in the following amounts annually:

- **\$2,000** for single
- **\$4,000** for two person and family plans

In addition to medical coverage, employees have access to **dental and vision insurance** options to support preventive and ongoing care needs.

The district also provides life insurance and/or disability insurance, depending on employee eligibility at no cost to the employee. Eligible employees are automatically enrolled.

Eligibility:

Benefit eligibility is based on employment status and hours worked. Full-time employees are typically eligible for full benefits, while part-time may have limited options. Specific eligibility criteria and waiting periods are detailed in the benefits guide.

Enrollment information, plan documents, and contribution schedules are provided during onboarding and annual open enrollment. Employees with questions about coverage, eligibility, or benefit changes should contact the Human Resources office for assistance.

New employees become eligible to enroll in district-sponsored benefits during their onboarding period, typically within the first 30 days of employment. Annual open enrollment periods provide an opportunity for all employees to review, enroll, or make changes to their benefit selections.

Employees must submit all enrollment forms and required documentation by the specified deadlines to ensure timely processing. Outside of open enrollment, changes to benefits are allowed only in qualifying life events such as marriage, birth or adoption of a child, or loss of other coverage. Documentation supporting such events must be provided.

For assistance with enrollment, changes, or questions about benefits, employees should contact the Human Resources office, Shari Theriault (603)865-9502 or stheriault@sau43.nh.gov

Retirement Plans

The Newport School District offers retirement benefits to support employees in planning for their financial future. All eligible employees are enrolled in a retirement plan based on their employment classification:

- Certified staff are enrolled in the New Hampshire Retirement System (NHRS) – Group I.
- Support staff who meet minimum hours and eligibility requirements may also participate in NHRS.

Participation in NHRS includes both employee and employer contributions, with contribution rates set by the state. For more information, visit the NHRS website at www.nhrs.org or call (603) 410-3500.

In addition to NHRS, the district offers optional tax-deferred retirement savings plan:

- 403(b) plan, which allow employees to contribute pre-tax earnings toward retirement

Employees interested in enrolling or changing contributions to a 403(b) plan may do so at any time during the year. Plan information and enrollment forms are available through the Human Resources office Shari Theriault (603)865-9502 or stheriault@sau43.nh.gov

Employees are encouraged to regularly review their retirement savings, designate beneficiaries, and consult with a financial advisor for personalized guidance.

Evaluation and Professional Growth

Professional Growth Master Plan

The Newport School District is committed to fostering a culture of continuous learning and professional excellence. [The Professional Growth Master Plan](#) (PGMP) outlines the district's expectations and opportunities for certified staff to engage in meaningful professional development that enhances instructional practice and supports student achievement.

The PGMP provides a structured pathway for recertification, skill development, and career advancement through workshops, coursework, in-district training, professional learning communities, and self-directed learning. All certified staff are expected to develop and maintain a professional development plan aligned with their goals and the district's instructional priorities.

Professional learning activities must be approved in accordance with the PGMP and documented in Frontline: Professional Growth for license renewal purposes. Educators seeking salary advancement through graduate coursework or professional learning must also follow the guidelines outlined in the plan.

For questions about approved activities, documentation requirements, or recertification timelines, staff should contact the Professional Development Committee or the District Office.

Supervision and Evaluation

****Administration, NTA and NSS are in the process of updating this plan.****

The Board is committed to creating a positive environment in which employees have opportunities to grow and develop. The supervision and evaluation processes should be aligned starting with the expectations and accountability for the superintendent and following consistently through all parts of the District. The Newport School Board requires that every employee receive an annual evaluation with a supervisor and that this is filed in a personnel file. Procedures for supervision and evaluation of certified staff are documented in the Supervision and Evaluation Handbook. The Board expects that administration and direct supervisors will follow similar progressive supervision steps for the success of every employee.

Professional Development

The reimbursement guidelines for professional development and tuition expenses follow the requirements in each collective bargaining agreement. Reimbursement requires submission of the professional development forms, along with proof of payment and activity completion. Please note that all reimbursement requests and required additional materials must be received at the SAU within 90 days of completion of the event. This applies to workshops, conferences, graduate courses, and other professional development opportunities.

Reimbursement items to remember:

- *Obtain pre-approval via submission of forms through your building professional development process within Frontline: Professional Growth. This includes approval from your principal. Your work must align with your IPDP (Individual Professional Development Plan). This must be received at least 3 weeks prior to the event.*
- *An original and itemized/detailed receipts clearly showing all items paid for is required.*
- *Coursework can be encumbered only for the upcoming coursework term for up to 4 credits in a single term.*

Employee Reimbursements

All reimbursements to employees for expenses, professional development, or other costs incurred by an employee shall be made through Accounts Payable checks, which will be sent to the employee's home address. Reimbursement payments will be processed in a timely manner and no later than 30 days after receiving itemized receipts.

Expense Reimbursements (Policy [DKC](#))

All expenditures are to be approved prior to commitment of District funds. Employees should not purchase materials assuming that they will automatically be reimbursed. Most goods and services are ordered with an official purchase order, signed by an authorized administrator. If an employee has an opportunity to save the District money or acquire something available for a limited time only, he/she must get written/email permission from a principal or SAU administrator.

Requests for reimbursement of approved expenses should be made on a reimbursement or mileage form and supported by itemized original receipts. Requests must be signed by the employee and approved by his/her supervisor.

Student-Focused Responsibilities

Bullying (Policy [JICK](#)) - Pupil Safety and Violence Prevention

All staff are required to complete Bully Awareness Training **every year after July 1, and this training should be completed before the start of classes.**

Any employee who has observed or has reliable information that a student has been bullied at school or at a school event must report the incident to the Principal for investigation.

Nondiscrimination (Policy [ACE](#))

Newport School District does not discriminate in its education programs, activities or employment practices on the basis of race, color, national origin, religion, age, sex, marital status, sexual orientation or disability. Questions and complaints may be made to a direct supervisor or the Superintendent, pursuant to the established procedures.

Discipline and Behavior Management

The district is committed to fostering a safe, respectful, and supportive learning environment for all students. Staff are expected to address student behavior consistently and fairly, following the district's discipline guidelines and building-level protocols.

All behavior incidents, interventions, and consequences must be documented promptly in Alma, the district's student information system. Accurate and timely logging helps ensure clear communication among staff, supports data-informed decisions, and maintains compliance with district policies and state reporting requirements.

For guidance on using Alma to log behavior incidents, please refer to the district's Alma user guide or contact your building administrator or Eugene Benoit, the Application Coordinator.

Reporting Abuse and Neglect

All district staff are mandated reporters under New Hampshire law (RSA 169-C:29–31). This means any employee who has reason to suspect that a child has been abused or neglected must immediately report their concerns.

Reports must be made directly and promptly to the New Hampshire Division for Children, Youth and Families (DCYF) Central Intake Unit by calling 1-800-894-5533 (available 24/7).

- The duty to report is personal and cannot be delegated to another staff member.
- After making the call, staff must also inform their building principal or designated administrator to ensure appropriate follow-up within the school.

If you would like assistance with the reporting process, you may reach out to the District Wellness Coordinator, who is available to help guide and support you.

Failure to report suspected abuse or neglect may result in legal penalties and disciplinary action. For additional information, please refer to the district's policy on child abuse and neglect or contact Human Resources.

Recording of Students

The recording of student images, likenesses or voice is not generally permitted without specific Parental/Guardian written consent. In all cases in which the need or desire arises in which a recording of student activity is contemplated, the building Principal shall be informed prior to any record being made. **NO RECORDINGS OF STUDENTS WILL BE DONE WITHOUT PRIOR APPROVAL OF THE BUILDING PRINCIPAL.**

Examples of activity types which require Parental/Guardian consent include but are not limited to:

- Athletic practices or contests
- Participation in public events (graduations, awards ceremonies, etc)
- Theater, drama and performing arts recordings of rehearsals or performances (individually or in a group)
- Speech, debate or reading exercises recorded to assess fluency or presentation skills.
- Music and band recordings of individual or ensemble practices or public performances
- Recordings used for skill demonstration, project documentation, or evaluative feedback
- Any general classroom activity where a teacher records student work for instructional reflections or assessment

Exceptions to this are limited and specifically include:

- Video or audio recordings as part of a court proceeding or investigation by child protective services
- Video or audio recording as part of a safety demonstration
- Video or audio recordings which intend to maintain order and discipline in a common area or on student transportation vehicles.

Procedure:

1. The building Principal will be informed of the need/desire to record student activity other than for the specific exemptions above at least 5 school days before the date of planned recording. For multiple possible recording days (athletic seasons, performance rehearsals, etc) it shall be 5 days prior to the commencement of the planned schedule.
2. This completed FORM will be provided to the Principal for consideration. If approved, the Principal signed form will be returned to the staff member for distribution to all involved students.
3. The form will be collected by the staff member and submitted to the Principal for inclusion in the student cum file. .
4. The staff member will inform the building Principal or Designee (Athletic Director or Department Head) if any student does not have signed permission to participate in the recording.
5. The building Principal will determine if recordings will be edited to blur or otherwise obscure the identity of students who are not permitted to be recorded or if the event(s) will not be recorded.

Health, Safety & Security

Emergency Planning

Each staff will need to be familiar with the assigned building Emergency Plan. This provides directions for fire drills, lockdowns, etc.

Presence of Asbestos Notice

In accordance with EPA regulations, each school has been inspected for Asbestos Containing Building Materials (ACBM). ACBM may cause health problems. ACBM may be present in any facility within Newport School District.

A record of the inspection, a diagram of the location(s) of ACBMs, and a copy of relevant EPA regulations are available in the main office of each school building as well as the SAU 43 office located at 86 North Main Street, Newport NH 03773.

Emergency Procedures

The district is committed to ensuring the safety and security of all students and staff. All employees must be familiar with and follow the district's emergency procedures, which cover situations such as fire, medical emergencies, severe weather, lockdowns, evacuations, and shelter-in-place.

- Emergency procedures and evacuation routes are posted in each classroom and common area.
- Staff must review and practice these procedures regularly, participate in all required drills, and help maintain a calm and orderly environment during actual emergencies and drills.
- In any emergency, follow directions from building administrators and first responders.

For questions about specific procedures or your role during an emergency, please refer to the district's Emergency Operations Plan (EOP) or contact your building principal. Your preparedness and quick response help keep everyone safe.

Safety Drills and Compliance

To comply with New Hampshire state law (RSA 189:64) and district policy, all schools must conduct regular safety drills, including but not limited to fire drills, lockdown drills, and other emergency preparedness exercises.

- Staff are required to actively participate in all scheduled drills and to review procedures with students so everyone knows what to do in an emergency.
- Each building must complete and document the required number of drills each school year; accurate documentation is essential for state compliance.
- During drills and actual emergencies, staff must remain calm, supervise students closely, and follow instructions from building administrators and emergency personnel.

These practices are critical for ensuring a safe and prepared learning environment. For specific questions or information on drill schedules, please contact your building administrator or review the district's Emergency Operations Plan (EOP).

The Joint Loss Plan and Safety Committee ([Policy EB](#) & [Policy EBB](#))

Every employee has the right to a workplace free from occupational safety and health hazards. To ensure this, the District has established a committee in compliance with NH Department of Labor Rule 600. The purpose of this committee is to carry out the purpose of RSA 281-A: 64, by bringing workers and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace. This Joint Loss Management Committee assists the employer and makes recommendations for change. Their responsibilities include the review of workplace accident and injury data to help establish the committee's goals and objectives in creating specific safety programs which will identify hazards, with recommended control measures, to the person(s) most able to implement controls, and assist with safety and health training for employees.

The Joint Loss Management Committee adopted a Joint Loss Management Plan (Safety Plan) designed to prevent accidents and illnesses, and is established jointly between employees and management. The Plan was produced and approved by the Department of Labor in March 2017. All employees

must sign a form of acknowledgement for the Safety Plan. Once this statement is signed, it will be filed in your personnel record and remain in effect for the duration of your employment with SAU 43.

The Safety Committee includes:

- Director of Technology – Chad Howe
- Transportation – Caleb Godwin
- Facilities – Aaron Spooner
- Administration – TBD

Incident/Accident Reporting

All staff are required to promptly report any incidents, accidents, or injuries that occur on district property or during school-sponsored activities—whether they involve students, staff, or visitors.

- Complete the district's Incident/Accident Report Form as soon as possible, ideally on the same day the event occurs.
- Report all medical emergencies or serious injuries immediately to the school nurse and building administrator.
- For student incidents, document details in Alma as required by district procedures.
- For staff injuries, contact Human Resources to ensure appropriate workers' compensation reporting.

Accurate and timely reporting helps us respond appropriately, identify potential hazards, and maintain a safe environment for everyone. If you have questions about reporting procedures or need assistance, please contact your building administrator or Human Resources.

Drug-Free Workplace (Policy [ADB](#))

The manufacture, distribution, dispensation, possession or use of illicit drugs and alcohol is prohibited in the workplace, including any official school functions no matter where they take place. Violation of this policy could result in mandatory participation in a required Employee Assistance Program, suspension, or termination of employment.

You will receive a copy of this policy. All staff are required to sign a *Drug-Free Workplace Acknowledgement* in Frontline Central.

Technology & Communication

Photographs-Videotaping

The school or District often takes photos and videotapes of school and classroom activities. It is possible that, as a staff member, you may appear in a photo used in a District publication, website, newspaper, TV broadcast or classroom videotape.

All staff are asked to sign a *Photograph/Videotaping Release*. Once this statement is signed, it will be filed in your personnel record and remain in effect for the duration of your employment with SAU 43. You may amend this form as necessary.

Staff shall **NOT** use their personal devices for photographs or videotaping of any students. If your device is lost, stolen or damaged, it is not the responsibility of the Newport School District.

Crowdfunding (Policy [DFGA](#))

If employees want to raise funds using an online site (ex.. Donors Choose, Classful, etc...) they need to fill out the [Crowdfunding Request Form](#). This will then go to the Director of Curriculum who will pass it along to the appropriate building administrator. No action should be taken until the employee receives written approval.

Anything purchased through this process will become the property of the Newport School District.

Technology and Responsible Use ([Policy EHAB](#))

[Responsible Use Guidelines and Agreement](#)

The purpose of technology access and support is to conduct school business. Staff members are advised that email and/or Internet correspondence is not privileged or confidential. From time to time, communications may be monitored by the administration to assure that Internet use is in support of school District goals. Employees must use their district email to conduct district business, not their personal emails.

While exercising their privileges to use the Internet as a resource, staff members shall also monitor and accept the responsibility for all material received. Staff members have the responsibility of keeping all pornographic material, inappropriate text files, or files dangerous to the integrity of the network from entering the school via the Internet, and to report all violations.

Staff members are responsible for maintaining the integrity of the electronic mail (email) system, to be responsible for all email received, to not knowingly receive electronic mail containing pornographic material, inappropriate information, or text-encoded files that are potentially dangerous to the integrity of the hardware on school premises, and to report all inappropriate materials (solicited or unsolicited) to the technology department via an email to support@sau43.nh.gov immediately for evaluation and containment if necessary.

Users may not erase, modify, rename, or make unusable anyone else's files or programs, nor copy, change, or transfer any software provided by the school, or other staff members without permission from the originator. Users may not copy copyright software, as it is illegal to copy any software which has a copyright without the express permission of the author of the software. Users may not intentionally introduce a computer virus. Users may not deliberately use the computer to annoy or harass others or intentionally damage the system, damage information not belonging to them, misuse system resources, or allow others to misuse system resources. Hacking is not allowed. Users may not use the network for financial or commercial gain.

Students are now prohibited from using personal communication devices during the school day. Staff must model this behavior. Personal devices should not be used for other than emergency communication at times other than preparation or break time. The district is not responsible for lost, stolen or damaged personal devices.

Electronic Mail - Email

All employees will be provided with an email account upon employment. It is the District expectation that employees will check their school email daily. Email equipment and messages are school District property. Personal email may not be used to conduct school district business.

All emails are archived for, and retained according to the Document Retention Schedule. Messages that are created, sent, or received using the school District email system are the property of the school District.

The school District reserves the right to access and disclose the contents of all messages created, sent, or received using its email system. All email communication must be handled in the same manner as a letter, fax, memo, or other written communication.

Email messages must not contain content that may be considered offensive or disruptive. Offensive content includes but is not limited to obscene or harassing language or images, racial, ethnic, sexual, or gender specific comments or images or other comments or images that would offend someone on the basis of their religious or political beliefs, sexual orientation, national origin, or age.

Email messages are considered public records and so must protect the privacy rights of children and families.

For protection from viruses, email from an unknown sender should not be opened, nor should chain letters or warnings of viruses be forwarded within the District system.

Photographs of students may be used only with written permission from parents/guardians. You can **NOT** use your personal device to take photographs of students.

Incidental and occasional personal use of email is permitted. Such messages become the property of the school District and are subject to the same conditions as business email.

Staff members **can not** send “all staff” or “all building staff” emails. If you have something you would like to share, please see your building principal.

Paraeducators should not be emailing parents/guardians under any circumstances.

Technology Equipment and Software

All employees with a need for technology equipment for school business will be provided with access to such equipment upon employment. To be issued a District device, including Chromebooks, laptops or desktops, is an employee privilege and not a right. All technology devices and software used are school District property. Only District owned programs are to be loaded onto District devices. The school District reserves the right to deny service to any technology device or software that is NOT District property. All software installed on District devices shall have prior approval from the Director

of Technology and/or the Director of Curriculum. The school District reserves the right to monitor any and all programs installed on District devices. Software is not to be downloaded from any website without proper vetting and approval. Programs downloaded from the Internet are prime sources of virus infections. Regular and periodic storage of backup data is the responsibility of the user.

The District assumes the responsibility for the installation and maintenance of virus protection. Virus protection must not be removed or disabled.

Incidental and occasional personal use of District devices is permitted. Such usage is limited ONLY to that of the employee responsible for the device. Family members or friends of employees are not to use District devices. Any damage to a device that occurs during non-business use is the employee's liability.

The District makes no guarantee that the functions or services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage any user may suffer, including but not limited to the loss of data or interruptions of service. The District is not responsible for the accuracy or quality of information obtained through or stored on the system.

The District will not be responsible for financial obligations arising through an unauthorized use of the system. A staff member may be financially responsible for any harm to the system as a result of intentional misuse by the staff member. Violation of this policy may expose an employee to discipline up to and including immediate termination.

Communications

The District expects that employees will keep themselves well-informed about what's going on in our schools and participate in school events as time and interest allow. Visit the District website at www.sau43.nh.gov for a full listing of events. The District is also interested in the activities of employees including the accomplishments of their students, special projects with students or for the school, professional development activities and service to the community.

A District Annual Report which includes budget information and warrant articles is produced and distributed in January to all Newport taxpayers. This document is available at local libraries, town hall and on the web. Wellness News and other informational newsletters are distributed through the schools on a regular basis.

Telephones

The use of District phones for personal calls should be limited to brief, essential calls. Cell phones are also prohibited unless on a break or at lunch. Staff shall **NOT** use their personal cell phones to take pictures or videos of students. Nor shall they allow students to use staff members' personal cell phones.

Social Media Guidelines

As employees of the district and members of a small community where connections with students, families, and colleagues often extend beyond the classroom, it is especially important to maintain clear and professional boundaries on social media.

- Use privacy settings thoughtfully, but remember that anything posted online can become public.
- Avoid posting content that could compromise professional relationships, violate student privacy, or reflect poorly on the district.
- Do not “friend,” follow, or direct message current students from personal accounts; use only district-approved platforms for educational communication.
- Be mindful that your role as an educator carries expectations of conduct both inside and outside of school.

These guidelines help protect staff, students, and the integrity of our school community. For questions or clarification, please refer to the district’s social media policy or speak with your building administrator.

Complaint Procedures

Harassment and Discrimination Reporting

The district is committed to maintaining a safe, respectful, and inclusive environment free from harassment and discrimination. All staff have the right to work and learn in a setting that promotes dignity and equity.

- The district’s policies ACAA (Harassment) and ACAB (Discrimination) outline the expectations for conduct and the steps for reporting and resolving complaints.
- Any employee who experiences or witnesses harassment or discrimination is encouraged to report the incident promptly to a supervisor, building administrator, or the district’s designated Human Rights Officer/Title IX Coordinator.
- Reports will be taken seriously, investigated thoroughly, and handled with confidentiality to the extent possible. Retaliation against anyone who reports concerns in good faith is strictly prohibited.
- For assistance or to file a report, please contact Darlene Ayotte, Human Rights Officer/Title IX Coordinator, at dayotte@sau43.nh.gov or (603) 865-9512.
- Additional details on reporting procedures and support resources are available in policies ACAA and ACAB accessible on the district intranet or through Human Resources.

Creating a respectful workplace is a shared responsibility, and the district is committed to providing a safe avenue for addressing concerns.

NEWPORT SCHOOL DISTRICT

TITLE: Board Evaluation

SCHOOL BOARD MEETING OF: 9/10/26

ACTION ____X____ CONSENT:____ INFORMATION: ____

BACKGROUND:

Update and finalize Board evaluation.

FISCAL IMPACT:

FISCAL VERIFICATION: ____

RECOMMENDATION:

NEWPORT SCHOOL DISTRICT

TITLE: Community Forum

SCHOOL BOARD MEETING OF: 9/10/26

ACTION ____X____ CONSENT:____ INFORMATION: ____

BACKGROUND:

FISCAL IMPACT:

FISCAL VERIFICATION: ____

RECOMMENDATION: