

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
August 13, 2026
5:30 PM

- I. Call to Order - Roll Call
- II. Pledge of Allegiance
- III. Presentations:
 - a.
- 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 July 23, 2026 page 3
- VII. Student Representative Report
- 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
- IX. Information:
 - a. Back to School with SAU 43 August 22, 2026 page 60

- X. Action:
- a. Policy JICK Bullying Prevention - Pupil Safety and Violence Prevention page 62
 - b. Budget Calendar FY 2027-2028 page 76
 - c. Richards Handbook Approval page 80
 - d. Newport Middle High/CTE Handbook Approval page 81
 - e. PD Committee page 82
 - f. Superintendent Hiring Committee page 83
 - g. Superintendent Goals page 84
- 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 page 85
 - 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

NEWPORT SCHOOL BOARD MEETING MINUTES

July 23, 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

Newport School Board Public Hearing

The Newport School Board will hold a Public Hearing for the purpose of Building Renovation
Capital Fund request of up to \$20,000 for Richards column repair.

A Regular School Board meeting will follow

I. Call to Order - Roll Call

Chair Nikki Murphy called the meeting to order at 5:31PM.

II. Pledge of Allegiance

- Led by Chair Murphy

III. Public Hearing

- Kate O'Connor stated the purpose of this public hearing is to remove up to \$20,000 out of the capital reserve fund to repair a column on the bottom floor of Richards.
 - Aaron Spooner stated it is two cracks on the same column. The proposed fix is to put in some additional footing and fill the column with rebar. It will take the weight off of the column. Jeremy Merrill, who was a part of the brick work of Richards previously, stated that right now there was never any grout put into the column and no rebar. The beam sitting on it is bearing 8 inches and that's it. It's sitting on a column that is ready to explode. He is proposing coming off of the wall three feet and building it straight up to the beam. This would be a permanent fix.
 - Kate O'Connor stated that they were calling other structural engineers to ensure this would be a good project. Kate stated that the Fire Chief also took a look at it and said it needed to be fixed.
 - Melissa asked a follow up question about the hollow spaces around the door jams. Jeremy stated that he believes the school does. There are no other areas where there are cracks.

- Jessica asked if this repair could be done prior to school opening. Jessica wanted to ensure that there is a plan b for this room.
- Paul visited it today and wants to ensure that the other corners are secure. He would like them checked.
- Melissa asked if classroom space would be created.
- Kelly Merritt (Kindergarten Teacher) This is her classroom. She will use the new “nook” area as her office space due to the wall there.

IV. Public Comments

No public comment

V. Public Hearing Closing

Nikki made a motion to close the public hearing, Jessica seconded. 5-0-0 Motion passed.

Newport School Board Regular Meeting

VI. Opening of Regular Board Meeting and Call to Order - Roll Call

Nikki Murphy called the meeting to order at 5:47pm

VII. Presentations

- No presentations

VIII. Public Comment

- Melissa Mitchler spoke about the open enrollment meeting in Sunapee with Senator Ward and Senator Lang. Representative Drye was also there. Many of the board members attended. There were a lot of questions left unanswered.
- Interim Superintendent Robert Wargo wanted to thank Aaron Spooner and his crew for his hard work.

IX. Adjustments to the Agenda

- ***Jessica made a motion to approve up to 20,000 for the repair of the column under action. Paul seconded. 5-0-0 Motion passed***
- ***Nikki made a motion to remove information on the House Bill from the agenda. Jessica seconded. 5-0-0 Motion passed.***
- Melissa would like to add a conversation about adding another member to the superintendent hiring committee under action and under information, a discussion about budget documents.
 - ***The motion was made by Melissa. Keith seconded. 5-0-0 Motion passed.***

X. Approval of Minutes

a. Minutes from School Board Meeting July 9, 2026 page 3

- **Jessica Packard made a motion to approve the minutes. Melissa seconded.**
 - Keith noticed some misspellings in the minutes. He would like those to be amended. Paul made the corrections.
 - **A motion was made to approve the minutes as amended by Melissa. Keith seconded. 4-0-1 (Melissa Abstained)**

b. Minutes from School Board Joint Meeting with Selectboard July 14, 2026 page 6

- **Keith made a motion to approve the minutes. Jessica seconded.**
 - Keith noticed two corrections.
 - **Jessica made a motion to approve the minutes as amended. Keith seconded. 5-0-0 motion passed.**

XI. Student Representative Report

- No student Representative present.

XII. Consent Agenda:

a. AP Manifest page 9

1. 1005 - \$92,900

b. Payroll Manifest

1. 3 & 1006-1009 - \$117,752.37

Paul made the motion to accept, Jessica seconded. 5-0-0 motion passed.

XIII. Information:

- a. Budget documents
 - Melissa would like this added to the agenda for the next board meeting.

XIV. Action:

a. Second August Meeting

- Nikki stated that the board had spoken about only having one board meeting in August on August 13th. **Jessica made a motion. Keith seconded. 5-0-0 Motion passed.**

b. Committee Schedule

1. Building Finance

- Paul proposed the first Thursday of the last month of the quarter. Keith and Paul are on it for the board. He would like to see representatives from each school and three community members.
- **A motion was made to approve the committee schedule for Building Finance by Melissa. Paul seconded. 5-0-0 Motion passed.**

2. Communication

- They currently meet regularly.

3. Education Planning Committee

-

4. Extra Curriculars

-
- 5. Policy
 - They currently meet regularly.
- 6. Wellness
 -
 - Melissa recommended as a goal that the board has these finalized by a September meeting.

c. First Read Policies:

1. DDG Grant Application and Acceptance of Grants
2. EEAB Establishment of School Bus Routes
 - *Section b: change request - Melissa asked a question about the changing of bus routes. She questioned adding additional wording about "in advance" and the timing. It was agreed that it would be monitored and watched to see how it would work.*
 - *There was discussion to add a timeline for the superintendents and boards responses to appeals. They will have 5 calendar days to make a decision.*
3. EH Public Access to School District Records
 - *Melissa mentioned some changes that could be made to the policy. Interim Superintendent Wargo stated that conversations are still continuing.*
4. GBEC Drug Free Workplace-Drug Free Schools
5. GBCAH Section 125 Plans
6. IHAM Health Education & Exemption from Instruction
7. IK Earning of High School Credit - Achievement of Competencies
 - **No action was taken.**

Melissa wanted the policy committee to review policies IHAH, IMDA , CA.

d. Rescind Policies

1. BG - Board Policy Development Second Read page 64
 2. BGA - Policy Development System Second Read page 66
 3. BGB - Policy Adoption Second Read page 68
 4. BGE - Policy Dissemination Second Read page 69
 5. BGF - Suspension of Policies Second Read page 70
- Melissa made a motion to rescind the present policies. Jessica seconded. 5-0-0 Motion passed.***

e. Approving Public Hearing: Up to \$20,000.

- ***Jessica made the motion. Keith seconded. 5-0-0 Motion passed. This motion included the withdrawal of the trust fund.***

f. Superintendent Hiring Committee.

Melissa was contacted regarding the possibility of adding a second community member to the hiring committee. The Board had previously established a set number of seats for the committee, and adding another member would require Board approval. It was noted that adding an additional member would create an even number of committee members, which could potentially result in deadlocked votes. There is currently one community member serving on the committee.

Keith asked about the advantages and disadvantages of adding another community member. A disadvantage discussed was that a new member would need to be brought up to speed on the process and previous discussions. The advantage would be that, as the committee begins a new process, an additional community voice could provide another perspective.

Paul made a motion to add one additional community member to the hiring committee and open the opportunity to the public for interested community members to apply. The application period would remain open for one week. Melissa and Paul would make the final selection for the position. Nikki seconded the motion. Motion passed. 4-1-0 (Melissa voted no)

XV. Tabled Items

- No tabled items.

XVI. Personnel Reports

- No personnel reports.

XVII. Committee Report Outs

- No committee report outs.

XVIII. Public Comment - Goals 2 & 3

- No public comment provided
-

XIX. Superintendent Communications

a. Robert Wargo, Interim Superintendent

- He spoke about the hiring process. It is very challenging to hire professionals for the positions we have open.
- The Goshen tuition agreement has been finalized.

b. Kate O'Connor, Business Administrator

- She spoke about the food service and the differences. She believes the food deficit will be similar to last year.
- Harvey Construction came back and looked at the ag center door and the flooring for the CTE to fix the hump in the flooring. They have also been working on the high school lights and finished the Richards lights.
- They have also worked on the drainage. The bollards have been added at the NMHS building.

c. Darlene Ayotte, Director of Student Services

- She met with the online counseling service (Cartwheel).

XX. Board Communications

Nikki wanted to remind everyone that they do have the board retreat at 8:00am at the CTE Building. She also spoke about the open enrollment meeting.

Keith attended the Board of Selectman Meeting and stated that the School Board and Selectman left the joint meeting positively. She believes the district is heading in the right direction.

Melissa attended the admin retreat and was thrilled by the excitement of the upcoming year.

Paul wanted to ensure that a list is added for the next meeting of all of the vacancies.

XXI. Items for Next Agenda

- Staffing vacancies
- Approving Superintendent goals
- Approval of Handbooks
- Budget Calendar/Feedback

A motion was made by Melissa to adjourn the meeting. Keith seconded. 5-0-0 Motion passed. The meeting ended at 7:25pm.

NEWPORT SCHOOL DISTRICT

TITLE: AP and Payroll Manifests

SCHOOL BOARD MEETING OF: 8/13/26

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

BACKGROUND:

AP Manifest page

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

Payroll Manifest

26-27 Payroll:

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

FISCAL IMPACT:

FISCAL VERIFICATION: _____

RECOMMENDATION:

NEWPORT SCHOOL DISTRICT

TITLE: Policy DDG Grant Applications and Acceptance of Grants

SCHOOL BOARD MEETING OF: 8/13/26

ACTION _____ CONSENT: X INFORMATION: _____

BACKGROUND:

FISCAL IMPACT:

FISCAL VERIFICATION: _____

RECOMMENDATION:

It is recommended the School Board approve second read and adopt Policy DDG.

NEWPORT SCHOOL BOARD

DDG

Category: Optional

See also: DAF and DD

Grant Applications and Acceptance of Grants

The Superintendent must be notified of all potential funding sources and is responsible for evaluating eligibility and requirements before any staff member begins an application.

An employee must first receive permission from the Building Principal and the Superintendent before applying for a grant.

The District Business Administrator acts as the Federal Funds Coordinator and the Business Office will have oversight of the management of the grant.

The School Board must formally vote to approve the pursuit, acceptance, and expenditure of grant funds to remain compliant with state statute.

Any grant sought by an employee for classroom or school use becomes the legal property of the school district, not the individual employee. Employees cannot apply for grants requiring a district financial match unless the School Board has explicitly budgeted or authorized those funds. Employees must prove that the grant goals align with District curriculum standards and do not bind the District to unapproved software, materials, or hardware. Applications must also explicitly detail any long-term maintenance costs.

Legal References:

NH Statutes

Description

RSA

NH Dept. of Ed:

Regulation:

Description

N.H. Code Admin. Rules Ed

History:

Adopted by the Newport School Board 5.28.2026

NEWPORT SCHOOL DISTRICT

TITLE: Policy EEAB - Establishment of School Bus Routes

SCHOOL BOARD MEETING OF: 8/13/26

ACTION _____ CONSENT: X INFORMATION: _____

BACKGROUND:

FISCAL IMPACT:

FISCAL VERIFICATION: _____

RECOMMENDATION:

It is recommended the School Board approve second read and adopt Policy EEAB.

**NEWPORT SCHOOL
BOARD**

EEAB

*Category: Recommended
See Also EEA, EEAA, J/CC. EEAE-R, & JJCC-R*

**ESTABLISHMENT OF
SCHOOL BUS ROUTES**

A. General Policy.,

The Transportation Coordinator designated by the Superintendent pursuant to Board policy EEA, in consultation with the Principal(s) and transportation provider shall establish bus routes, schedules and stops for all students eligible for transportation pursuant to Board policy EEA. Routes will be over the most direct roads practicable for bus travel. Where an alternate route may be selected without sacrifice to efficiency or economy, preference will be given to that route serving the larger number of students more directly. Routes will be designed to employ as nearly as practicable the full carrying capacity of each bus trip. New routes will be established only when full capacity of the trips on existing routes has been reached or is imminent.

The purpose of bus scheduling shall be to achieve maximum service with a minimum fleet of buses consistent with rendering equitable service to all eligible students. The measure of service rendered shall be the total time between leaving a bus stop in the morning and returning thereto in the afternoon on a regular bus trip. To the greatest extent possible, routes, schedules and stops will minimize and balance the time students spend on buses. However, priority in distance to stops will be given to younger children.

Authorized bus stops shall be located at convenient intervals in places where students can be loaded or unloaded, cross highways and await arrival of buses with the utmost safety permitted based upon highway conditions, terrain, and visibility. Bus stops will be situated so that no student is required to walk more than 1 mile to reach a stop. Per RSA 189:8, the maximum distance to stops can be extended to 1 ½ miles for students residing in areas which are inaccessible by the District's established mode of transportation, provided that the vehicle, route and schedule have been approved by the commissioner of education. The number of bus stops on each trip shall be limited, consistent with the policy, so as to enable buses to maintain a reasonable timetable and schedule.

Process for Establishing Bus Routes and Stop.1.

1. Transportation coordinator obtains student enrollment list in early July.
2. Transportation Coordinator and building Principal(s), evaluate past year's routes and stops, find houses of new students, and draft a

route/stop proposal.

3. Proposed route and stop schedule is reviewed with Superintendent and/or designee.
4. In August Superintendent approves final route and stop schedule.
5. Routes and stops are posted on the District and school websites.
6. Late enrollments and other factors may necessitate alteration of approved and publicized

routes and stops.

B. Parent/Guardian Requests for Changes and Appeals.

- I. Change Requests. Students entitled to transportation service will be assigned to a school bus and stop and will be expected to adhere to the assignment. Parent requests for changes in a child's regular bus assignment should be sent to the Transportation Coordinator. Bus assignment changes will be made based on the following criteria:
 - a. Request must be written by parent or guardian.
 - b. Space must be available.
 - c. Change in a student's regular bus assignment may be approved for the year, the half year, or the quarter. Changes for shorter periods will not be honored by the coordinator.
 - d. Emergency situations or one-day changes may be authorized on a case-by-case basis by the Principal or his/her designee. Any such one-time change must be requested in writing and in advance by the parent/guardian. The Principal/designee will coordinate the change directly.
2. Appeals of Change Requests.
 - a. Appeals under C.1 must be presented in writing to the Superintendent within 10 calendar days of the Transportation Coordinator's decision.
 - b. The Superintendent will review relevant information and consult with the parent/guardian, Principal and transportation contractor.
 - c. If the Superintendent perceives a safety concern or if there is agreement that a change or addition to the route/stop is justified, the Superintendent will immediately make the change.
 - d. If the Superintendent does not approve the request, the parent/guardian may request a review by the School Board. To initiate the review/appeal the parent/guardian must request review/appeal in writing to the Superintendent within 10 calendar days from the date of the Superintendent's decision.
 - e. The Board will hear the appeal as part of its next available agenda subject to the availability of the parent/guardian.

- f. The Board will make its decision after hearing all appropriate information.

Legal References:

189:6, Transportation of Students

189:8, Limitations and Additions

189:9, Pupils in Private Schools

History :

Reviewed by Policy Committee 9/15/2021

Newport School Board 1st Reading 9/23/2021

Newport School Board 2nd Reading and Approval 10/14/2021

**NEWPORT SCHOOL
BOARD**

EEAB

Category: Recommended

See Also ~~BAAA~~, EEA, EEAA, J/CC. ~~EEAE~~, EEAE-R, & ~~JCC-R~~ ~~JICC~~, ~~JICC(R1)~~

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Process for Establishing Bus Routes and Stops.

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year's routes and stops, find houses of new students, and draft a route/stop proposal.

3. The proposed route and stop schedule is reviewed with the Superintendent and/or designee.
4. In August the Superintendent approves the final route and stop schedule.
5. Routes and stops are posted on the District and school websites **and the availability of the information is sent via notice to all families.**
6. Late enrollments and other factors may necessitate alteration of approved and publicized routes and stops.

B. Parent/Guardian Requests for Changes and Appeals.

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~~2. Appeals of Change Requests.~~

- ~~a. Appeals under C.1 must be presented in writing to the Superintendent within 10 calendar days of the Transportation Coordinator's decision.~~
- ~~b. The Superintendent will review relevant information and consult with the parent/guardian, Principal and transportation contractor.~~
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- ~~e. The Board will hear the appeal as part of its next available agenda~~

~~subject to the availability of the parent/guardian.~~

~~f. The Board will make its decision after hearing all appropriate information.~~

2. Further Review. A parent/guardian dissatisfied with the determination of the Transportation Coordinator may seek waiver of this policy under the provision of Board policy BAAA.

C. Parent/Guardian Requests for Changes and Appeals.

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History :

Reviewed by Policy Committee 9/15/2021

Newport School Board 1st Reading 9/23/2021

Newport School Board 2nd Reading and Approval 10/14/2021

Newport School Board 1st Reading

Newport School Board 2nd Reading and Approval

**NEWPORT SCHOOL
BOARD**

EEAB

Category: Recommended

*See Also EEA, EEAA, J/CC. EEAE, EEAE-R, &
JICC, JICC(R1)*

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2. Further Review. A parent/guardian dissatisfied with the determination of the Transportation Coordinator may seek waiver of this policy under the provision of Board policy BAAA.

C. Parent/Guardian Requests for Changes and Appeals.

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2. Appeals of Change Requests.

- a. Appeals under C.1 must be presented in writing to the Superintendent within 5 calendar days of the Transportation Coordinator's decision.
- b. The Superintendent will review relevant information and consult with the parent/guardian, Principal and transportation contractor.
- c. If the Superintendent perceives a safety concern or if there is agreement that a change or addition to the route/stop is justified, the Superintendent will immediately make the change.
- d. If the Superintendent does not approve the request, the parent/guardian may request a review by the School Board. To initiate the review/appeal the parent/guardian must request review/appeal in writing to the Superintendent within 5 calendar days from the date of the Superintendent's decision.
- e. The Board will hear the appeal as part of its next available agenda subject to the availability of the parent/guardian.
- f. The Board will make its decision in 5 calendar days after hearing all appropriate information.

Legal References:

189:6, Transportation of Students
189:8, Limitations and Additions
189:9, Pupils in Private Schools

History:

Reviewed by Policy Committee 9/15/2021 Newport
School Board 1st Reading 9/23/2021
Newport School Board 2nd Reading and Approval 10/14/2021
Newport School Board 1st Reading
Newport School Board 2nd Reading and Approval

NEWPORT SCHOOL DISTRICT

TITLE: Policy EH - Public Access to School District Records

SCHOOL BOARD MEETING OF: 8/13/26

ACTION _____ CONSENT: X INFORMATION: _____

BACKGROUND:

FISCAL IMPACT:

FISCAL VERIFICATION: _____

RECOMMENDATION:

It is recommended the School Board approve second read and adopt Policy EH.

NEWPORT SCHOOL BOARD

EH

Category: Recommended

See also BEDG, EHB, JRA, EH-R & EHB-R

PUBLIC ACCESS TO SCHOOL DISTRICT RECORDS

The Superintendent is hereby designated the custodian of all “District records”, which term shall have the same meaning as “governmental records” as that term is defined in the state’s Right to Know law, RSA 91-A:1-a. Without limiting that meaning, District records shall include board or board committee minutes, documents, writings, letters, memoranda, e-mails, images, or other information of any kind kept or maintained by the District in any physical form (written, visual, electronic, digital, etc.).

The Superintendent shall develop written procedures concerning all requests by the public to inspect or obtain copies of school district records (i.e., “governmental records”). The procedures shall conform in all respects to the Right to Know Law. The written procedures should contain provisions clearly indicating personnel responsible for processing any request for District records, as well as the cost for providing requested copies. No fee or expense shall be charged other than as allowed under RSA 91-A:4.

The Superintendent shall review such procedures annually and make such changes as are required as a result of legislative changes to the Right to Know or other applicable law or regulations, or as s/he may deem appropriate. Any changes to the written procedures should be provided to all appropriate personnel and to the School Board.

All District records shall be retained, deleted or destroyed in accordance with Board policy EHB, and Administrative Procedures EHB-R. Minutes of school board meetings, and materials used to prepare the same, shall also be made available in accordance with Board policy BEDG.

The Superintendent is authorized to contact the District's attorney for any matter related to requests for public records and/or the development of the written procedures required under this policy.

Legal Reference:

RSA 91-A, New Hampshire Right to Know Law

History:

Current

Reviewed by the Policy Committee 11/17/03

Reviewed by the Policy Committee 3/15/04

Newport School Board 1st Reading 3/25/04

Newport School Board 2nd Reading & Approval 5/27/04

Newport School Board 1st Reading 11/15/18

Newport School Board 2nd Reading & Approval 12/20/18

Newport School Board 1st Reading 10/22/2020

Newport School Board 2nd Reading & Approval 11/5/2020

NEWPORT SCHOOL BOARD

EH

Category: Recommended

See also BEDG, EHB, JRA, EH-R & EHB-R

PUBLIC ACCESS TO SCHOOL DISTRICT RECORDS

The Superintendent is hereby designated the custodian of all "District records", which term shall have the same meaning as "governmental records" as that term is defined in the state's Right to Know law, RSA 91-A:1-a. Without limiting that meaning, District records shall include board or board committee minutes, documents, writings, letters, memoranda, e-mails, images, or other information of any kind kept or maintained by the District in any physical form (written, visual, electronic, digital, etc.).

~~The Superintendent shall develop written procedures concerning all requests by the public to inspect or obtain copies of school district records (i.e., "governmental records"). The procedures shall conform in all respects to the Right to Know Law. The written procedures should contain provisions clearly indicating personnel responsible for processing any request for District records, as well as the cost for providing requested copies. No fee or expense shall be charged other than as allowed under RSA 91-A:4.~~

The Board has adopted procedural policy EH-R, to serve as the minimum requirements for procedures governing all requests by the public to inspect, or obtain copies of school district records (i.e., "governmental records") and the District's responses to those citizen's requests. The Superintendent should develop additional written administrative procedures to ensure appropriate implementation of this policy and procedural policy EH-R. Such administrative procedures shall conform in all respects to the Right to Know Law. They should contain provisions clearly indicating personnel responsible for processing any request for District records, as well as a method for logging and tracking both the requests and the responses, and may contain provisions for including a log on the District's website.

~~The Superintendent shall review such procedures annually and make such changes as are required as a result of legislative changes to the Right to Know or other applicable law or regulations, or as s/he may deem appropriate. Any changes to the written procedures should be provided to all appropriate personnel and to the School Board.~~

All District records shall be retained, deleted or destroyed in accordance with Board policy EHB, and Administrative Procedures EHB-R. Minutes of school board meetings, and materials used to prepare the same, shall also be made available in accordance with Board policy BEDG.

The Superintendent is authorized to contact the District's attorney for any matter related to requests for public records and/or the development of the written procedures required under this policy.

Marked Up

Legal Reference:

~~RSA 91-A, New Hampshire Right to Know Law~~

RSA 194-C:4 II (a) [Superintendent Services](#)

RSA 91-A [New Hampshire Right To Know Law \("Access to Governmental Records and Meetings\)](#)

RSA 91-A:1-a [Definitions](#)

History:

Reviewed by the Policy Committee 11/17/03

Reviewed by the Policy Committee 3/15/04

Newport School Board 1st Reading 3/25/04

Newport School Board 2nd Reading & Approval 5/27/04

Newport School Board 1st Reading 11/15/18

Newport School Board 2nd Reading & Approval 12/20/18

Newport School Board 1st Reading 10/22/2020

Newport School Board 2nd Reading & Approval 11/5/2020

Newport School Board 1st Reading

Newport School Board 2nd Reading & Approval

NEWPORT SCHOOL BOARD

EH

Category: Recommended

See also BEDG, EHB, EHB-R(1), EHLB, JRA, JRA-R(1), EH, EH-R

PUBLIC ACCESS TO SCHOOL DISTRICT RECORDS

The Superintendent is hereby designated the custodian of all “District records”, which term shall have the same meaning as “governmental records” as that term is defined in the state’s Right to Know law, RSA 91-A:1-a. Without limiting that meaning, District records shall include board or board committee minutes, documents, writings, letters, memoranda, e-mails, images, or other information of any kind kept or maintained by the District in any physical form (written, visual, electronic, digital, etc.).

The Board has adopted procedural policy EH-R, to serve as the minimum requirements for procedures governing all requests by the public to inspect, or obtain copies of school district records (i.e., “governmental records”) and the District's responses to those requests. The Superintendent should develop additional written administrative procedures to ensure appropriate implementation of this policy and procedural policy EH-R. Such administrative procedures shall conform in all respects to the Right to Know Law. They should contain provisions clearly indicating personnel responsible for processing any request for District records, as well as a method for logging and tracking both the requests and the responses, and may contain provisions for including a log on the District's website.

Any changes to the written procedures should be provided to all appropriate personnel and to the School Board.

All District records shall be retained, deleted or destroyed in accordance with Board policy EHB, and Administrative Procedures EHB-R. Minutes of school board meetings, and materials used to prepare the same, shall also be made available in accordance with Board policy BEDG.

The Superintendent is authorized to contact the District's attorney for any matter related to requests for public records and/or the development of the written procedures required under this policy.

RSA 194-C:4 II (a) Superintendent Services

RSA 91-A New Hampshire Right To Know Law ("Access to Governmental Records and Meetings)

RSA 91-A:1-a Definitions

Proposed

History:

Reviewed by the Policy Committee 11/17/03

Reviewed by the Policy Committee 3/15/04

Newport School Board 1st Reading 3/25/04

Newport School Board 2nd Reading & Approval 5/27/04

Newport School Board 1st Reading 11/15/18

Newport School Board 2nd Reading & Approval 12/20/18

Newport School Board 1st Reading 10/22/2020

Newport School Board 2nd Reading & Approval 11/5/2020

Newport School Board 1st Reading

Newport School Board 2nd Reading & Approval

NEWPORT SCHOOL DISTRICT

TITLE: Policy GBEC - Drug Free Workplace-Drug Free Schools

SCHOOL BOARD MEETING OF: 8/13/26

ACTION _____ CONSENT: X INFORMATION: _____

BACKGROUND:

FISCAL IMPACT: None

FISCAL VERIFICATION: _____

RECOMMENDATION:

It is recommended the School Board approve second read and adopt Policy GBEC.

NEWPORT SCHOOL BOARD

GBEC

Category: Priority/Required by Law

Identical Policy: ADC

Related Policy: JICH

DRUG-FREE WORKPLACE & DRUG-FREE SCHOOLS

A. Drug-Free Workplace

1. All District workplaces are drug- and alcohol-free. All employees and contracted personnel are prohibited from:
 - a. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of any controlled substance or drug while on or in the workplace, including employees possessing a "medical marijuana" card.
 - b. Distributing, consuming, using, possessing, or being under the influence of alcohol while on or in the workplace.
2. For purposes of this policy, a "controlled substance or drug" means and includes any controlled substance or drug defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or New Hampshire Controlled Drug Act RSA 318-B.
3. For purposes of this policy, "workplace" shall mean the site for the performance of work, and will include at a minimum any District building or grounds owned or operated by the District, any school-owned vehicle, and any other school-approved vehicle used to transport students to and from school or school activities. It shall also include off-school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction, care or control of the District.
4. As a condition of employment, each employee and all contracted personnel will:
 - a. Abide by the terms of this policy respecting a drug- and alcohol-free workplace, including any administrative rules, regulations or procedures implementing this policy; and
 - b. Notify his or her supervisor of his or her conviction under any criminal drug statute, for a violation occurring on District premises or while performing work for the District, no later than five (5) days after such conviction.
5. In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:

- a. Provide each employee with a copy of the District drug- and alcohol-free workplace policy;
- b. Post notice of the District drug- and alcohol-free workplace policy in a place where other information for employees is posted;
- c. Establish a drug-free awareness program to educate employees about the dangers of drug abuse and drug use in the workplace, the specifics of this policy, including the consequences for violating the policy, and any information about available drug and alcohol counseling, rehabilitation, reentry, or other employee-assistance programs.

B. District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action; up to and including termination of employment. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction. Should District employees or contracted personnel be engaged in the performance of work under a federal contract or grant, or under a state contract or grant, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee/contracted personnel's conviction, within ten (10) days after receiving notice of the conviction.

The processes for disciplinary action shall be those provided generally to other misconduct for the employee/contractor personnel as may be found in applicable collective bargaining agreements, individual contracts, School Board policies, contractor agreements, and or governing law. Disciplinary action should be applied consistently and fairly with respect to employees of the District and/or contractor personnel as the case may be.

C. Drug-Free School Zone

Pursuant to New Hampshire's "Drug-Free School Zone" law (RSA Chapter 193-B), it is unlawful for any person to manufacture, sell prescribe administer, dispense, or possess with intent to sell, dispense or compound any controlled drug or its analog, within a "drug-free school zone". The Superintendent is directed to assure that the District is and remains in compliance with the requirements of RSA 193-B, I, and N.H. Ed. Part 316 with respect to establishment, mapping and signage of the drug-free zone around each school of the District.

D. Implementation and Review

- a. The Superintendent is directed to promulgate administrative procedures and rules necessary and appropriate to implement the provisions of this policy.
- b. In order to maintain a drug-free workplace, the Superintendent will perform a

biennial review of the implementation of this policy. The review shall be designed to (i) determine and assure compliance with the notification requirements of section A.5.a, b and d; (ii) determine the effectiveness of programs established under paragraph A.5.c above; (iii) ensure that disciplinary sanctions are consistently and fairly enforced; and (iv) and identify any changes required, if any.

Legal References:

41 U.S.C. §101, et. Seq. - Drug-free workplace requirements for Federal contractors, and Federal grant recipients

- *RSA Chapter 193-B Drug Free School Zones*
- *N.H. Admin. Code, Ed. Part 316*

History:

Newport School Board 1st reading 6/7/12
Newport School Board 2nd Reading & Adoption 6/28/12
Newport School Board Re-adoption 10/22/15
Newport School Board 1st Reading 10/25/18
Newport School Board 2nd Reading & Approval 11/15/18
Updated by Policy Committee 12/11/19
Newport School Board 1st Reading 12/12/19
Newport School Board 2nd Reading & Approval 1/9/2020

NEWPORT SCHOOL BOARD

GBEC

Category: Priority/Required by Law

Identical Policy: ADC

Related Policy: JICH

DRUG-FREE WORKPLACE & DRUG-FREE SCHOOLS

A. Drug-Free Workplace

1. All District workplaces are drug- and alcohol-free. All employees and contracted personnel are prohibited from:
 - a. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of any controlled substance or drug while on or in the workplace, including employees possessing a "medical marijuana" card.
 - b. Distributing, consuming, using, possessing, or being under the influence of alcohol while on or in the workplace.
2. For purposes of this policy, a "controlled substance or drug" means and includes any controlled substance or drug defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or New Hampshire Controlled Drug Act RSA 318-B.
3. For purposes of this policy, "workplace" shall mean the site for the performance of work, and will include at a minimum any District building or grounds owned or operated by the District, any school-owned vehicle, and any other school-approved vehicle used to transport students to and from school or school activities. It shall also include off-school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction, care or control of the District.
4. As a condition of employment, each employee and all contracted personnel will:
 - a. Abide by the terms of this policy respecting a drug- and alcohol-free workplace, including any administrative rules, regulations or procedures implementing this policy; and
 - b. Notify his or her supervisor **in writing** of his or her conviction under any criminal drug statute, for a violation occurring on District premises or while performing work for the District, no later than five (5) days after such conviction.
5. In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:

- a. Provide each employee with a copy of the District drug- and alcohol-free workplace policy;
- b. Post notice of the District drug- and alcohol-free workplace policy in a place where other information for employees is posted;
- c. Establish a drug-free awareness program to educate employees about the dangers of drug abuse and drug use in the workplace, the specifics of this policy, including the consequences for violating the policy, and any information about available drug and alcohol counseling, rehabilitation, reentry, or other employee-assistance programs.

B. District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action; up to and including termination of employment. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction. Should District employees or contracted personnel be engaged in the performance of work under a federal contract or grant, or under a state contract or grant, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee/contracted personnel's conviction, within ten (10) days after receiving notice of the conviction.

The processes for disciplinary action shall be those provided generally to other misconduct for the employee/contractor personnel as may be found in applicable collective bargaining agreements, individual contracts, School Board policies, contractor agreements, and or governing law. Disciplinary action should be applied consistently and fairly with respect to employees of the District and/or contractor personnel as the case may be.

C. Drug-Free School Zone

Pursuant to New Hampshire's "Drug-Free School Zone" law (RSA Chapter 193-B), it is unlawful for any person to manufacture, sell prescribe administer, dispense, or possess with intent to sell, dispense or compound any controlled drug or its analog, within a "drug-free school zone". The Superintendent is directed to assure that the District is and remains in compliance with the requirements of RSA 193-B, I, and N.H. Ed. Part 316 with respect to establishment, mapping and signage of the drug-free zone around each school of the District.

D. Implementation and Review

- a. The Superintendent is directed to promulgate administrative procedures and rules necessary and appropriate to implement the provisions of this policy.

- b. In order to maintain a drug-free workplace, the Superintendent will perform a biennial review of the implementation of this policy. The review shall be designed to
 - i. determine and assure compliance with the notification requirements of section A.5.a, b and c;
 - ii. determine the effectiveness of programs established under paragraph A.5.c above;
 - iii ensure that disciplinary sanctions are consistently and fairly enforced; and (iv) and identify any changes required, if any.

Legal References:

41 U.S.C. §101, et. Seq. - Drug-free workplace requirements for Federal contractors, and Federal grant recipients

- *RSA Chapter 193-B Drug Free School Zones*
- *N.H. Admin. Code, Ed. Part 316*

History:

Newport School Board 1st reading 6/7/12

Newport School Board 2nd Reading & Adoption 6/28/12

Newport School Board Re-adoption 10/22/15

Newport School Board 1st Reading 10/25/18

Newport School Board 2nd Reading & Approval 11/15/18

Updated by Policy Committee 12/11/19

Newport School Board 1st Reading 12/12/19

Newport School Board 2nd Reading & Approval 1/9/2020

Newport School Board 1st Reading

Newport School Board 2nd Reading & Approval

NEWPORT SCHOOL BOARD

GBEC

Category: Priority/Required by Law

Identical Policy: ADC

Related Policy: JICH

DRUG-FREE WORKPLACE & DRUG-FREE SCHOOLS

A. Drug-Free Workplace

1. All District workplaces are drug- and alcohol-free. All employees and contracted personnel are prohibited from:
 - a. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of any controlled substance or drug while on or in the workplace, including employees possessing a "medical marijuana" card.
 - b. Distributing, consuming, using, possessing, or being under the influence of alcohol while on or in the workplace.
2. For purposes of this policy, a "controlled substance or drug" means and includes any controlled substance or drug defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or New Hampshire Controlled Drug Act RSA 318-B.
3. For purposes of this policy, "workplace" shall mean the site for the performance of work, and will include at a minimum any District building or grounds owned or operated by the District, any school-owned vehicle, and any other school-approved vehicle used to transport students to and from school or school activities. It shall also include off-school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction, care or control of the District.
4. As a condition of employment, each employee and all contracted personnel will:
 - a. Abide by the terms of this policy respecting a drug- and alcohol-free workplace, including any administrative rules, regulations or procedures implementing this policy; and
 - b. Notify his or her supervisor in writing of his or her conviction under any criminal drug statute, for a violation occurring on District premises or while performing work for the District, no later than five (5) days after such conviction.
5. In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:

- a. Provide each employee with a copy of the District drug- and alcohol-free workplace policy;
- b. Post notice of the District drug- and alcohol-free workplace policy in a place where other information for employees is posted;
- c. Establish a drug-free awareness program to educate employees about the dangers of drug abuse and drug use in the workplace, the specifics of this policy, including the consequences for violating the policy, and any information about available drug and alcohol counseling, rehabilitation, reentry, or other employee-assistance programs.

B. District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action; up to and including termination of employment. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction. Should District employees or contracted personnel be engaged in the performance of work under a federal contract or grant, or under a state contract or grant, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee/contracted personnel's conviction, within ten (10) days after receiving notice of the conviction.

The processes for disciplinary action shall be those provided generally to other misconduct for the employee/contractor personnel as may be found in applicable collective bargaining agreements, individual contracts, School Board policies, contractor agreements, and or governing law. Disciplinary action should be applied consistently and fairly with respect to employees of the District and/or contractor personnel as the case may be.

C. Drug-Free School Zone

Pursuant to New Hampshire's "Drug-Free School Zone" law (RSA Chapter 193-B), it is unlawful for any person to manufacture, sell prescribe administer, dispense, or possess with intent to sell, dispense or compound any controlled drug or its analog, within a "drug-free school zone". The Superintendent is directed to assure that the District is and remains in compliance with the requirements of RSA 193-B, I, and N.H. Ed. Part 316 with respect to establishment, mapping and signage of the drug-free zone around each school of the District.

D. Implementation and Review

- a. The Superintendent is directed to promulgate administrative procedures and rules necessary and appropriate to implement the provisions of this policy.

- b. In order to maintain a drug-free workplace, the Superintendent will perform a biennial review of the implementation of this policy. The review shall be designed to
 - i. determine and assure compliance with the notification requirements of section A.5.a, b and c;
 - ii. determine the effectiveness of programs established under paragraph A.5.c above;
 - iii ensure that disciplinary sanctions are consistently and fairly enforced; and (iv) and identify any changes required, if any.

Legal References:

41 U.S.C. §101, et. Seq. - Drug-free workplace requirements for Federal contractors, and Federal grant recipients

- *RSA Chapter 193-B Drug Free School Zones*
- *N.H. Admin. Code, Ed. Part 316*

History:

Newport School Board 1st reading 6/7/12
Newport School Board 2nd Reading & Adoption 6/28/12
Newport School Board Re-adoption 10/22/15
Newport School Board 1st Reading 10/25/18
Newport School Board 2nd Reading & Approval 11/15/18
Updated by Policy Committee 12/11/19
Newport School Board 1st Reading 12/12/19
Newport School Board 2nd Reading & Approval 1/9/2020
Newport School Board 1st Reading
Newport School Board 2nd Reading & Approval

NEWPORT SCHOOL DISTRICT

TITLE: Policy GBCAH Section 125 Plans

SCHOOL BOARD MEETING OF: 8/13/26

ACTION _____ CONSENT: X INFORMATION: _____

BACKGROUND:

FISCAL IMPACT:

FISCAL VERIFICATION: _____

RECOMMENDATION:

It is recommended the School Board approve second read and adopt Policy GBCAH.

NEWPORT SCHOOL BOARD

GBCAH

Category: Recommended

Section 125 Plans (HSA-Health Savings Account)

The Newport School District offers health insurance to all eligible employees. When a health insurance plan has an HSA attached, the school district offers funding towards the deductible by depositing said funds into the employee's HSA.

All eligible employees must pass the federal IRS requirements to access the HSA. Funds cannot be deposited by the school district in an HSA that has not passed the federal requirements.

If an employee does not pass the requirements by the end of the school district's fiscal year in which they are currently in, the employee will forfeit said employer funds for that year.

Legal References:

Section 326 of the USA PATRIOT Act.

NH Dept. of Ed:

History:

Newport School Board First Read

Adopted by the Newport School Board

NEWPORT SCHOOL DISTRICT

TITLE: Policy IHAM - Health Education & Exemption from Instruction

SCHOOL BOARD MEETING OF: 8/13/26

ACTION _____ CONSENT: X INFORMATION: _____

BACKGROUND:

FISCAL IMPACT:

FISCAL VERIFICATION: _____

RECOMMENDATION:

It is recommended the School Board approve second and adopt Policy IHAM

NEWPORT SCHOOL BOARD

IHAM

Category: Priority/Required by Law

See Also, IGE & IHAM-R

HEALTH EDUCATION & EXEMPTION FROM INSTRUCTION

Consistent with state law and Department of Education requirements, health and physical education, including, instruction about parts of the body, reproduction, sexuality education, human immunodeficiency virus (HIV)/acquired immunodeficiency syndrome (AIDS) and related topics, will be included in the instructional program. Sexuality education shall include instruction relative to abstinence and sexually transmitted infections.

Instruction must be appropriate to grade level, course of study, and development of students and must occur in a systematic manner. The Superintendent will require that faculty members who present this instruction receive continuing in-service training, which includes appropriate teaching strategies and techniques.

Parents and legal guardians shall be notified by e-mail, other written means, website/social media postings or phone call, not less than two (2) weeks in advance of use of the curriculum course material to be used for instruction of human sexuality or human sexual education. Such notice will be delivered via email, other direct written means, website/social media posting, or phone call. To the extent practicable, a school district shall make curriculum course materials available to parents or legal guardians for review upon request. Accordingly, the notice will identify and provide contact information for the Principal or other staff member a parent or guardian should contact to arrange an opportunity to inspect the curriculum course material.

Opt-Out Procedure and Form

Parents/guardians, or students over eighteen years of age, who do not want their child to participate in a particular unit of health or sex education instruction for religious reasons or religious objections, are allowed to have their child opt-out of such instruction.

Parents/guardians who do not want their child to participate in a particular unit of health or for religious reasons must complete a Health and Sex Education Exemption/Objectionable Course Material: Opt-Out Form. Opt-Out Forms are available from either the health education teacher or the Principal. Opt-out requests must be submitted annually and are valid only for the school year in which they are submitted.

Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment sufficient to meet state requirements for health education. The alternative assignment will be provided by the health or physical education teacher in conjunction with the Principal.

Current

In accordance with the federal Protection of Pupil Rights Amendment, as a School District that receives federal Department of Education funds, the Superintendent shall develop procedures to allow the parent/guardian of a student to inspect any instructional material used as part of the educational curriculum for the student. The procedures will provide reasonable access to instructional material within a reasonable period of time after the request is received.

Legal References:

20 U.S.C §1232h, (c)(1)(C), Protection of Pupil Rights
RSA 186:11, IX, Instruction as to Intoxicants and Sexually Transmitted Diseases
RSA 186:11, IX-b, Health and Sex Education
RSA 186:11, IX-c, Objectionable Course Material
RSA 186:11, IX-e Notice to Parents/Guardian Required
NH Code of Administrative Rules, Section Ed 306.40, Health Education Program
NH Code of Administrative Rules, Section Ed 306.41, Physical Education Program

History:

Newport School Board 1st Reading 10/26/17
Newport School Board 2nd Reading and Approval 12/14/17
Newport School Board 1st Reading 10/10/19
Newport School Board 2nd Reading and Approval 10/24/19
Reviewed by the Policy Committee 9/16/2020
Newport School Board 1st Reading 9/24/2020
Newport School Board 2nd Reading and Approval 10/8/2020

NEWPORT SCHOOL BOARD

IHAM

Category: Priority/Required by Law

See Also, AB, EBCG, JLIF, JLIF-R(1), IGE & IHAM-R

HEALTH EDUCATION & EXEMPTION FROM INSTRUCTION

Consistent with state law and Department of Education requirements, health and physical education, including, instruction about parts of the body, reproduction, sexuality education, human immunodeficiency virus (HIV)/acquired immunodeficiency syndrome (AIDS) and related topics, will be included in the instructional program. Sexuality education shall include instruction relative to abstinence and sexually transmitted infections.

Instruction **or programming** must be appropriate to grade level, course of study, and development of students and must occur in a systematic manner. The Superintendent will require that faculty members who present this instruction receive continuing in-service training, which includes appropriate teaching strategies and techniques.

Parents and legal guardians shall be notified by e-mail, other written means, website/social media postings or phone call, not less than two (2) weeks in advance of use of the curriculum course material to be used for instruction of human sexuality or human sexual education **sexual orientation, gender, gender identity, or gender expression**. Such notice will be delivered via email, other direct written means, website/social media posting, or phone call. **The notice shall identify and provide contact information for the Principal or other staff member whom a parent or guardian should contact to arrange an opportunity to inspect the curriculum course material. However, no notice is required if a District employee is responding to a question from a student during class.**

~~To the extent practicable, a school district shall make curriculum course materials available to parents or legal guardians for review upon request. Accordingly, the notice will identify and provide contact information for the Principal or other staff member a parent or guardian should contact to arrange an opportunity to inspect the curriculum course material.~~

In accordance with the federal Protection of Pupil Rights Amendment, as a School District that receives federal Department of Education funds, and also in accordance with NH RSA 186:11, IX-c, the Superintendent shall develop procedures to allow the parent/guardian of a student to inspect any instructional material used as part of the educational curriculum for the student. The procedures will provide access to the requested instructional material promptly (as is reasonable under the circumstances) to instructional material within a reasonable period of time after the request is received. Accordingly, the notice will identify and provide contact information for the Principal or other staff member whom a parent or guardian should contact to arrange an opportunity to inspect the curriculum course material.

Marked Up

Opt-Out Procedure and Form

Parents/guardians, or students over eighteen years of age, who do not want their child to participate in a particular unit of health or sex education instruction for religious reasons or religious objections, are allowed to have their child opt-out of such instruction. **(Note: Per RSA 186:11, IX-c, parents/guardians have additional opt-out rights under Board policy IGE.)**

In the event a parent/guardian finds specific course material objectionable, the parent/guardian may notify the building Principal of the specific material to which they object and request that the student receive alternative instruction, sufficient to enable the child to meet state requirements for education in the particular subject area. This notification and request shall be in writing a minimum of two weeks in advance of any objectionable course material. Any reasons given for an objection to material shall remain confidential. The building Principal and the parent must mutually agree to the alternative instruction. The alternative instruction agreed upon must meet state minimum standards.

The building Principal and the parent/guardian must mutually agree to the alternative instruction. The alternative instruction agreed upon must meet state requirements for education in the particular subject area.

School District staff will make reasonable efforts, within the scope of existing time, schedules, resources and other duties, to accommodate alternative instruction for the student. Alternative instruction may be provided by the school, through approved independent study, or through other method agreed to by the parent/guardian and the building principal. Any cost associated with the alternative instruction shall be borne by the parent.

~~In accordance with the federal Protection of Pupil Rights Amendment, as a School District that receives federal Department of Education funds, the Superintendent shall develop procedures to allow the parent/guardian of a student to inspect any instructional material used as part of the educational curriculum for the student. The procedures will provide reasonable access to instructional material within a reasonable period of time after the request is received.~~

Legal References:

20 U.S.C §1232h, (c)(1)(C), *Protection of Pupil Rights*
RSA 186:11, IX, *Instruction as to Intoxicants and Sexually Transmitted Diseases*
RSA 186:11, IX-b, *Health and Sex Education*
RSA 186:11, IX-c, *Objectionable Course Material*
RSA 186:11, IX-e *Notice to Parents/Guardian Required*
NH Code of Administrative Rules, Section Ed 306.40**31**, *Health and Wellness Education Program*
NH Code of Administrative Rules, Section Ed 306.44**32**, *Physical Education Program*

History:

Marked Up

Newport School Board 1st Reading 10/26/17

Newport School Board 2nd Reading and Approval 12/14/17

Newport School Board 1st Reading 10/10/19

Newport School Board 2nd Reading and Approval 10/24/19

Reviewed by the Policy Committee 9/16/2020

Newport School Board 1st Reading 9/24/2020

Newport School Board 2nd Reading and Approval 10/8/2020

Newport School Board 1st Reading

Newport School Board 2nd Reading and Approval

NEWPORT SCHOOL BOARD

IHAM

Category: Priority/Required by Law

See Also, AB, EBCG, JLIF, JLIF-R(1), IGE & IHAM-R

HEALTH EDUCATION & EXEMPTION FROM INSTRUCTION

Consistent with state law and Department of Education requirements, health and physical education, including, instruction about parts of the body, reproduction, sexuality education, human immunodeficiency virus (HIV)/acquired immunodeficiency syndrome (AIDS) and related topics, will be included in the instructional program. Sexuality education shall include instruction relative to abstinence and sexually transmitted infections.

Instruction or programming must be appropriate to grade level, course of study, and development of students and must occur in a systematic manner. The Superintendent will require that faculty members who present this instruction receive continuing in-service training, which includes appropriate teaching strategies and techniques.

Parents and legal guardians shall be notified by e-mail, other written means, website/social media postings or phone call, not less than two (2) weeks in advance of use of the curriculum course material to be used for instruction of human sexuality or human sexual education sexual orientation, gender, gender identity, or gender expression. Such notice will be delivered via email, other direct written means, website/social media posting, or phone call. The notice shall identify and provide contact information for the Principal or other staff member whom a parent or guardian should contact to arrange an opportunity to inspect the curriculum course material. However, no notice is required if a District employee is responding to a question from a student during class.

In accordance with the federal Protection of Pupil Rights Amendment, as a School District that receives federal Department of Education funds, and also in accordance with NH RSA 186:11, IX-c, the Superintendent shall develop procedures to allow the parent/guardian of a student to inspect any instructional material used as part of the educational curriculum for the student. The procedures will provide access to the requested instructional material promptly (as is reasonable under the circumstances) to instructional material within a reasonable period of time after the request is received. Accordingly, the notice will identify and provide contact information for the Principal or other staff member whom a parent or guardian should contact to arrange an opportunity to inspect the curriculum course material.

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Proposed

instruction. (Note: Per RSA 186:11, IX-c, parents/guardians have additional opt-out rights under Board policy IGE.)

In the event a parent/guardian finds specific course material objectionable, the parent/guardian may notify the building Principal of the specific material to which they object and request that the student receive alternative instruction, sufficient to enable the child to meet state requirements for education in the particular subject area. This notification and request shall be in writing a minimum of two weeks in advance of any objectionable course material. Any reasons given for an objection to material shall remain confidential. The building Principal and the parent must mutually agree to the alternative instruction. The alternative instruction agreed upon must meet state minimum standards.

The building Principal and the parent/guardian must mutually agree to the alternative instruction. The alternative instruction agreed upon must meet state requirements for education in the particular subject area.

Legal References:

20 U.S.C §1232h, (c)(1)(C), Protection of Pupil Rights
RSA 186:11, IX, Instruction as to Intoxicants and Sexually Transmitted Diseases
RSA 186:11, IX-b, Health and Sex Education
RSA 186:11, IX-c, Objectionable Course Material
RSA 186:11, IX-e Notice to Parents/Guardian Required
NH Code of Administrative Rules, Section Ed 306.4031, Health and Wellness Education Program
NH Code of Administrative Rules, Section Ed 306.4132, Physical Education Program

History:

Newport School Board 1st Reading 10/26/17
Newport School Board 2nd Reading and Approval 12/14/17
Newport School Board 1st Reading 10/10/19
Newport School Board 2nd Reading and Approval 10/24/19
Reviewed by the Policy Committee 9/16/2020
Newport School Board 1st Reading 9/24/2020
Newport School Board 2nd Reading and Approval 10/8/2020
Newport School Board 1st Reading
Newport School Board 2nd Reading and Approval

NEWPORT SCHOOL DISTRICT

TITLE: Policy IK - Earning of High School Credit - Achievement of Competencies

SCHOOL BOARD MEETING OF: 8/13/26

ACTION _____ CONSENT: X INFORMATION: _____

BACKGROUND:

FISCAL IMPACT:

FISCAL VERIFICATION: _____

RECOMMENDATION:

It is recommended the School Board approve second read and adopt Policy IK.

NEWPORT SCHOOL BOARD

IK

*Category: Priority/Required by Law
See Also IKF, ILBA*

EARNING OF CREDIT

Students can earn course credit by demonstrating mastery of the required coursework and material. Mastery is defined as "a high level of demonstrated proficiency with regard to a competency."

Student assessment of mastery is the responsibility of the building principal.

Credit will be awarded upon satisfactory demonstration and mastery of the required course competencies. Additionally, credit may also be awarded if a student is able to demonstrate learning experience in compliance with the district-specified curriculum and assessment standards.

Legal References:

Ed 306.02(e), Credit

Ed 306.04(a)(15), How Credit Can Be Earned

Ed 306.04(a)(16), How A Credit Used To Track Achievement Of Graduation Competencies

History:

Adopted by the Newport School Board 4/20/87

Revised by the Policy Committee 5/17/99

Accepted by the Newport School Board 5/9/02

Adopted by the Newport School Board 5/23/02

Newport School Board 1st Reading 6/7/12

Newport School Board 2nd Reading & Approval 6/28/12

Newport School Board 1st Reading 11/19/15

Newport School Board 2nd Reading & Approval 12/10/15

Updated Legal Reference 8/22/19

Newport School Board 1st Reading 8/29/19

Newport School Board 2nd Reading & Approval 9/12/19

Reviewed by the Policy Committee 10/1/2020

Approved by the Newport School Board 10/1/2020

NEWPORT SCHOOL BOARD

IK

Category: Priority/Required by Law
See Also IKF, ILBA

EARNING OF CREDIT

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History:

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Newport School Board 1st Reading 6/7/12

Newport School Board 2nd Reading & Approval 6/28/12

Newport School Board 1st Reading 11/19/15

Newport School Board 2nd Reading & Approval 12/10/15

Updated Legal Reference 8/22/19

Newport School Board 1st Reading 8/29/19

Newport School Board 2nd Reading & Approval 9/12/19

Reviewed by the Policy Committee 10/1/2020

Approved by the Newport School Board 10/1/2020

Earning of High School Credit Achievement of Competencies

A high school credit is an acknowledgment that a student has met or exceeded all of the academic standards and other requirements associated with that credit. In virtually all respects, those standards and requirements are identified as “competencies” developed by the state or the district as learning targets within a subject area that represent key content-specific concepts, skills, and knowledge. Students are awarded a credit when they achieve proficiency or, in some cases, mastery of the competencies associated with that credit. In addition to traditional course work, students may demonstrate competencies (and earn credits) through learning opportunities outside of the classroom setting, such as extended learning opportunities (ELOs), Learn Everywhere programs, Career and Technical Education (CTE) programs, and other such learning opportunities described below.

A. Definitions.

1. "Academic standards" means what a student should know and be able to do in a course or at each grade level.
2. "Achievement of competencies" means a student has demonstrated competencies at a “proficient” level through a collection of evidence. “Credit” refers to the official record that a student has achieved competencies associated with learning opportunities.
3. "Competencies" means student learning targets that represent key content-specific concepts, skills, and knowledge applied within or across content domains (i.e., similar to subjects).
4. "District competencies" means specific competencies identified by the district as requirements for a specific subject area (which may be contained in a single course or across different courses).
5. "Learning opportunities" means educational experiences, including but not limited to in-person, online, blended, and self-guided classes, ELOs, work-based learning, and alternative learning plans that lead to achievement of competencies. The term also includes “course”.
6. “Proficiency” (including “proficient”) means the minimum student performance required to satisfy the achievement of a competency.

B. Credits Awarded Upon Demonstration of Achievement of Competencies.

1. Credits are earned when students demonstrate achievement of competencies for the course is shown and are not awarded based on class time, age or enrollment status. Demonstration of achievement of a competency is shown by:
 - a. A collection of evidence showing achievement of competencies (e.g., out of school achievements, home education program portfolio, etc.);
 - b. Assessments:

- i. District approved assessments, or
- ii. New Hampshire Department of Education approved assessments.

NOTE: Pre-placement tests will not generate credit if they do not fully encompass and assess all required competencies for that credit.

2. Credit is not awarded based solely on time spent achieving these competencies, and may be awarded irrespective of age or enrollment. Credit may be awarded through other learning opportunities, outside the traditional classroom setting, see Section C, below.

C. Learning Opportunities - Methods of Achieving Competencies – Earning of Credits

1. Traditional: Students demonstrate achievement of competencies through the successful completion of a course's requirements, including class assessments.
2. Other Learning Opportunities and Pathways to Demonstrating Achievement of Competencies:
 - a. Transfer credit from an approved school pursuant to Section E, below;
 - b. An approved home education program (see Board policy IHBG); home-educated students may demonstrate achievement of competencies through evaluation of their portfolio or assessments;
 - c. Extended learning opportunities (ELO) under the provisions of Board policy IHBH;
 - d. Online/remote learning opportunities under the provisions of Board policy IMBA;
 - e. College Credit, including credit earned through Dual and/or Concurrent Enrollment under Board policy IHCD;
 - f. Learn Everywhere programs (pursuant to N.H. Dept. of Education Rule Ed 1400) (See Section F, below);
 - g. Co-Curricular activities;
 - h. Students in 7th or 8th grade may take advanced courses and apply the credit of those courses toward high school graduation provided the course demonstrates content requirements consistent with related high school courses and the student achieves satisfactory standards of performance. (Note: competencies may also be achieved regardless of age under paragraph B.2 above.)

D. Interdisciplinary Credit.

Interdisciplinary credit is credit that is earned through achievement of competencies across disciplines (e.g., physics) or domains (e.g., science). Districts shall award credit for competencies earned through interdisciplinary learning opportunities, which may include courses identified as interdisciplinary by the school, or established through an individualized learning plan.

E. Transfer Credit

1. Students can receive credit towards graduation from other approved schools as described in this Section.

2. "Approved schools" include New Hampshire public schools, charter schools, public academies, approved public or private tuition program schools, and all schools in Vermont and Maine that are members of an interstate school district with schools in New Hampshire.
3. The building Principal shall grant credit for any similar courses or programs that have been satisfactorily completed at any other approved schools. If the credit awarded by the original school aligns with the competencies established by the state for the same subject, the transfer credit will be awarded.
 - a. For the purposes of reviewing the issue of whether a course or program is "similar", the Principal shall consider District course descriptions and curricula, course syllabi, District and graduation competencies, and any other relevant information provided by the parent/guardian of the transferring student, and/or the approved school at issue.
 - b. If the Principal finds that the courses are not similar enough to grant transfer credit in the specific subject area, the Principal may accept the credit as an elective.
4. Review of denial of credit for courses from different school:
 - a. Should the building Principal deny transfer credit, the building Principal shall provide a timely and written notification of the denial. The written denial shall include a justification for denial, including discussion of criteria set out in the section above and any other factors that support the Principal's decision.

F. Learn Everywhere

1. A "Learn Everywhere" program is a state board approved alternative program for granting credit leading to graduation.
 - a. Successful completion of an approved Learn Everywhere program shall result in a certificate awarded by the program, redeemable for high school credit toward graduation in the approved subject matter detailed in table 306-1 for students who entered high school prior to the 2026-27 school year, or 306-2 for those entering in 2026-2027 or thereafter.
 - i. Credit earned from a learn everywhere program cannot be applied to subjects that fall outside of those detailed in tables 306-1 and 306-2. However, a student may seek to apply competencies from the Learn Everywhere program using the methods described in Section B.1, above,
 - ii. Credits earned through this program shall appear on high school transcripts and are not to be included in calculating GPA.
 - b. The District will accept Learn Everywhere credits for at least 1/3 of the total number of credits required for graduation. A student may petition the Principal to allow for a greater percentage of credits, up to 100%, to be allowed. The Principal will review and approve or deny the request.

c. Students may petition the Principal to allow credit earned through this program to be applied towards a different required subject (including electives), in compliance with Section E (Transfer Credit) above. If the petition is denied, the credit shall be applied to the originally designated area, even if it results in an excess of credits in that area.

2. Should a student with an IEP seek credit through a Learn Everywhere program, the IEP team may decide not to redraft, revise, amend, or modify the IEP to include the desired Learn Everywhere program, as described in 1406.01(c).

G. Denial of Credit

Credit will not be granted for a course in a subject area lower in course/subject sequence than one for which the student has already earned credit. Exceptions may be made by the Principal in alignment with this policy and Policy IKF.

H. Minimum Course Load

1. Students shall be enrolled in no less than 3 credits or its equivalent per year, unless the student: (306.23(i)(1-3))
 - a. Has an approved IEP plan that has determined the need for fewer credits per year; (Ed1109)
 - b. Has been approved for early graduation (see Board policy IKF;
 - d. Has approved alternative graduation plan per policy IHBI that has determined the need for fewer credits per year;
 - c. Pursuant to any other Board policy; or
 - d. Special or unusual circumstances exist such that a waiver might be appropriate under applicable Department of Education rules or policy BAAA. 306.23(i)(3)

I. Implementation

1. The Superintendent, in consultation with the high school principal(s) and curriculum coordinators, shall be responsible for establishing adequate procedures to ensure implementation of this policy. Procedures should address such matters as:
 - a. Identifying competency assessments consistent with the provisions of Board policy ILBA,
 - b. Application and approval processes (when permitted) for alternative methods to earn a credit or demonstrate achievement of competencies,
 - c. Identification of person(s) responsible for approval, supervision, monitoring progress, and appropriate assessment in individualized learning opportunities/alternative learning plans,
 - d. Practices to strive for student safety, and
 - e. Practices that strive for equal access for all students.

2. Any such regulations or procedures will be included in the Student Handbook and Program of Studies as well as information pertaining to the

various learning opportunities and methods for earning credits.

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

NH Statutes

RSA 193-E

Description

[Adequate Public Education](#)

RSA 193-E:3-f

[Approval of Courses and Programs](#)

RSA 193-H:1

[School Performance and Accountability \(Definitions\)](#)

NH Dept of Ed Regulation

Description

N.H. Code Admin. Rules 306.04(b)

[Required Policies](#)

N.H. Code Admin. Rules Ed 1109

[Standards of Education for Students With Disabilities \(Individualized Education program\)](#)

N.H. Code Admin. Rules Ed 1401.02

[Learn Everywhere \(Definitions\)](#)

N.H. Code Admin. Rules Ed 1406.01

[Learn Everywhere \(Student Enrollment Requirements\)](#)

N.H. Code Admin. Rules Ed 1407.02

[Learn Everywhere \(Program Completion Certificates and Issuing Credit\)](#)

N.H. Code Admin. Rules Ed 306.02

[Definitions](#)

N.H. Code Admin. Rules Ed 306.02(h)

[Credit](#)

N.H. Code Admin. Rules Ed 306.22

[High School Curriculum, Credits, Graduation Requirements, and Cocurricular Program](#)

N.H. Code Admin. Rules Ed 306.23

[Graduation Requirements](#)

N.H. Code Admin. Rules Ed 306.23(i)

[Early Graduation](#)

Cross References

Code

Description

AB

[New Hampshire Parental Bill of Rights](#)

BAAA

[School Board Policies and Administrative Procedures](#)

IHBB

[Programs for Gifted and Talented Students](#)

IHBG

[Home Education Instruction](#)

IHBH

[Extended Learning Opportunities](#)

IHBH-R(1)

[Extended Learning Opportunities - Application](#)

IHBH-R(2)

[Extended Learning Opportunities - Memorandum of Understanding for Extended Learning Opportunities](#)

IHBI

[Alternative Learning Programs & Individual Plans](#)

IHCA

[Summer Activities](#)

IHCD	<u>Advanced Course Work/Advanced Placement Courses and STEM Dual and Concurrent Enrollment Program (dually coded as IHCD/LEB)</u>
IKF	<u>High School Graduation Requirements</u>
IKFG	<u>Career Exploration, Readiness, Pathways & Credentials</u>
ILBA	<u>Assessment of Educational Programs</u>
IMBA	<u>Remote Learning</u>
IMBD	<u>High School Credit for 7th/8th Grade Course Work</u>
JG	<u>Assignment of Students to Classes and Grade Levels</u>
JJJ	<u>Access to Public School Programs by Nonpublic, Charter School and Home Educated Pupils</u>
JJJ-R(1)	<u>Access to Public School Programs by Nonpublic, Charter School and Home Educated Pupils - Administrative Regulations</u>
LEB	<u>Advanced Course Work/Advanced Placement Courses & STEM Dual & Concurrent Enrollment Program (dually coded as LEB/IHCD)</u>

History:

Adopted by the Newport School Board 4/20/87

Revised by the Policy Committee 5/17/99

Accepted by the Newport School Board 5/9/02

Adopted by the Newport School Board 5/23/02

Newport School Board 1st Reading 6/7/12

Newport School Board 2nd Reading & Approval 6/28/12

Newport School Board 1st Reading 11/19/15

Newport School Board 2nd Reading & Approval 12/10/15

Updated Legal Reference 8/22/19

Newport School Board 1st Reading 8/29/19

Newport School Board 2nd Reading & Approval 9/12/19

Reviewed by the Policy Committee 10/1/2020

Approved by the Newport School Board 10/1/2020

Reviewed by the Policy Committee

Approved by the Newport School Board

NEWPORT SCHOOL DISTRICT

TITLE: Back to School with SAU 43

SCHOOL BOARD MEETING OF: 8/13/2026

ACTION _____ CONSENT: _____ INFORMATION: X

Back to School With SAU 43 August 22, 2026

FISCAL IMPACT: None

FISCAL VERIFICATION: _____

RECOMMENDATION:



SATURDAY
AUGUST 22, 2026
9AM-3PM

Join staff on the SAU/Towle lawn
where we will have backpacks and
school supplies for Newport Students!



SAU/Towle 86 N. Main St. Newport



603-865-9500



www.sau43.nh.gov

061

NEWPORT SCHOOL DISTRICT

TITLE: Policy JICK Bullying Prevention - Public Safety and Violence Prevention

SCHOOL BOARD MEETING OF: 8/13/2026

ACTION X CONSENT: INFORMATION:

Policy JICK

FISCAL IMPACT: None

FISCAL VERIFICATION:

RECOMMENDATION:

2026 Summer - Update to JICK - Bullying Prevention - Pupil Safety and Violence Prevention

Publish Date: 08/03/2026

Greeting NHSBA policy subscribers.

As you likely know, the recently concluded session of the New Hampshire Legislature resulted in over 40 bills becoming law that impact public schools, with several of the amendments/new statutes impacting formal board policies. Of that latter group, a few of those policies should be in place, or at least under consideration prior to the beginning of the school year. Rather than wait until all of those "must do/should consider" policies are in final form for release, we will release and publish them as they are completed.

The most significant is the impact to sample JICK by HB1817. That bill, which took effect August 1, amended RSA 193-F:4. In addition to changing some of the reporting and investigation requirements relative to bullying complaints, HB1817 also requires information to be included in handbooks, and further that districts file a report with the state no later than January 1, 2027, how their "policy has been integrated into the school's curriculum, discipline policies, behavior programs, and other violence prevention efforts."

JICK is the first such revision. Below you will find a pdf copy of a "redline" version of JICK, showing the substantive changes to the 2025 version of JICK, a pdf copy of the final version (markups adopted), as well as Word/PDF links to the final revised version.

As always, if you have questions about the policy itself, please contact NHSBA Policy Services Director, Will Phillips - wphillips@nhsba.org. If you have issues with access to the policy site, please contact NHSBA Operations Manager, Amanda Aldous - amanda@nhsba.org.

Supporting Documents

 [JICK REDLINE Bullying Prevention - 2026.7](#)

 [JICK FINAL Bullying Prevention - 2026.7](#)

Attachments

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

Policy JICK: Bullying Prevention - Pupil Safety and Violence Prevention

Status: DRAFT

Original Adopted Date: 07/01/2004 | **Last Revised Date:** 11/13/2025 | **Last Reviewed Date:** 05/04/2026

Category: Priority/Required

~~~~~  
**ADOPTION/REVISION NOTES -**

**Text between the highlighted lines "~~~", and highlights in this sample should be removed prior to adoption.**

- a. **Specific** - Many of the changes to JICK in the 2026 revision are required by the passage of HB131 (amending RSA 193-F:4). That statute further requires that each school board "to the greatest extent practicable, involve pupils, parents, administrators, school staff, school volunteers, community representatives, and local law enforcement agencies in the process of developing the policy." Because **substantive provisions of the amendment take effect on August 1, such that they should be in place by the beginning of the school year, NHSBA recommends that boards waive the second reading of the policy and adopt the policy at the earliest meeting after August 1, 2026.** Thereafter, the policy committee or whomever in the district is responsible for preparing recommended policies, should attempt to convene representatives of the groups indicated in the quoted language above (e.g., pupils, parents, law enforcement, etc.) with the intent of recommending changes to the policy while retaining those portions that are required by the statute. The object would be to propose changes, if any, to the board, ideally before the beginning of December.
- b. **Specific** - note that HB131 added the following requirement: "**By January 1, 2027, each public school district ... shall make available a report or link to a report on how their policy has been integrated into the school's curriculum, discipline policies, behavior programs, and other violence prevention efforts. The report or link shall be provided to office (sic) of commissioner in the department, chair of the state board of education, the senate president, speaker of the house and members of the house and senate education committees.**" See 2026 N.H. Laws 205:3 (codified as RSA 193-F:4, V) (setting a sunset repeal of this paragraph of January 1, 2027). The requirement is embedded in this policy in the second paragraph of Section I.4.
- c. **General** - As with all sample policies/procedures, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures. **NOTE:** as some of the content in the sample is governed by specific statutes, care should be taken to review the legal references (footnotes) prior to modification of substantive provisions.
- d. **General** - **Highlighted language** or blank, underscored spaces \_\_\_\_\_, with or without brackets [ ] or { } indicate specific areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc. **Peach highlights** indicate internal paragraph references which might change if a district modified suggested language.
- e. **General** - **{\*\*}** indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- f. **General** - Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

**NHSBA history:** Revised - July 2026, Nov. 2025, Sept. 2015, Sept. 2014, Sept. 2010, May 2008, Aug. 2006. **New policy** - July 2004.

**NHSBA revisions notes, July 2026** - revisions include: (a) changes to definitions and reporting/investigation procedures mandated by 2026 passage of HB131 (2026 N.H. Laws Chapter 205, amending RSA 193-F:3 and 4); (b) two corrections to the November 2025 revision, the first correcting misalignment of language in the definition of bullying in Section B.1, and the second, and more significant, reinserting changes which were dropped off during the final pre-publication editing that had reflected the requirements of 2025's HB108 regarding cross-district/state bullying incidents, which can now be found in new D.5 and new D.1, below (note that the new paragraphs required renumbering of the other paragraphs of Sections D and E; (c) moving of language in A.1 to the umbrella paragraph to A, and moving the off-campus language from B.1 to A.1; (d) restructuring of Section I to include new requirements of HB131; (e) re-lettering paragraph and sub-paragraph references for RSA 193-F:4, II as a result of the re-lettering

within HB131; (f) addition in B.1 and B.2 of examples of conduct that could constitute bullying or cyberbullying; (g) correction to what is now F.4, changing reference to policy ECF to ECAF, with reference to EEAA removed to reflect the rescission of that sample with the May2026 update to ECAF; (h) inclusion of a notice relating to school bus audio recordings; and (i) other minor corrections of typographic errors. **November 2025** - New content (1) added to reflect 2025 passage of HB108 which amended RSA 193-F to address investigations of alleged bullying involving more than one district, (2) changed the title to emphasize connection to bullying, (3) additional definitions, some from 193-F, some as aids for clarity, and (4) reflecting statutory provisions relating to immunity and liability. In addition, sample JICK was completely reformatted and restructured. **September 2015** - added provision relating to limitations under RSA 189:70 relative to accessing student social media during investigations. **September 2014** - added provision for appeals to reflect that the NH State Board of Education will accept directly from the initial bullying investigative decision unless there is an intervening district appeal process.

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A. **Purpose and Intent.** The [School District Name] is committed to providing a safe and respectful learning environment for all students. Through education, prevention, and consistent enforcement, we aim to eliminate bullying and promote positive peer relationships for all of our students. This policy defines and prohibits bullying and related conduct, and establishes clear procedures for reporting, investigating, and responding to incidents.

1. **Prohibition of Bullying or Cyberbullying of a Student** - RSA 193-F:4, II(a). This policy is intended to comply with and implement RSA 193-F. Bullying, in any form—whether physical, verbal, social, or cyber—is strictly prohibited and will not be tolerated. This policy defines bullying and related conduct, and establishes clear procedures for reporting, investigating, and responding to incidents. The prohibition against bullying and cyberbullying, also applies to conduct that occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property, or occurs off school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or any school-sponsored activity or event.
2. **Protection of all School Aged Children** - RSA 193-F:4, II(c). This policy shall apply to all students and school-aged persons on school district grounds and participating in school district functions, whether or not such school-aged person is a student within the District and regardless of status under the law.
3. **Prohibition of Retaliation and False Accusations** - RSA 193-F:4, II(b). This policy further prohibits retaliation or false threats against a victim, witness, or anyone else who, in good faith, provides information about an act of bullying or cyberbullying.

B. **Definitions** - (RSA 193-F:3).

1. "Bullying" means a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at any student which:

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

As used throughout this or other Board policies, and unless the context indicates otherwise, the term "bullying" as used in this policy will include cyberbullying.

Bullying prohibited and covered by this policy includes any action or communication described above that

- a. Physically harms a student or damages the student's property;
- b. Causes emotional distress to a student;
- c. Interferes with a student's educational opportunities;

- d. Creates a hostile educational environment; or
- e. Substantially disrupts the orderly operation of the school; or
- f. occurs on, is delivered to, school property or a school-sponsored activity or event on or off school property; or
- g. Occurs off of school property or outside a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or any school-sponsored activity or event.

Examples of bullying conduct include, but are not limited to:

- i. mocking a student's appearance, speech, or abilities.
 - ii. Spreading rumors to damage a student's reputation.
 - iii. Intentionally excluding a student from social or school activities.
 - iv. Threatening a student with physical harm or intimidation.
 - v. Encouraging others to target or ridicule a specific student.
 - vi. Taking, hiding, or damaging a student's personal belongings.
 - vii. Using slurs or derogatory names to demean a student.
2. "Cyberbullying" means conduct defined above as bullying committed or undertaken through the use of electronic devices. Unless the context indicates otherwise, the term "bullying" as used in this policy will include acts of cyberbullying.

Additional examples of cyberbullying conduct include, but are not limited to:

- a. "Doxxing" - sharing through digital means another student's private information, such as their address(es), telephone number, images with the intent to cause embarrassment or damage to personal reputation.
 - b. "Cyberstalking" — repeatedly contacting another student through electronic devices, repeatedly attempting or requesting a connection on social media or messaging apps when that other student has requested not to be contacted or in any other manner that causes fear or distress.
 - c. "Catfishing" - creating fake accounts or pretending to be another student.
 - d. Sharing of "deepfakes" - distributing or communicating through electronic devices digitally altered images, video, audio or other content that impersonates another student, misrepresents facts, harasses, embarrasses or otherwise causes or is intended to cause reputational harm. (See also Board policy (***)EHAG for definition and prohibition on creating or sharing of deepfakes.)
3. "Electronic devices" includes, but is not limited to, telephones, cellular or smartphones, computers, pagers, or any other device which is used for or can transmit: voice calls or messages; electronic mail; text/instant or other verbal messaging; images or videos; and websites.
4. "Parent" means a person who has legal custody of a minor child as a natural or adoptive parent, as a legal guardian, or who is functioning in a parental role if the actual parent or guardian is absent from the child's daily life. Additionally, "parent" may include students who have been emancipated, either by age or legal process. The term "parent", shall not, however, include a parent as to whom the parent-child relationship has been terminated by judicial decree or voluntary relinquishment.
5. "Perpetrator" means a student who engages in bullying or cyberbullying.

6. "Principal" shall mean and include the building Principal or other senior building administrator of a school, as well as any "designee" (qualified person) designated~~appointed~~ by the Principal to carry out all or some Principal functions as described in this policy.
 7. "Retaliation" means and includes such conduct as intimidation, threats, coercion, harassment, or discrimination in response to (or an effort to prevent) a victim, witness or other person, who in good faith provides information about an act or conduct that the person providing the information believes is bullying or cyberbullying.
 8. "School property" means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.
 9. "Staff" means and includes all district, school or SAU employees, bus drivers, coaches, designated volunteers (as defined in Board policy {**} GBCD) (or other volunteers who are regularly on school property, or who have significant contact with students, and any contracted consultants or employees of a company under contract to the District or SAU and who provide services on school property~~have significant contact with students~~).
 10. "Student" shall have the same meaning as "pupil" as used in RSA 193-F and this or any other Board policy.
 11. "Superintendent" means the Superintendent (Senior Education Official) or other person designated by the Superintendent to carry out all or some Superintendent functions as described in this policy.
 12. "Victim" means a student against whom bullying or cyberbullying has been perpetrated.
- C. **Retaliation & False Accusations** - RSA 193-F:4, II(b). Retaliation or false accusations related to bullying or cyberbullying shall be deemed a violation of this policy. Upon receiving any report of bullying or cyberbullying, the Principal will immediately assess the need to develop a plan or take steps to protect the alleged victim or any witnesses against retaliation. The same assessment shall be made at any point upon a report of retaliation or false accusations made during or after a bullying/cyberbullying investigation.
- Reports of retaliation or false accusations relating to a bullying/cyberbullying report may be made in the same manner as for reports of bullying/cyberbullying as provided in this policy.
- Investigations, and responses (i.e., interventions, supportive measures, disciplinary consequences) to reports of retaliation or false accusations may be made as provided in the same manner as provided in Sections E - H for reports or incidents of bullying/cyberbullying, or in accordance with procedures and provisions set forth in the [Code of Conduct / Student handbook _____].
- D. **Procedures for Reporting Bullying, Cyberbullying, Retaliation or False Accusations** - RSA 193-F:4, II(f)- (h). At each school, the Principal is responsible for receiving reports or complaints of bullying or cyberbullying.
1. **Student Reporting.** Any student who believes he or she has been the victim of bullying/cyberbullying, retaliation, or false accusations should report the alleged acts immediately to the Principal, or to a school district employee or volunteer that the student feels more comfortable making the report.
 2. **Staff Reporting.** Any school employee or volunteer who receives a report of, witnesses, or has knowledge or belief that bullying/cyberbullying or retaliation may have occurred, shall inform the Principal as soon as possible, but no later than the end of that school day.
 3. **Parent Reporting.** Parents and other adults are also encouraged to report any concerns about possible bullying/cyberbullying or retaliation of students to the Principal.
 4. **Anonymous Reports.** The Principal may develop a system or method for receiving anonymous reports of bullying within the building. Although students, parents, volunteers and visitors may report anonymously, an investigation based upon such reports may by necessity be incomplete. More significantly, formal disciplinary action may not be based solely on an anonymous report, and, likewise, other remedial or supportive measures may require some form of evidentiary verification.

5. **Reports Involving Students from Different Districts.** Reports of bullying which relate to students from different districts should, when possible, be made to the Principal of the school in which the victim(s) is enrolled/attending, otherwise to the Principal of the school in which the perpetrator is enrolled/attending.
6. **Report Forms.** The administration may develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.

E. Actions Upon Receipt of Report of Bullying or Cyberbullying.

1. **Notice when Allegations Involve Students from Other Districts/Schools/States - RSA 193-F:4, II(k).** When a report of bullying involves conduct across multiple districts or students from multiple school districts, the Principal/designee will immediately inform the Principal(s) of each of the other schools/districts. Additionally, if the report concerns bullying across state lines, the Principal/designee will inform the New Hampshire Attorney General's office.
2. **Information to Alleged Victim -** Upon a receipt of a report of bullying, the Principal/designee shall provide the alleged victim with a written copy of their rights, protections, and support services available. RSA 193-F:4, II(i).
3. **Parental Notice of Bullying Report – RSA 193-F:4, II(h).** Within 48 hours of receiving a report of bullying, the Principal will notify the parents of any student reported as a victim of bullying, as well as the parents of any student who has been reported as a perpetrator of bullying. The notification to parent(s)/guardian(s) will include the measures being taken to ensure the safety of the victim (alleged) and to prevent further acts of bullying. Such notification may be made by telephone, writing or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be included in the investigative report. Notifications shall be consistent with the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) relative to the student privacy rights of each student indicated in the report.

The Principal may request of the Superintendent designee a waiver of the parental notification requirement, which may be granted only if the Superintendent deems such a waiver to be in the best interest of either the alleged victim or alleged perpetrator. Details of any request for a waiver and any grant of such request will be included in the investigative report. However, notification to parents/guardians may not be waived for longer than 5 school days except for reports of bullying across multiple school districts (see Section E.1). RSA 193-F:4, II(j).

4. **Receipt of Report.** Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section F of this policy, shall assess:
 - a. the need for a plan to protect students against retaliation,
 - b. whether the conduct may be construed as illegal discrimination or harassment related to a protected class as set forth in Board policy **(**)** AC. If so, the Principal shall confer with the District staff member(s) charged with handling such discrimination or harassment to determine how to proceed (e.g., parallel or combined investigations); and
 - c. whether such conduct constitutes a safe schools violation requiring a report pursuant to RSA 193-D:4 and Ed 317.05.

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

1. Upon receipt of a report of bullying, the Principal shall, within 5 school days, initiate an investigation into the alleged act. If the Principal is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation.
2. Under state law, when bullying is alleged to occur across multiple New Hampshire school districts, the

Principals/designees for each New Hampshire school involved, are expected to collaborate and cooperate in the investigation. The Principal who first learns of the incident(s) is required to initiate the investigation.

3. The investigation should include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, and shall be confidential to the extent permitted by law. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.
4. The investigation should include review of any available surveillance recordings subject to the provisions of Board policies **[**]ECAF** and **[**]EEAA**. As required under RSA 507-A:2, II(k), parents/guardians and students are notified that surveillance recordings with audio may occur on school buses if authorized under Board policy **[**]ECAF**.
5. If the alleged bullying was in whole or in part cyberbullying, the Principal may ask students and/or parents to provide the **District with printed copies of** e-mails, text messages, website pages, or other similar electronic communications, consistent with Board policy **[**]JIH** and **RSA 189:68RSA 189:6**. The Principal may not, however, require or request a student to disclose or to provide access to a personal social media account through the student's user credentials.
6. **Factors** the Principal or other investigator may consider all relevant facts and circumstances during the course of the investigation, including but not limited to:
 - a. Description of incident, including the nature of the behavior;
 - b. How often the conduct occurred;
 - c. Whether there were past incidents or past continuing patterns of behavior;
 - d. The characteristics of parties involved, (name, grade, age, etc.);
 - e. The identity and number of individuals who participated in bullying behavior;
 - f. Where the alleged incident(s) occurred;
 - g. Whether the conduct adversely affected any student's education or educational environment;
 - h. Whether the alleged victim felt or perceived an imbalance or power as a result of the reported incident; **and/or**
 - i. Whether the conduct violated any **other** District or school policies or rules; **and**
 - j. **The date, time and method by which parents or legal guardians of all parties involved were first contacted.**
7. **In most instances**, the Principal shall complete the investigation within 10 school days of receiving the initial report. **See RSA 193-F:4, II(o)**. If the Principal needs more than 10 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the **Principal** Superintendent/designee shall notify in writing all parties involved of the granting of the extension and the reason for the extension. To the extent not previously communicated, the Superintendent shall ensure that the victim's parent(s) or guardian(s) are notified of the investigation, the extension, and the reason for the extension.

Without limiting what might constitute sufficient cause for an extension under this paragraph, the Superintendent may consider the interests of the victim or alleged perpetrator related to any investigation into some or all of the same alleged conduct which other investigation includes procedures and timelines mandated by a regulation or statute other than RSA 193-F (e.g., Title IX, criminal investigations, etc.). Before waiving the time requirement on account of such other investigation, the Superintendent should confer with counsel and or the District's **[Human Rights/Non-Discrimination Officer [check title used in the District's anti-discrimination policy] _____]**.

8. In cases involving reports of bullying across multiple districts or states, the Principal(s) of any and all districts in New Hampshire involved SHALL collaborate with any other principals or districts involved.

G. Completion of Investigation and Report.

1. Investigative Determination and Report. Whether a particular action or incident constitutes bullying/cyberbullying, retaliation or other violation of this policy – requires review and consideration of available evidence of all facts and surrounding circumstances. The investigative determination along with a summary of the investigation, shall be included in a comprehensive report. If the determination is that the bullying allegation is substantiated, the report shall include provisions describing any disciplinary consequences, interventions, supportive measures or other assistance for the victim or perpetrator, and, when indicated, any steps appropriate to protect all students from retaliation of any kind. The report may also include policy, training or other recommendations for preventing future bullying conduct within the school.
2. Communication with Students and Parents Upon Completion of Investigation - RSA 193-F:4, II(m) and (o).
 - a. The Principal will meet promptly with each student directly involved in the incident(s) and communicate the general investigative determination as to whether the allegations of bullying/cyberbullying were substantiated, and any initial consequences or interventions appropriate to the determination.
 - b. Within 10 school days, the Principal will notify the parents of the alleged victim and of the alleged perpetrator regarding the school's remedies and assistance, within the boundaries of applicable state and federal law. The initial communication may be in writing, in person or by telephone, but if verbally, the Principal will also send a letter confirming earlier determination to the parents within 2 school days confirming the earlier notification.
 - c. The Principal/Designee shall conduct a conference with each perpetrator, and the perpetrator's parents/guardians and applicable school personnel for age-appropriate discussion that includes at a minimum the impacts of bullying. The conference shall occur even if the parent or parents or guardian or guardians decline to participate or fail to attend. Information concerning the date, time, place and attendees of the conference, and any other information from the conference deemed pertinent by the Principal/designee shall be appended to the investigative report provided to the Superintendent.
 - d. If the victim's parents request, the Principal shall schedule a meeting with them to further explain the investigative determination.
 - e. In accordance with the Family Educational Rights and Privacy Act (FERPA) and other laws concerning student privacy, the District will not disclose educational records of other students, including the disciplinary consequences and remedial action assigned to the perpetrator(s). Those students and the parents of other students involved in a bullying incident.
3. Appeals. ⁱⁱ delete note A parent aggrieved by the investigative determination of the Principal may appeal the determination in accordance with the standards and procedures set forth for Level II and Level III appeals in Board policy ^(**) ACA.
4. Additional Reporting Requirements.
 - a. Reporting Substantiated Incidents - RSA 193-F:4, II(n). The Principal shall forward all substantiated reports of bullying or retaliation to the Superintendent upon completion of the Principal's investigation.
 - b. Department of Education Reports - RSA 193-F:64, II(g). The Principal shall be responsible for completing such reports/forms as required by the New Hampshire Department of Education (NHED) for all substantiated incidents of bullying. Irrespective of the time/date a form/report is due to be filed with NHED, the report/form or the information required for the report/form shall

be completed/compiled within 10 school days following an investigative finding of a substantiated bullying/cyberbullying report. The Principal or designee shall retain a copy and shall forward one copy to the Superintendent. Hard copies are not necessary if the digital form/data is retained and accessible to both the building administration and SAU.

- c. Reporting to NH Department of Education - RSA 193-F:6, I. The Superintendent shall annually report the District's substantiated incidents of bullying to the New Hampshire Department of Education. Pursuant to FERPA, such reports shall not contain any personally identifiable information pertaining to any student.

H. **Substantiated Instances of Bullying or Retaliation: Interventions, Remedial Measures and Disciplinary Consequences** – ~~RSA 193-F:4, II(k).~~

While students who have been found to have committed an act of bullying/cyberbullying (i.e. perpetrators) shall ~~can~~ face disciplinary consequences as provided in Paragraph H.2.a below, the Board encourages the administration and school district staff to explore ~~alternative or~~ additional measures, remedies and interventions to address the substantiated instances of bullying/cyberbullying, and prevent their reoccurrence. See also Paragraph H.3, below.

1. Interventions and Other Remedial Measures. Examples of interventions and remedial measures include, but are not limited to:
 - a. Restitution,
 - b. Parent conferences,
 - c. Student counseling,
 - d. Behavior assessment,
 - e. Corrective instruction or other relevant learning experience,
 - f. Peer support group, and
 - g. Mediation (but only after the investigation has been completed).

Interventions and other remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

2. Disciplinary Consequences - RSA 193-F:4, II(d), VI & VIII.

- a. Students found to have committed one or more acts of bullying or retaliation shall receive disciplinary consequences. Such consequences for students shall be consistent with the [Student Code of Conduct _____] for the conduct that constituted bullying/cyberbullying. Disciplinary consequences should be varied according to specific circumstances such as: the nature of the behavior, the developmental age of the student, the student's prior disciplinary history, or performance. Students will be afforded any due process applicable to the level of consequences as provided in Board policy ~~{**}~~ JICD, RSA 193:13 and Ed 317. ~~Disciplinary consequences for students shall be consistent with the [Student Code of Conduct _____] for the conduct that constituted bullying/cyberbullying. Disciplinary consequences should be varied according to specific circumstances such as: the nature of the behavior, the developmental age of the student, the student's prior disciplinary history, performance. Students will be afforded any due process applicable to the level of consequences as provided in Board policy {**} JICD, RSA 193:13 and Ed 317.~~
- b. Staff (see definition above) who fail to report bullying or retaliation as required by this policy, fail to adhere to the timelines described above, submit inaccurate or false information with respect to reports or investigations under this policy, or commit an act of retaliation against a reporter of bullying or any parent will be disciplined up to and including dismissal. Additionally, under RSA

193-F:4, VI, any such violation by an "educator" as defined by state law or regulation will constitute a violation of the Code of Conduct for New Hampshire Educators. Consequences and appropriate remedial actions for a staff member who commits one or more acts of bullying/cyberbullying, or retaliation, failure to report as required by this policy, failure to adhere to the may range from up to and including dismissal from employment for staff members, with additional reports, if appropriate, in accordance with the Code of Conduct for New Hampshire Educators.

3. **Additional Requirement of Principal(s)/Designee(s)** - RSA 193-F:4, II(I). Upon a determination that a bullying report is substantiated, the Principal or designee will, in addition to the specific interventions and disciplinary responses described above, will, in appropriate circumstances, make recommendations to the Superintendent strategies for "protecting all pupils from retaliation of any kind."

I. Dissemination of Policy and Bullying Prevention Education - RSA 193-F:4, II(e) and 193-F:5.

1. **Staff, Coaches, Bus Drivers, Designated Volunteers, Employees of Contracted Companies/Contracted Consultants, Staff and Volunteers.** All staff (see definition section above) will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (employee handbook, hard copy, website, workshops, etc.). The Superintendent will ensure that all school employees and volunteers receive **annual** training on bullying and related Board policies, consistent with RSA 193-F:5.
2. **Students Students and Parents, and Student Handbooks.** RSA 193-E:4, II(e) and (f). The Superintendent may determine the method of providing information about this policy to students and parents. Methods may include student handbooks, mailing, hard copy, website, etc. At the very least, all student/parent handbooks will include a summary of the prohibitions and other provisions of Sections A.1-3, the definitions of bullying, cyberbullying and retaliation in Sections B.1, 2 and 3, and the verbatim language relating to the procedures found in Section D.1 for students and parents to report bullying/cyberbullying or retaliation. Additionally, that provision of the student handbook(s) will include information as to where the entirety of this policy may be found on the District's website.

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

Each year, all students will participate in programming that includes anti-bullying/cyberbullying materials presented in age-appropriate language. The materials and information should, among other things, describe expectations for student behavior, emphasize an understanding of what bullying/cyberbullying, harassment and intimidation is and looks like, the District's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable, and how and when the conduct can lead to disciplinary consequences.

The Superintendent, in consultation with staff, will, to the extent reasonably possible, integrate student anti-bullying training and education into the district's curriculum, behavior programs and other violence prevention efforts.

Parents. he Superintendent will ensure that all parents are annually provided with a copy of this policy or informed in writing where a copy of the policy may be located on the District and/or school's website. Student/family handbooks will include information of the District/school's anti-bullying program, as well as the means for students to report bullying acts either experienced or witnessed, and how parents, themselves, may inform/report to the school when they believe their child is being bullied or is bullying other students and encourage their children to report bullying when it occurs.

3. **Curriculum.** Each year, all students will participate in programming that includes anti-bullying/cyberbullying materials presented in age-appropriate language. The materials and information should, among other things, describe expectations for student behavior, emphasize an understanding of what bullying/cyberbullying, harassment and intimidation is and looks like, the District's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable, and how and when the conduct can lead to disciplinary consequences.

The Superintendent, in consultation with staff, will, to the extent reasonably possible, integrate student anti-bullying training and education into the district's curriculum, behavior programs and other violence

prevention efforts.

The following two sentences may be deleted from this policy any time after March 15, 2027 without further action of the School Board. No later than December 15 2026, the Superintendent shall cause a report or a link to a report on how the District's policy has been integrated into the school's curriculum, discipline policies, behavior programs, and other violence prevention efforts. Such report or link shall be provided to the office of the Commissioner of Education, the Chair of the State Board of Education, the President of the New Hampshire Senate, the Speaker of the New Hampshire House of Representatives, and to members of the New Hampshire House and Senate education committees.

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

J. **Summary of School Officials' Duties to Implement Policy** - RSA 193-F:4, II(p~~n~~).

The Superintendent, as the person charged with supervision of all employees of the District, is responsible for the implementation of this policy and the provisions of RSA 193-F. The School Principal(s) are expected and required by statute to implement this policy within their respective school buildings and ensure the procedures are followed.

Consistent with this Policy, the Principal(s) shall receive reports of alleged bullying or retaliation, investigate the alleged conduct, and communicate with the parties involved (including their parents) consistent with privacy laws, and communicate/report to the Superintendent. The Superintendent shall oversee the Principal(s) in their duties relative to this policy and shall ensure each school is compliant with this policy. Additionally, the Superintendent, will receive reports of substantiated incidents, review waivers and time extension requests, and communicate with the Principal(s), the School Board, and the NH Department of Education, all as provided in this policy.

K. **Immunity and Liability** – RSA 193-F:7 & 9.

Under 193-F:7, employees, volunteers, students, parents and any other person covered by this policy will be immune from civil liability for **good faith** conduct arising from or pertaining to the reporting, investigation, findings, recommended response, or implementation of a recommended response under this policy or RSA 193-F. (Note – civil liability could arise, (including for attorneys fees) in the event of gross negligence or willful misconduct for violations of this policy.)

District Policy History: [Unnecessary for districts using Simbli platform.]

First reading: _____

Second reading/adopted: _____

District revision history: [Not legally required, but may include notes similar to the NHSBA revision notes that appear in the sample manual for most samples but specific to changes made to the district's own policy. Should NOT include NHSBA notes as the same may include notes that are only pertinent to the NHSBA sample.]

[i] [Delete endnote from final version of policy.] This language was formerly in the statutory definition of "bullying" found at RSA 193-F:3, I(b), but was removed with the passage of HB131.

[ii] [Delete endnote from final version of policy.] Review of appeals made to the School Board is at the discretion of the Board. There is no legal requirement that aggrieved parents have a right to appeal to the Board, but could be helpful to show the Board has given careful consideration to the decision, and perhaps additional defenses if the parent fails to follow the administrative process included in the policy. Discuss with

local counsel in considering not having an appeals opportunity to the Board. The reference in this section to ACA to sample policy ACA released by NHSBA in July 2024. In the interest of preserving, to the extent possible a uniform process, NHSBA redirects bullying appeals to the uniform process of ACA. Districts which have not adopted ACA, should replace the reference to ACA and instead incorporate the Level II and III appeal provisions

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

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NH Statutes

RSA 189:70
RSA 193-D:4
RSA 193-F
RSA 193-F:3
RSA 193-F:4
RSA 193-F:7
RSA 570-A:2

Description

[Educational Institution Policies on Social Media](#)
[Written Report Required \(Safe School Zones\)](#)
[Pupil Safety and Violence Prevention](#)
[Definitions \(Pupil Safety and Violence Prevention\)](#)
[Policy Requirements \(Pupil Safety and Violence Prevention\)](#)
[Immunity \(Pupil Safety and Violence Prevention\)](#)
[Capture of Audio Recordings on School Buses Allowed](#)

NH Dept of Ed Regulation

N.H. Code Admin Rules Ed 317.05
N.H. Code Admin. Rules Ed 204.01
N.H. Code Admin. Rules Ed 306.04(b)(7)
N.H. Code Admin. Rules Ed 317
N.H. Code Admin. Rules Ed 317.04

Description

[Reporting Procedures for Acts of Theft, Violence, or Destruction](#)
[Board Hearings](#)
[Student Harassment](#)
[Standards and Procedures for Suspension and Expulsion of Pupils Including Procedures Assuring Due Process](#)
[Suspension and Expulsion of Pupils Assuring Due Process Disciplinary Procedures](#)

Cross References

AC
AC-R(2)
ACAC
EBCA
ECAF
EHAG
GBEAB
IHBA
IHBA-R(1)

Description

[Nondiscrimination, Equal Opportunity Employment, and Anti-Discrimination Plan](#)
[Nondiscrimination, Equal Opportunity Employment, and Anti-Discrimination Plan - Annual Notice of Contact Information](#)
[Prohibition of Sexual Harassment: Policy and Grievance Procedures](#)
[Crisis Prevention and Emergency Response Plans](#)
[Surveillance and Other Audio or Video Recording by the District or District Personnel](#)
[Use of Generative Artificial Intelligence](#)
[Mandatory Code of Conduct Reporting - All Employees](#)
[Programs for Pupils with Disabilities](#)
[Programs for Pupils with Disabilities - Section 504 - Notice of Parent & Student Rights](#)

Cross References

JIC

JICD

JICD-R(1)

JICDD

JLF

JLF-F(1)

KFA

KFA-R(1)

Description[Student Conduct](#)[Student Discipline and Due Process](#)[Student Discipline and Due Process - Memorandum of Understanding](#)[Student Discipline/Out-of-School Actions](#)[Reporting Child Abuse or Neglect](#)[Reporting Child Abuse or Neglect - Report Form](#)[Conduct on School Property](#)[Conduct on School Property - Assaults](#)

NEWPORT SCHOOL DISTRICT

TITLE: Budget Calendar

SCHOOL BOARD MEETING OF: 8/13/2026

ACTION X CONSENT: INFORMATION:

Ms. O'Connor will present the FY 2027-2028 Budget Calendar for approval.

FISCAL IMPACT: None

FISCAL VERIFICATION:

RECOMMENDATION:

*Updated 7/23/26				
Date or parameters	Time	Action	Responsible-Who will attend	Where
8/13/2026	5:30 PM	Draft Budget Calendar for FY-27-28 Presented for Approval	Administration - Newport School Board	1st School Board Meeting in August
8/17/2026		School District's Budget Calendar Presented to BAC - Meeting Dates Set for Presentation of School Budget by Superintendent & BA, Public Hearing, and Final BAC meeting	BAC/Superintendent and BA	Email
9/1/2026		Complete the DOE-25 and MS-24 Revenue Estimate	Prepared by the BA, Signed by Board and Supt.	SAU
8/24/2026-9/18/26		Principals and Directors Input Budget into Tyler	Administration	SAU
9/21/26-9/30/26		Superintendent, BA, Principal/Director Budget Review meetings	SAU 43 Administration	SAU
10/1/2026	5:30 PM	Budget review Facilities/Transportation/Technology	Coordinator/BA/Superintendent/Board - BAC Invited	Lou Thompson Room
10/8/2026	5:30 PM	Budget review with Curriculum/Special Education/SAU	Coordinator/BA/Superintendent/Board - BAC Invited	Lou Thompson Room
10/15/2026	5:30 PM	Budget review with Richards/Middle School	Coordinator/BA/Superintendent/Board - BAC Invited	Lou Thompson Room
10/22/2026	5:30 PM	Budget review with NHS/SRVRTC	Coordinator/BA/Superintendent/Board - BAC Invited	Lou Thompson Room
10/29/2026	5:30 PM	Summary of changes in budget delivered to School Board	Newport School Board	SAU Board Meeting
10/29/2026	5:30 PM	Preliminary Default Budget Summery delivered to School Board	Newport School Board	SAU Board Meeting
10/29/2026	5:30 PM	FY-27-28 Budget Presentation to Board	Newport School Board/Administration	SAU Board Meeting
10/29/2026		FY 27-28 Budget to BAC		Via Meeting or Email
10/29/2026		Preliminary Budgets Available on Website for Public	Public	
11/2/26-11/12/26		BAC Budget Workshops	Superintendent, BA, Administration and BAC	Collaboration Room
11/13/26	By 12 PM	BAC reviews/gives Superintendent/BA recommendations for Board Packet	Superintendent, BA, Administration and BAC Representative	SAU Office
11/19/26	5:30 PM	BAC Presents Budget Recommendations to the School Board	BAC, Board, Superintendent, BA, Administration	SAU Board Meeting
11/19/2026	5:30 PM	Public Input Forum	Newport School Board/Admin/Public	SAU Board Meeting
11/20/26		BAC Budget Available to Public on the Website	Public	
11/21/26 Snow Date 12/5/26	8:00am to 1:00pm	Newport School Board Budget Workshop	Newport School Board/Admin/Public	SAU Board Meeting
12/3/2026	5:30 PM	Budget Preliminary Approval	Newport School Board/Administration	SAU Board Meeting
12/4/26		Budget Available to Public On Website and at Meeting with changes from Board Budget Workshop	Public	

*Updated 7/23/26				
Date or parameters	Time	Action	Responsible-Who will attend	Where
12/7/26-12/18/26	6:30 PM	BAC Public Hearing for School District's Budget - followed by a BAC Meeting	BAC/Superintendent and BA	
December 30, 2026		Post for Public Budget Hearing being held on January 7, 2027	Superintendent and Executive Assistant	The ad should be in the paper as well as advertised else where
on or before January 1, 2026		Last day to post for budget hearing held on January 7 2027	SAU	
January 7, 2027	5:30 PM	Public Budget Hearing & Budget Adoption	Newport School	SAU Board Meeting Waiting on
January 9, 2027 - Snow date for Public Hearing & Adoption if Needed	9:00 AM	Public Budget Hearing & Budget Adoption	Newport School Board/Administration/Public	SAU Board Meeting Waiting on Document from the DRA
N/A (Friday, January 8, 2027)		Last day for petitioned bond articles over \$100,000	NSB	
on or before January 12, 2027	N/A	Last day for notice of bond hearing	Administration	
on or before January 12, 2027		Last day for petitioned warrant articles		
on or before January 12, 2027		Last day for negotiated cost items to be finalized	School Board and Administration	
on or before January 19, 2027		Last day to hold at least one budget hearing	School Board and Administration	
on or before January 19, 2027		Last day for bond hearing	School Board and Administration	
January 20 2027		First day of the filing period for school district offices		SAU Office In the newspaper on 1/7, 1/14 & 1/22
on or before January 22, 2027		Last day BAC can make recommendations to budget	BAC	
January 25 2027		Last day to post warrant/budget/default MS-26,	School Board and Administration	
January 30 (Between Jan 30 and February 6, 2027)	9:00 AM	First Deliberative Session	Public	GYM doors open at 8:30am/ Snow date will be on 2/6/27 if needed
Jan 30, 2027	Immediately after deliberative	Board needs to vote accept budget/Last day for Board to change Budget Recommendations	School Board	SAU Board Meeting Waiting

*Updated 7/23/26				
Date or parameters	Time	Action	Responsible-Who will attend	Where
After deliberative and before Feb. 8, 2027		Board must approve ballot draft from Clerk	Clerk works with board on draft for vote to send to print	Dr. Scott
3/2/27 (one wk before vote)		Annual Report Book with final budget and ballot questions made available to the community	Administration	Put Annual Report Books in local business, town office, and library
3/9/27 (2nd Tuesday in March)	8:00am to 7:00pm (set up at 6:30am)	Second Session Ballot Voting	Public	POLLS at the Middle/High School
Before March 31 and within 20 days of vote		Submit signed DRA forms through MTRSP MS-22, MS-26, MS-DSB, Warrant, Minutes	BA	
6/10/2027		Balance accounts for end of year	Newport School Board/Administration/Public	2nd Monday in June
Key:				
Green = School Board Meeting Dates				
Orange = BAC Meetings				
Yellow = Change in time and/or date				
White = Informational				
Purple = Waiting for Official Dates				

NEWPORT SCHOOL DISTRICT

TITLE: Richards Handbook

SCHOOL BOARD MEETING OF: 8/13/2026

ACTION ___X___ CONSENT: INFORMATION:

Michelle Overhoff will present the Richards Handbook for approval.

FISCAL IMPACT: None

FISCAL VERIFICATION:

RECOMMENDATION:

To: Superintendent Robert Wargo | SAU No. 43 School Board Members

Date: 8/10/26

From: Michelle Overhoff, Principal

Re: **26-27 Richards Student Handbook Updates**

Page	Revision
8	Updated to Robert Wargo, Interim Superintendent of SAU 43 and Darlene Ayotte, Title IX Coordinator
12	Updated School Board Member Paul Brown term ends 2027. Added Vice Chair designation to Jessica Packard
14	Updated District Administration & Staff Pages
15	Updated Building Administration Page
16	Updated Faculty and Staff Page
19	26-27 Daily Schedule to be added once hiring & staffing shortages are finalized
29	Updated Administration and Staff Contact Information in Communication Protocol
30	Updated website address to sau43.nh.gov
40	Updated website address to sau43.nh.gov
42	Amended to <i>The student may return to school as long as symptoms are improving and they are fever free for twenty four hours and entire full school day without the use of medication.</i>
44	Vomiting within a twenty-four hour period
48	Updated website address to sau43.nh.gov
50	Updated with 26-27 Quarterly Report Card and Marking period dates
50	Updated website address to sau43.nh.gov
98	Updated Bullying NH RSA 193-F:3
126	Updated Richards Assessment Guide

2026–2027

Newport School District
Inspire | Prepare | Challenge

Parent Student Handbook



RICHARDS ELEMENTARY SCHOOL

HOME of the TIGER CUBS

21 School Street

Newport, NH 03773

Phone: (603) 863-3710

Fax: (603) 863-3895

Website: www.sau43.org

SAU43 School Board approved [] with expectations of updates during SY26–27. Please go to the SAU43 website, www.sau43.nh.gov, for the most recent policy and handbook updates.

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Vision, Mission, and Educational Philosophy

Vision and Mission

Tigers ROAR



Our Vision

The Newport 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.

Our 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.

Tigers ROAR

- Respect
 - for self and others
- Ownership
 - of actions and achievement
- Academic Excellence
 - for everyone
- Relationships
 - to peers, to school, to community

Tiger Nation Portrait of a Learner

As we strive for excellence in education, we launched a pivotal initiative during the SY26-27: developing a "Portrait of a Learner" vision for Newport. This vision defines the key skills and values we aspire for our students to embody, guiding our educational strategies and ensuring our youth are prepared for the future. Input from our parents, students, educators, and community members helped shape this vision. The Tiger Nation Portrait of a Learner truly reflects our community's aspirations and needs.

01 Communication

- Demonstrate listening, speaking, and writing skills that foster teamwork and connection.

02 Practical Skills

- Develop skills and habits essential for independent wellness and success in school, work and life.

03 Character

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

04 Critical Thinking

- Expand our knowledge and solve problems by questioning assumptions, exploring diverse perspectives, and making informed decisions.

05 Growth Mindset

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



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 Robert Wargo, Interim Superintendent of SAU #43, 86 North Main Street, Newport, NH 03773, 603-865-9500. Additional State resources include Lisa K. Hinson-Hatz, Title IX Coordinator/Director, Bureau of Vocational Rehabilitation @ 21 South Fruit Street, Suite 20, Concord, NH 03301 (603) 271-7080, Lisa.K.Hatz@doe.nh.gov; Danielle Pelletier, Section 504 Coordinator, NH Department of Education/NH Vocational Rehabilitation, 21 South Fruit Street Suite 20, Concord, NH 03301, (603) 271-3737, danielle.pelletier@doe.nh.gov and 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 20-3481, OCR@ed.gov

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

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,

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.

NEW HAMPSHIRE PARENTAL BILL OF RIGHTS

10. To be advised of and have the right to opt the minor child out of any non academic 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.

NEW HAMPSHIRE PARENTAL BILL OF RIGHTS

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).

RICHARDS SCHOOL SONG



**HOLD YOUR HEAD WAY UP HIGH
WITH HONOR, HONOR
HOLD YOUR HEAD WAY UP HIGH
WITH PRIDE, PRIDE
HOLD YOUR HEAD WAY UP HIGH
RICHARDS SCHOOL
IS PASSING BY
WITH HONOR AND PRIDE WE
LEARN!**

SAU 43 SCHOOL BOARD & DISTRICT OFFICIALS

Per school board policy **BEA** – The Board shall meet at least once every two months. Typically, the School Board meets two Thursdays per month, except during the summer or when a meeting falls during a school vacation week. The meetings are usually held on the second and fourth Thursday. See the SAU website for **Board Meeting Schedules and Documents**.

SCHOOL BOARD

Paul Brown	Term Ends: 2027	pbrown@sau43.nh.gov
Melissa Mitchler	Term Ends: 2027	mmitchler@sau43.nh.gov
Nikki Murphy	Chair Term Ends: 2029	nmurphy@sau43.nh.gov
Jessica Packard	Vice Chair Term Ends: 2028	jpackard@sau43.nh.gov
Keith Sayer	Term Ends: 2028	ksayer@sau43.nh.gov

Newport School District Officials

Dr. Robert Scott	Clerk and Treasurer Term Ends: 2027
Ken Dufort	Moderator Term Ends: 2027



SAU 43 LEADERSHIP

Office of the Superintendent (603) 865-9500
Business Staff

Robert Wargo	Interim Superintendent of Schools
Kate O'Connor	Business Administrator
Michelle Boucher	Accounts Payable
Melissa Small	Executive Assistant to Superintendent
Shari Theriault	Human Resources Payroll Coordinator



SAU 43 DISTRICT ADMINISTRATION & STAFF

District Administration & Staff

Darlene Ayotte	Director of Student Services Title IX Coordinator
Christine Bertrand	Family Community Liaison
TBD	Receptionist
Caleb Godwin	Transportation Coordinator
Chad Howe	Technology Director
Caitlin Cozadd	Social and Emotional Wellness Coordinator
TBD	Applications Coordinator
Eric Nicolay	Food Services Director
Joanne Pollari	Administrative Assistant – Student Services
Det. Shawn Seymour	District-wide School Resource Officer
Aaron Spooner	Maintenance and Facilities Manager

SAU 43 DISTRICT BUILDING ADMINISTRATION

Richards School

Grades Preschool – 5 | (603) 863-3710

Michelle Overhoff

Elementary Principal

TBA

Elementary Assistant Principal

Newport Middle High School School

Grades 6 – 12 | (603) 865 – 9658

Shannon Martin

High School Principal

Thomas Ciglar

High School Assistant Principal

Elizabeth Masure

Middle School School Assistant Principal

Jeff Miller

Athletic Director

Sugar River Valley Technical Center

Grades 9-12 | (603) 865-3759

Sarah Fischer

CTE Director & Principal

RICHARDS SCHOOL FACULTY & SCHOOL STAFF

ADMINISTRATION

Michelle M. Overhoff | Principal
TBA | Assistant Principal
Jody Peters | Special Education Department Head
Christie Benoit | Instructional Coach
Craig Putnam | Behavior Interventionist
Christine Marcinkewicz | Guidance Counselor

ADMINISTRATIVE SUPPORT

Ashlee Pickering | Administrative Assistant to the Principal
Christine Martin | Reception and Administrative Assistant to the Assistant Principal
Darcy Blood | Special Education Administrative Assistant
Cassandra Sanborn | Nurse

PRIMARY

Preschool

TBA

Kindergarten

Elizabeth Hall
Brittany Leahy
Kelley Merritt

First Grade

Kristine Kidder
Alyssa McLaughlin
Laura Mosconas

Second Grade

Anna Ayotte
Emily Connors
Madison Overhoff

UPPER ELEMENTARY

Third Grade

TBA
Daniel Schnare

Fourth Grade

Tia Doolittle
Theresa Twiss-Waterman

Fifth Grade

Shelby Larson
Shawna Tibbetts

UNIFIED ARTS

Unified Arts

Aaron Cherry | Phys. Ed
Colleen O'Connor | Art
TBA | Media & Library
Anne Yung | Music

Special Ed

Alexis Compto
Jackie Gelina
Jody Peters
Kerri Towers

Student Services

Rachel Duggan - BCBA
Renee Lavoie - ABA
Tyffani Simonds - BCBA

Title One

Kristina Cornish
Sharon Miller
Stephanie Severance

Related Services

Jennifer Betts | OT
Tracey Bevilacqua | COTA
TBA | PT
Sarah Carter | SLP
TBA | OT

ESS Counseling

Elizabeth Licht
Julie Heacock

Custodial Staff

Rick Gallione
Anna Hill
Michael Klibansky
Rob Lamery

In School Interventionist

Victoria Turcot

Paraprofessionals

Nicole Alstrom
Lorien Beard
Angel Branch
Ashley Champney
Crystal Day
Rory Dubey
Heidi Godwin
Krystle Hodge
Kelley King
Morgan Landry
Amber Miller
Fancy Moulton
Amanda Mull
Becky Pietras
Allison Randall
Ryan Rounds
Melissa Seymour
Ellen Stiles
Samantha Stone
Mandy Tatro
Aylssa Turcot
Kayla Waterman

Cafeteria

**
TBD



Calendar, Daily Schedules, and Daily Routines

SAU #43- Newport School District
Inspire | Prepare | Challenge
2026-2027 SCHOOL YEAR CALENDAR
 School Board Approved on 2/12/26
Total Hours as required by RSA 189:1 and ED 306.18

August 2026							September 2026							October 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	X	5					1	2	3
2	3	4	5	6	7	8	6	X	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	X	13	14	15	16	17
16	17	X	X	20	21	22	20	21	22	23	24	25	26	18	19	20	PD	22	23	24
23	PD	PD	PD	PD	28	29	27	28	29	PD				25	26	27	28	29	30	31
30	31					1							19							20

November 2026							December 2026							January 2027						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5						X	2
8	9	10	X	12	13	14	6	7	8	PD	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	X	X	X	28	20	X	X	X	X	X	26	17	X	C	20	21	22	23
29	30						27	X	X	X	X			24	25	26	27	28	29	30
						17							13	31						18

February 2027							March 2027							April 2027						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6		1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	7	8	PD	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	X	X	X	X	X	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24
28							28	29	30	31				25	X	X	X	X	X	
						15							22							17

May 2027							June 2027													
S	M	T	W	T	F	S	S	M	T	W	T	F	S							
						1			1	2	3	4	5							
2	3	4	5	6	7	8	6	7	8	9	10	11	12							
9	10	11	12	13	14	15	13	14	15	ER	PD	18	19							
16	17	18	19	20	21	22	20	21	22	23	24	25	26							
23	24	25	26	27	28	29	27	28	29	30										
30	X					20							13							

Aug. 18-19 New Staff Orientation
 Aug. 24-27 Staff Professional Development
 Aug. 28 Full Day Orientation (Gr. K,1,2,6,9,10 & new students)
 Aug. 31 Full Day (all students)
 Sept. 4-7 Labor Day
 Sept. 30 No School - Professional Development
 Oct. 12 Columbus Day
 Oct. 21 No School – Professional Development
 Nov. 11 No School – Veteran's Day
 Nov. 25-27 Thanksgiving Break
 Dec. 9 No School – Professional Development
 Dec. 21 – Jan 1 Holiday Break

Jan. 18 No School – Civil Rights Day
 Jan. 19 No School –Parent/Teacher Conferences
 Feb. 22–Feb 26 Winter Break
 Mar. 9 No School – Professional Development
 April 28-30 Spring Break
 May 31 Memorial Day
 June 9 Graduation Day
 June 18 Last Day for Students (Early Release)
 June 17 Last Day for Staff

Nov. 6, Jan. 29, April 9 & June 18 – End of Quarter Dates

RICHARDS SCHOOL DAILY SCHEDULE

26-27 DAILY SCHEDULE

to be inserted

once

Hiring & Staffing Shortages

are finalized

School Hours & Drop-Off



Regular School Day

8:15am

**Regular School Day
START TIME**

3:00pm

**DISMISSAL
TIME**

Regular School Day

Monday - Friday, 8:15am - 3:00pm

AM

Morning Drop-Off

7:50 - 8:15 AM (Late arrivals must enter via Main Office)

PM

Afternoon Parent | Guardian Pick-Up

3:00pm Parent | Guardian pick-up time

- School Street location for car rider pick-up

Walkers

3:00pm Walkers will be dismissed through the main entrance

Bus Pick-Up

3:00pm Parent | Guardian and Bus pick-up time for PreK - 5 students

Drop-Off Policy for Car Riders

- Students may begin to enter the building at 7:50 AM.
- No students are allowed in the building unsupervised or prior to 7:50 AM unless given administrative approval.
- Parents who drive their children will drop off on School Street in front of the main entrance.
- Please do not drop off or pick up your child in the bus drop-off/pick-up line located on the side parking lot. The bus lane is only designated for buses.
- If your child rides his/her bike to school, please note that the use of helmets while riding bicycles is mandatory for children under the age of 16 (RSA 265:144X).

School Pick-Up Policy

Departure Procedure Information

Richards School uses PickUp Patrol. PickUp Patrol automates the dismissal process for our school. Parents submit plan changes through our convenient app, eliminating the need for schools to track notes and phone calls. Parents do not need to write notes with dismissal instructions as all pick up information is submitted through PUP (PickUp Patrol). Please contact the school to have a welcome email sent to you in order to set up your PickUp Patrol account information and registration. **Dismissal changes must be made prior to 2:00 PM.** If you have any questions or need assistance, please contact **Mrs. Christine Martin, Main Office Secretary 603-863-3710.**



Walkers

- Students who walk home from school will be released at 3:00 PM and will be dismissed through the main entrance.

Car Riders

- Students will be paged to the front of the school for pick-up at 3:00 PM. Students will meet their party waiting in line on School Street.

Bus Riders

- Students will be released directly to their assigned bus from their classroom via the intercom and supervised by staff as they enter their bus.

Pick-Up Policy Student Dismissal | Early Release

- Parent | Guardians who wish to dismiss their student from school will update and finalize their PickUp Patrol status regarding dismissal plans for their student by 2:00pm for that day.
- Students who are dismissed during the school day must sign out in the front office before leaving the building at the main entrance
- Students who return to school from dismissal must sign in at the front office as well.

PICK UP PATROL REGISTRATION

Contact the school to have a welcome email sent to set up your account information and registration





LATE OPENINGS, EARLY RELEASE, SCHOOL CLOSINGS & DELAYS

LATE OPENING & EARLY RELEASE



9:50am
DELAYED
DROP OFF
TIME

10:15am
DELAYED
START TIME

REGULAR
3:00pm
DISMISSAL

2 Hour Delay | Opening Schedule

DELAYED OPENINGS

When early morning weather conditions are severe enough to warrant a delayed opening, school starting times are delayed by two (2) hours from their regular schedule.

AM Delayed Drop Off Time for Students

9:50am Drop off time for students Pre K – 5 students

- No students are allowed in the building unsupervised prior to 9:50 AM unless given administrative approval on Delayed Opening Days.

Delayed School Start Time

10:15am School Start Time

PM Afternoon Dismissal

3:00pm Regular School Day Dismissal

Walkers

2:57pm Walkers will be dismissed

Parent | Guardian Pick-Up & Bus Pick-Up

3:00pm Parent | Guardian and Bus pick-up time for PreK – 5 students

Early Dismissal Schedule

PM Early Dismissal

12:20pm Grades Pre K – 5

Walkers

12:17pm Walkers will be dismissed

Parent | Guardian Pick-Up & Bus Pick-Up

12:20pm Parent | Guardian and Bus pick-up time for PreK – 5 students

- School Buses will still transport children according to the same procedure

EARLY
12:20pm
DISMISSAL

SCHOOL CLOSINGS and 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 **Appetegy system** with a phone call to each registered parent/guardian.

Notices are also posted on the District website and District Facebook account. :



www.sau43.org

Information may also be obtained by tuning into:



TELEVISION



WMUR
TV Channel 9
Manchester, NH



NCTV
Newport
Community TV



WCAX
TV Channel 3
Burlington, VT

RADIO



WNTK
Radio 1020AM &
99.7 FM
New London, NH



WKNE
Radio 103.7
Monadnock, NH



WCNL
Radio 1010AM &
Newport, NH

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

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 Appetegy system.**

In the case when school opening is delayed due to weather, there **will not be a classroom snack time** due to the compressed instructional day and the short time between school start and lunch. **Please plan accordingly.**



DISTRICT TRANSPORTATION

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.

NH RSA 189:9A

Pursuant to NH RSA 189:9A, the Newport School Board has adopted the following policy and regulations related thereto.

The Superintendent of Schools has designated the building 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.



READ & DISCUSS WITH YOUR STUDENTS

Least Distractions

It is the duty of the driver to seat pupils so as to produce the least amount of distractions.

Assigned Seats

The driver will have the authority to assign seats.

10 Minutes Before

Students are urged to be at the bus stop at least ten minutes before the bus arrives.



Maintain Orderly Behavior

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

Bus Conduct Violations

Students who violate regulations for student conduct within those policies **may have bus riding privileges suspended.**

Bus 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.

Written reports of violations must be given by the driver or bus manager to the building administrator within **one business day.**

BUS ROUTES

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.

For a complete bus route schedule please go to the SAU 43 website

<https://www.sau43.org/>



COMMUNICATION

Communication Protocol

Communication between home and school is important to the success of our students. For matters involving instruction, discipline, or activities, please reference this guide and begin by contacting your child's teacher. Please share important time-sensitive communications with the appropriate staff member via school phone (603)863-3710. The use of email for these types of communications is not recommended.

Click on the appropriate heading for a link to staff contact information.

STAFF CONTACT INFORMATION

Principal
Michelle Overhoff

Assistant Principal

Nurse
Cassandra Sanborn

Classroom Teachers

Teachers Contact Info

Case Managers

Case Managers Contact Info

Title I Support Services

Student Services Contact Info

SCHOOL BASED NEEDS SUPPORT

School Counselor
Christine Marcinkewicz

STUDENT & FAMILY SUPPORTS

Interim Superintendent
Robert Wargo

Director of Student Services
Darlene Ayotte

Business Administrator
Kate O'Connor

Behavior Interventionist

Craig Putnam

Family Community Liaison

Christine Bertrand

Student Social Emotional Wellness Coordinator
TBA

DISTRICT WIDE SUPPORTS

COMMUNICATION CHANNELS



SCHOOL WEBSITE sau43.nh.gov

The website has links to each school and contains useful information about activities and events that are going on at all of the schools. Newport School Board information, including district policies, can also be located on the website.



FACEBOOK Newport School District, Home of the Tigers

Like our page "Newport School District - Home of the Tigers" for information and pictures about what is going on in the school and the district.



APPTEGY NOTIFICATIONS Voice, Text, & Email Messaging

Apptegy allows us to send a voice, text and/or email message to ALL our students' parents on ALL their contact numbers within minutes if an emergency.

Parents and guardians are responsible for submitting all contact information at the beginning of each school year and whenever there is a change

Apptegy also has an app

for Tiger Nation. Search for Newport School District, NH in Google Play or the Apple App Store to download the app.



EMAIL Teacher via email

Parents may wish to communicate with the main office or their child's teacher via email. A confidential issue may be better served through a phone call or written communication.

It is reasonable to expect a response to your email within one business day. If you have an emergency or urgent matter, please call the school directly.



SCHOOL PROCEDURES

*Related Policy: Section J Students Policies and Procedures
[See NSB policy JH]*

ATTENDANCE EXPECTATIONS

One of the Newport School Board's goals is high academic success leading to career and college readiness for every student, starting in elementary school. Regular attendance is a critical factor in school success.

96%

Research shows that attendance at the 96% level or higher has the best connection to academic success.

- There is a direct relationship between regular attendance and good grades, improved social development, and on-time promotion and graduation rates.
- Frequent absences and/or tardies may lead to poor academic work, lack of social development, and possible academic failure.

The district's goal is that each student will attend school 96% of the time.

96%

- Missing school adds up quickly. The impact of missing school is more than you might expect. The following table reflects how absences negatively influence student learning.

Days Absent	Weeks Absent	Lessons Missed
0	0 Weeks	0 Lessons
2	.04 Weeks	11 Lessons
7	1.4 Weeks	35 Lessons
9	1.8 Weeks	45 Lessons
14	2.8 Weeks	70 Lessons
19	3.8 Weeks	95 Lessons
26	5.2 Weeks	130 Lessons
28	5.6 Weeks	140 Lessons
35	7 Weeks	175 Lessons
44	8.8 Weeks	220 Lessons

CHRONIC EXCESSIVE ABSENTEEISM

Missing school adds up quickly. The impact of missing school is more than you might expect. The following table reflects how absences negatively influence student learning.

Students are deemed to have chronic excessive **excused absences** after:

10

Ten excused absences in a quarter-long class

15

Fifteen excused absences in the half year of school

20

Twenty excused absences in a school year

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, and obituaries.**

Students are deemed to have chronic excessive **unexcused absences** after:

5

Five unexcused absences in a class

8

Eight unexcused absences in a class

11

After eleven unexcused absences Parents | Caregivers will be required to meet with the assistant principal to develop an attendance plan once the student has at least nine unexcused absences.

Letters will be mailed home notifying families of the chronic excessive unexcused absences

TRUANCY

Students are deemed habitually truant after:

10 half days absent from school (*see Truancy*)

TRUANCY

UA

TRUANCY

Unexcused Absences

- 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.

10

HALF-DAYS

Habitually 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.

169-D

CHINS

Child in Need of Services

- Follow-up procedures will be instituted, pursuant to RSA 169-D – Child in Need of Services (CHINS).

>203

MINUTES

Half-Day Definition

- For the purpose of this policy a “half-day” is defined as missing up to half the total minutes >203 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.

CHINS | EDUCATIONAL NEGLECT

RSA 169-D

CHINS EDUCATIONAL NEGLECT PROTOCOLS

In order to execute a CHINS (child in need of services) petition, the district must demonstrate:

1

- The district has followed its own protocols, including the full execution of an attendance plan.

2

- The district has notified DCYF/Abuse Neglect Intake of attendance concerns for unexcused absences that exceed 25% of instructional time. This includes the cumulative effect of tardiness.

3

- 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.

4

- The district must involve the truancy officer with documentation to contact both the student and the parent/guardians.

5

- The district must offer a voluntary CHINS to the family.

6

- The district may offer diversion through Sullivan County or another approved agency as part of an attendance plan.

7

- The district may offer parent education/support as part of an attendance plan.

8

- 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.

ABSENCES

NH RSA 193.1

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.

- **Parents must report absences** (and reason for the absence) to the school administrative assistants at **(603) 863-3710** prior to the start of school. There are answering machines with prompts to assist you at any time prior to the opening of the building.
- In accordance with this law, **NH RSA 193.1** ; 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.

- If a child is absent due to illness, a **note from a doctor or other provider must** be submitted to **excuse the absence**.
- The **school nurse** will help determine excused absences when a provider's note is not available. If a parent fails to provide this information and fails to cooperate with the school nurse, the absence or tardy will be recorded as **"unexcused"** at the school administrator's discretion.
- 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.



ADDITIONAL RULES TO NON-ATTENDANCE



Absences, with parent/guardian consent and/or as a result of in-school 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

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.

Illness with parent/doctor notification/documentation

School-sponsored activities with administrative approval

Time missed due to an individualized education plan or Section 504 plan

Extreme weather conditions as determined by the SAU admin

Death in the family

Religious holidays of the student's own faith

Required court appearance or subpoena

Scheduled medical/dental appointments

Chronic illness registered and verified by doctor's note with the school nurse

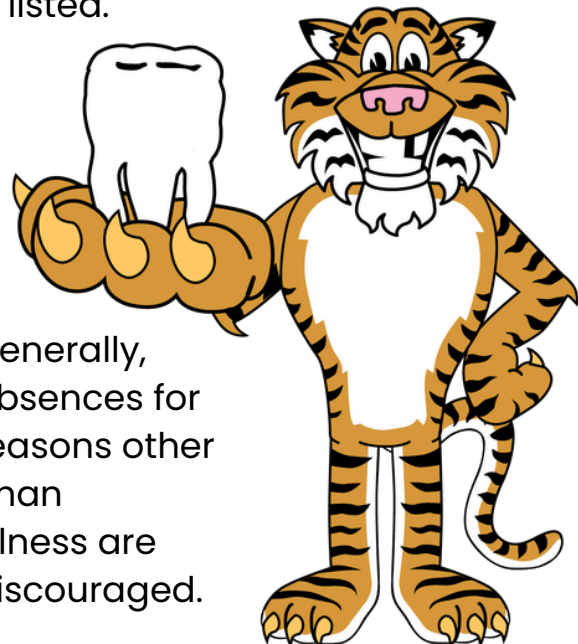
Students on suspension (these students can make up work)

CASE BY CASE BASIS

Excessive excused absences will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance.

Please note that the student's physician must update documentation for long-term medical absences based on the approved medical plan.

The school administrator will determine if an absence is excused for any other reason not listed.



Generally, absences for reasons other than illness are discouraged.

REQUEST for EXTENDED EXCUSED ABSENCES

PROCEDURE If parents/guardians want an absence to be excused for a reason not listed, the following procedure will be used

TWO WEEKS PRIOR
Why? How Long?

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

ACADEMIC STANDING
Benefits. Time.
Make-Up Work

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 the absence

DETERMINATION
Written Notification

3

School administration will notify the parent/guardian in writing of their determination

PARENT | GUARDIAN
REQUEST
Conference To Discuss

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

DECISIONS
Decisions Are Final

5

The school administration's decisions 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



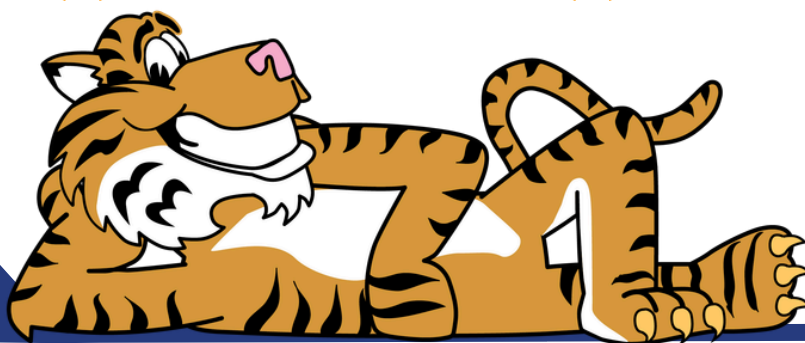
Leaving school
grounds without
permission during
normal school
hours



Absences
determined by the
principal or designee
to be unexcused for
any other reason not
listed above



Transportation
related absences will
be determined by
administration on a
case by case basis





Health & Wellness

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

HEALTH & WELLNESS

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

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:

Pets and Other Animals

- Pets and other animals are not allowed to be brought into any classroom without administrative approval.
- In rare circumstances, a presentation involving animals or wildlife may occur in a public space where the students will not be subjected to residual danger.
- Exceptions are made for service animals.
- Parents/guardians should notify their teacher if they have an allergy concern and precautions will be taken.

Service Animals



- 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 with the classroom teacher.

Food Allergies

- Food allergies are carefully monitored and individual classrooms may be free of certain foods.
- Your child's classroom teacher will inform you of this 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.



Health & Safety Guidelines

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.nh.gov

HEALTH & WELLNESS

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

Elevator

The **school elevator** may be used **ONLY** by any **physically disabled person** or those who are **temporarily injured**.

Access to the elevator is available from all floors.

Students are permitted to use the elevator **only when accompanied by an adult** or with adult permission.

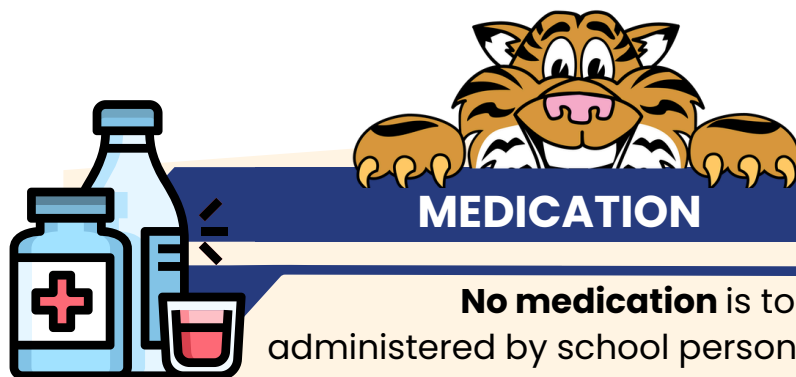
The nurse will meet with those who are temporarily injured about elevator etiquette, fire drills, and what to do if the elevator is not available for use.

If proper etiquette is not followed then the administrator and/or school nurse will meet with the student and develop a new plan. The student's parent/guardian will be notified.

The elevator is not to be used during emergency situations, drills or evacuations.

Health Procedures and Screenings

- The school nurse will contact parents or guardians when a student has a condition which needs further medical attention. Parents 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**.

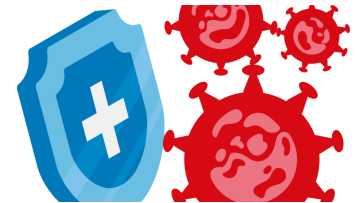
- Refer to [School Board Policy JLCD – Administering Medication to Students](#)
- Please make every effort to make **doctor, dentist, orthodontic** or **other appointments** for **after school**. It is important that your student not miss class time unless completely necessary. A nurse is available during school hours.
- All accidents occurring on school property are reported immediately to the school nurse, the person on duty, or building administrator. If you have any health questions, please feel free to call the school nurse.

SPECIFIC INFECTION PROCEDURES

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 and entire full school day 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 or until they and their family have been treated adequately.

NH RSA 200:45

Specific Infections Per **RSA 200:45** No school or school district, 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.



EPIPENS INHALERS

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**.

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.

PRESCRIPTIONS and NON-PRESCRIPTION MEDICATIONS | HEARING | VISION | DENTAL | NUTRITION



MEDICATION | DRUGS

Prescription or Nonprescription

- No student will have prescription or nonprescription drugs or medication on their 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**.



PRESCRIPTIONS

- All prescription and nonprescription drugs and medications which a student has parental/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**.



INHALER | EPINEPHRINE

- 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.



POLICY VIOLATION

Consequences

- The consequence for a student who **violates** this **policy** by **carrying prescription drugs** issued to them will receive **one-day in-school suspension** 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 and will be referred to our **student assistance program counselor**.

VISION and HEARING SCREENING

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



DENTAL INITIATIVE

Sullivan County Dental Initiative

- A registered public health dental hygienist rotates through **Sullivan County** Elementary schools and pre-school to provide a brief, **free dental screening** to children in pre-K through 8th grade.
- Also available are **preventive dental services** – cleaning, fluoride varnish, sealants, temporary fillings and decay stopping fluoride treatment – to those families who would benefit from these services.
- To receive these preventive services, each family **must fill out** and **sign a dental form**. The hygienist will report on the child's oral health needs and help to connect families to area dental offices.
- If you **do not want** your child to be a part of a brief dental screening provided to children in grades pre-K-5th, please **notify the school**.



WATER

Nutrition

- To **promote hydration**, free, safe, unflavored **drinking water** will be available to all students at every school throughout the school day, including mealtimes.
- Students shall be **permitted to bring water bottles** to school that:
 - (1) Are made of material that is **not easily breakable**;
 - (2) **Have lids** to prevent spills
 - (3) Are **filled exclusively** with **water**



School Principals **may discipline** students for the **misuse of water bottles**, consistent with **Board Policy JICD**.

CELEBRATIONS

All foods offered during the school day on the school campus will meet or exceed the **USDA Smart Snacks** in School nutrition standards. **Foods and beverages will not be used as a reward or withheld as punishment for any reason.**

The District's School Nutrition Services will make available a list of healthy party ideas to parents and teachers, including non-food celebration ideas, and a list of foods and beverages which **meet Smart Snack nutrition Standards.**



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:

1

A **fever of more than 100°**, especially if the fever is in **addition to a sore throat, rash, vomiting, diarrhea, earache, irritability or confusion**

2

Children should be **fever-free** without medication for **twenty-four hours** before returning

3

Vomiting within a **twenty-four hour** period

4

A **sore throat** with **fever** and **swollen glands**

5

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**

6

Thick **nasal secretions**

7

Redness in the **whites** of the **eyes**, **yellow eye discharge** and **matted eyelashes** which are all symptoms of **conjunctivitis**

If your child has any symptoms listed there, please do not send your child to school and notify the school nurse immediately.

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 he/she will participate in all school activities including physical education. In other words, **if a child is well enough to attend school, he/she is well enough to go outdoors to play.** Only under special circumstances and with written permission on the advice of a doctor will a child be kept indoors at recess or be excluded from physical education.



Academic Information

Related Policy: ***Section I Instruction*** Policies and Procedures



ACADEMIC INFORMATION

The mission of the Newport School District is to provide quality instruction and support services to each of its students. Newport schools accomplish this mission by providing a challenging curriculum responsive to individual needs, a highly qualified staff, a safe and positive learning environment, and a strong partnership with all homes in our diverse community.

The Newport School District curriculum is determined according to the Common Core State Standards (CCSS), Next Generation Science Standards (NGSS), and the New Hampshire State Grade Level Expectations (GLEs).

Homework Guidelines

- Homework is a constructive tool in the teaching and learning process. It should be designed to meet the needs of students.
- Purposeful assignments enhance student achievement, develop self-discipline, reinforce good working/learning habits, and foster teacher/student communication.
- Homework must have a connection to the subject, extending and reinforcing skills learned in class. Teachers will be sensitive to the total amount of homework given by their colleagues, and a balanced load of homework will be assigned.
- Homework procedures will be provided to students by their classroom teachers at the beginning of each year.

Make-Up Work

- When students are absent, including absences for internal and external suspension or expulsion, an **opportunity to make-up work** will be provided.
- Students and parents are encouraged to obtain make-up work assignments before the student's return to school by contacting the classroom teacher to obtain information on work missed.

Instructional Materials

- Newport School District furnishes textbooks and instructional materials that remain school property.
- Parents may be required to **reimburse the school for lost or damaged books** before any new books are issued.
- Supplies may be required and teachers will send home a list of such supplies.

Promotion/Retention

- Learning builds upon previous learning, and each Newport school student must be prepared to meet the rigors and challenges of the new grade levels as he/she progresses through the school years.
- Promotion to the next grade demonstrates that the student has learned the grade level expectations and has provided evidence showing they have achieved proficiency and/or mastery of the competencies, learning goals and learning outcomes of the New Hampshire Department of Education, has acquired the knowledge, and is prepared for the next challenge.



Homeschooling

CHAPTER 279:2 Ed 315

Home education is an alternative to attendance at a public or private school and is an individualized form of instruction in accordance with **Chapter 279:2**, laws of 1990.

A parent is eligible under the Administrative Rules, **Ed 315** to establish a home education program for a child between 6 and 18 years of age including an "educationally disabled child" as defined under **RSA 186-C:2,I**, provided that the definition of "educationally disabled child" as defined under **RSA 186-C:2,I**, for the purposes of Ed 315, shall be applicable only to children between 6 and 18 years of age.

Homeschooling

- If the student is new to school or new to the Newport School District, parents must notify the district that they intend to enroll their child in a home education program. For your convenience, the following notification form may be used: **Notification of Home Education Program**. This notification should be given to the superintendent of schools.
- If the student is currently enrolled in the Newport School District, the parent must inform the district, in writing, that their child is starting a home education program and is withdrawing from the public school. This notification should be given to the superintendent of schools.
- Students who are formally registered as homeschooled in the Newport School District and would like access to district sports, clubs, courses, events, etc., must meet the same requirements as students enrolled in Richards School. Additionally, these students must complete and be approved via the district application process **Application for Class/Course**.





Educational Freedom Account Registration, Transfer, & Withdrawal

EDUCATIONAL FREEDOM ACCOUNT CHAPTER 279:2 | Ed 315

Educational Freedom

Account (EFA): Students who have previously notified as Home Educating under **RSA 193-A** must terminate their Home Education program in accordance with **NHED rule Ed 315.06** and **RSA 193-A:5(III)** prior to enrolling in the EFA program pursuant to the requirements of **RSA 194-F:2, IX**.

Additionally, unlike students notified as Home Educating under **RSA 193-A**, **EFA students do not have the same right to access their resident public school curricular and cocurricular programs** as guaranteed by RSA 193:1-c. Students who are formally registered as EFA and would like access to district sports, clubs, courses, events, etc., must meet the same requirements as students enrolled in Richards School. Additionally, these students must complete and be approved via the district application process.

Application for Class/Course.
Fees will apply.

Registration And Placement Of Students

During the year, new residents may register their children at any time.

- Please register new students on our district website-
<https://www.sau43.nh.gov>

Parents must present or upload an original birth certificate, proof of residency, custody documentation, if applicable, and immunization records upon enrollment. **Registration** of all other students is **governed by Newport School Board policy JFAB, Administration and Tuition of Non-Resident Students.**

Transfer or Withdrawal From School

Every attempt will be made to evaluate incoming grades with the system we use at Richards Elementary School. Where questions or doubts arise, decisions will be made in favor of the student. The decision made by the principal will be final.

Students transferring from homeschooling to Richards Elementary School will be **required to show evidence of competence mastered**. This includes competencies/standards and assessments. In the absence of appropriate evidence, students will undergo grade level assessment to determine grade level, etc.

If you need to **withdraw** your student to attend another school, please **notify the office as soon as possible** for further instructions. All school-owned materials (Chromebooks/charger, textbooks/library books) must be returned before your student's last day of school.

ALMA STUDENT INFORMATION SYSTEM



The **Alma Parent Portal** is a special centralized website that helps schools keep track of student information and academic progress. It also helps families, teachers, and students stay in touch easily. Parents/Guardians can check how their child is doing in school anytime without waiting until the end of the term. This helps parents support their child's learning and know if there are any areas that need extra help.

The Alma Parent Portal makes everyone more involved and responsible, which is good for the whole school. **With Alma, you can:**

1

See Up-to-Date Grades: Grades are updated every two weeks so you can always see how your child is doing in school.

2

Talk to Teachers: You can easily communicate with your child's teachers to discuss their progress, concerns, or any help they might need.

3

Check Homework and Attendance: Keep an eye on your child's homework and attendance to make sure they are staying on track.

4

Get Weekly Emails: You can sign up to receive a weekly email that tells you about any missed assignments, helping you stay informed and address any issues quickly.

5

Use the Mobile App: Install Alma's web app, AlmaNow, on your phone. Follow this [link for instructions](#) on how to add AlmaNow to your device.



[Richards School Alma Parent/Student Portal](#)
[Newport High School / CTE Alma Parent/Student Portal](#)
[Newport Middle School Alma Parent/Student Portal](#)

If you have problems logging into your Alma account or did not receive your login information, please contact **Ashlee Pickering** for help. She can provide you with the login details and fix any access issues.

It's important to check the Newport High School website and Alma often. If you have questions about your child's school work or progress, please email your child's teacher directly. [See the contact list here.](#)

REPORT CARDS

Richards Elementary School has a **quarter reporting system**. Parents are asked to meet with their child's teacher after the first marking period. Additional conferences may be arranged as needed or desired by either teacher or parents at any time during the school year.

Conferences may be held virtually, as necessary. Report cards are available digitally at the end of each quarter. Progress reports are available at the midpoint of each quarter.

1 QUARTER 1

Starts on **Monday August 31st**
Ends on **Friday November 6th**

2 QUARTER 2

Starts on **Monday November 9th**
Ends on **Friday January 29th**

3 QUARTER 3

Starts on **Monday February 1st**
Ends on **Friday April 9th**

4 QUARTER 4

Starts on **Monday April 12th**
Ends on **Wednesday June 16th**

Parent Conferences

Parents are encouraged to confer with individual teachers, school counselors, or school administrators regarding their student's progress and performance at any time.

Conferences are arranged by contacting the student's teacher. Parents should call the school at **603-865-9658** to leave a message on a teacher's direct line.

Generally teachers do not answer phones during the day and will return phone calls after school.

Parents may also email teachers and other staff (see contact list here). Most district email addresses use the first initial, last name @sau43.nh.gov (as in rwargo@sau43.nh.gov ; there are a few exceptions for duplicate first initials).

Testing

Testing and/or performance assessments are ongoing and will be administered to students at regular intervals to measure achievement throughout the school year. The following tests are administered annually:

● **NH SAS** – Grades 3-8 [spring]

● **STAR Assessment** – math and reading benchmark assessments, grades K-5 [fall, winter, and spring]

● **Dial 4 General Screening** – Kindergarten – Incoming students in the following fall [spring]

● **Formative Informal Assessments** and progress monitoring as needed throughout the year.



STUDENT RESOURCES

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

SCHOOL COUNSELING PROGRAM

School counselors are trained in child development, learning strategies, and a variety of social skills, in order to understand and address student needs and promote academic and behavioral success of all students in the school setting. This role includes direct student services such as instruction and group activities involving the school counseling core curriculum, appraisal and advice on individual student plans, and responsive services, including counseling and crisis management. Indirect services provided by the school counselor include consultation and collaboration with parents/teachers and referrals to outside counseling for students with additional emotional and behavioral needs. School counseling is integral to the total education program provided in an elementary school setting.

RICHARDS SCHOOL COUNSELOR CONTACT

Parents, teachers, and students should feel free to reach out to the Richards School Counselor, **Mrs. Christine Marcinkewicz** by phone at **603-863-3710** or email at

cmarcinkewicz@sau43.nh.gov

At Richards School, the school counselor assists students with personal/social, academic, and career development through individual and group counseling, as well as push-in classroom lessons in accordance with American School Counselor Association (ASCA) standards. Students will have the opportunity to address a variety of issues including, but not limited to: bullying, teasing, safety, diversity, self-esteem, tolerance, and conflict resolution.

Student Support Team

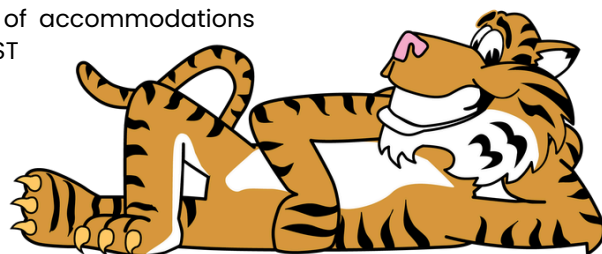
When a student is having difficulty, their teacher may refer him or her to the **Student Support Team (SST)**. The SST connects a student to the resources that best fit their needs.

The student support team (SST) shall consist of staff from a variety of teaching and support service positions and shall incorporate a range of referral, support and remedial services as well as the means to determine the effectiveness of accommodations or services recommended by the team.



SST The Student Support Team shall

- 1 • Provide a procedure for timely referral for evaluation for special education, 504 accommodations, coordinated service plans, or for other student support services.
- 2 • Be composed of staff from a variety of teaching and support services positions.
- 3 • Screen referrals of individual students to determine what classroom accommodations and supplementary aids and services have been tried.
- 4 • Determine whether any additional accommodations, supplementary aids or services, or referral to other public or private agencies may appropriately meet a referred student's educational needs.
- 5 • Assist teachers in planning and providing supplementary aids and services and other accommodations to students in need of classroom support or enrichment activities
- 6 • Collaborate, to the extent appropriate, with families and community health and human service agencies to assist educators in meeting the academic needs of all students.
- 7 • Develop a means to regularly screen the effectiveness of accommodations and supplementary aids and services provided through SST
- 8 • Maintain a written record of all team actions.



Student Support Team Procedure

01 Communication

- When a student experiences difficulty adjusting to school studies and/or routines, the teacher(s) will notify/meet with the parent/guardian and student to develop intervention strategies. The plan of action should be in place for four to six weeks so that one could reasonably expect to see improvement.

02 Referral

- A teacher or parent/guardian may refer a student directly to the SST team by completing the educational support team referral packet. The SST team will meet and review the information and make needed recommendations and strategies. The team may seek additional information before making the determination of whether additional meetings are necessary. See SST Flow Chart for referral process and fill out an SST Consideration Packet.

03 Plan Development

- The SST team will meet to clarify concerns and help develop an intervention plan including classroom strategies and support services. The plan may also include strategies for parents/guardians to attempt at home. A student advocate for the student's plan will be identified and will monitor the plan of action. The actual plan will be documented and shared with the team..

04 Interventions

- If, after appropriate interventions have been tried and results documented if further evaluations are necessary the team will forward all information to initiate the referral process.

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

Live in emergency or transitional shelters

Live in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings

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.

Live in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations

Are unaccompanied youth who are youth not in the physical custody of a parent or guardian.

Are abandoned in hospitals



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.

Eligible students have the right to:



Enroll in school immediately, even if lacking documents normally required for enrollment



Continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference. *



Receive transportation to and from the school of origin, if needed.



Participate in any extracurricular activities that are offered to other students.

***If the school district believes that the school you select is not in the best interest of your child, then the district must provide you with a written explanation of its position and inform you of your right to appeal the decision.**

SPECIAL EDUCATION RIGHTS NOTICE

NH Chapter 186-C Title 20, US Code 1400-1415

The state and federal special education laws [New Hampshire Revised Statutes Annotated Chapter 186-C and Title 20, United States Code, Sections 1400-1415] require that the school district offer a “free appropriate public education” to all educationally disabled children.

1. These statutes define educationally disabled children as “children suffering from certain enumerated disabilities who are between the ages of three and twenty-two and who have not obtained a high school diploma.”
2. A “free appropriate education” consists of specially designed instruction and educationally related services in accordance with an “individualized” education program developed by the district in consultation with the student’s parents.
3. If you suspect that your child is educationally disabled and qualifies for such special services, you may make a written referral requesting that the school district determine your child’s eligibility. Such referrals should be addressed to the building principal.

INDIVIDUALS with DISABILITIES EDUCATION ACT (IDEA)

IDEA Title 20, US Code 1415(d)(1)

“Under the Individuals with Disabilities Education Act (IDEA), school districts must give parents of a child with disabilities a copy of procedural safeguards one time a year. However, a copy of procedural safeguards must also be given to parents upon initial referral or parental request for an evaluation, upon filing a request for a due process hearing, upon a disciplinary action constituting a change in placement, and upon request of a parent. 20 U.S.C. 1415(d)(1)....”





SPECIAL EDUCATION

ED 1106.0, d. 2017

The IEP team will meet to determine “whether the concerns raised by the referral can be addressed utilizing existing pupil support services available to all children, whether additional information is required, and what evaluations, if any, are needed to address any remaining concerns by the referral” (ED 1106.0, d, 2017)

If a teacher, parent/guardian, or administrator believes that a child may be in need of special education services because of a possible disability, they may refer that child to be evaluated by the IEP team.

A **referral** should be made by submitting a request in writing to the school administrator or by using the special education **referral form**. A student who has been referred through the school's referral process must be evaluated by the IEP team to determine whether the student qualifies for special education services.

SPECIAL EDUCATION PROCESS

The special education process is most effective when parents and school personnel are well-informed and able to work together. The special education process includes six steps:

- 1 • **Identification [Child Find]**
- 2 • **Referral and disposition of referral**
- 3 • **Determination of eligibility and identification of the disability category**
- 4 • **Development of the individual education program**
- 5 • **Determination of educational placement;**
- 6 • **Implementation and monitoring**



CHILD FIND PROCEDURES

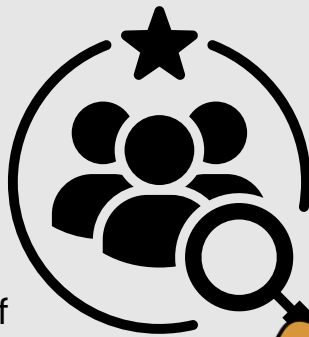
Child Find Ed 1103.01 (CFE 300.125)

SAU 43 is committed to ensuring that all children with disabilities residing within our district are locally evaluated and identified in accordance with **Ed 1103.01 (CFE 300.125) Child Find**.

The district early childhood support program holds annual "Child Find" screenings for children **between the ages of three and five** for gross and fine motor, hearing and social/psychological development and SAU 43 sends out annual "child find" letters to all private and parochial schools, healthcare providers, and other agencies that routinely come into contact with children.

Letters are also sent to all families of students who have dropped out of early childhood prevention programs or refused services in the past.

Ads and/or public service announcements are placed in local media outlets to seek out anyone who may be eligible to receive early childhood special education services.



If a child is identified as a candidate following these initial Child Find screenings, further evaluations and potential services will be offered for the preschool years, and learning strategies will be fully discussed with parents.



PARENT | STUDENT INFORMATION

Related Policy: **Section G Personnel** and **Section I Instruction**
Policies and Procedures

AFTER SCHOOL PROGRAMS



**BOYS & GIRLS CLUBS
OF AMERICA**



**Before
School
Care
opens at
6:30am**

**After School
Hours
go until
5:30pm**

**Financial aid
is available
for after school.**

Welcome to the Boys & Girls Club at Richards School!

We are a fun, friendly after school program offering lots of activities that build a sense of confidence, independence, community and teamwork. Come join our growing community! Our mission is to inspire and enable all young people, especially those who need us the most, to reach their full potential as productive, caring, and responsible citizens.

We follow the Boys & Girls Club's Formula for Impact which focuses on three priority outcome areas: Academic Success, Good Character and Citizenship, and Healthy Lifestyles. For more information about our programs and locations go to our website at **Boys & Girls Club Central New Hampshire | Great Futures Start Here (nhyouth.org)**.

**At Richards Elementary School we provide after school care: Who: Richards Elementary Students
Hours and Fees:**

- **After School hours go until 5:30 pm**
- **Financial aid** is available for after school

For more information please contact:
Lyndsey Paronto at: lparanto@nhyouth.org

BIRTHDAY CELEBRATIONS



While birthdays are very special occasions for many of our students, **birthday parties** are **NOT PERMITTED** at school. Parents **may send in birthday snacks** or **cupcakes**. Please connect with your classroom teacher in advance if you are planning to send in a birthday snack for the day.

Due to student confidentiality, we are unable to provide a list of addresses and/or phone numbers of students.

We **do not distribute birthday invitations** at school **unless everyone** in the class is **receiving one**.

Teachers can provide a total number of students in the classroom. Please let the teacher know if your child has a food allergy, or you prefer that your child not be given occasional treats, candy or birthday snacks.

FRESH PICKS CAFE

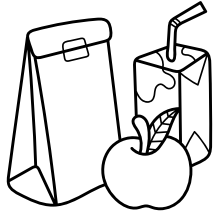
Our cafeteria is run by Café Services. The motivating philosophy at **Fresh Picks Café** is that wellness and good food go hand-in-hand — especially in education. Our comprehensive, coordinated, proactive wellness programs promote this belief with an emphasis on fresh and whole wheat foods that are locally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

Free and **reduced lunch forms** are distributed during the **first week of school** and are available from the office 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. Students who forget lunch money may receive lunch that day but are expected to bring money the following day.



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

Online payments using MySchoolBucks
(ID number required to sign up – contact Food Service Director)



LUNCH and BREAKFAST

BREAKFAST

School breakfast is served at **7:50 AM - 8:15 AM** each day. **Breakfast** will be provided in the **cafeteria** during this time.

\$1.75
per breakfast

Food Service Director:
Eric Nicolay

Phone:
863-2414 Ext. 9627

LUNCH

School lunch is served each day to students in grades **preschool** through **fifth grade**.

\$3.25
per lunch

Newport School Board Policy

The Newport School Board policy JQA, will be followed in the event that a school lunch or breakfast bill is unpaid,

CAFETERIA GUIDELINES

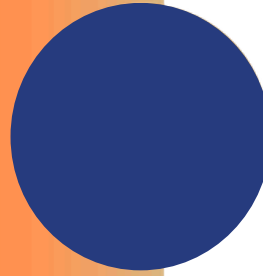
In order to ensure a positive environment in the cafeteria all students share the following expectations. The following behavior expectations will be monitored in the cafeteria:

- 1** • **Students should wash hands before going to the lunch room**
- 2** • **Students will use “inside voices” to maintain a “restaurant” noise level.**
- 3** • **Students will use appropriate table manners.**
- 4** • **Students are encouraged to try cafeteria food but will not be forced to eat.**
- 5** • **Students who have a cold lunch are encouraged to bring home what they don't eat.**
- 6** • **An “allergy-free” table is available for students with allergies and those who have allergen-free lunches.**

DRESS CODE

1

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.



2

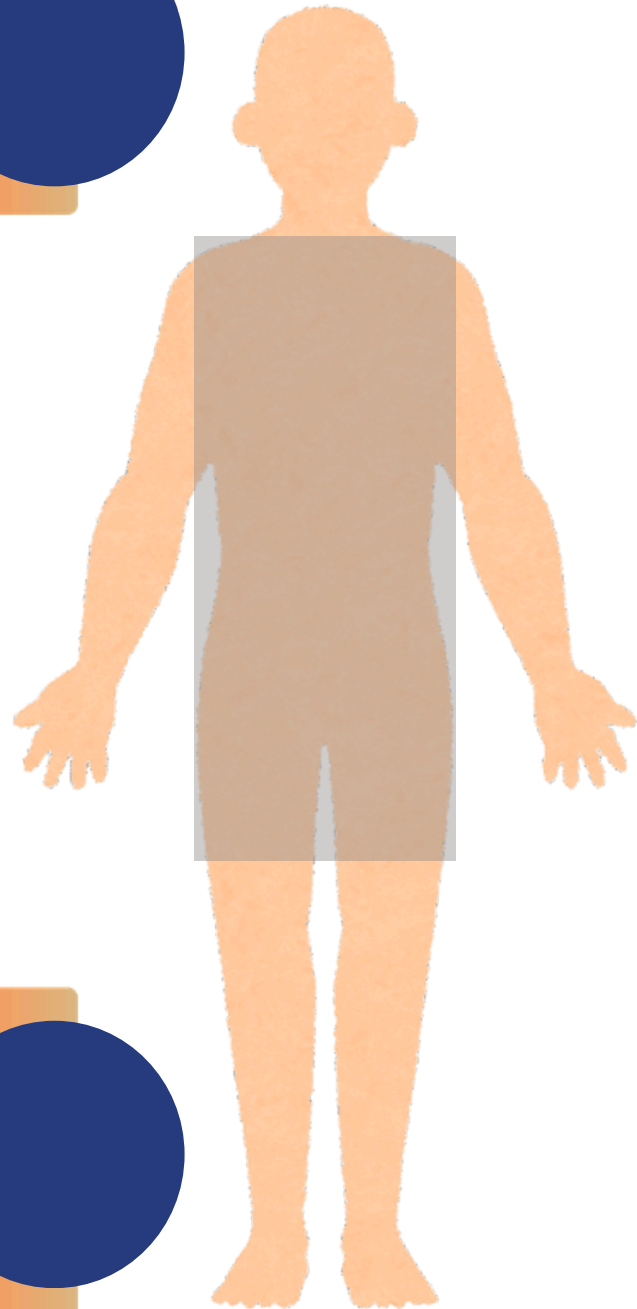
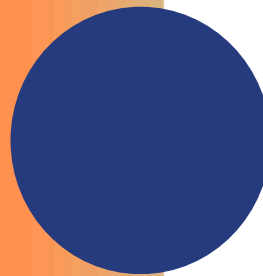
Clothing must completely cover mid-thigh to the neckline (**see gray section of diagram for reference**). Tops must include straps and/or sleeves. Shoes must be worn at all times.

3

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

4

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



CONSEQUENCES

- Students who violate the Richards Elementary School dress code will be **asked to change** and if this is not possible, **appropriate clothing will be provided**.
- Should this become a **recurring problem**, there will be a meeting of administration, parents/guardians and the student to discuss further discipline consequences with the possibility of developing a behavioral plan addressing dress code violations.

FIELD TRIPS

- Field trips may be planned for any grade level. Children also walk to many local points of interest during school hours.
- Individual classroom teachers determine the number of chaperones necessary and will communicate with parents about plans and times.
- Specific trips may require specific permission forms as well as attendance fees.
- Feel free to contact your child's teacher if you would like to chaperone a trip or if you have questions about field trips.
- Background checks must be completed and results returned before anyone can chaperone. Parents/Guardians are not permitted to serve as chaperones on overnight trips.

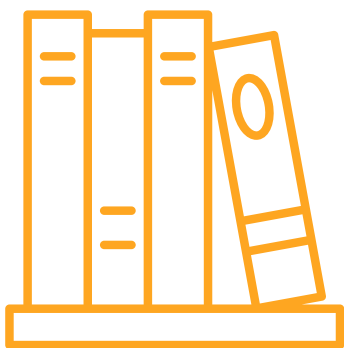
“ If you do not want your child walking to local points of interest, please contact the office by September 30th.



FUNDRAISING (CLASS | GRADE)

- All fundraising activities will be approved in advance by the Principal. Forms for staff must be completed and submitted to the administration. Requests must be submitted one month in advance.

LIBRARY PROCEDURES



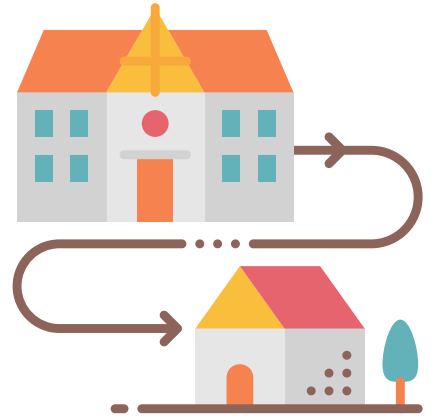
Students should return books or magazines they borrow each week. They may renew a book once. Overdue notices for students are distributed once a month for books checked out in the previous month. Student overdue notices are distributed to classroom teachers to send home with classroom mail. Fines are not assessed for overdue books, but a **replacement cost fine** is assessed for **books** that are **lost or damaged** with a receipt provided for library fines paid. In the event that a book is found after a fine is paid the parent/guardian will receive a refund which is processed through the Business Office.

LOST and FOUND

- Unclaimed clothing will be stored for no more than 30 days and kept in the far hallway (closest to the playground). Any unclaimed items will be donated to a local charity after 30 days.
- Please **notify** the **main office** @ **603-865-9427** whenever your **children's items are missing**.

PARENT INVOLVEMENT

The Newport School District believes that the education of children is a joint responsibility, one it shares with the parents of the school community. A high degree of parent involvement positively impacts student achievement and benefits the school and the classroom as well as the child. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained. Partnerships between families and schools that are child-centered and family-strengthening can engage, guide and motivate students to be productive citizens in our community.



HOME | SCHOOL COMMUNICATION

At Richards we encourage parents/ families to participate in a two-way communication with the school as well as to participate in school activities. We achieve home/school communication through the following methods:

- Parent/Teacher Conferences
- Monthly Parent-Teacher Organization (PTO) Meetings
- School and Classroom Newsletters
- School Website, Emails, Phone Calls, Surveys
- Orientation programs
- Report Cards
- Parent Volunteers in the Classrooms



FAMILY INVOLVEMENT

Family involvement is critical to student success in meeting and exceeding district and state academic standards. Richards' staff believes that a shared responsibility between the home and school will inspire students to be successful in the educational setting.

- Create an environment that is safe, respectful and caring
- Engage parents in the school improvement process
- Elicit parent feedback and collaboration in decisions relating to the education of their children
- Provide a clear description and explanation of the district curriculum
- Provide extra time and targeted instruction for students who have not yet met grade-level standards
- Communicate the program and its policies with parents of Title I students and how they can best support their child at home
- Provide adequate communication with non-English speaking families, recognize diversity and special needs and provide adequate communication for all

PARENT RESPONSIBILITIES

Read all communications from the school and participate in school activities and events

Support the school by requiring that their child observes the policies set out in our Student Handbook

Maintain an active interest in their child's daily school work and help their child when necessary

Accept responsibility for their child's in-school behavior

Send children to school with proper attention to their health and hygiene

Contact the teacher when there is a question or concern

ADDRESS | RESIDENCY CHANGE VERIFICATION

*It is very important that our student records contain current address and phone information. A **New Residency - Verification Form, Cohabitation Affidavit and Annual Residency Verification Form** for updating this information is distributed annually on the first day of school and should be returned promptly. Parents are asked to contact the school office with new information immediately when changes occur throughout the year.*

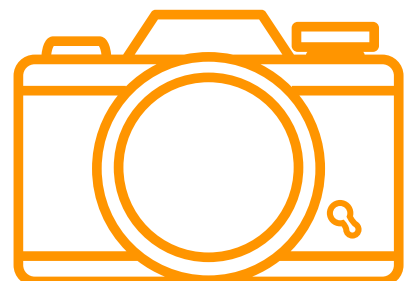


PICTURE DAY



School portraits will be taken each year.

Picture retakes will be scheduled at a later date. Pictures will be available after picture day on the photographer's website and parents will be able to order from there.



RICHARDS PARENT TEACHER ORGANIZATION (PTO)



This is a very active and fun-loving group of parents and teachers, led by a hard-working executive board. The PTO **traditionally meets** on the **second Monday** of **each month** throughout the school year starting at 4:00 PM in the library for the purpose of supporting school activities. All Newport School parents are automatically members of the PTO and participation is strongly encouraged.

Some of the major activities sponsored by the PTO may include, but not limited to:

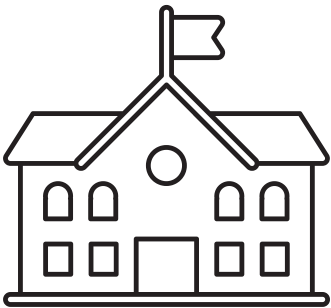
- **Family Movie Nights,**
- **Project R.A.B.B.I.T. (free books for kids!),**
- **Teacher Appreciation Events**
- **Holiday Dances/Parties**

Read all communications from the school and participate in school activities and events.



All Newport School parents are automatically members of the PTO and participation is strongly encouraged.

USE of BUILDING



Individuals or groups wishing to use any facility for co-curricular or non-school activities must complete a **request form** and return it to the office at the designated building.

Certain spaces may require that one or more employees of the Newport School District be present for their use. Non-district organizations will be required to pay a fee for these employees. The Newport School District reserves the right to waive that fee at its sole discretion.

A certificate of proof of general liability insurance is required for all users of these facilities who are not members of the Newport School District/Sugar River Valley Regional Technical Center before room reservations can be confirmed.

VOLUNTEER PROGRAM

Richards Elementary School welcomes committed volunteers to assist in the education of Newport's children. Designated volunteers will be required to undergo and pass a background investigation and a criminal records check prior to work with students.

"Designated volunteer" means any volunteer who:

- Comes in **direct contact** with **students** on a daily basis
- **Meets regularly** with **students**
- **Meets** with **students** on a **one-on-one basis**
- Any other **volunteer** so **designated** by the **school board** or **superintendent**

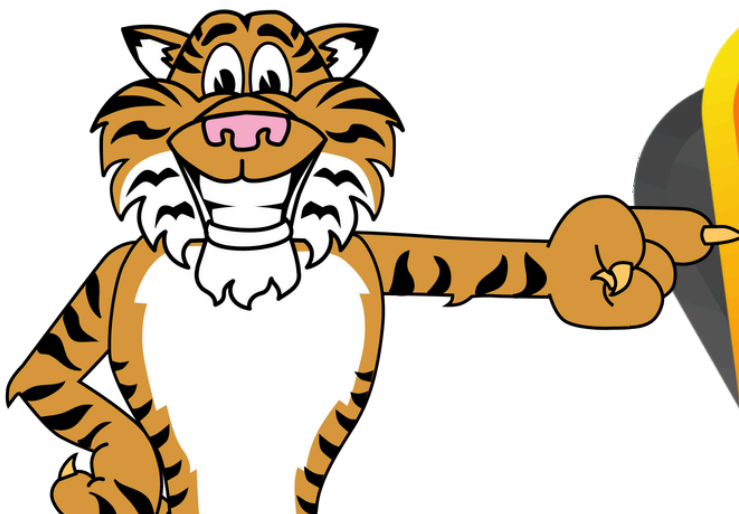
DESIGNATED VOLUNTEERS

Volunteers must successfully pass a criminal background check and meet with the Principal.

Volunteers must act in the best interest of the district, and must treat everyone with respect. Volunteers must adhere to all rules, procedures, and expectations of the SAU #43/Newport School District.

New Volunteers, who have successfully completed the requirements listed above, will be assigned a volunteer position/ responsibility, provided there is one available.

Returning volunteers will be allowed to continue volunteering at the same position, provided that they meet all requirements, and have a positive evaluation.



For more information about volunteering, please contact the Principal or administrative assistant at the Richards School office. Several volunteer opportunities exist and we invite anyone interested in volunteering with us to call and discuss options and availability.



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**.

EMERGENCY PLAN PARENT PROTOCOL

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

Remain calm

Listen to **radio** or **TV stations** to get information. **Keep school** and **home phone lines open** for official use (school will institute the School Messenger system whenever possible)

If the school is being evacuated, **bus transportation** will be used whenever possible. Parents are encouraged 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 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.

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 an evacuation or fire 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.

Elevator: The elevator is **not to be used** during emergency situations, drills or evacuations.

SAFETY and SECURITY of BUILDING

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



1

The school is protected by security cameras at the main entrance and hallways.



Emergency Drills:

(including fire and lock-down) are conducted during the school year. A complete list along with procedures is available in the office and included in the emergency management plan.

2

All entrances are locked during the school day. Visitors to the school must ring the doorbell and have identification verified by the front office through our Raptor Security System in order to gain access.



It is important that students learn how to exit the building in an orderly and safe manner, remaining calm and attentive to their teachers and school staff members.

3

All visitors to the school, including parents, volunteers, vendors, and contractors, must register in the main office using the Raptor Security System and are subject to a background check. They will then be issued a visitor's badge to wear while in the school.



Main and secondary exit routes are posted in all areas and in each room of the building.

4

Students must always exit the school from the front door while supervised or accompanied by a staff member, parent or other adult, or unless given specific directions by a responsible adult to do differently.



Teachers/staff members closely supervise students during the process. Students may not be interviewed on school premises by any outside authority without the knowledge of the school administrator and without obtaining parent/guardian notification and consent.

5

After entering school property by bus, automobile, or other means, students may not leave the grounds or be dismissed from school without the permission of a parent/guardian and the approval of the administration.



However, under certain circumstances, a student may be interviewed by law enforcement personnel or trained case managers (such as DCYF) without such notification and consent.

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 can contact the SRO at 865-9659 or at sro@sau43.org



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 and INSURANCE CLAIMS

Teachers will report all student accidents and submit school accident forms to the school administrator's office. Parents will be instructed as to the claim procedure to be followed. An insurance form requiring parental signature will be given to the student.

Any follow-up bills may be submitted to the insurance company.

A clipboard with a silver clip at the top. The form has a red header with the text "ACCIDENT REPORT" in white. Below the header are several lines of text, some of which are preceded by a green checkmark in a box.



BEHAVIOR EXPECTATIONS and CLASSIFICATIONS

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

RICHARDS SCHOOL EXPECTATIONS GRID

	Respect	Ownership	Academics	Relationships
Hallway	I will use a level 1 voice if others are working.	I will keep my body to myself,	I will not interrupt the learning of others.	I will do a quiet wave to friends and adults.
Restroom	I will give privacy and wait my turn.	I will keep the space clean.	I will be timely and get back to learning.	I will keep hands and feet to myself.
Assembly	I will use good audience manners.	I will respond appropriately.	I will follow the directions given by the speaker.	I will be a good role model.
Playground	I will use the outside equipment properly.	I will have a safe body and not harm others.	I will follow the playground rules.	I will play safely and include others.
Cafeteria	I will use my table talk voice and raise my hand when I need to get up.	I will keep my space clean.	I will eat to refuel my body.	I will have friendly and safe conversation with my peers.
Classroom	I will listen to the teacher's directions and be ready to learn.	I will be take responsibility for my actions.	I will be willing to try to perform at my highest level.	I will ask questions when I need help.
Dismissal Bus/Car	I will stay in my assigned space and have a safe body.	I will keep my space clean.	I will listen to the adults and follow directions.	I will keep a whisper voice level.
Arrival Bus/Car	I will walk to my assigned space.	I will have a safe body.	I will listen to the adults and follow directions.	I will have a whisper voice level.

STUDENT SOCIAL SKILLS & MANNERS EXPECTATIONS

Playground Safety Rules

The staff of Richards Elementary School is charged with promoting the safety of all children on the playground. Adult supervisors will be scheduled to monitor the playground and are responsible for addressing the conduct of any student who is being unsafe.

Please **DO NOT** allow your child to **bring toys, trading cards, or sports equipment** of any kind to the playground. The school will provide the equipment needed for students to play.

We want everyone to have a playground experience that is relaxing and fun, but safe at the same time. The playground should be a place for children to exercise and have fun and to be able to do so safely.

Therefore, the following guidelines and regulations have been established. We encourage you to follow them at all times, not only when school is in session.

Generally, we have outdoor recess when temperatures are above 10 ° F. This number can be impacted by sun, wind chill, and other weather conditions.

**ABOVE 10°F
OUTDOOR RECESS**

Be Safe

**Use Appropriate
Language**

Be Respectful

**Watch Where You
are Going**

**Be Aware of Others
Playing**

**Have
Fun**



PLAYGROUND SAFETY RULES

Playground area includes the play structures and grassy areas.

When using the slide, students must slide feet first. Please form a single line at each slide; no one goes down until the bottom of the slide is clear. Walking up the slide, sliding on the ribs of the slide and pushing and jumping are not safe and are not allowed.

Any student needing to enter the building or to retrieve playground equipment must ask the staff member on duty.

Playing tag or running on any structures is not allowed.

Skateboards, scooters, roller skates, roller blades, bicycles, any other wheeled vehicles, pogo sticks and hard balls and bats are not allowed on the playground.

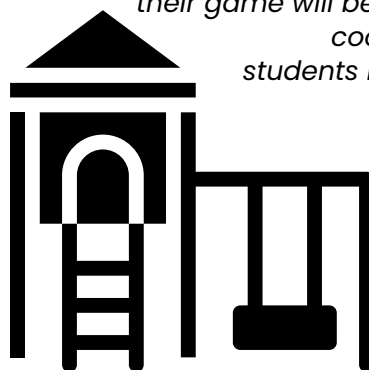
Throwing or kicking sand, stones, wood chips or snow/ice will not be tolerated and will be subject to disciplinary action.

Swings: When using swings only sitting is allowed with one student per swing. No standing, jumping off, twisting or going sideways is allowed.

Children who are not properly dressed (winter coats, snow pants, boots, hats, gloves) for snow or on very cold mornings may be sent indoors at the discretion of the playground staff on duty.

No games or activities that in any way threaten the physical well-being of students will be permitted. This includes, but is not limited to, tackle or touch football, piggyback fights, and King of the Hill.

NOTE: Soccer, kickball, foursquare, Ga-Ga Pit, and basketball may all be played as long as all children are playing fairly and team play is even-sided. If students are choosing to play in an unsafe manner, their game will be terminated. We encourage cooperative group games that students have learned in P.E. classes.



Building Expectations, Community Norms And Student Discipline Code

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 Richards School is a participant. 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 for any neglect or failure to follow school rules or other forms of gross conduct are, but not limited to, student intervention conference (teacher / guidance / administrator / parent), teacher detention, lunch detention, in-school intervention, in-school suspension, out-of-school suspension, or long-term suspension.

Richards School establishes their community standards and discipline procedures within the frameworks of the Newport School District educational philosophy and the mission statement. Respect for the learning community and respect for individuals are core values that are embedded in these guiding pieces and provide a basis for our community standards and discipline philosophy. This philosophy includes a belief that all students can learn and positive recognition and reinforcement of proper conduct is essential to the establishment of an optimal learning environment. Each school will implement positive behavior and academic programs to encourage students to adopt habits that lead to success and promote a healthy climate and culture. Application of discipline is necessary when students fail to comply with clearly outlined standards of conduct.

A productive and healthy school community provides opportunities for students to maximize the amount of time spent learning and minimize the amount of time students cause disruption or are removed from their classrooms due to misbehavior. A goal of school discipline is to teach students to behave in ways that contribute to academic achievement and school success and to support a school environment where students, faculty, and staff are responsible and respectful.

DRUG FREE SCHOOL ZONES

Our schools will be free from alcohol, drugs and tobacco. Alcohol and drugs or the taking of illegal or consumption of illicit drugs is not permitted. Alcoholic beverages will also not be permitted on school property at any time. Parents will be informed immediately if a student is in violation of this policy, and the matter will be brought to the attention of the proper authorities. This policy also pertains to official school functions not on school property (e.g. athletic events or field trips) and on any transportation provided by the school. **Reference: RSA 193:B Drug-Free School Zones.**



PERSONAL ELECTRONIC DEVICES | CELL PHONES SMART PHONES | SMART WATCHES

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

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

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

Should you feel your child qualifies for such an exception, please contact the school. A form will be available to request an exception.

POLICY EXCEPTIONS

There are exceptions in several very narrow situations.

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

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

PERSONAL ELECTRONIC DEVICES | CELL PHONES SMART PHONES | SMART WATCHES

POLICY VIOLATIONS

01 FIRST OFFENSE



- **Warning** and **confiscation of the device** for the remainder of the school day.

02 SECOND and SUBSEQUENCE OFFENSES

- The **electronic communication device** will be **confiscated**. A **disciplinary referral** will be written. **The student's parent/guardian must pick up the device** from the **principal or superintendent's office**. Continued offenses will be subject to the **progressive sanctions** outlined in the **Newport School District Code of Conduct**.

PLAGIARISM ACADEMIC DISHONESTY



It is expected that all students will perform responsibilities as students in an honorable fashion. Plagiarism or unauthorized assistance on an exam, quiz, or project will not be tolerated. Any student who is found to be cheating or plagiarizing will receive a day of in-school suspension and will re-assess the assignment. His/her parents will be notified in writing by the teacher involved. Plagiarism is defined as an act of copying or using passages or ideas developed by another and presenting them as one's own original work.

VERBAL | NON VERBAL INTIMIDATION

- No person in our building will be subjected to intimidation. Verbally threatening another student or staff member will result in a minimum one day in-school suspension. Such behavior may rise to the level of harassment, bullying, hazing, or even criminal threatening and will be dealt with more severely as described elsewhere in this handbook.



UNSPECIFIED IMPROPER STUDENT BEHAVIOR

Any improper student behavior that is not specifically mentioned in this handbook, but which poses a threat to the health and/or safety of persons or property at Richards School and/or its associated activities, or that creates a disruption or the likelihood of a disruption in the educational climate or school activities, will be considered misconduct. Such violations will be dealt with by members of the school administration in a manner consistent with and appropriate to the violation. The appropriate consequences could include parental notification of detention, in-school suspension, and/or out-of-school suspension.

BEHAVIOR CLASSIFICATIONS

Level 1 INCIDENTS

These are incidents that are mostly handled by the teacher and rarely warrant a discipline referral to the office. Any behavior that is low level in its intensity and/or of a non-threatening nature will be considered a minor Level 1 infraction. **Level 1** are behaviors **managed “on the spot”** in the classroom, common areas, etc. Interventions used to address and correct minor offenses are documented as Level 1 log-ins.

Level 2 INCIDENTS

Incidents that interfere with **others’ safety** and/or **learning**, are of a **harmful or threatening nature**, or **warrant administrative intervention** will be considered a **Level 2 infraction**.



Level 3 INCIDENTS

Incidents that **severely interfere** with **others’ safety** and/or **learning**, are of an imminent **harmful or threatening nature** and/or fall **under school/state policy statutes** will warrant immediate administrative intervention **under Level 3 infraction**.

LEVELLED RESPONSE FLOW CHART



ALL behavior and intervention will be logged in ALMA for collection and data reporting

alma

Observe behavior of concern, determine level of severity, respond accordingly

LEVEL I

Misbehaviors managed "on the spot". Behavior that is low level in its intensity and/or of a non-threatening nature.

TEACHER INTERVENTIONS

- Warning
- Seating Change
- Parent contact
- Loss of privileges
- Teacher detention

REPEATED LEVEL I Office Referral

Teacher has made attempts at intervention with little to no success.

LEVEL II

Behaviors that interfere with safety and/or learning, are of a harmful or threatening nature, etc.

Call the office immediately. Ensure student is escorted to the office by you or another staff member.

OFFICE INTERVENTIONS

- Process Behavior
- SST Referral
- Team | Parent meeting
- Office detention
- In School Suspension

REPEATED LEVEL II

Support Team staff has made attempts at intervention with little to no success.

LEVEL III

Behaviors that significantly interfere with safety and/or learning, are of a harmful or threatening nature, etc.

In Case of an Emergency FIRST CALL 9-1-1

Call the office immediately. Remove other students to a safe location if necessary. Ensure unsafe student is escorted to the office by an administrator or SRO.

ADMINISTRATIVE INTERVENTIONS

- In School Suspension
- 5th Grade ISS @ SOAR
- Out of School Suspension
- Law Enforcement Involvement

REPEATED LEVEL III

Administration has made attempts at intervention with no success.

Referral to Superintendent

TEACHER OPERATING PROCEDURES

Teachers are asked to implement classroom management strategies to ensure that students learn how to follow expectations and learn to self-regulate.

When student actions require additional attention, teachers should follow the general guidelines listed below when addressing student behavior:



Confer privately with the student regarding the incident.



If necessary, give a consequence.



Contact Parents/Guardians



If the behavior is severe or chronic, contact administration



PROCEDURAL RESPONSES to LEVEL 2 & 3 BEHAVIORS

- ☐ The teacher will contact the office to request assistance with the student.
- ☐ A written referral (discipline log-in to Alma) will be submitted by the teacher in Alma within (24) twenty-four hours of the incident. Teachers should complete all information and include summary information of corrective actions attempted prior to referring the student to the office
- ☐ The office will maintain these referrals as part of the student's disciplinary files in Alma
- ☐ The school administrator/teacher will make every reasonable effort to contact the parent as soon as possible. A conference will be scheduled as needed
- ☐ I understand that failure to comply with school policies may result in a meeting with the administration and, in severe cases, impact my child's enrollment status

RSA 193-D:2

The district is required to notify local law enforcement of specific incidents (**Safe School Zone Act RSA 193-D:2**). When this happens, parents will be notified, too. The local law enforcement agency makes independent determinations about prosecutions.

- ☐ According to the severity of the offense(s): Possible supportive measures and corrective actions include:
 - Parent notification (mail, email or phone).
 - Team meetings (student, parent/guardian, teacher/s, school counselor, school support specialist and/or administrator) to identify lagging skills and develop a plan to address student skills.
 - Student support team meeting.
 - BCBA (board-certified behavior analyst) observation.
 - In-school intervention or out-of-school suspensions (**administration only**).
 - A parent/student meeting with the principal and/or school counselor may be required prior to returning to the class setting.
- ☐ When a student is sent to the office, an administrative referral form will be submitted by the teacher as soon as practical. The teacher must also log the incident into Alma within twenty-four hours. Teachers will be responsible for providing summary information of corrective actions attempted prior to referring the student to the office.

LEVEL 1 (MINOR) BEHAVIOR EXAMPLES | CONSEQUENCES

Behavior	Level I Example	Level I Consequences
Inappropriate Abusive Language	Students engage in low intensity instances of inappropriate language. Verbal messages including swearing and name calling.	Student Intervention Conference The teacher, school support specialist or administrator will confer with the student and may contact parents by phone. In addition, a meeting may be required with a teacher, student, counselor, school support specialist, parents, administrators, or other appropriate person.
Dress Code Violation	Dress code violations (hats, hoods up, sagging pants, flip flops, etc.). See administration for special circumstances.	
Inappropriate Physical Contact	Students engage in inappropriate physical contact, such as not keeping hands to themselves, rough play, or unwanted touching.	Lunch Detentions Students may be assigned a lunch detention to be served during lunch with the teacher or in the office. Lunch detentions are at the discretion of the teacher or administration and run for thirty minutes. Parents/guardians will be notified. The student is expected to use self-reflection and participate appropriately in the intervention process. Students who do not arrive on time; and prepared, and/or who are not respectful will be referred for an office detention.
Defiance Refusal	Students engage in brief, low intensity failure to respond to adult requests, for example verbal/non-verbal response	
Stealing Theft	Students take others belongings without permission.	
Failure to Follow School-Wide Expectations	Disregard to school-wide expectations. Examples: running in the halls, inappropriate voice, taking turns, etc.	

LEVEL 1 (MINOR) BEHAVIOR EXAMPLES | CONSEQUENCES

Behavior	Level I Example	Level I Consequences
Disrespect	Student engages in low-intensity verbal or non-verbal display of rudeness or discourtesy. Refusal to obey requests.	After-School Detentions Students may be assigned an after-school detention to be served after school with the teacher. Detentions are at the discretion of the teacher and run for up to forty-five minutes, 3:00-3:45 pm. Parents/guardians will be notified a day in advance and are responsible for transportation after the detention is served.

LEVEL 2 (MAJOR) BEHAVIOR EXAMPLES | CONSEQUENCES

Behavior	Level II Example	Level II Consequences
Inappropriate Abusive Language	Students deliver verbal messages that include swearing, name calling, threats, sexual in nature and directing them at someone.	After-School Detentions continued: The goal of this time is to allow the teacher and student to process misbehavior, collaborate to solve any existing problems, and plan for future success in the classroom. The student is expected to use self-reflection and participate appropriately in the intervention process. Students who do not arrive on time, and prepared; and/or who are not respectful will be referred for an office detention.
Dress Code Violation	Repeated dress code violations.	
Inappropriate Physical Contact	Students engaging in actions such as intentional serious physical contact where injuries may occur: example-hitting, punching, throwing objects, etc.	
Defiance Refusal	Students engage in continuous refusal to follow directions, talk back, and/or deliver socially rude interactions.	

LEVEL 2 (MAJOR) BEHAVIOR EXAMPLES | INTERVENTIONS

Behavior	Level II Example	Level II Interventions
Stealing Theft	Student is in possession of, having passed on, or being responsible for removing someone else's property without that person's permission.	Office Detentions The school support specialist or administrator may require that students remain after the regular school day. Office detentions run Monday through Friday for up to sixty minutes, 3:00–4:00 pm. Students and parents/guardians will be notified a day in advance and are responsible for transportation after the detention is served. Parent/guardian may waive their right to a day's advanced notice to have their child served the detention immediately on the day it is processed. ● Student involvement in extracurricular or work activity shall not postpone detentions. Should a conflict arise with work or any school-sponsored activity, the assigned detention shall take precedence. ● Students who do not serve their office detention will be issued two more office detentions and will not be allowed to participate in extracurricular activities.
Harassment	Students repeatedly deliver disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures or written notes.	
Failure to Follow School-Wide Expectations	Repeated failure to follow school-wide expectations..	
Disrespect	Students engage in continuous refusal to follow directions, talk back, and/or deliver socially rude interactions.	
Intimidating Behaviors	A single or repeated unwanted instances of verbal / physical / emotional threats,name calling,put-downs and intimidation.	
Disruptive	Repeated disruptive behaviors including intentional noises, chair rocking, pencil tapping, calling out, yelling, or leaving seat without permission.	

LEVEL 2 (MAJOR) BEHAVIOR EXAMPLES | INTERVENTIONS

Behavior	Level II Example	Level II Consequences
Lying Cheating	Student repeatedly delivers a message that is untrue and/or deliberately and repeatedly violates the rules.	

LEVEL 3 (SEVERE) BEHAVIOR EXAMPLES | INTERVENTIONS

Severe 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. Repeated Major behavior may be treated as a Severe behavior. For repeated Major behaviors to reach the Severe level, clear documentation of the student's behavior pattern, as well as cited interventions to correct the behavior, must have previously been reviewed through SST. Some examples of Severe behaviors include:

Behavior	Level III Example	Level III Interventions
Arson Bomb Threat False Fire Alarm	Bomb threat, false fire alarm or false 911 call	Level 2 & 3 Behavior Support Behavior Interventions The goal of the refocus room is to help students recover and return to their learning environment by providing structure and support while holding students accountable for their actions by giving them space in a supportive way.
Assault (causing serious bodily harm) - using physical force to cause injury	Physical attack or assault on a staff member or student	

LEVEL 3 (MAJOR) BEHAVIOR EXAMPLES | CONSEQUENCES

Behavior	Level III Example	Level III Interventions
Illegal Substances	Possession, use, distribution, purchase of, or presence during use of alcohol, tobacco, controlled substances, synthetic drugs, edibles, prescription medications, look-alike substances, vaping devices, or related paraphernalia. Alcohol/Drugs Distribution/Possession with intent to deliver a controlled, illegal, synthetic, or look-alike substance. Possession and/or use of a controlled, illegal, synthetic, or look-alike substance (including alcohol), edibles or drug paraphernalia; misuse of legal substances Tobacco Smoking on or near school property/possession of tobacco/electronic cigarette/vapes	Level 2 & 3 Behavior Support Behavior Interventions This is to keep students in school, give them an opportunity to be taught critical life skills of self-regulation and for teachers to have a place to send dysregulated students when the learning environment is disrupted. The objective is to provide support for teachers with a plan for those students who need extra support in navigating their school experience. Refocus room staff will communicate the importance of instructional time, correct student behavior and return them to the instructional setting as quickly as possible.



LEVEL 3 (MAJOR) BEHAVIOR EXAMPLES | CONSEQUENCES

Behavior	Level III Example	Level III Interventions
Safety	Creating a safety hazard or condition for students or staff	In-School Intervention (ISI) In-school intervention will be used as a disciplinary action when the infraction warrants a more severe consequence. Students may be assigned to the ISI room for a remainder of time as needed or for entire school days. Parents/guardians will be contacted by phone and in writing regarding the ISI placement. During in-school interventions, students work with administrators to review and process their behavior as well as plan for successful re-entry to school. We may also create a safety or behavior plan. This could include meeting with student supporters such as school, school counselor, advisor, case manager, etc. Students and parents may opt for regular meetings with these supportive school personnel. When students aren't meeting with school personnel, they are expected to be quiet and focused on their schoolwork. As appropriate, teachers will work with them during this time. All students with an IEP or 504 who require special service on an in-school intervention day will be accommodated.
	Aggressive behavior – physical or verbal intimidation (posturing, stalking, punching/kicking/slamming objects, etc.)	
	Found in an unauthorized area	
	Habitual physical contact – hands-on, horseplay, pushing/shoving, tripping Inappropriate physical contact	
	Incendiary Devices/Fireworks Possession/use of fireworks/ammunition Leaving without permission – building, campus without the appropriate consent of a parent/guardian and administration.	
	Unauthorized school entry – entering or assisting any other person to enter a district facility without the consent of an administrator or authorized school personnel	

LEVEL 3 (MAJOR) BEHAVIOR EXAMPLES | CONSEQUENCES

Behavior	Level III Example	Level III Interventions
Threats Verbal Assaults	Threat to staff or another student(s) Threat to one's property or to school property	● Students serving an all-day in-school intervention will be required to report to the main office at the beginning of the school day, 8:15 AM, and remain in the ISI classroom until the end of the school day at 2:50 PM. Students who come late to ISI will make up the time either after school (parent verification) or on the following school day unless the time missed is approved by the administration.
Technology	Any misuse listed below in conjunction with any Severe behavior. Misuse of district issued devices - examples: computers, i-pad, assistive technology, camera, headphones, speaker, etc. Misuse of district internet - example: unauthorized websites Misuse of personal electronic devices - Recording, videotaping or picture taking of any kind, remotely, in school or on school grounds without prior administrative permission is against New Hampshire wiretapping law. Live feed of audio/visual material is not permitted without prior administrative permission and we ask that no one engage in those practices.	● During the day(s) of the assigned ISI, students will be permitted to attend after-school functions. ● Students who are asked to leave ISI due to non-compliance will be sent home and this will result in a one-day out-of-school suspension (OSS) and return to ISI the next school day. A failure to complete any subsequent ISI will result in further disciplinary action.

LEVEL 3 (MAJOR) BEHAVIOR EXAMPLES | CONSEQUENCES

Behavior	Level III Example	Level III Interventions
Vandalism	Deliberate destruction or damage to an individual, school or district property. Restitution for damage to school or private property may be required.	In-School Intervention at SOAR (ISI@SOAR) (5th Grade Only) In-school intervention at SOAR will be served at the Towle building and supervised by SOAR program staff. The ISI@SOAR program places strong emphasis on student participation and reflection. Students who serve their suspension at the ISI@SOAR program must meet certain requirements to be considered complete and allowed to return to their school community. Students who do not actively participate in the intervention may have their attendance at the program extended until all requirements have been met.
Weapons	Possession of a firearm, knife, taser, explosive, or weaponization of any item which, in the manner it is used, intended to be used, or threatened to be used may cause injury or death. In accordance with the Safe School Zone Act, violence, weapons, and crime will not be tolerated on Newport School District property or at any Newport School District-sponsored event. These acts are the most severe violations of the behavior code. Offenses at this level usually go beyond the school discipline system and almost always draw upon law enforcement authorities	Students who attend ISI@SOAR will be expected to complete work from their teachers, reflect on their actions that lead to their suspension, work with staff to develop lagging skills that contributed to their suspension, and create a plan to avoid future incidents. The purpose of ISI@SOAR is to increase the likelihood of positive behaviors in school in order to gain successful access to the community and academics.



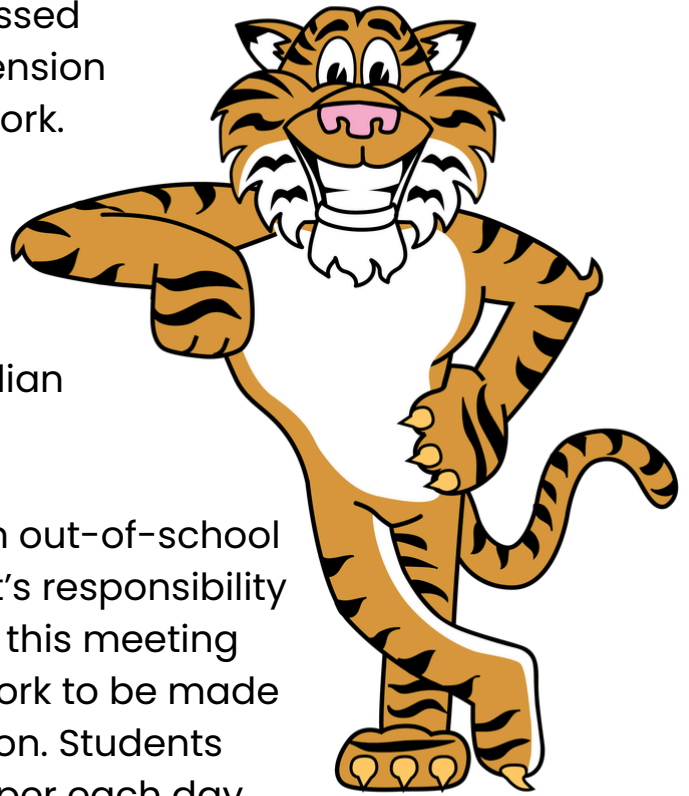
Out-of-School Suspension

Out-of-school suspension is a consequence used for repeated offenses and/or for single incidents of gross misconduct or illegal infractions. This will be used when all other forms of interventions and consequences have been exhausted or to remove students who are a threat to themselves or others. Due process (see district policies) will be given and a decision will be made by the administration.

Students are expected to make up all work missed during out-of-school suspensions. If the suspension is more than two days teachers will provide work. Work for suspended students will be available in the office for pick-up one school day after the start of the suspension period. If your student is suspended they may not be present on campus, therefore a parent/guardian or designee must pick up the work.

Within one week of returning to school from an out-of-school suspension of ten days or less it is the student's responsibility to meet with his/her teachers. The purpose of this meeting will be to determine the extent of the schoolwork to be made up and to establish a timeline for its completion. Students will be granted a minimum of one day's time per each day of suspension to make-up their schoolwork, not to exceed a maximum of twenty school days from the date the assignment was provided by the teacher. Failure to complete the assigned make-up work may result in a zero for course work.

During the out-of-school suspension, students will not be permitted to attend school functions or be on school property. This includes before- and after-school hours. If a student is on school grounds or at a school function during the time of his/her suspension, it will be considered trespassing and become a police matter. A re-entry meeting to include parents may be required prior to the student's return from a suspension involving gross misconduct or chronic offenses.





DISTRICT POLICIES and PROCEDURES

ALL DISTRICT POLICIES CAN BE FOUND AT www.sau43.nh.gov

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 inspect student belongings at any time with or without reasonable suspicion. Students, their vehicles, and their possessions located on school property may be searched 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 principal to sniff lockers, common areas, vacated classrooms, backpacks, parking lots and school grounds.



- The administrator and/or his/her designee may conduct a non-consensual search of a student (and/or items ie: backpack, car, etc.) if the administrator and/or his/her designee has reasonable suspicion 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. (School Board Policy JIH)
- When matters of safety are involved, any student who refuses to allow an administrator to inspect their possessions located on school property will be subject to disciplinary action.

STUDENT GRIEVANCE POLICY

A grievance is generally defined as a complaint by a student about a staff member or 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 administrator.**
- 2 • **Schedule a meeting with the teacher/administrator to discuss the concern.**
- 3 • **If unresolved, submit a written grievance to the principal.**
- 4 • **Schedule an appointment with the principal to discuss concerns (must be scheduled within four days of submitted grievance).**
- 5 • **All appeals will be held within four days and a final written statement will be issued.**

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

PROCEDURAL DUE PROCESS FOR SUSPENSIONS

- The superintendent of schools or his/her designee is authorized to suspend pupils from school for misconduct, provided:
 - Prior to any suspension of ten school days or less, the student will be given oral or written notice of the charges against him/her. If the student denies the charges, the student will be given an explanation of the evidence and an opportunity to justify his/her actions.
 - Notification to parents will be made by phone that day.
- When matters of safety are involved, any student who refuses to allow an administrator to inspect their possessions located on school property will be subject to disciplinary action.
- In all suspensions **beyond ten days** and in **all expulsions**, procedural **due process will be conducted**. Procedural due process will include a meeting and will include a written notice of the charge and, if desired, the opportunity to secure counsel, the opportunity to confront and cross-examine witnesses to verify the student's version of the incident or clarify circumstances which cause the suspension or expulsion.

- All notice of suspension or expulsion to parents or guardians will note the specific offenses and/or violations pertinent to the cause for suspension or expulsion.
- A student may be expelled from school by the Newport School Board for misconduct or for refusal to conform to reasonable rules and regulations of the school and said student will not attend school until restored by the school board. All expulsions will be subject to review if requested by a student eighteen years of age or older and parents or guardians prior to the start of each school year.
- Students must understand that although they have a right to a public education, they do not have the right to disrupt or interfere with the education of other students. Students who continually violate school rules and disrupt the education of others will be held accountable for their actions.

The building administration will be responsible for determining when cases are referred to the superintendent's office. As a guideline, the third suspendable offense may be referred to the principal's office for further action. That action can range from additional days of suspension to referral to the superintendent for further action.

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 625:11). 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.

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.



SAU43 School Board approved [] with expectations of updates during SY26-27. Please go to the SAU43 website, www.sau43.nh.gov, for the most recent policy and handbook updates.

BULLYING | HARASSMENT

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 According to NH RSA 193-F:3

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:

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

Bullying also includes actions motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors, or beliefs, or by the student's association with another person based on that person's characteristics, behaviors, or beliefs. 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, parent, employee, volunteer, 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.

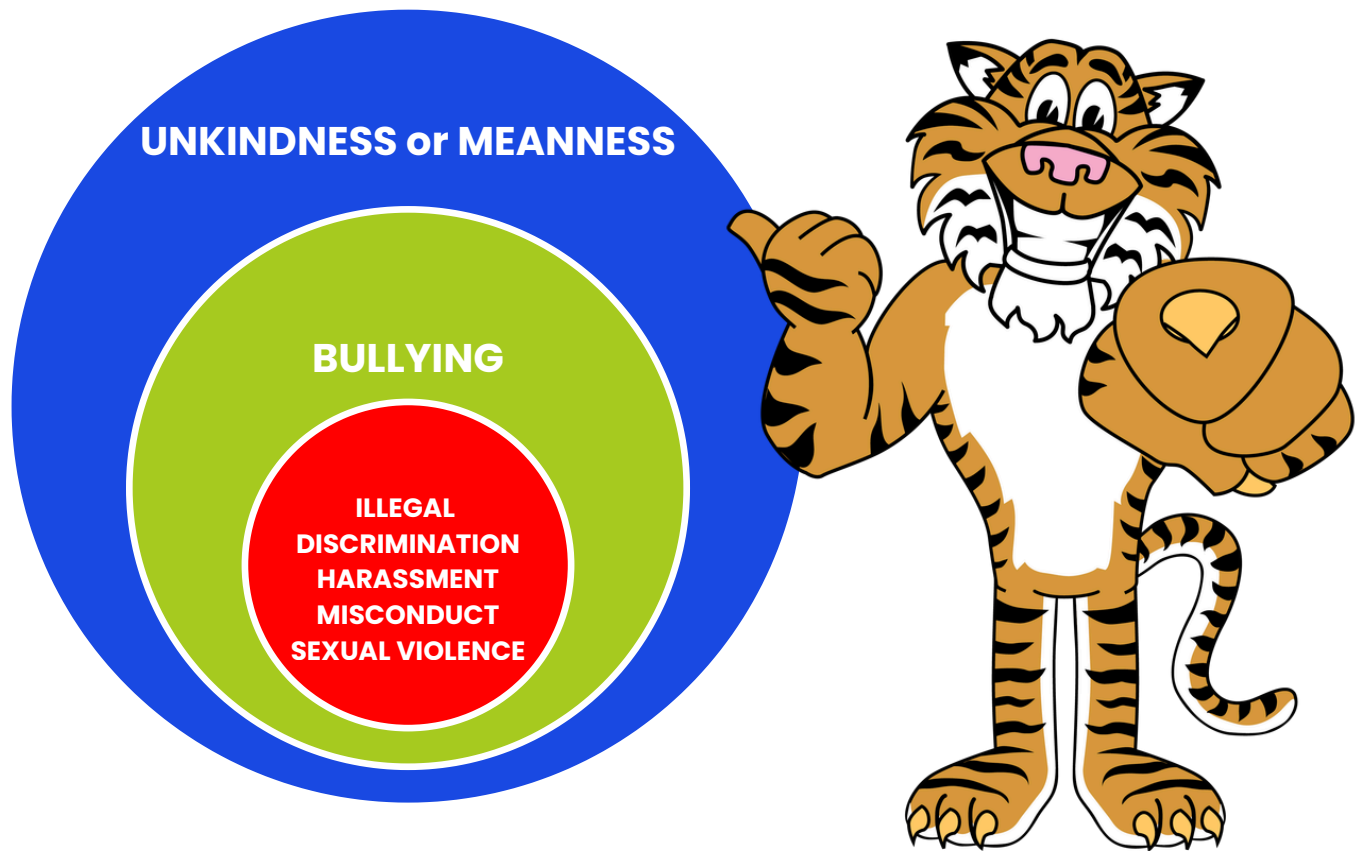
Investigation and Parent Notification

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 and PROCEDURES

<https://www.sau43.org/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 principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal 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.

Residency Requirements

School district policy mandates that no person shall attend school, or send a pupil to the school, in any district of which the pupil 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 office.

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

Section 504 Plans

Section 504 is a far-reaching **law** that **extends protections** to **individuals** with **disabilities** in most aspects of their lives. Section 504 defines an individual with a disability as anyone who experiences a "**mental, psychological or physiological disorder** that **interferes** with an **individual's civil right** to **one or more major life activities**."

When parents or school personnel identify a concern for which a 504 plan might be appropriate, the principal will convene a meeting of a 504 planning team. The team varies from student to student and generally consists of the parent, the classroom teacher, and any other school personnel with knowledge of the student that might be helpful (e.g. building nurse, psychologist, social worker, learning behavior specialist etc.). **The 504 planning team then will determine if the child is disabled within the meaning of Section 504.** Information used by the team may come from standardized measures, interviews with the child and parents, rating scales, observational data, adaptive behavior assessments, teacher records, social and cultural background data, criterion referenced measures, medical reports and/or records reviews.

Upon its determination that **a child is eligible** under Section 504, the 504 planning team must determine what **instructional accommodations** or **modifications** are **needed** to meet the child's needs as they relate to the general educational setting. The 504 planning team shall then prepare a 504 plan for an eligible disabled student. The 504 plan provides the reasonable instructional accommodations and modifications to which the student is entitled, based on the student's individual needs. Once the plan has been developed, the general education team (including specialists and related arts teachers) is responsible for implementing the plan.

Student Records Notice

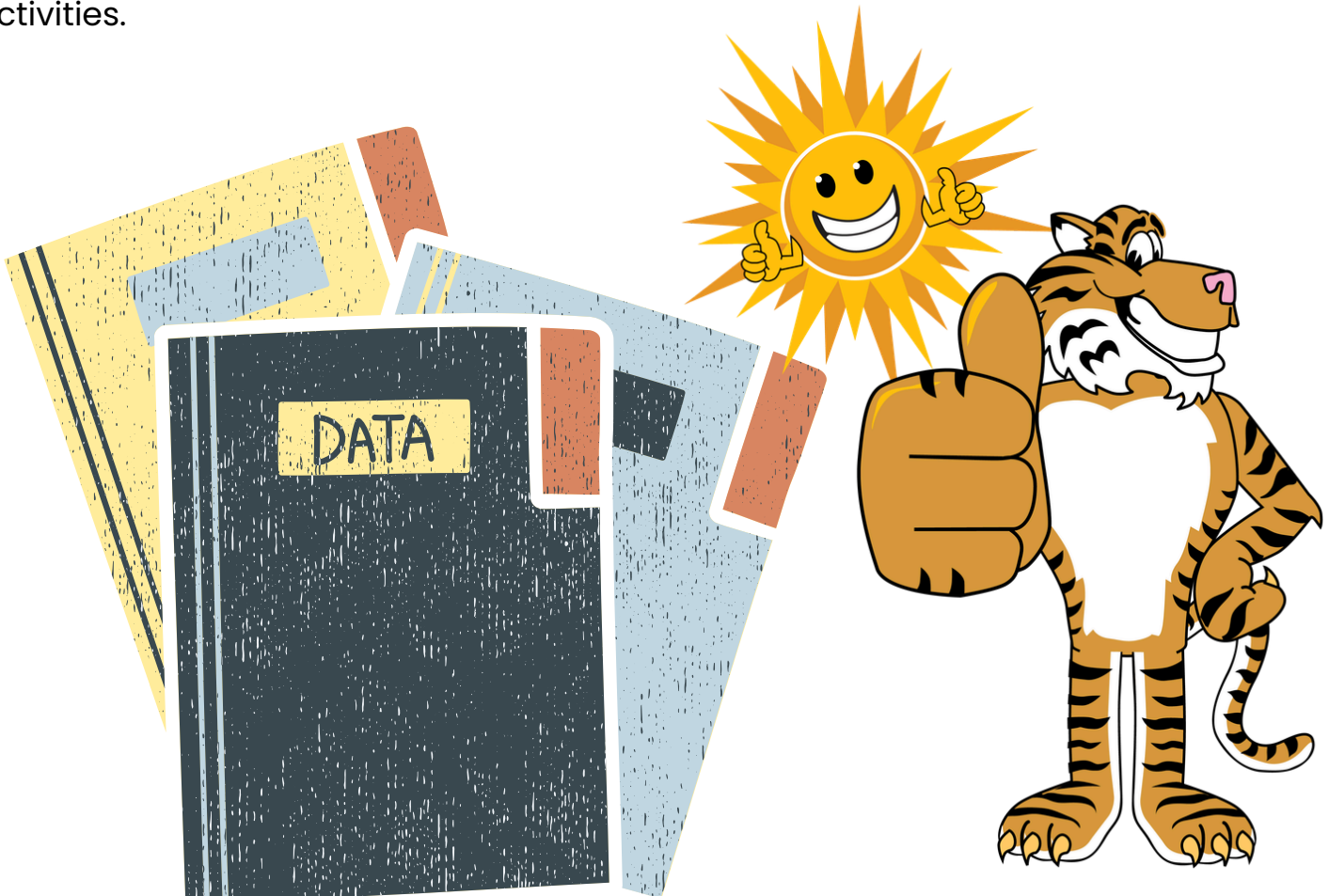
Newport School District, in compliance with the **Family Educational Rights and Privacy Act of 1974**, guarantees students, parents and guardians the right to inspect all personally identifiable records maintained in the school.

Students, parents and guardians may challenge any educational records that they believe are inaccurate or misleading. The principal will respond to a written request to inspect records in a timely manner, but **no later** than **45 days**.

Student Rights Regarding Participation In Data Collection

The **Protection of Pupil 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

TECHNOLOGY

The Protection of Pupil 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.

Please read the following carefully before signing your District Device Agreement located in your parent/student portal enrollment forms Alma Parent/Student Portal. Newport School District reserves the right to modify the terms and conditions of this document at any time.

Introduction

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 (e-mail), 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 1, and new technologies as they become available. Standalone 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.

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 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 e-mail, 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 expulsion.

Each principal, along with the district administration will deem what is appropriate use and that decision is final. The principal 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.

¹ (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 (GBEF and JICL). 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.

School internet email out of the district network will not be an option for students in grades PK-5.

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:

- 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 e-mail, 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.

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 - <http://fcc.gov/cgb/consumerfacts/cipa.html>**

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. 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 - <http://www.ftc.gov/privacy/coppafaqs.shtm>**

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. See Newport School District policy JRA (available on the SAU43.org website) for more 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 - <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>**

Title I Parent Involvement In Education

The board endorses the parent/guardian involvement goals of Title I and encourages the regular participation by parents/guardians of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents/guardians, school and community. In this policy, the word "parent" also includes guardians and other family members involved in supervising the child's schools. Pursuant to federal law, the district will develop jointly with, agree on with, and distribute to parents of children participating in the Title I program, written parent involvement policy.

At the required annual meeting of Title I parents, parents will have opportunities to participate in the design, development, operation and evaluation of the program for the next school year. Proposed activities shall be presented to fulfill the requirements of parental involvement goals. In addition to the required annual meeting, at least three additional meetings shall be held, at various times of the day and/or evenings, for parents of children participating in the Title I program. These meetings shall be used to provide parents with:

- Information about programs provided under Title I.
- A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
- Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
- The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the district level.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs.

The parents of children identified to participate in Title I programs shall receive from the school principal and Title I staff an explanation of the reasons supporting each child’s selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their child’s progress. Parents will also receive guidance as to how they can assist in the education of their children at home.

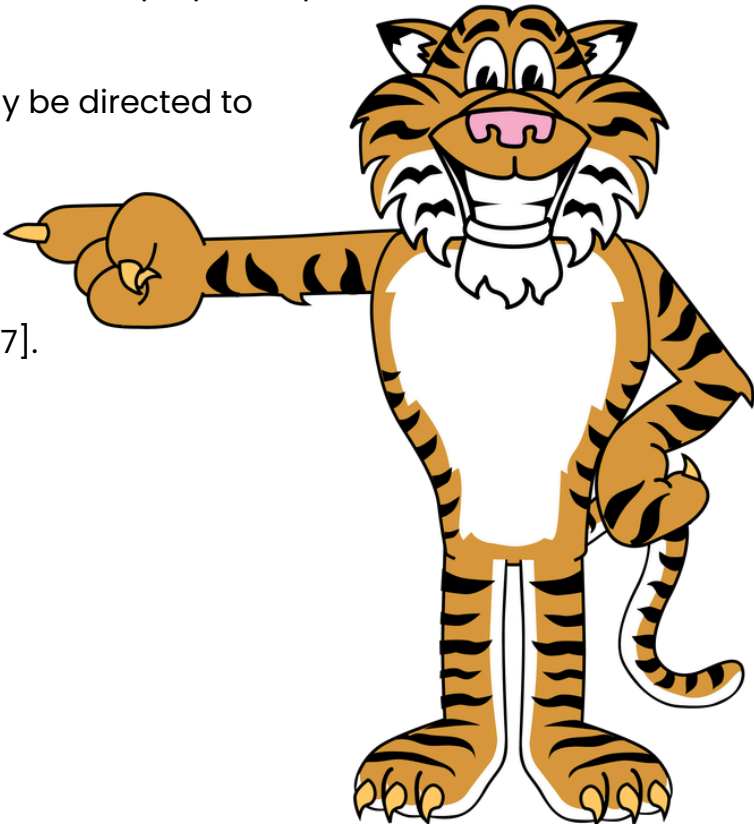
Resources:
“National Standards for Parent/Family Involvement Programs” National NTA (reprinted May 1998); Improving America’s School Act, P.L. No. 103-382, Sec. 1112; Local Education Agency Plans, P.L. 107-110, “No Child Left Behind Act of 2001,” Title I-Improving the Academic Achievement of the Disadvantaged, Sec 1118 Policy.

Title IX Policy Notice

It is the policy of the Newport School District not to discriminate on the basis of age, sex, race, creed, color, marital status, familial status, sexual orientation, physical or mental disability, or national origin in its educational programs, activities, or employment policies in conformance with state and federal law.

Inquiries regarding compliance with this policy may be directed to

Darlene Ayotte, Title IX Coordinator
Robert Wargo, Interim Superintendent of Schools
86 N. Main Street
Newport, NH 03773
or the NH Human Rights Commission [603-271-2767].





Newport Community Preschool



PRESCHOOL INFORMATION

The Newport 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.

Our Focus Is To...

- 01** Foster the growth and learning of all children in our Early Childhood program which is an inclusive setting.
- 02** Help each child develop a positive sense of self.
- 03** Help each child learn to communicate using verbal language or alternative means, if needed.
- 04** Foster successful interaction with others.
- 05** Develop children's awareness of and appreciation for individual differences.
- 06** Develop positive feelings toward school and learning.
- 07** Help children gain the early learning academic skills they require for kindergarten and up.
- 08** Provide a safe, healthy, happy environment where learning is meaningful and fun for the children, for the parents, and for the teachers.



ABOUT THE PRESCHOOL PROGRAM

Learning experiences are carefully planned with specific learning outcomes, which are founded on sound child development principles about how children grow and learn.

Because each child grows and develops according to his/her own unique developmental pattern, special attention is given to each child's particular needs. In other words experiences are designed to meet each child's needs no matter what their level. The daily schedule offers a balance of active and quiet play periods with ample time for children to explore and manipulate materials.



PRESCHOOL ADDRESSES

A quality preschool education addresses the following:

1. **Social-Emotional Growth**
2. **Physical Development**
3. **Language Development**
4. **Cognitive Development**



PRESCHOOL FOCUS AREAS

A quality preschool will have the following areas of focus:

1. **Literacy**
2. **Mathematics**
3. **Science and Technology**
4. **Social Studies**
5. **The Arts**
6. **English Language Acquisition**



The Community Preschool also offers an **inclusive setting** to serve **children with disabilities**. Newport School District therapists work within the classroom with all children. The **Community Preschool does not discriminate** on the basis of **race, color, disability, national** or **ethnic origin** in administration of its educational policies, admissions policies or school-administered programs.

PICTURE IDENTIFICATION

All alternate and emergency pick up people, pre-approved in writing by the parent, must present a picture ID the first time they pick up or as requested before the preschool staff can release a child into their custody. Parents should provide written permission whenever there is a change to the normal pick up routine.

LINES of COMMUNICATION

From time to time you may find that you have a question or concern that you would like to address. Good communication is extremely important, but for that communication to be productive, your concerns must be directed to the proper party. Please follow this guide.

Issues involving the classroom, educational program or issues involving a child, parent speaks directly to the teacher. If the teacher cannot answer your questions or you have concerns, contact the building principal. We are always willing to meet with you.

ENROLLMENT and REGISTRATION

The **Community Preschool** is **open** to **any family living** in **Newport**. Families interested in the program are encouraged to call the Program Coordinator so that your questions may be thoroughly answered. A meeting time can also be arranged with the teachers so families may tour the classroom. All children will be asked to participate in a developmental screening. Children will be enrolled based on space availability. For children receiving special education (specialized instruction or related services) to address their disability, placement will be decided by the IEP Team based on the child's educational needs. A waiting list will be established and families notified if a space becomes available.

Registration is completed on-line. All registration information must be complete prior to entering into the preschool program.

Items requested include:

- 1 • **Registration and emergency contact information form.**
- 2 • **A current health form for each child, updated annually by parent/guardian.**
- 3 • **The signed Confidentiality Policy Form**
- 4 • **A COPY of your child's birth certificate**
- 5 • **Up-to-date immunization record/health records.**
- 6 • **Proof of residency.**
- 7 • **Free and reduced lunch form**

Please note: If a child is **not immunized**, they **will not be admitted** to school without a **state exemption**. You will be provided with an official start date once the registration process is complete.





TUITION

FULL TIME RATE \$25 per day

Full time rates-
\$25/day

Reduced rate \$12/day

Free rate \$0/day

The Community Preschool has a **sliding scale** for **tuition**. The scale is based on the child's NSLP status (Full, Reduced, Free). All **preschool students must** have an NSLP application on file in order to determine tuition rate. The application can be found at <https://www.myschoolapps.com/Home/PickDistrict>

PART TIME RATE \$12 per day

Part time rates-
\$12/day

Reduced rate \$6/day

Free rate \$0/day

TUITION DUE DATES

Tuition is **due** by **Wednesday** of **each week**.

Payments should be sent directly to

SAU 43

Attn: Business Office
86 North Main Street
Newport, NH 03773

or **dropped off** at the
Front Desk at
Richards School.

CHECKS PAYABLE

Checks should be made **payable** to **Newport School District**, please indicate what the payment is for and the child's name.

FAILURE TO PAY

Failure to pay tuition for 2 weeks will result in your **child being removed from the program**. Please be forthcoming with **financial hardships** as **we will work with you** whenever possible.

WITHDRAWAL FROM PROGRAM

If you are withdrawing a student, please inform the teacher in writing as soon as possible so that closure activities may be planned for the student as well as their classmates. If your child is **absent** for **two weeks without contact**, they will be assumed to **have left** and their space will become available for a new student.

SCHOOL CALENDAR

The Community Preschool runs in collaboration with the Newport School District academic year.

We follow the SAU#43 school calendar for holidays, vacations and professional development/teacher workdays. This calendar is available upon enrollment and on our website

PROGRAM HOURS

**4 YEAR OLD
PRESCHOOL HOURS
MONDAY - FRIDAY
7:50am
to
3:00pm**

**3 YEAR OLD
PRESCHOOL HOURS
TUESDAY - FRIDAY
7:50am
to
3:00pm**

The Community Preschool **four (4) year old class** will be open, **Monday-Friday**, from **7:50 am** to **3:00 pm** and the Preschool **three (3) year old class** will be open, **Tuesday-Friday**, from **7:50 am** to **3:00 pm**. Failure to pick up your child on time may result in your child not being able to participate in the Community Preschool program.

A staff member will be present when **dropping off** your children on **School Street** between the hours of **7:50 and 8:15 am**. Children being picked up should be picked up between 3:00 pm and 3:15 pm. If you are arriving at times other than these, please alert the staff 24 hours in advance if possible, and enter the school through the main door on School Street. A staff member will assist you.

TRANSPORTATION

Transportation is **only provided** to **children with disabilities** who require specialized transportation as indicated by their Individual Education Plans (IEP).

SCHOOL CLOSINGS

In conditions of poor weather, the preschool will follow the Newport District Schools. School cancellations, delays and early releases are available from Channel 9 news and radio stations: 106 FM and 100.5 FM.



POSITIVE RESPONSE TO BEHAVIOR

Our policy on discipline is based on the notion that children are learning to be responsible for their actions and the consequences of their behavior. Children need guidance in problem-solving methods that will assist them in future successful interpersonal relationships and a healthy self-image. We encourage children to solve as many problems as they can with the use of constructive language.



The staff will assist the children through the process of making good judgments by pointing out the consequences of various choices. Depending on the severity of the action, children may be asked to go to a specified area to re-think their choices and talk about those choices with a teacher.

We recognize that punishment and discipline are not synonymous; we do not permit the use of physical punishment or shameful discipline. With positive discipline, we all succeed.

WHAT TO BRING

BACKPACK & TOTE BAGS

A backpack or tote bag is requested for each child. They can safely transport their important work and papers home.

- A **complete change of clothes** each day.
- Keep in mind that accidents can happen, so children should dress accordingly in active play clothes, including sturdy footwear
- **Warm clothes** for the **winter months**.

FOOTWEAR RESTRICTIONS

Please, for your child's safety,

- **no heels**
- **no flip-flops**
- **no jellies**

Children **must always wear shoes or hard-soled slippers** in the classroom for safety reasons.

WINTER CLOTHING

During the winter months, please send

- snow pants
- hats & mittens
- boots
- warm clothing.

We try to go outside whenever possible. If your child is currently potty training, please send extra pull-ups, diapers, or underwear. Children will be going outside rain or shine. If it is raining out, please have appropriate attire available.

LABEL ALL POSSESSIONS

Please mark all of your child's belongings with his/her name in permanent marker.

Children have a quiet, rest time daily. We encourage families to send a crib-size blanket for your child to use during this time.

Please **label everything** your child brings to school, including backpack, lunch box, all clothing and any books or personal materials brought from home. Every child must have his or her own backpack to bring to school every day. It is much easier for your child to put all belongings in a backpack and have one item to keep track of than try to carry all items separately.

DIAPERING

Parents provide diapers, pull-ups, and wipes. Staff follow the national health standards for safe diaper changing procedures. Which include:

- Prepare (includes gloves)
- Clean the child
- Remove trash (soiled diaper and wipes)
- Replace diaper
- Wash child's hands
- Clean up diapering station
- Wash hands

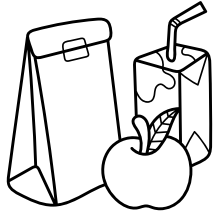
After diapering, staff washes hands even if they were wearing gloves and disinfect the diapering area with a fragrance-free bleach that is EPA-registered as a sanitizing or disinfecting solution, if the surface is dirty, it should be cleaned with detergent or soap and water before disinfection. The soiled diaper should be placed in a plastic bag and into a diaper disposal container. Soiled clothing will be given to parents/guardians to wash.

TOYS FROM HOME

The school provides many items for play. Additional items from home are not necessary unless specific arrangements have been made with the teacher.

Toys that encourage aggressive play are not allowed in school. Please keep all toys at home where they will be safe, as the school cannot be responsible for lost or broken items.





MEALS

Because our program addresses the needs of the whole child, their physical development is important to us. **Please let us know if your child has any food allergies or restrictions.**

Meals and snacks play an important role in our program. They help to manage your child's hunger, provide an energy boost between meals, reduce negative behaviors, and provide an opportunity for students to practice social skills. Please send two healthy snacks (one for morning and one for afternoon), a lunch, and a water bottle daily.

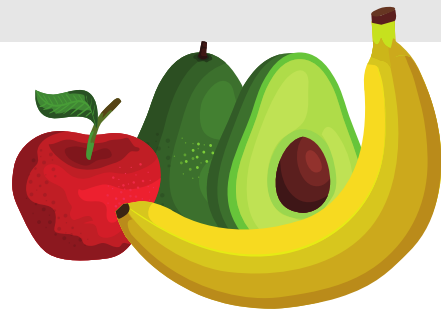
If you wish for your child to participate in the breakfast/lunch program provided by the school, please complete the application above to determine your family's status (free, reduced or paid) and send in the appropriate fees for meals your child will be provided.

MICROWAVES

The preschool does not have access to a microwave to warm food.

Healthy snacks for preschoolers include:

- cut-up fruit or applesauce
- yogurt
- sliced or chopped veggies
- whole-grain crackers topped with cheese.



HEALTH

When is a child too sick to attend school?

Children who look and act sick need rest and TLC.

When the child does not feel well enough to participate in the day's activities.

When staff cannot provide the care needed.

When a child has any of the following:

- Diarrhea
- Steady cough and or sneezing
- Wheezing
- Difficulty breathing
- Extreme irritability
- Thick nasal discharge
- Mouth sores with drooling
- Rash with a behavior change
- A fever of 100° or higher
- Vomiting
- If you had to give them Tylenol for sickness or fever before sending them to school.



RECESS

Richards students go outside for a thirty minute recess every day. It is an important part of the learning curriculum as it allows children to use their large muscles, engage in creative play, explore and problem solve as well as interact with other students from other classes. Please dress your child appropriately for the weather with coats, ski pants, hats, mittens and boots every day in the winter and appropriate outerwear during warmer weather in case of wind or cold conditions. When your child wears boots, please send shoes in his or her backpack. For personal safety, we recommend shoes with laces and no-slip soles.

Helpful Hints for a Smooth Home to Pre-K or Kindergarten Transition

Following are some great hints and “homework” to help your child’s success in Kindergarten and beyond!

- Read any material the school sends home
- Attend school events
- Talk with other parents about their experiences
- Talk with your child’s teacher, ask questions and volunteer helpful information to the teacher
- Read daily to your child
- Discuss your child’s day with him or her
- Get your child to bed early enough so he or she gets enough sleep
- Provide a good breakfast before school
- Get your child to school on time

Help your child learn the following skills before starting school and reinforce them frequently for personal success:

- **Use bathroom independently**
- Put on and remove outdoor clothing independently
- Put on and tie shoes independently
- Use proper hygiene techniques including hand-washing after bathroom use
- Develop daily routines for brushing teeth and flossing
- Blow nose, cover mouth when sneezing or coughing
- Dress him/herself
- Know his or her full name, home address and phone number
- Be able to clean up after him/herself



APPENDIX

APPENDIX A

Newport School District 2025–2026 Annual State and District Testing Inventory

Grade	District Assessments	State Assessment ELA	State Assessment Math	State Assessment Science	Additional Assessments
Kindergarten	STAR/ Fountas & Pinnell				
1st Grade	STAR/ Fountas & Pinnell				
2nd Grade	STAR/ Fountas & Pinnell				
3rd Grade	STAR/ Fountas & Pinnell	NH SAS	NH SAS		
4th Grade	STAR/ Fountas & Pinnell	NH SAS	NH SAS		NEAP**
5th Grade	STAR/ Fountas & Pinnell	NH SAS	NH SAS	NH SAS	
6th Grade	STAR	NH SAS	NH SAS		NEAP**
7th Grade	STAR	NH SAS	NH SAS		
8th Grade	STAR	NH SAS	NH SAS	NH SAS	
9th Grade	STAR				
10th Grade	STAR (if proficient in fall, no winter benchmark)				
11th Grade	STAR (if proficient in fall, no winter or spring benchmark)	SAT	SAT	NH SAS	AP
12th Grade	STAR (fall only)				AP

*STAR is administered three times a year unless noted.

**NEAP testing is assigned by state at random; typically, we have been selected in both 4th and 6th grade.

APPENDIX A

Richards School 2026–2027 Annual State and District Testing Inventory

Grade	District Assessments	State Assessment ELA	State Assessment Math	State Assessment Science
Kindergarten	• STAR • Heggerty • Acadience Reading • LETRS Spelling Inventory • CBM Reading • Number Identification			
Grade 1	• STAR • Heggerty • Acadience Reading • LETRS Spelling Inventory • CBM Reading • Acadience Reading • Fact Fluency Running Records • Freckle Fact Fluency			
Grade 2	• STAR • Heggerty • Acadience Reading • LETRS Spelling Inventory • CBM Reading • Fact Fluency Running Records • Freckle Fact Fluency			
Grade 3	• STAR • LETRS Spelling Inventory • Acadience Reading • CBM Reading (Grade 3) • Fact Fluency Running Records • Freckle Fact Fluency	NH SAS	NH SAS	
Grade 4		NH SAS	NH SAS	
Grade 5		NH SAS	NH SAS	NH SAS

- Additional Assessments: NEAP testing is randomly assigned by the state; typically we have been selected in fourth grade.

NEWPORT SCHOOL DISTRICT

TITLE: Newport Middle High CTE Handbook

SCHOOL BOARD MEETING OF: 8/13/2026

ACTION X CONSENT: INFORMATION:

Shannon Martin and Sarah Fischer will present the Newport Middle High CTE Handbook for approval.

FISCAL IMPACT: None

FISCAL VERIFICATION:

RECOMMENDATION:

Updates to the 2026-2027 Student Handbook

Page	Description of Update
Cover	Updated school year.
Footer	Updated school year and approval date (TBD).
T of C	Updated table of contents.
4	Updated name of Title IX Coordinator.
5	Updated staff names.
6	Updated staff names.
9	Updated school year calendar.
10	Updated bell schedules.
13	Updated links and building level and district level positions.
14	Deleted ‘high’ from page title, leaving ‘school procedures.’
15	Updated excused and unexcused absences language.
17	Updated arrival information.
18	Updated cell phone language.
19	Deleted CTE lab language stating that teachers may possess phones for emergency reporting procedures.
19	Updated ‘junior and senior open campus privilege.’
20	Updated ‘student parking regulations.’
22	Added language about caffeinated beverages under Health and Wellness.
25	Updated introduction to Academic Information.
25	Deleted ‘work habits’ language.
25	Added Tiger Nation Portrait of a Learner language.
26	Updated ‘grading’ language.
27	Updated ‘GPA’ language.

27	Updated 'grade reporting: checking progress' language.
28	Updated 'report cards' language.
29	Updated 'promotion/retention' language.
29	Updated 'honor roll' language.
30	Updated 'senior class rank' language.
30	Updated 'early graduation' language.
31	Updated 'parent conferences' language.
32	Updated 'home education and education freedom accounts' language.
33	Updated 'transfer of academic credits' language.
33	Updated 'virtual learning courses' language.
34	Updated 'testing' appendix notation.
34	Added 'mental health support' language.
34	Updated 'media center' language.
35	Updated 'student assistance program' language.
35	Deleted 'Gear Up NH' language.
35	Updated 'student support team' language.
38	Updated 'picture day' language.
39	Updated 'volunteer program' language.
39	Updated time school breakfast is served.
40	Updated 'student activities' language.
40	Updated 'rules of eligibility' language.
41	Updated 'co-curricular activities, student leadership, and athletic attendance' language.
42	Updated 'field trips' language.
42	Updated 'fundraising' language.
42	Updated 'school-approved social events' language.

43	Added 'Newport Middle School' to 'emergency plan parent protocol.'
44	Updated 'security of building' language.
45	Added 'Newport Middle School' to 'Behavior Expectations and Classifications' introduction.
47	Added 'false reporting' to level II 'defiance/refusal.'
53	Deleted 'refocus room' language.
53	Updated ISI language.
53	Deleted ISI at SOAR language.
54	Updated 'out-of-school suspension' language.
58	Replaced Bullying/Harassment language.
60	Updated 'retaliation and false accusations' language
70	Deleted 'work habits rubric' appendix.
70	Updated appendix B.

Newport High School
Newport Middle School
Sugar River Valley Regional Technical Center



Parent/Student Handbook

School Year 2026-2027

245 North Main Street ♦ Newport, NH 03773
Phone: 603-865-9658 ♦ Fax: 603-863-0887
Website: sau43.nh.org

HOME OF THE TIGERS
HEAR US **R.O.A.R.**

Respect
Ownership
Academic Excellence
Relationships

VISION STATEMENT AND TIGER NATION PORTRAIT OF A LEARNER

Vision Statement

The Newport 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.

Mission Statement

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.

TIGERS ROAR

Respect - for self and others

Ownership - of actions and achievement

Academic Excellence - for everyone

Relationships - to peers, to school, to community

As we strive for excellence in education, we launched a pivotal initiative during the 2023-2024 school year: developing a "Portrait of a Learner" vision for Newport. This vision defines the key skills and values we aspire for our students to embody, guiding our educational strategies and ensuring our youth are prepared for the future.

Input from our parents, students, educators, and community members helped shape this vision. The Tiger Nation Portrait of a Learner truly reflects our community's aspirations and needs.

Tiger Nation Portrait of a Learner

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 our 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.

Accreditation Statement

Newport High School is accredited by the New England Association of Schools and Colleges (NEASC).

A globally recognized standard of excellence, NEASC Accreditation attests to a school's high quality and integrity.

The New England Association of Schools and Colleges (NEASC) is an independent, voluntary, nonprofit membership organization which partners with over 1500 public, independent, and international schools in the US and worldwide to assess, support, and promote high quality education for all students through accreditation, professional assistance, and pursuit of best practices. NEASC aspires to provide a process for meaningful, ongoing whole school improvement while honoring the unique culture and context of each institution we support. Founded in 1885, NEASC has been working to establish and maintain high standards for all levels of education longer than any other accreditation agency in the United States.

Accreditation is founded on the principle that comprehensive self-reflection followed by candid feedback from professional peers is essential to ongoing school improvement and achieving educational success. Guided by research-based standards, which are periodically reviewed and revised by leading New England educators, accreditation provides a clear direction for school communities striving to ensure their students receive outstanding educational experiences.
- Cameron C. Staples, President/CEO of NEASC

Grounded in the experience and expertise of practicing educators since 1885, NEASC Accreditation is a respected, effective, and time-tested methodology for school improvement and growth. It is not a single event, but rather an ongoing, voluntary cycle of comprehensive internal and external assessments, short- and long-term strategic planning, and periodic reporting sustained by professional partnership and support. It is intended to serve as a framework for schools to meet their own unique goals for student learning while maintaining alignment with research-based Standards for Accreditation that define the characteristics of high quality, effective learning communities. It also serves to assess the systems in place for ongoing institutional self-reflection and a school's commitment to and capacity for continuous growth and/or transformation.

©2021 NEASC. (n.d.). *Welcome / Overview of Accreditation*. New England Association of Schools and Colleges. <https://www.neasc.org/>.

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SAU 43 INFORMATION

NEWPORT SCHOOL DISTRICT SCHOOL BOARD

Per school board policy BEA - The Board shall meet at least once every two months. Typically, the school board meets two Thursdays per month, except during the summer or when a meeting falls during a school vacation week. The meetings are usually held on the second and fourth Thursday of the month at 5:30 pm. See the SAU website for Board Meeting Schedules and Documents.

All meetings are open to the public and citizens are welcomed and encouraged to attend.

Paul Brown
pbrown@sau43.nh.gov

Melissa Mitchler
mmitchler@sau43.nh.gov

Nikki Murphy (Chair)
nmurphy@sau43.nh.gov

Jessica Packard
jpackard@sau43.nh.gov

Keith Sayer
ksayer@sau43.nh.gov

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 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. (ADA); and NH RSA 354-A "Law Against Discrimination."

Any person having inquiries concerning compliance with the regulations or these laws may contact Robert Wargo, interim superintendent of SAU #43, 86 North Main Street, Newport, NH 03773, 603-865-9500. Additional State 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 Darlene Ayotte, Title IX Coordinator of SAU #43, 86 N. Main Street, Newport, NH 03773, 603-865-9500.[See NSB Policy AC]

SAU 43 ADMINISTRATION

Office of the Superintendent Staff (603-865-9500)

Robert Wargo	Interim Superintendent
Melissa Small	Exec. Assistant to Superintendent
Shari Theriault	Human Resources Coordinator

Business Staff

Katherine O'Connor	Business Administrator
Michelle Boucher	Accountant
Shari Theriault	Payroll Coordinator

District Staff

Darlene Ayotte
Christine Bertrand
Darcy Blood
Caleb Godwin
Chad Howe
Ryan Nyland
Joanne Pollari
Detective Shawn Seymour
Aaron Spooner
Craig Woodbury
TBD

Director of Student Services & Homeless Liaison
Family Community Liaison
Special Education Administrative Assistant
Transportation Coordinator
Technology Director
Director of Café Services
Administrative Assistant - Student Services
School Resource Officer
Maintenance and Facility Manager
Technology Support Technician
Applications Coordinator

NEWPORT SCHOOL DISTRICT ADMINISTRATION

Newport High School, Grades 9-12 (603-865-9658)

Shannon Martin	High School Principal
Tom Ciglar	High School Assistant Principal
Jeffrey Miller	Athletic Director

Sugar River Valley Regional Technical Center, Grades 9-12 (603-865-9631)

Sarah Fischer	CTE Director & Principal
Kristie Howe	CTE Program Coordinator

Newport Middle School, Grades 6-8 (603-865-9658)

Shannon Martin	Middle School Principal
Liz Masure	Middle School Assistant Principal

Richards Elementary School, PreK-5 (603-865-9427)

Michelle Overhoff	Elementary School Principal
TBD	Elementary School Assistant Principal

High School, Middle School & SRVRTC Newport Faculty & Staff 2026-2027

Administration

Shannon L. Martin, Principal
Sarah Fischer, CTE Director & Principal
Tom Ciglar, High School Assistant Principal
Liz Masure, Middle School Assistant Principal

Administrative Assistants

Cheryl Collins, Admin. Assistant, CTE Principal
Linda Richardson, Admin. Assistant, Main Office
Terrie Scott, Admin. Assistant, HS/MS Principal
Nancy Wilmot, Admin. Assistant, School Counseling

Student Services

Pam Baker, MS Student Assistance Program Coordinator
Christine Bertrand, Family Community Liaison
Sharon Boyle, HS Tutor
Michael Douglass, RN, Nurse
Sydney Gonyea, HS Student Assistance Program Coordinator
Carol Gouin, Speech Assistant
Kristie Howe, College & Career Specialist
Carla Irish, MS Academic Resource Center
Melinda Laro, Occupational Therapist
Rebecca Mackenzie - ESOL Teacher
Andrea Nogueron, School Psychologist
Nicole Radford, BASE Teacher
Lydia Sarnevitz, Student Conduct and Support Specialist
Kim Thompson, Effective Schools Solutions Counselor
Kathi Yusko, MS Title I - Math

School Counseling

Beth Morrill, MS School Counselor
Donald Mullen, HS School Counselor
Hayley Sharp, HS School Counselor

Athletic Director

Jeff Miller

High School Faculty

TBD, Math
Ariel Braggins, Music (HS/MS)
Ryan Duke, Science
Paula Fish, English
Sarah Griffin, Physical Education/Health
Amy Guimond, Social Studies
Ryann Hetherington, English
Ethan Houde, Social Studies
Kevin Johnson, English
Patrick McGuirk, Social Studies
Phyllis Peng, Math
Christian Slater, Art
Cyndi Stevens, Science
Robert Sullivan, Math
TBD, Science

Middle School Faculty

Eugene Benoit, Computer Science
Eliza Brodeur-Fossa, Social Studies
Stacey Burroughs, Science
Katrine Collins, English
Leah Gonzalez, Art
Amber Mills, Math
Michelle Roy, Science
Collin Shaughnessy, Social Studies
TBD, English
TBD, Math
TBD, PE/Health

Career & Technical Education Faculty

Sarah Bilodeau, Education & Behavioral Science
Kelley Bousquet, Health Science Technology
Victoria Burroughs, Animal & Plant Sciences
Sarah Forrett, Business & Marketing
Amanda Hodge, Cosmetology
Heather Kerin-Herrick, Welding Technology
Sam Nelson, Forestry & Natural Resources
Graham Scott, Engineering
Nicholas Smallwood, Public Safety
Paul Stoddard, Automotive Technology

Special Education Services Staff

Kyle Duffy, MS Case Manager
Storm Lavalla-Schaudt, MS Case Manager
Niqe Patel, HS Case Manager
Susan Smith, MS Case Manager
TBD, HS Case Manager

Paraeducators

Angela Cameron - HS
Kyle Chick - HS
Tom Clayton - MS
Sue Cote - HS
Keri Greenwood - MS
Wendy Maheu - HS
Robin Maynard - MS
Dianne Merigian - HS
Shannon Minckler - HS
Holly Robertson - MS
Nancy Rozanski - MS
Mona Sanborn - MS
Wanda Stevens - MS
Tia Thomas - MS
Lynn Wharton - MS
April Willey - HS
Nicole Wilson - MS
Josh Witham - MS

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).

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).

SAU #43- Newport School District
Inspire | Prepare | Challenge
2026-2027 SCHOOL YEAR CALENDAR
 School Board Approved on 2/12/26
 Total Hours as required by RSA 189:1 and ED 306.18

August 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	X	X	X	X	22
23	PD	PD	PD	PD	28	29
30	31					1

September 2026						
S	M	T	W	T	F	S
		1	2	3	X	5
6	X	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	PD			
						19

October 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	X	13	14	15	16	17
18	19	20	PD	22	23	24
25	26	27	28	29	30	31
						20

November 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	X	12	13	14
15	16	17		19	20	21
22	23	24	X	X	X	28
29	30					
						17

December 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	PD	10	11	12
13	14	15	16	17	18	19
20	X	X	X	X	X	26
27	X	X	X	X		
						13

January 2027						
S	M	T	W	T	F	S
					X	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	X	C	20	21	22	23
24	25	26	27	28	29	30
31						18

February 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	X	X	X	X	X	27
28						
						15

March 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	PD	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						22

April 2027						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	X	X	X	X	X	
						17

May 2027						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	X					20

June 2027						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	ER	PD	18	19
20	21	22	23	24	25	26
27	28	29	30			
						13

Aug. 18-21	New Staff Orientation	Jan. 18	No School – Civil Rights Day
Aug. 24-27	Staff Professional Development	Jan. 19	No School - Parent/Teacher Conferences
Aug. 28	Full Day Orientation (Gr. K, 1, 2, 6, 9, 10 & new students)		
Aug. 31	Full Day (all students)	Feb. 22–Feb 26	Winter Break
Sept. 4-7	Labor Day	Mar. 9	No School – Professional Development
Sept. 30	No School - Professional Development	April 26-30	Spring Break
Oct. 12	Columbus Day	May 31	Memorial Day
Oct. 21	No School – Professional Development	June 9	Graduation Day
Nov. 11	No School – Veteran's Day	June 16	Last Day for Students (Early Release)
Nov. 25-27	Thanksgiving Break	June 17	Last Day for Staff
Dec. 9	No School – Professional Development		
Dec. 21 – Jan 1	Holiday Break		

Nov. 6, Jan. 29, April 9 & June 16 – End of Quarter Dates

Bell Schedules

Middle School Bell Schedule	
Arrival/Breakfast 7:00 - 7:20	
Period 1 7:30-8:35	
Period 2 8:35-9:40	
Period 3 9:40-10:45	
Period 4 10:45-11:50	
Lunch 11:50-12:18	
Passing 12:18-12:20	
Flex 12:20-1:10	
Period 5 1:10-2:15	
Dismissal 2:15	

High School Bell Schedule		
Arrival/Breakfast 7:00-7:25		
Block A 7:30-8:53	Period 1 7:30-8:10	
	Passing 8:10-8:13	
	Period 2 8:13-8:53	
Passing 8:53-8:56		
ADV/WIN 8:56-9:27		
Passing 9:27-9:30		
Block B 9:30-10:53	Period 3 9:30-10:10	
	Passing 10:10-10:13	
	Period 4 10:13-10:53	
Passing 10:53-10:56		
C Block 10:56-12:19	Lunch 1 10:56-11:23	
	Block C 11:26-12:49	Period 5 11:26-12:06
Passing 12:06-12:09		
Lunch 2 12:21-12:49		Period 6 12:09-12:49
Passing 12:49-12:52		
Block D 12:52-2:15	Period 7 12:52-1:32	
	Passing 1:32-1:35	
	Period 8 1:35-2:15	
Dismissal 2:15		

Early Release Schedules

Middle School Early Release Schedule	
Arrival/Breakfast 7:00 - 7:20	
Period 1 7:30 - 8:06	
Period 2 8:06 - 8:42	
Period 3 8:42 - 9:18	
Period 4 9:18 - 9:54	
Period 5 9:54 - 10:30	
Lunch 10:30 - 10:58	
Passing 10:58 - 11:00	
Flex 11:00 - 11:30	
Dismissal 11:30	

High School Early Release Schedule	
Arrival/Breakfast 7:00-7:25	
Block A 7:30-8:20	Period 1 7:30-7:54
	Passing 7:54-7:56
	Period 2 7:56-8:20
	Passing 8:20-8:23
Block B 8:23-9:13	Period 3 8:23-8:47
	Passing 8:47-8:49
	Period 4 8:49-9:13
	Passing 9:13-9:16
Block C 9:16-10:06	Period 5 9:16-9:40
	Passing 9:40-9:42
	Period 6 9:42-10:06
	Passing 10:06-10:09
Block D 10:09-10:59	Period 7 10:09-10:33
	Passing 10:33-10:35
	Period 8 10:35-10:59
	Passing 10:59-11
Lunch 11-11:30	
Dismissal 11:30	

Two-Hour Delay Schedules

Middle School 2 Hour Delay Schedule	
Arrival/Breakfast 9:00 - 9:20	
Period 1 9:30-10:17	
Period 2 10:17-11:04	
Period 3 11:04-11:51	
Flex 11:51-12:09	
Lunch 12:09-12:39	
Passing 12:39- 12:41	
Period 4 12:41-1:28	
Period 5 1:28-2:15	
Dismissal 2:15	

High School 2 Hour Delay Schedule		
Arrival/Breakfast 9:00-9:25		
Block A 9:30-10:32	Period 1 9:30-10:00	
	Passing 10:00-10:02	
	Period 2 10:02-10:32	
Passing 10:32-10:34		
Block B 10:34-11:36	Period 3 10:34-11:04	
	Passing 11:04-11:06	
	Period 4 11:06-11:36	
Passing 11:36-11:38		
Block C 11:38-12:40	Lunch 1 11:38-12:08	
	Block C 12:09-1:11	Period 5 12:09-12:39
Passing 12:39-12:41		
Lunch 2 12:41-1:11		
Passing 1:11-1:13		
Block D 1:13-2:15	Period 7 1:13-1:43 30 min	
	Passing 1:43-1:45	
	Period 8 1:45-2:15	
Dismissal 2:15		

COMMUNICATION PROTOCOL

For all time-sensitive communication, call (603-865-9658).

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.

Student Level		
For course content, instruction, assessment, reassessment, make-up work, etc.		For questions about What I Need (WIN), digital portfolios, state testing, etc.
<u>Teacher/Case Manager</u>		Student’s advisor (see student’s schedule): <u>Advisor</u>
For broader support and information on our school programs, offerings, scheduling, etc.		
<u>Department Leaders</u>	School Counselors <u>Don Mullen</u> (HS: last name L-Z) <u>Hayley Sharp</u> (HS: last name A-K) <u>Beth Morrill</u> (Middle School)	<u>Club/Class Advisors</u>

For athletic questions regarding game schedules, transportation, physicals and concussion protocol, etc.	
<u>Coaches</u>	Athletic Director <u>Jeff Miller</u>

Building Level			
For any building need, student concern and support, attendance, health, safety, etc.			
School Nurse <u>Michael Douglass</u>	Student Conduct and Support Specialist <u>Lydia Sarnevit</u>	HS Assistant Principal <u>Tom Ciglar</u>	MS Assistant Principal <u>Liz Masure</u>
High School & Middle School Principal <u>Shannon Martin</u>		CTE Director & Principal <u>Sarah Fischer</u>	

District Level	
For clarification and/or review of building and district protocol and district policy, etc.	
Family Community Liaison <u>Christine Bertrand</u>	Social Emotional Wellness Coordinator TBD
Interim Superintendent <u>Robert Wargo</u>	Director of Student Services <u>Darlene Ayotte</u>

SCHOOL PROCEDURES

Related Policy: [Section J Students Policies and Procedures](#)

Attendance Expectations

One of the Newport School Board's goals is high academic success leading to career and college readiness for every student. Regular attendance is a critical factor in school success. There is a direct relationship between regular attendance and good grades, improved social development, and on-time promotion and graduation rates. Conversely, frequent absences and/or tardies may lead to poor academic work, lack of social development, and possible academic failure. Research shows that attendance at the 96% level or higher has the best connection to academic success. Our goal is that each student will attend school at least 96% of the time.

The impact of missing class time is more than you might expect. The following are examples of how absences/tardies negatively influence student learning:

- Missing one day, each week, of a semester-long class = missing 20% of that class
- Being ten minutes late every day to a year-long class = missing 25% of that class

Students are deemed to have chronic excessive **excused absences** after:

- Ten (10) excused absences in a quarter-long class;
- Fifteen (15) excused absences in a semester-long class;
- Twenty-five (25) excused absences in a year-long class.

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 in a class.
- Eight (8) unexcused absences in a class.

Letters will be mailed home notifying families of the chronic excessive unexcused absences. The student will be required to meet with the assistant principal to develop an attendance plan once they have at least nine 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)

Absences

Notifying the school:

Parents must report absences (and reason for the absence) to the main office at 603-865-9658 prior to the start of school. There are answering machines with prompts to assist you at any time prior to the opening of the building.

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 six years of age and under eighteen 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 individualized education plan (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 (documentation required);
- Scheduled medical/dental appointments with a doctor's note;
- College visitations as approved by administration/school counselor;
- Chronic illness registered with the nurse and verified by a doctor's note;
- Students on suspension;
- 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, they may request a conference with school administration to explain the reason for non-attendance. 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;
- Appointments without a doctor's note;
- 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.

Absences in Career & Technical Education (CTE) Courses

CTE programs are rigorous and intensely hands-on career preparedness programs which require students to be present to demonstrate the mastery of competencies. To that effect, absences and tardies have a significant impact on students' ability to successfully complete a CTE program. Attendance expectations in CTE programs are stringent; students and families should treat program attendance like a career. Students will be allocated four absences per quarter or sixteen per year-long program. After the sixteenth absence in a CTE program in a school year, the student will be discharged from the CTE program and placed into a study hall. Students discharged from a CTE program for absences will not receive academic credit for the program. Time missed from being tardy shall be recovered at a time determined by the CTE teacher. Most time recovery will be during WIN and/or after school.

Students enrolled in CTE programs should carefully review the syllabus for their program. Some certifications and industry recognized credentials within these programs require specific hours for successful completion. Therefore, if a student misses too many days, or specific days, it may be possible to pass the course but not earn the certification(s) for the program.

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:

- 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 parent education/support as part of an attendance plan.
- 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 fifteen in a school year or total absences which exceed thirty 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

We open the doors to welcome students at 7:00 AM. All students entering the building between 7:00 AM and 7:25 AM will enter through the middle school entrance (near the gym). Those students who would like breakfast may go directly to the cafeteria. All other students must wait in the gymnasium. Students who arrive after 7:25 AM will enter through the main entrance.

Some clubs hold meetings prior to 7:00 AM, and students may be buzzed in through the main office.

Students who arrive at school after 7:30 AM **MUST** sign in at the main office. Failure to sign in will result in disciplinary action. Students who arrive in class after 7:30 AM will be considered tardy.

For Middle School Students

Middle school students must remain in the cafeteria or gym until the 7:20 AM bell. At the bell, students are to store any unneeded items in their locker and report directly to their first period classroom.

For High School Students

High school students must remain in the cafeteria or gym until the 7:25 AM bell. Students will report to their first period classroom at the 7:25 bell to wait for the start of the school day. All students should be in their classroom and ready to learn before the bell rings at 7:30 AM for the start of school.

School Closings Or Delays

The superintendent, in conjunction with the transportation coordinator and town officials, 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.

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.

Cell Phones/Personal Communication Devices

Student use of personal communication devices is **strictly prohibited** from when the first bell rings to start instructional time at 7:30 AM until the dismissal bell rings to end the academic school day at 2:15 PM. The school day includes lunch periods, passing time, study hall, etc. Personal communication devices are any device **capable of** communication, including, but are not limited to, cell phones, tablets, laptops, smart watches, etc.

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

For a first offense, the electronic communication device will be confiscated for the remainder of the school day. It may be picked up by the student in the main office after the dismissal bell and parents/guardians will be notified. For second and subsequent offenses, the electronic communication device will be confiscated. The student's parent/guardian will be notified and must arrange a time to pick up the device from the principal or superintendent's office. Continued offenses will be subject to the progressive sanctions outlined in the Newport School District Code of Conduct.

For Middle School Students

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

For High School Students

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

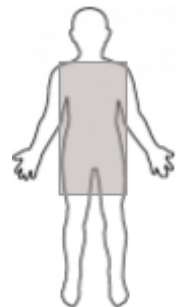
Dress Code

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

Clothing must completely cover mid-thigh to the neckline (**gray section of diagram for reference only**). 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. Clothing that covers all or part of a student's face such as masks or hoods are prohibited.

In CTE labs, students shall not wear or possess any electronic devices, phones, earbuds, or headphones in any lab space. Additionally, students shall not wear hoods or loose clothing in any lab space. Hoods which serve as PPE approved by the teacher are acceptable. Each CTE program will provide specific PPE requirements and further detail during safety orientations of the program.

Communication

School Website

The Newport School District website can be accessed at sau43.nh.gov. The website has links to each school and contains useful information about activities and events that are taking place at all the schools. Newport School Board information, including district policies, can also be located on the website.

Facebook

Newport School District is on Facebook. Like our page "[Newport School District, Home of Tiger Nation](#)" for information and pictures about what is taking place in the schools and the district. Students, parents and community members are encouraged to contact the schools or SAU office directly and not use the Facebook page as a manner of communication.

Email

Parents may wish to communicate with the main office or their child's teacher via email. It is important to know that, while this method of communication is welcomed, it is not a confidential means of communication. A confidential issue may be better served through a phone call or written communication. It is reasonable to expect a response to your email within two business days. If you have an emergency or urgent matter, please call the school directly. Email is not recommended for emergency or urgent matters.

Apptegy Notification

The Newport School District uses Apptegy to enhance parental communication. This service allows us to send a voice, text and/or email message to ALL our students' parents on ALL their contact numbers within minutes if an emergency occurs at a school. Apptegy will also assist us in informing you directly when school cancellations, delays, or early releases occur due to inclement weather.

It is imperative that each school has and maintains all contact information about every student. Parents and guardians are responsible for submitting this information at the beginning of each school year and whenever there is a change.

Apptegy also has an app for Tiger Nation. You can access documents, get news updates and even emergency notifications. Search for Newport School District, NH in Google Play or the Apple App Store to download the app.

Junior and Senior Open Campus Privilege

Juniors and seniors may access open campus privileges. Eligible students may leave school grounds, with prior written parental permission, during their free blocks, and during their scheduled lunch time. Students

must be present for advisory and any scheduled WIN time. **Freshman and sophomore students are not eligible for open campus privileges and may not leave school grounds during the school day (this includes lunch, WIN, and study hall times).**

Eligibility Requirements:

- Students who have earned enough credits to be classified as a junior or senior.
- Students must have no outstanding balances due to lost or damaged chromebooks, lunch accounts, etc.
- Students must be on track to graduate with no current failing grades, digital portfolio artifacts uploaded with justifications, and community service hours submitted to the counseling office.
 - By the start of quarter 2, juniors must have eight artifacts and justifications uploaded in their digital portfolios and twenty community service hours submitted to the counseling office. Seniors must have twelve artifacts and justifications uploaded in their digital portfolios and thirty community service hours submitted to the counseling office.
 - By the start of quarter 3, juniors must have ten artifacts and justifications uploaded in their digital portfolios and twenty-five community service hours submitted to the counseling office. Seniors must have fourteen artifacts and justifications uploaded in their digital portfolios and thirty-five community service hours submitted to the counseling office.
 - By the start of quarter 4, juniors must have twelve artifacts and justifications uploaded in their digital portfolios and thirty community service hours submitted to the counseling office. Seniors must have sixteen artifacts and justifications uploaded in their digital portfolios and forty community service hours submitted to the counseling office.
- The open campus privileges disclaimer form must be on file in the main office and signed by a student's parent/guardian.

Eligible students may lose privileges if they do not abide by the following rules:

- Failure to sign in or out of the office will result in the loss of open campus privileges for five school days.
- Eligible students who take other students without privileges out of the building will lose their privilege for ten school days.
- Habitual abusers (i.e., returning late from open campus) of the privilege will be subject to administrative actions not listed here, including the loss of the privilege for the remainder of the school year.
- Consequences are not restricted to those listed on the open campus privileges disclaimer form. The building administrator may suspend privileges at his/her discretion.

Student Parking Regulations

The right to drive on public roads is subject to control by government authorities in all areas of the United States. Such institutions as schools and colleges commonly feel the need to regulate automobile usage connected with them for the sake of both students and the school. Newport High School provides a limited number of student parking spaces. Therefore, once all appropriate documentation and the Parking Privileges Form has been submitted and accepted by the NHS administration, parking spaces will be first come, first served daily. With the exception of elected senior class officers, spaces will not be assigned. Once privileges are granted, students will receive and must display a NHS parking sticker on their vehicle. The following rules apply to all students who drive personal vehicles to school.

- Students must park only in the designated student parking area spots. Staff areas are reserved.
- If all student spaces are taken, students may park in the lot between the football and softball fields.
- Students may not use the bus drop off/pick up area to access the parking lot; they must enter the lot directly from North Main Street.
- Any reckless driving, carelessness, and lack of courtesy in driving on the school grounds, or in the vicinity of the school, will not be tolerated. Violations may result in permanent loss of parking privileges, suspension and/or police referral.
- Students suspended for school violations may not drive on school property while suspended.
- Vehicles parked improperly or in a non-designated spot/area may be towed at the owner's expense.

Walkers and Car Riders

Students may begin to enter the building at 7:00 AM. No students are allowed in the building unsupervised.

Parents who drive their children to school should drop off students on Route 10 in the designated area in front of the school. Do not drop off or pick up your student in the bus lane between the times of 7:00 - 8:00 AM and 2:00 - 3:00 PM. The bus lane is only designated for buses. You must STOP no closer than twenty-five feet for school buses whenever the alternating red lights are flashing. If your child rides his/her bike to school, please note that the use of helmets while riding bicycles is mandatory for children under the age of 16 (RSA 265:144X).

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 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 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.

Transportation for Career & Technical Education Students

District transportation will be provided for students who are enrolled in CTE courses at the Claremont SRVRTC campus. For special events or in certain circumstances there may be a reason for a student to self-transport to the Claremont campus. Any self-transportation must be pre-approved by the CTE director/principal prior to the event and parent/guardian permission must be provided in writing for each event.

HEALTH and WELLNESS

Related Policy: [Section I Instruction](#) and [Section J Students Policies and Procedures](#)

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 their teacher 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. Your child's classroom teacher will inform you of this 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 classroom teacher.

Beverages

The American Academy of Pediatrics recommends that adolescents (ages 12–18) limit their daily caffeine intake to no more than 100 mg. Many energy drinks exceed this recommended daily limit in a single serving and contain other stimulants (such as guarana or taurine) that are not recommended for growing students. In Newport, students are encouraged to remain hydrated throughout the school day. Filtered water stations for water bottles are available in the halls for the filling of water bottles.

For Middle School Students

Unless special arrangements are made, beverages for students in the middle school halls and classrooms are limited to water. Energy drinks are not allowed. The middle school reserves the right to confiscate and dispose of any energy drinks.

Health & Safety Guidelines

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 www.sau43.nh.gov.

Elevator

The school elevator may be used **ONLY** by any physically disabled person or those who are temporarily injured. Access to the elevator is available from all floors. Students are permitted to use the elevator only when accompanied by an adult or with adult permission. The nurse will meet with those who are temporarily injured about elevator etiquette, fire drills, and what to do if the elevator is not available for use. If proper etiquette is not followed, then the school administrator and/or school nurse will meet with the student and develop a new plan. The student's parent/guardian will be notified. The elevator is not to be used during emergency situations, drills or evacuations.

Health Office/Tiger Treatment

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

Next to the nurse's office is the Tiger Treatment Center which is open 8:00-9:00 am Monday, Wednesday and Friday. Parents must sign the treatment permission form in the registration packet that allows students to be seen. Students can arrange an appointment with the nurse once the forms have been signed.

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 or guardians when a student has a condition which needs further medical attention. Parents are requested to inform school personnel of any change in the health status of their child.

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 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. 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 parental/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 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.

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.

Vision and hearing screenings may be conducted on all students PK-12 when school personnel feel that it is warranted. Parents 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 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.

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.

ACADEMIC INFORMATION

Related Policy: [Section I Instruction Policies and Procedures](#)

The Newport School District curriculum is determined according to the Common Core State Standards (CCSS), Next Generation Science Standards (NGSS), and the New Hampshire State Grade Level Expectations (GLEs). For detailed information for high school students regarding graduation requirements and course descriptions, please refer to the [program of studies](#) available on the high school webpage.

Tiger Nation Portrait of a Learner

Newport is committed to a district-wide focus on communication, character, critical thinking, growth mindset and practical skills. These attributes are embedded into learning expectations in all disciplines. Teachers provide feedback to students on their Portrait of a Learner attributes in each course.

For High School Students

Students may earn .25 elective credits, per year, for successfully meeting (competency score of 3 or 4) all attributes by the end of a school year.

Grading

Students earn both traditional grades (0-100%) and competency scores (1-4). To successfully complete a course, students must earn an overall traditional grade of 65% or greater **and** proficiency score (3 or greater) in each required course competency. Course grades and scores are maintained on a rolling basis to the end of each course. Quarter grades and scores are snapshots of student performance and are used to communicate student progress toward meeting their learning goals.

Grading Scale

Final course grades are rounded to the nearest whole number. Grades are calculated as follows:

Traditional Grade Scale

Letter Grade	Numerical Grade	GPA Points
A+	97-100	4.33
A	93-96	4.0
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.0
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.0
C-	70-72	1.67
D	65-69	1.0
F	0-64	0.0

Competency Grade Scale

Grade	Description
4	Exceeding/Course Credit Earned
3	Meeting Proficiency/Course Credit Earned
2	In Progress/Credit Not Earned
1	Limited Progress/Credit Not Earned
IWS	Insufficient Work Shown/Credit Not Earned

Alternate Grading

Grade	Description
P	Pass: Credit earned and excluded from GPA.
INC	Incomplete: Awarded in extenuating circumstances that preclude a student from completing a course. The student is expected to complete all missing work within two weeks of the report card issuance unless prior arrangements have been approved by the administration. Credit is not awarded until the incomplete is resolved.
W	Withdraw: Credit not earned. Excluded from GPA.
WF	Withdraw Fail: Credit not earned. Included in GPA (0.0 GPA points).
NC	No Credit: Awarded when a student does not meet proficiency in one or more required course competencies, but earns a traditional grade of 65% or greater. Competency must be demonstrated through a recovery process before course credit is awarded. If competencies are not recovered, credit is not earned and the GPA points are 0.0.
AD	Audit: The audit grade is used when a student is taking a course, but is not earning credit for it (Certificate of Completion, late transfer to class, etc). Awarded when a student has audited a course. AD will not be factored into GPA or honor roll.

For Middle School Students

Middle school students do not earn GPA points or course credits.

For High School Students

For course credit to be awarded, students must earn an overall traditional grade of 65% or greater **and** proficient (3 or greater) in each required course competency.

Grade Point Average (GPA)

GPA is a student's grade point average, a summary statistic that represents a student's average performance in their courses throughout their high school career. Only a student's final grade in a course is reflected in their GPA (quarter grades are not calculated in GPA). A student's GPA is updated each time a course ends. Each course earns between 0 and 4.33 GPA points (see table above). The points earned for each class are multiplied by the number of credits that class is worth, then all are added together and divided by the total number of credits the student has earned.

Grade Reporting: Checking Progress

Teachers update gradebooks regularly in our online system called Alma. Parents/guardians can view these gradebooks at any time in the Alma Parent Portal.

With Alma, you can:

- ❑ **Access up-to-date student performance data:** Grades are updated every two weeks, providing timely insights into your child's academic progress.
- ❑ **Communicate with teachers:** Stay connected with your child's educators to discuss progress, concerns, and any support your child might need.
- ❑ **Track assignment completion and attendance:** Monitor your child's homework and attendance records to ensure they stay on track.
- ❑ **Parent opt-in for weekly emails:** Receive a weekly email summarizing any missed assignments, keeping you informed and enabling you to address any issues promptly.
- ❑ **Mobile App:** You can install Alma's web app, AlmaNow, on your mobile device. Please follow this [link for instructions](#) to add AlmaNow to your device.

This link will provide access to the Parent/Student Portal:

Newport High School / CTE [Alma Parent/Student Portal](#)

Newport Middle School [Alma Parent/Student Portal](#)

Richards School [Alma Parent/Student Portal](#)

If you have problems logging into your Alma account or did not receive your Alma login information, please contact Nancy Wilmot, for assistance, at nwilmot@sau43.nh.org. She will be able to provide you with the necessary login details and help resolve any access issues.

Your frequent access to the Newport High School and Newport Middle School websites and Alma is crucial. If you have questions about your student's coursework or homework, please email your child's teacher directly. [See the contact list here.](#)

Report Cards

The schools have a quarterly reporting system. Additional conferences may be arranged as needed or desired by either teacher or parents at any time during the school year. Report cards are available digitally at the end of each quarter. Progress reports are available at the midpoint of each quarter. Final course grades will be reported at the end of each course.

Progress reports will be emailed home at the mid-point of each quarter. Report cards will be emailed home two weeks after the quarter ends.

Dates:

August 28	First Day of School/Orientation (grades 6, 9, 10, and new students)
August 31	First Day of School (all grades)
November 6	First Quarter Ends
November 9	Second Quarter Begins
January 29	Second Quarter/First Semester Ends
February 1	Third Quarter/Second Semester Begins
April 9	Third Quarter Ends
April 12	Fourth Quarter Begins
June 16**	Fourth Quarter/Second Semester Ends (tentative date)

- All dates are subject to change if school is canceled. -

** Note: this is the possible last day of school

Promotion/Retention

The mission of the Newport School District is to provide quality instruction and support services to each student. Newport schools accomplish this mission by providing a challenging curriculum responsive to individual needs, a highly qualified staff, a safe and positive learning environment, and a strong partnership with all homes in our diverse community.

For Middle School Students

Teachers will communicate home in the case of lagging performance and keep parents informed about the effectiveness of interventions. In cases where retention is a possibility, the student's parents/guardians will have met with the principal before January 15 and the superintendent will have issued a decision by March 1 of the academic year. The principal and important stakeholders will meet with the parents/guardians by April 30 of the academic year to discuss specific plans for the student to improve their academic performance the following school year.

For High School Students

Students will progress to the next academic standing (freshman, sophomore, junior, senior) by meeting the credit requirements outlined below. Students will remain frozen at the current standing until the credit requirement is met to move forward. Academic standing determines which advisory and class activities a student is eligible to participate in. Academic standing may change during the school year, as credit requirements are met.

Academic Standing	Class of 2026-2029	Starting with Class of 2030	State Diploma (requires approval)
Freshman	Fewer than 6 credits	Fewer than 7 credits	Fewer than 5 credits
Sophomore	At least 6 credits	At least 7 credits	At least 5 credits
Junior	At least 12 credits	At least 14 credits	At least 10 credits
Senior	At least 18 credits	At least 20 credits	At least 15 credits

Students enrolled in SRVRTC programs should carefully review the syllabus for their program. Failing a program at the end of a marking period could result in a student being removed from that program at the end of that semester. The promotion and progression to subsequent quarters, second semester, level two, and/or additional SRVRTC programs is not guaranteed. Students must maintain passing grades, meet competency requirements, follow established safety protocols, and meet attendance expectations to be eligible for promotion and progression in the class.

Honor Roll

The honor roll is calculated at the end of each quarter. To earn honor roll recognition students must meet the following grade requirements:

High Honors: A student must earn all "As"

Honors: A student must earn all "As" and/or "Bs"

For High School Students

To be eligible for the honor roll students must be enrolled in at least four credits (across the entire school year), which may include work-based learning, independent studies, virtual learning, or dual enrollment courses that are formally documented in an educational plan.

Senior Class Rank

During their senior year, top senior recognition will be determined at the close of quarter 3 based on cumulative GPA. Identification of valedictorian, salutatorian, and class essayist will be determined at the close of senior grades for quarter 4. Eligibility for valedictorian, salutatorian, and class essayist requires being consecutively enrolled in Newport High School full-time for four consecutive semesters. In the event that two or more students are tied for GPA, this tie will be broken using the average of each student's final course grades over their high school career. If this doesn't resolve the tie, the student with the most credits earned over their high school career will earn the higher rank. Please note, GPA for seniors will continue to be updated each time a course ends, through to the end of the school year. Official final transcripts for graduates will be available after the end of the school year.

Early Graduation

Application Process (recommended completion during sophomore year)

1. Students (and parents/guardians if available) will meet with their school counselor to discuss eligibility and potential plans for graduating early.
2. Completed applications are submitted to the principal and include:
 - The application with student's post-secondary goals.
 - Written statement from the student explaining the motivations behind early graduation and how it is in the student's best interest.
 - Two letters of recommendation by teachers supporting the student's plan for early graduation.
 - Four-year planner including counselor's signature.
3. The principal may ask for clarification or more information from the student/parent regarding the reasoning and plan.
4. The principal will approve or deny the plan. The principal's decision is final. Students may reapply at the end of the following term.
 - All plans shall include:
 - The completed application with all pieces listed above in part 2.
 - Next steps timeline with measurable goals/steps and check-in dates with the counselor (at least one at the end of the school year and one the fall of the following school year).
 - Signature from all parties: student, parent/guardian, school counselor, and principal.

Information

- An early graduation plan is not approved and final until it is signed by the principal.
- The principal may override any portion of this protocol.
- If the school counselor determines the student is off track for their early graduation plan, the student's eligibility to graduate early may be revoked pending the principal's review.

Approval

- If a student is approved for early graduation prior to their junior year, the student will transition to become a member of the senior class. The student will be held to this class's graduation requirements and are eligible to participate in senior events and graduation.
- If a student is approved for early graduation during their junior year, the student will graduate early as a junior. The student will be able to participate in graduation. The student may participate in other senior events with the principal's approval.

Homework Guidelines

Homework is a constructive tool in the teaching and learning process. It should be designed to meet the needs of students. Purposeful assignments enhance student achievement, develop self-discipline, reinforce good working/learning habits, and foster teacher/student communication. Homework must have a connection to the subject, extending and reinforcing skills learned in class. Teachers will be sensitive to the total amount of homework given by their colleagues, and a balanced load of homework will be assigned. Homework procedures for each class will be provided to students at the beginning of each year and will be articulated in course descriptions.

Instructional Materials

Newport School District furnishes textbooks, electronic devices, and other instructional materials that remain school property. Parents may be required to reimburse the school for lost or damaged materials before the new materials are issued. Supplies may be required and teachers may send home a list of such supplies.

Parent Conferences

Parents are encouraged to confer with individual teachers, teaching teams, school counselors, or school administrators regarding their student's progress and performance at any time. Conferences are arranged by contacting the student's advisor. Parents should call the school at 603-865-9658 and ask to speak to a school counselor or to leave a message on a teacher's direct line. Generally teachers do not answer phones during the day and will return phone calls after school. Parents may also email teachers and other staff ([see contact list here](#)). Most district email addresses use the first initial, last name @sau43.nh.gov (as in rwargo@sau43.nh.gov); there are a few exceptions for duplicate first initials).

For Middle School Students

In the winter the middle school offers a dedicated day for parent/teacher conferences. This date will be posted and included in our newsletter.

Registration And Placement Of Students

At any time during the year, new residents of the town of Newport may register their children by contacting the school counseling office. Please call 603-865-9657 or email nwilmot@sau43.nh.gov for more information.

When enrolling the student, parents must present a copy of their child's birth certificate, two forms of proof of residency, custody documentation (if applicable), and immunization records. Registration of all other students is governed by Newport School Board policy JFAB, Admission and Tuition of Non-Resident Students.

Address/Residency Verification

It is very important that our student records contain current address and phone information. A *Yearly Student Update Form* for updating this information is distributed annually on Alma and should be completed promptly. Parents are asked to contact the school office with new information immediately when changes occur throughout the year. Please keep in mind that proof of residency will be required for changes in address. Those students who are tuitioned here from other school districts must contact their superintendent annually to complete a certificate of admission.

Home Education and Education Freedom Accounts (EFA)

Home education is an alternative to compulsory attendance under RSA 193-A. Parents choosing to withdraw a student from Newport School District to begin a home education program shall provide written notice to the superintendent prior to the student's withdrawal. For your convenience, the following notification form may be used: [Notification of Home Education Program](#). This notification should be given to the Superintendent of Schools.

Home educated students residing in the district are eligible to participate in curricular courses and cocurricular activities in accordance with RSA 193:1-c and school board policy. District participation requirements shall not be more restrictive than those applied to resident enrolled students. Students must satisfy the same eligibility, prerequisite, academic, conduct, attendance, athletic, and registration requirements applicable to enrolled students. Additionally, these students must complete and be approved via the district application process.

[Application for Class/Course](#).

Students participating in New Hampshire's Education Freedom Account (EFA) program are likewise eligible to participate in curricular courses and cocurricular activities in accordance with RSA 193:1-c and school board policy. EFA students must meet the same participation requirements applicable to resident enrolled students. Any fees assessed shall be those generally applicable to resident students participating in the same program or activity. Additionally, these students must complete and be approved via the district application process.

[Application for Class/Course](#).

Notification of Completion of a Home Education Program

When the parent of a child under the age of 18 submits a document to the NH Department of Education certifying that the child has completed the home education program at the high school level, the student shall be determined to have met the requirements for successful completion of a home education program. For your convenience, the following notification form may be used: [Notification of Completion of a Home Education Program](#). A copy of this form, or other written documentation, should also be submitted to the superintendent.

Transfer or Withdrawal From School

Every attempt will be made to evaluate incoming grades with the grading system we use at Newport School District. Where questions arise, decisions will be made in favor of the student. The decision made by the principal will be final.

Students transferring from homeschooling to Newport School District will be required to show evidence of completed coursework and any credits earned. This includes competencies/standards, course descriptions, and

assessments. In the absence of appropriate evidence, students will undergo grade level assessment to determine competency, grade level, etc.

If you need to withdraw your student to attend another school, please notify the school counseling office **as soon as possible** for further instructions. All school-owned materials (Chromebooks/charger, textbooks/library books) must be returned and fees (including lunch accounts) must be paid before your student's last day of school.

Students requesting to transfer into a CTE program from another CTE center within or without the State of New Hampshire will be required to provide an outline of competency achievement and a curriculum outline of the program they are transferring from. The CTE director/principal will determine the appropriate placement of the student after review of the documentation provided. Due to varying expectations and scope of CTE programs prior, CTE work may not transfer to SRVRTC competencies and credits.

Virtual Learning Courses

Students may earn high school credit through an accredited online high school, such as VLACS (Virtual Learning Academy Charter School). However, enrollment in an online course does **not** automatically mean it will satisfy a Newport High School graduation requirement.

Before enrolling in any virtual course, students and families should review the Program of Studies and consult with the student's school counselor to confirm that the course will meet the intended graduation requirement.

Age of Majority (18+)

Although students eighteen years of age or older are considered adults in the eyes of legal agencies, NHS considers them responsible to their parents as long as they reside at their parent/guardians' residence. Regardless of age, all students will be subject to all school policies and regulations. NHS 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 they withdraw their consent to keep the parent 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.

Extended Learning Opportunities (ELO)

Newport High School and Sugar River Valley Regional Technical Center have great opportunities for students to earn academic, elective credits working and learning in and out of the school district through a variety of work-based learning arrangements, most commonly internships. ELOs are available, typically, for juniors and seniors in high school. Freshmen and sophomores are welcome to apply and will be considered on a case-by-case basis.

ELOs provide options to explore career paths including those that may not be available through their school curriculum. Most ELOs take place during the school day and may involve after-school and/or weekends depending on the student's career field of interest and their academic schedule. Participating students are expected to complete agreed upon competencies to receive academic credit. These opportunities require a high level of self-directed learning and good judgment in terms of behavior and attendance.

Contact Kristie Howe, khowe@sau43.nh.gov, in the College and Career Center, for more information or to express interest in an ELO.

Student Employment Regulations

Students must adhere to Youth Employment Law as detailed in Chapter 276-A of NH employment law and applicable state RSA's pertaining to extended learning opportunities and workplace learning. In accordance with Chapter 276-A, any student under sixteen years of age must have a youth work permit to be legally employed. Application for permits to work can be secured from the counseling office. For the most current information on these regulations please refer to the NH Department of Labor, [youth employment website](#).

Testing

Testing and/or performance assessments are ongoing and will be administered to students at regular intervals to measure achievement throughout the school year. The following tests are administered annually: See APPENDIX B for more information on the annual state and district inventory

- NH SAS
- PSAT
- SAT
- STAR
- Informal assessments and progress monitoring as needed throughout the year

STUDENT RESOURCES

Related Policy: [Section I Instruction](#) and [Section J Students](#) Policies and Procedures

Mental Health Support

Newport School District partners with [Cartwheel](#) to connect students and families to mental health support when they need it. This year, Cartwheel offers individual therapy for students, parent and caregiver guidance, and new expanded Care Programs for specific challenges including school avoidance, screens and social media use, and intense emotions and behavior challenges.

Appointments are virtual and flexible, including evenings and weekends. Care is free with Medicaid, and most private insurances are accepted. Care is available in multiple languages, including Spanish.

Think your child or family could benefit from support? Complete this simple [interest form](#) to get started.

Media Center

Newport High School, Newport Middle School and SRVRTC maintain an excellent media center. The media center is open from 7:15 AM to 2:45 PM. The loan period for books is two weeks and students may check out more than one book at a time. Books may be renewed provided someone else does not need them urgently. Current magazines cannot be taken from the media center. Students are encouraged to use the Makerspace materials as well as the other collaborative spaces. Students are asked to return materials on time to avoid being charged the full replacement cost for lost or damaged materials.

School Counseling Program

The school counselors serve the needs of students in maximizing their learning experiences while providing specifically for their future needs. Each student will be assigned to a counselor who will help with

educational, personal, and occupational choices and decisions. The counselor helps each student to think through their problems or concerns and plan accordingly. The counselor will try to assist the student in making wise decisions and plans.

Students are urged to see a counselor when questions or problems arise. A student does not need to have a serious problem in order to benefit from school counseling services at our school. School counseling services are available to help each student grow in self-understanding, to make wise, practical decisions, and to do increasingly effective planning.

Students are encouraged to begin career planning early in their middle school years. Bulletin boards in the school counseling office and area display information on scholarships, work and college information, testing programs, and other pertinent material. It is the responsibility of the student to keep informed.

Parents/guardians with questions and concerns should call their child's counselor at 603-865-9657. All necessary information regarding careers, scheduling, scholarships, and testing are distributed to all students. Ask your students about their programs.

Student Assistance Program

Newport High School, Newport Middle School and SRVRTC work together with the student assistance program (SAP) counselors to confront the obstacles which can inhibit student success and provide intervention/education, support, and resources that will help students make healthier decisions, learn critical coping skills, and form/strengthen relationships. The program utilizes whole-school activities and classroom presentations, as well as small groups and individual sessions for students, with a focus on prevention. The goal of the student assistance program is to provide early identification of risk factors and build upon protective factors. Risk factors may include but are not limited to:

- Poor attachment to school or community
- Low academic achievement
- Difficulty in relationships
- Family history of substance misuse
- Early substance misuse
- Mental health related issues
- History of trauma

If you are worried about your child or another student and would like to speak to the student assistance program counselor (SAP) or have the counselor check in with your child or another student, please contact the main office.

Student Support Team

If any person (parent, staff, community member, etc) has a concern about a student, they should share their concern with the student support team (SST) by filling out the SST Referral Form. The SST Referral Form should never be used for an emergency or for a time sensitive concern.

The SST connects a student to the resources that best fit their needs. These resources range from the creation of individual support plans to access to tiered supports. The student, parents, teachers, staff and administration have a common goal of supporting student success.

If this is an emergency or a time sensitive concern, call 911 or the main office at 603-865-9658.

The student support team:

- Provides a procedure for timely referral for evaluation for special education, 504 accommodations, coordinated service plans, or for other student support services.
- Is composed of staff from a variety of teaching and support services positions.
- Screens referrals of individual students to determine what classroom accommodations and supplementary aids and services have been tried.
- Determines whether any additional accommodations, supplementary aids or services, or referral to other public or private agencies may appropriately meet a referred student's educational needs.
- Assists teachers in planning and providing supplementary aids and services and other accommodations to students in need of classroom support or enrichment activities.
- Collaborates, to the extent appropriate, with families and community health and human service agencies to assist educators in meeting the academic needs of all students.
- Develops a means to regularly screen the effectiveness of accommodations and supplementary aids and services provided through SST.
- Maintains a written record of all team actions.

Special Education

If a teacher, parent/guardian, or administrator believes that a child may be in need of special education services because of a possible disability, they may refer that child to the special education team. A referral should be made by submitting a request in writing to the school administrator or by using the special education referral form. After referral, a special education team must be assembled within fifteen business days for a disposition of referral meeting to determine whether a special education evaluation is warranted. At the disposition of referral meeting the IEP team, including the parent, will determine "whether the concerns raised by the referral can be addressed utilizing existing pupil support services available to all children, whether additional information is required, and what evaluations, if any, are needed to address any remaining concerns by the referral" (ED 1106.0, d, 2017).

The special education process is most effective when parents and school personnel are well-informed and able to work together. The special education process includes six steps:

1. Identification [Child Find];
2. Referral and disposition of referral;
3. Determination of eligibility and identification of the disability category;
4. Development of the individual education program;
5. Determination of educational placement; and
6. Implementation and monitoring.

Child Find Procedures

The Newport School District has a legal obligation to find children who are potentially children with a disability who are between the ages of 2.5 and 22 years. This responsibility is known as Child Find, and is defined in the NH Rules for the Education of Children with Disabilities under section Ed 1105. This applies to all children with disabilities, including highly mobile children (such as migrant and homeless children), children placed in homes for children, healthcare facilities, or state institutions, and children who are suspected of being eligible under IDEA, even though they are advancing from grade to grade. In addition, this applies to those children attending approved, non-public private schools within the geographic boundaries of the district. The district ensures there are continuing efforts related to cultural competency in relation to public awareness and Child Find activities, such as the ability to communicate with and relate to parents and families in ways which are appropriate to their individual racial, ethnic, and/or cultural backgrounds.

On an annual basis, the district publicizes and disseminates information, which describes its Child Find Program. This includes a description of the district's special education program, supports and services, including a contact person, his/her functions, and the manner by which he/she might be contacted for further information or referral. Child Find Notices are placed, twice a year, in the local papers and on the school website. Annually, the district sends a letter to local service providers and local private schools with information about Child Find and the referral form.

Special Education Rights Notice

The state and federal special education laws [New Hampshire Revised Statutes Annotated Chapter 186-C and Title 20, United States Code, Sections 1400-1415] require that the school district offer a "free appropriate public education" to all educationally disabled children.

1. These statutes define educationally disabled children as "children suffering from certain enumerated disabilities who are between the ages of three and twenty-two and who have not obtained a high school diploma."
2. A "free appropriate public education" consists of specially designed instruction and educationally related services in accordance with an "individualized" education program developed by the district in consultation with the student's parents.
3. If you suspect that your child is educationally disabled and qualifies for such special services, you may make a written referral requesting that the school district determine your child's eligibility. Such referrals should be addressed to the school administrator.

Individuals with Disabilities Education Act (IDEA)

"Under the Individuals with Disabilities Education Act (IDEA), school districts must give parents of a child with disabilities a copy of procedural safeguards one time a year. However, a copy of procedural safeguards must also be given to parents upon initial referral or parental request for an evaluation, upon filing a request for a due process hearing, upon a disciplinary action constituting a change in placement, and upon request of a parent. 20 U.S.C. 1415(d)(1)..."

PARENT/STUDENT INFORMATION

Related Policy: [Section G Personnel](#) and [Section I Instruction Policies and Procedures](#)

Deliveries for Students

While generally discouraged due to the disruption of classes, deliveries by parent/guardian(s) of food and drinks will be held at the main office until the student's designated lunchtime or passing time. Late arriving students will not be allowed to deliver food/drink to other students. Students are not permitted to order food and have it delivered during the school day. Such items may be confiscated. Students violating any of these procedures may face administrative intervention.

Office Phone Use

Parents may call the main office ~~administrative phone~~ (603-865-9658) to leave messages for students. There is a phone in the main office for students to use, with permission.

Picture Day

School portraits will be taken each year. Picture retakes will be scheduled at a later date. Pictures will be available after picture day on the photographer's website and parents will be able to order from there. Pictures taken on school picture day are used for school identification and ID cards, therefore faces must be clearly visible. Any concerns or questions regarding this requirement should be directed to school administration.

Student Fees, Fines, And Charges

Students are responsible for all school-issued items including, but not limited to, Chromebooks, chargers, textbooks, library books, and uniforms. Students must ensure proper care of these items. Any item lost or defaced will result in the student paying for said item, with payment being made to the school district. Participation in school privileges and events, extra/co-curricular events, report cards, transfer of records, and/or Alma access will be withheld until all obligations are met. Seniors will not be allowed to attend graduation until all financial obligations to the school and district have been met.

Students On School Grounds After School

Students are instructed to exit the building by 2:30 PM unless they are with a staff member. Students who remain in the building without proper adult supervision may be considered loitering and will be asked to leave.

Use of Building

Individuals or groups wishing to use any facility for co-curricular or non-school activities must complete a [request form](#) and return it to the office at the designated building.

Certain spaces may require that one or more employees of the Newport School District be present for their use. Non-district organizations will be required to pay a fee for these employees. The Newport School District reserves the right to waive that fee at its sole discretion.

A certificate of proof of general liability insurance is required for all users of these facilities who are not members of the Newport School District/Sugar River Valley Regional Technical Center before room reservations can be confirmed.

Volunteer Program

Newport High School, Newport Middle School, and SRVRTC welcome committed volunteers to assist in the education of Newport's children. Designated volunteers will be required to undergo, and pass, a background investigation and a criminal records check prior to working with students.

"Designated volunteer" means any volunteer who:

- Comes in direct contact with students on a daily basis;
- Meets regularly with students;
- Meets with students on a one-on-one basis;
- Any other volunteer so designated by the school board or superintendent.

Designated volunteers are subject to the provisions of all Newport School District Policy, including Policy Background Investigation and Criminal Records Check. For more information about volunteering, please contact the school administrator or administrative assistant at the main office. Several volunteer opportunities exist and we invite anyone interested in volunteering with us to call and discuss options and availability.

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 through September 30, 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 and 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.

Please contact the business administrator for questions regarding payment and collection of funds for school meals.

School breakfast is served from 7:00 AM to 7:25 AM each day. At that time, students may enter the cafeteria and eat a hot breakfast.

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

In order to ensure a healthy environment in the cafeteria all students share the following expectations:

- Students should wash/sanitize hands before going to the lunch room.
- 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.

Lost And Found

Unclaimed clothing or other items are kept in the main office. Any clothes left in this area will be donated to a local charity if unclaimed. Please remember to check the clothing box whenever your children’s items are missing.

Student Activities

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.) must lead by example by modeling the Portrait of a Learner attributes. Student leaders are expected to create an inclusive environment for all students and demonstrate positive behavior in and out of the school environment, with no detentions, suspensions or disciplinary action in the same school year of service. To maintain a leadership position, student leaders must meet all attendance, participation and position requirements. Failure to demonstrate exemplary behavior or to consistently meet position requirements may result in loss of title/position.

Rules of Eligibility, Probation and Suspension

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 six through twelve in Newport
OR
- Students who attend private schools and live in Newport may apply to participate in an athletic program as long as their school does not offer the sport *OR*
- Students who are homeschooled and live in Newport may apply to participate.

For Middle School Students

Eligibility for each activity will be determined by the student's performance as measured by the Portrait of Learner. Attendance, behavioral reports, Portrait of a Learner competency scores, and other relevant information from the previous marking period will be used to determine eligibility. Students who are considered truant, have code of conduct violations, or are not meeting (scores of 3 or 4) the Portrait of a Learner attributes will be placed on athletic/activity probation. Students who are placed on athletic/activity probation will work with a team to develop and meet individualized goals. A student's team will consist of the student, the parent, and relevant staff. A student's failure to meet these goals can result in removal for the remainder of the season/activity.

For High School Students

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 student's traditional grades and competency scores 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.

Ineligible students must agree to maintain a 70% average and required course competency scores of 3 or higher in all classes for the remainder of the quarter in order to qualify for athletic probation. Once athletic probation is granted, the student may participate in practices. As soon as a student reaches minimum probation requirements 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% or required competency score lower than 3 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 must remain in good behavior at all times within the school environment meaning no detentions, suspensions or disciplinary actions. If said student violates code of conduct expectations then the student 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'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.

First offense: Suspension from 20% of the regular season contests/activity.

Second offense: Suspension from 50% of the regular season contests/activity.

Third offense: Suspension from interscholastic athletics/activity for one calendar year.

Co-Curricular Activities, Student Leadership, and Athletics Attendance

Students who are not in school on a given day cannot participate or attend any practice, game or activity that day unless permitted by a school administrator. Students must attend school for at least **50%** of their scheduled day and cannot have any portion of the remainder of the school day marked 'absent unexcused' 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. If a student is out of school sick or sent home sick by the school nurse, they may not attend or participate in any practice, game, or activity that day.

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 suspension may not participate in a co-curricular or extra-curricular 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.

Students participating in career and technical student organizations (CTSOs) are required to participate in at least 80% of an organization's activities (meetings, fundraiser, events) for a minimum of one school year to be eligible for recognition in that organization during their senior year.

Field Trips

Field trips may be planned for any grade level. Students also walk to many local points of interest during school hours. Individual classroom teachers will communicate with parents about plans and times. Blanket field trip permission for local trips is requested at the beginning of each school year. Some field trips have monetary expenses that must be covered by students attending. Scholarships are sometimes available, so please contact your student's teacher if there is financial need. Specific trips may require specific permission forms as well as attendance fees. Use of school transportation is preferred; any exceptions may be requested, in writing, to the school administration at least one day prior to the trip. To ensure a safe and successful field trip, students must consistently demonstrate appropriate behavior throughout the school year. Eligibility for participation is determined by the school. Students who have received disciplinary consequences may participate only if they have taken responsibility for their actions and demonstrated sustained positive behavior before the field trip. There may be opportunities for parents/guardians to chaperone specific field trips. All non-staff volunteers must complete the background check process in order to be eligible to participate.

Fundraising

All fundraising activities must be approved in advance by the school administrator. Forms are available in the front office and these forms must be completed and submitted to the administration. Requests must be submitted one month in advance. Permits for raffles must be obtained from the Town of Newport after administrator approval and before the raffle.

School-Approved Social Events

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

- Guests of Newport High School and Newport Middle School students may attend only with prior written permission from a school administrator. Responsibility for the guest lies with the host student.
- Guests are expected to be same-aged peers. For high school events specifically, 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 behavior expectation policy. In addition, parents 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 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.

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 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 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

Newport High School, Newport Middle School and SRVRTC have established emergency plans. In the event of a local emergency or disaster situation while school is in session, parents are asked to help us care for all students by following these procedures:

- Remain calm.
- Listen to the radio or TV stations 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 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.
- Use of communication devices by students is prohibited. They must 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/evacuation 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 an evacuation 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.nh.gov.

Security of Building

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

- The schools are 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 NHS behavior intervention policy.
- All visitors to the school, including parents, volunteers, vendors, and contractors, must register in the main office and are subject to a background check and verification of identification and purpose for the visit. They will then be issued a visitor's badge to wear while in the school.
- During school hours, students must only exit the school from the main office door after signing out. This includes juniors and seniors with open campus privileges. Students 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.
- After entering school property, students may not leave the grounds or be dismissed from school without the permission of a parent/guardian.

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 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.

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 Newport High School, Newport Middle School and/or Sugar River Valley Regional Technical Center (SRVRTC) 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.

Leveled Behavior Outline

Level I

Level I are behaviors managed “on the spot” in the classroom, common areas, etc. Any behavior that is low level in its intensity and/or of a non-threatening nature will be considered a Level I infraction. Interventions used to address Level I behaviors include, but are not limited to, teacher intervention such as a warning, detention, loss of privileges, confiscation of electronic devices, parent/guardian contact, or other school support.

Examples include, but are not limited to:

Attendance/Tardiness

- Tardiness - entering a class period unexcused (without pass or notification) after late bell. Tardy to class follows the same guidelines as absences.
 - Tardiness to class without documentation will be considered unexcused for the purpose of calculating truancy. Individual teachers will impose consequences for tardiness to class.
 - Students who are absent for 50% or more of the total time of their scheduled class section, without permission from a teacher or school administrator, are considered to be absent unexcused/skipping class.

Defiance/Refusal

- Disruption - interrupting the function of a classroom, common area, bathroom
- Disrespect - lack of respect or courtesy, criticizing, insulting, or denouncing another person
- Use of profanity - swearing, use of inappropriate language in general conversation
- Non-Compliance - Refusal to follow directions
- Hall Pass Violation: entering the hallway without a pass, misuse of a pass, found in unauthorized location
- Public display of affection - physical intimacy that is inappropriate for the school setting
- Skipping a teacher detention
- Littering

Dress Code - violation of any of the dress code criteria

- Wearing a shirt/top with the arms cut off in such a way that one can see the person's midsection.
- Wearing clothing that exposes the person's midsection.
- Wearing clothing with images of marijuana leaves or other drug or alcohol references.
- Wearing shorts, skirts, or jeans with tears/holes that show above the mid-thigh area.
- Wearing opened-toed shoes in a class that requires closed-toed shoes.

Technology - any misuse listed below in conjunction with any Level I behavior

- Inappropriate or misuse of technology (camera, headphones, speaker, computer, internet access, tablet, etc.)
- Personal electronic devices are **strictly prohibited** from when the first bell rings to start instructional time until the dismissal bell rings to end the academic school day. The school day includes lunch, study hall, learning lab, WIN and passing time.

Level II

For repeated Level I behaviors to reach the Level II level, classroom interventions have not been successful and the student will be referred to the office for administrative-level intervention. Incidents that interfere with others' safety and/or learning, are of a harmful or threatening nature, or warrant administrative intervention will be considered a Level II infraction. Interventions used to address Level II behaviors include, but are not limited to, administrative warning, parent/guardian contact, student intervention, office detention, confiscation or ban of electronic devices, team meeting, SST referral, ISI, OSS, police referral.

Examples include, but are not limited to:

Attendance/Tardiness/Truancy - unexcused absences from school or class for more than ten half-days within the school year.

- Habitual school tardiness - unexcused arrival after 7:30 AM
- Truancy to school - chronic school absences
- Habitual Class tardiness - entering class period unexcused (without pass or notification) after late bell
- Missing class(es) without permission - intentionally missed periods

Academic Dishonesty - any work submitted that is not authentic to the student taking credit. The student's parents/guardians will be notified by the teacher involved. Academic dishonesty will result in the student not being eligible for academic honors.

- Cheating on class assignments/tests - unauthorized assistance on an exam, quiz, essay, or project
- Plagiarism - copying or using passages or ideas developed by another and presenting them as one's own original work
- Any use of artificial intelligence (AI) resources that have not been pre-approved by content teachers for use in course assignments is prohibited.

Automobile/Vehicle Misuse - inappropriate operation of motorized vehicle on campus/in school zone, parking in fire lane, driving to NHS without permission, repeated parking violations (including, but not limited to, CTE equipment)

- Parking violations - parking in a spot that is not designated for student parking (i.e. reserved, staff, or non-parking spots)

Violation of Bus/Transportation Behavior - Any misbehavior that distracts the driver is a safety concern and considered a Level II violation

- Throwing objects
- Getting out of your seat while the bus is in motion

Defiance/Refusal

- Disruption - Excessive interruption to the education process in the classroom and/or expected conduct in general areas of the school
- Interference/Obstruction - Failure to report, false reporting, lying, interfering, or impeding staff member with the intention to alter the outcome of a situation
- Instigation/Accessory - Assisting or encouraging a Level II or Level III behavior
- Disrespect - Significant lack of respect or courtesy, criticizing, insulting, or denouncing another person
- Non-Compliance - Defiance of authority
- Habitual Hall Pass Violation: entering the hallway without a pass, misuse of a pass, found in unauthorized location
 - Forgery of a pass
 - Repeatedly found in unauthorized location
 - Unauthorized extended break from class
- Retaliatory Behavior
- Skipping an office detention

- Offensive/Obscene Act (excluding sexual harassment) - creating a physical or mental environment in which students and/or staff are subject to safety hazards or uncomfortable conditions
 - Possession/Distribution of obscene materials or drawings
- Theft/Stealing - taking items without permission, possession of stolen items
 - Theft from cafeteria/school store
 - Stolen hall pass

Inappropriate Language - profanity, racial slur, sexualized language

- Directed profanity - verbal lashing out, profanity, racial slur, abusive/sexual language, or inappropriate gesture directed at another student or staff member

Safety - Creating a safety hazard or condition for students or staff

- Aggressive behavior - physical or verbal intimidation (posturing, stalking, punching/kicking/slammings objects, yelling, etc.)
- Failure to follow health and safety guidelines (such as contagious viruses) - creating a safety hazard or unsafe condition for students and staff.
- Fake call to attendance office - communication to school by unauthorized person
- Found in an unauthorized area
- Physical contact - hands-on, horseplay, pushing/shoving, tripping
 - Inappropriate physical contact
- Harassment
 - Verbal harassment, non-physical
 - Physical harassment
- Leaving without permission - class, assembly, building, campus without the appropriate consent of a parent/guardian and administration or main office
 - Violation of Open Campus privileges
- Vandalism - improper disposal of trash, littering, intentional destruction of property
- Unauthorized school entry - entering or assisting any other person to enter a district facility without the consent of a building administrator or authorized school personnel
- Verbal/Non-verbal Intimidation - Subjecting a person to intimidation and/or aggression, either verbally and/or through gestures. Such behavior may rise to the level of harassment, bullying, hazing, or even criminal threatening, which could promote the infraction/intervention to Level III.

Technology - any inappropriate or misuse of district owned or personal devices or internet

- Inappropriate or misuse of technology (camera, headphones, speaker, computer, internet access, tablet, etc.)
- Personal electronic devices are **strictly prohibited** from when the first bell rings to start instructional time until the dismissal bell rings to end the academic school day. The school day includes lunch, study hall, learning lab, WIN and passing time.
- Recording or videotaping - Recording and/or videotaping of any kind, remotely or in school (classes, hallways, cafeteria, general areas) without prior administrative permission is against New Hampshire wiretapping law. Live feed of audio/visual material is not permitted without prior administrative permission.
 - Taking unauthorized pictures/videos on school grounds is prohibited.

Level III

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.

Repeated Level II behavior may be treated as a Level III behavior. For repeated Level II behaviors to reach the Level III level, clear documentation of the student's behavior pattern, as well as cited interventions to correct the behavior, must have previously been reviewed through SST.

Examples include, but are not limited to:

Automobile/Vehicle Misuse - unsafe operation of motorized vehicle or district-owned equipment within school zone/parking lot

Arson/Bomb Threat/False Fire Alarm

- Bomb threat, false fire alarm or false 911 call

Assault (causing serious bodily harm) - using physical force to cause injury.

- Physical attack or assault of a staff member or student

Bullying/Harassment/Cyber Bullying - a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student which:

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

Bullying shall include actions motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the student's association with

another person and based on the other person's characteristics, behaviors, or beliefs.

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

Illegal Substances - under the influence, in the presence, possession, purchase, or distribution of a controlled, illegal, synthetic substance including edibles, alcohol, tobacco, electronic smoking devices, own prescription drugs, look-alike substances, contraband, and paraphernalia

- Alcohol/Drugs
 - Distribution/Possession with intent to deliver a controlled, illegal, synthetic, or look-alike substance
 - Possession and/or use of a controlled, illegal, synthetic, or look-alike substance (including alcohol), edibles or drug paraphernalia; misuse of legal substances
- Tobacco
 - Smoking on or near school property/possession of tobacco/electronic cigarette/vapes

Safety - Creating a safety hazard or condition for students or staff

- Aggressive behavior - Directed physical or verbal intimidation (posturing, stalking, punching/kicking/slamming objects, yelling, etc.)
- Emergency Activation Misbehavior - Any handbook violation during an emergency activation
- Failure to follow health and safety guidelines (such as contagious viruses, lab safety, etc.) - creating a safety hazard or unsafe condition for students and staff.
- Fighting - participation in physical altercation
- Found in an unauthorized area
- Incendiary Devices/Fireworks
 - Possession/use of fireworks/ammunition
- Unauthorized school entry - entering or assisting any other person to enter a district facility without the consent of a school administrator or authorized school personnel

Threats/Verbal Assault - suggested verbal, written, or physical threat that creates reasonable fear of injury or property damage

- Threat to staff or another student(s)
- Threat to one's property, or to the school community
- Threatening gesture

Technology - any misuse that causes harm to an individual, group, school or violates student behavior expectations

- Inappropriate or misuse of technology (camera, headphones, speaker, computer, internet access, tablet, etc.)
- Recording or videotaping of any kind, remotely or in school (classes, hallways, cafeteria, general areas) without prior administrative permission is against New Hampshire wiretapping law. Live feed of audio/visual material is not permitted without prior administrative permission and we ask that no one engage in those practices.
 - Taking unauthorized pictures/videos on school grounds is prohibited.

Vandalism - deliberate destruction of or damage to other individual, school or district property. Restitution for damage to school or private property may be required.

- School bus vandalism
- Drawing/writing on walls, bathroom stalls, furniture, etc.

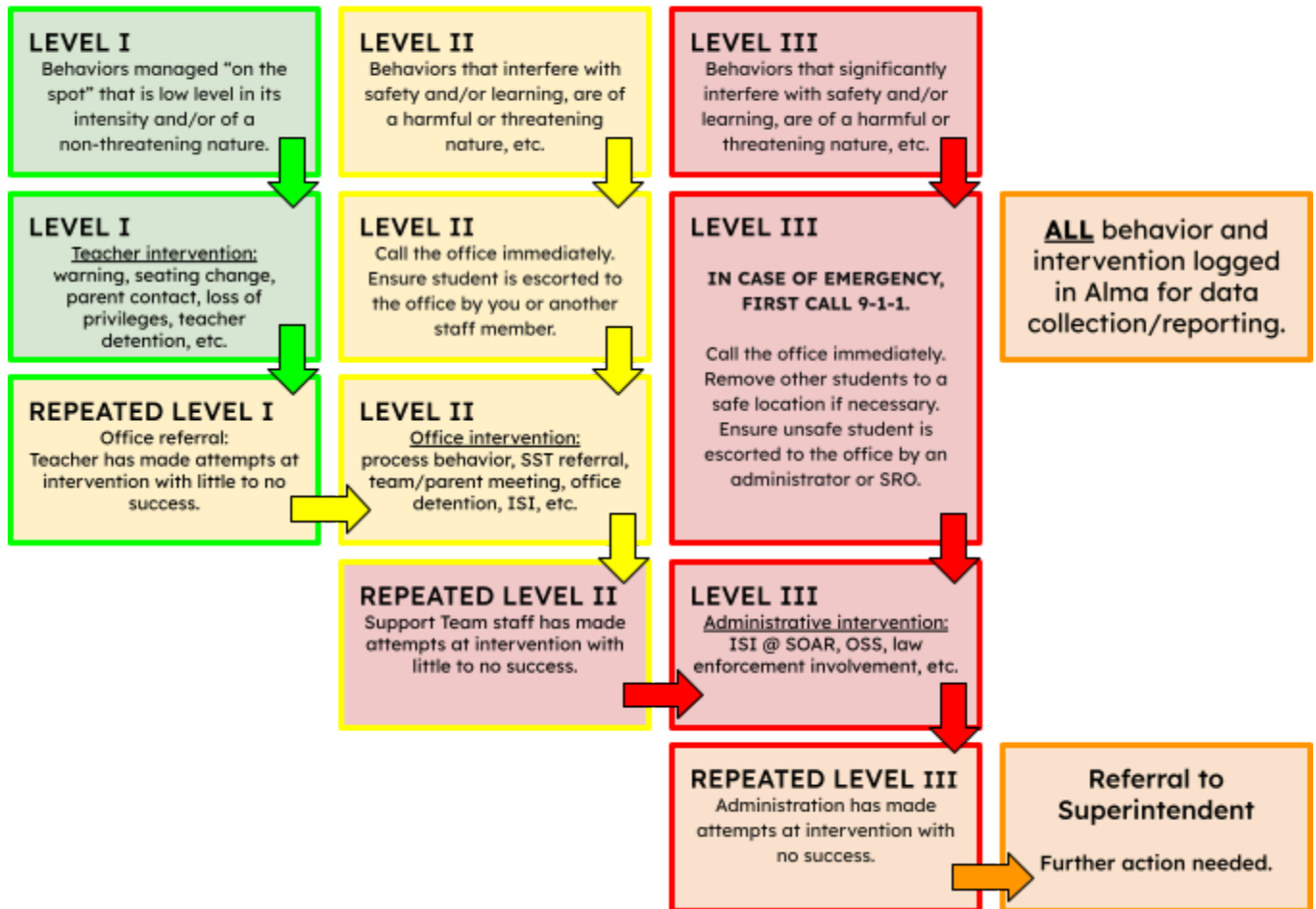
Weapons - Possession of a firearm, knife, taser, explosive, or weaponization of any item which, in the manner it is used, intended to be used, or threatened to be used may cause injury or death.

- In accordance with the Safe School Zone Act, violence, weapons, and crime will not be tolerated on Newport School District property or at any Newport School District-sponsored event. These acts are the most severe violations of the behavior code. Offenses at this level usually go beyond the school discipline system and almost always draw upon law enforcement authorities.

Any improper student behavior that is not specifically mentioned in this handbook, but which poses a threat to the health and/or safety of persons or property at Newport High School, Newport Middle School or SRVRTC and/or their associated activities, or that creates a disruption or the likelihood of a disruption in the educational climate, school activities, or opportunity to learn by others, will be considered a violation of school rules. Such violations will be dealt with by members of the school administration in a manner consistent with and appropriate to the violation. The appropriate consequences could range from parental notification through detention, in-school intervention, out-of-school suspension, all the way to possible long-term suspension by the school board.

Levelled Response Flow Chart

Observe behavior of concern, determine level of severity, respond accordingly:



Behavior Intervention Procedures

Student Intervention Conference

The teacher, student conduct counselor or school administrator will confer with the student and may contact parents by phone. In addition, a meeting may be required with a teacher, student, counselor, school support specialist, parents, school administrators, school resource officer or other appropriate person.

Lunch Detentions

Students may be assigned a lunch detention to be served during lunch with the teacher or in the office. Lunch detentions are at the discretion of the teacher or administration and run for thirty minutes. Parents/guardians will be notified.

The student is expected to use self-reflection and participate appropriately in the intervention process. Students who do not arrive on time, prepared, and respectful will be referred for an office detention.

Teacher After-School Detentions

Students may be assigned an after-school detention to be served after school with the teacher. Detentions are at the discretion of the teacher and run for forty-five minutes, 2:15-3:00 pm. Parents/guardians will be notified a day in advance and are responsible for transportation after the detention is served.

The goal of this time is to allow the teacher and student to process misbehavior, collaborate to solve any existing problems, and plan for future success in the classroom. The student is expected to use self-reflection and participate appropriately in the intervention process. Students who do not arrive on time, prepared, and respectful will be referred to the office for an office detention.

Office Detentions

The student conduct counselor or school administrator may require that students remain after the regular school day. Office detentions run Monday through Friday for sixty minutes, 2:20 - 3:20 pm.

- Students and parents/guardians will be provided with a minimum of a twenty-four hour notice and are responsible for transportation after the detention is served, which the student or parent/guardian may waive to have it served immediately on the day it is processed.
- Student involvement in extracurricular or work activity **shall not** postpone detentions. Should a conflict arise with work or any school-sponsored activity, the assigned detention shall take precedence.
- Students who repeatedly do not serve their office detentions will not be allowed to participate in non-curricular activities until the detention obligation has been met.
- Students who do not serve their office detention will be issued two more office detentions and will not be allowed to participate in or attend extracurricular activities.
- Failure to serve two assigned office detentions will result in a day of ISI.

Team Meeting

Team meetings will be held including student, parent/guardian, teacher(s), school counselor, student conduct counselor and/or school administrator with the purpose of identifying adversities and developing a plan to address and support student behavioral needs.

In-School Intervention (ISI)

In-school intervention will be used as a disciplinary action when the infraction warrants a more severe consequence. Students may be assigned to the ISI room for the remainder of the class, multiple classes, or for entire school days. Parents/guardians will be contacted by phone regarding the ISI placement.

During in-school interventions, students work with school administrators to review and process their behavior as well as plan for successful re-entry to school. We may also create a safety or behavior plan. This could include meeting with student supports, such as our student assistance program (SAP) counselor, school counselor, advisor, case manager, etc. Students and parents may opt for regular meetings with these supportive school personnel.

When students aren't meeting with school personnel, they are expected to be quiet and focused on their schoolwork. As appropriate, teachers will work with them during this time. All students with an IEP or 504 who require special service on an in-school intervention day will be accommodated.

- Students serving an all-day in-school intervention will be required to report to the ~~high school's~~ main office at the beginning of the school day, 7:30 AM, and remain in the ISI classroom until the end of the school day at 2:15 PM. Students who come late to ISI will make up the time either after school (parent verification) or on the following school day unless the time missed is approved by the administration.
- Cell phone use is not permitted. Phones must be turned in for the day.
- During the day(s) of the assigned ISI, students will be permitted to attend after-school functions (practices, games, concerts, meetings etc.) 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.
- Students who are asked to leave ISI due to non-compliance will be sent home and this will result in a one-day out-of-school suspension (OSS) and return to ISI the next school day. A failure to complete any subsequent ISI will result in further disciplinary action.

Out-of-school Suspension (OSS)

Out of school suspension can be used in response to the following behaviors:

- Behavior that is detrimental to the health, safety, or welfare of pupils or school personnel; or
- Repeated and willful disregard of the reasonable rules of the school.

Out of school suspension is used when student behavior has been remediated through the use of other forms of graduated intervention and consequences. Due process (see district policies) will be given and a decision will be made by the administration. Students who are issued an out of school suspension may not remain on school grounds.

Students are expected to make up all work missed during out-of-school suspensions. If the suspension is more than two days, teachers will provide work. Work for suspended students will be available in the office for pick-up one school day after the start of the suspension period. If your student is suspended, they may not be present on campus. Therefore, a parent/guardian or designee must pick up the work.

Within one week of returning to school from an out-of-school suspension of ten days or less, it is the student's responsibility to meet with his/her teachers. The purpose of this meeting will be to determine the extent of the schoolwork to be made up and to establish a timeline for its completion. Students will be granted a minimum of one day's time per each day of suspension to make-up their schoolwork, not to exceed a maximum of twenty school days from the date the assignment was provided by the teacher. Failure to complete the assigned make-up work will result in a zero for course work.

During the out-of-school suspension, students will not be permitted to attend school functions or be on school property. This includes before- and after-school hours. If a student is on school grounds or at a school function during the time of his/her suspension, it will be considered trespassing and become a police matter. A re-entry meeting to include parents may be required prior to the student's return from a suspension involving gross misconduct or chronic offenses. A Behavior Intervention/Manifestation meeting will be required when a student reaches ten days of suspension.

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 inspect student lockers at any time with reasonable suspicion. Students, their vehicles, and their possessions located on school property may be searched 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 officer(s). 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, 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 suspicion 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.

Procedural Due Process For Suspensions

The superintendent of schools or designee is authorized to suspend students from school for misconduct, provided:

Prior to any suspension of ten school days or less, the student will be given oral or written notice of the charges against him/her. If the student denies the charges, the student will be given an explanation of the evidence and an opportunity to justify his/her actions. Notification to parents will be made by phone that day. Written notice will be mailed home whenever a student is suspended.

In all suspensions beyond ten days and in all long-term suspensions, procedural due process will be conducted. Procedural due process will include a meeting and will include a written notice of the charge and, if desired, the opportunity to secure counsel, the opportunity to confront and cross-examine witnesses to verify the student's version of the incident or clarify circumstances which cause the suspension or long-term suspension.

- All notice of suspension or long-term suspension to parents or guardians will note the specific offenses and/or violations pertinent to the cause for suspension or long-term suspension.
- A student may be expelled from school by the Newport School Board for misconduct or for refusal to conform to reasonable rules and regulations of the school and said student will not attend school until restored by the school board.
- All long-term suspensions will be subject to review, if requested, by a student eighteen years of age or older and parents or guardians prior to the start of each school year.
- All students eighteen years of age or older and parents or guardians have the right to appeal any suspension lasting beyond ten school days to the school board. Any request for an appeal must be made in writing within five school days of the effective date of suspension.
- All students eighteen years of age or older and parents or guardians have the right to appeal any long-term suspension to the State Board of Education.

Students must understand that although they have a right to a public education, they do not have the right to disrupt or interfere with the education of other students. Students who continually violate school rules and disrupt the education of others will be held accountable for their actions.

The school administration will be responsible for determining when cases are referred to the superintendent's office. As a guideline, the third suspendable offense may be referred to the school administrator's office for further action. That action can range from additional days of suspension to referral to the superintendent for further action.

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 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.

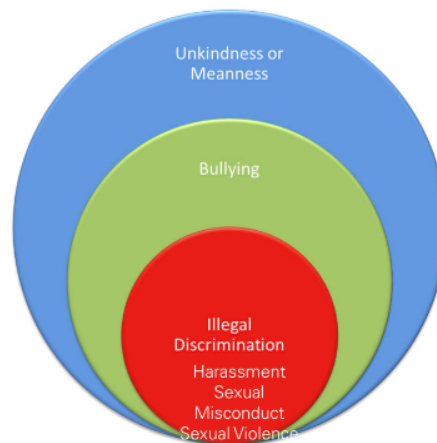
BULLYING/HARASSMENT

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

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:

- Physically harms a student or damages the student's property;
- Causes emotional distress to a student;

- Interferes with a student's educational opportunities;
- Creates a hostile educational environment; or
- Substantially disrupts the orderly operation of the school.

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.

Eligible students have the right to:

- Enroll in school immediately, even if lacking documents normally required for enrollment
- Receive transportation to and from the school of origin, if needed.
- Participate in any extracurricular activities that are offered to other students.

- Continue attending their school of origin (the school attended when permanently housed or the school in which they were last enrolled). If the school district believes that the school selected is not in the best interest of the child, the district will provide written explanation of its position and inform parents/guardians of their right to appeal.

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 office.

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.

Section 504 Plans

Section 504 is a federal civil rights law that protects individuals with disabilities from discrimination. In schools, it ensures that students with disabilities have equal access to education and school-related activities.

Under Section 504, a student is considered to have a disability if they have a physical or mental impairment that substantially limits one or more major life activities. Major life activities include things like learning, reading, concentrating, walking, seeing, breathing, or caring for oneself.

Parents, guardians, or school staff can request a 504 evaluation if they believe a student may qualify. When a concern is raised regarding a student who may require accommodations under Section 504, the school counselor or administrator initiates the referral process. Within 15 business days of the referral, a 504 planning team meeting is convened. This team typically includes the parent/guardian, the student's general education teacher, and other relevant school staff with knowledge of the student's needs—such as the school nurse, school psychologist, social worker, or a special education teacher. The team's role is to determine eligibility under Section 504 and, if eligible, develop a plan outlining the necessary accommodations and supports to ensure the student has equal access to educational opportunities.

Information used by the team may come from standardized measures, interviews with the child and parents, rating scales, observational data, adaptive behavior assessments, teacher records, social and cultural background data, criterion referenced measures, medical reports and/or records reviews.

Upon its determination that a child is eligible under Section 504, the 504 planning team must determine what accommodations are needed to meet the child's needs as they relate to the general educational setting. The 504 planning team shall then prepare a 504 plan for an eligible disabled student. The 504 plan provides reasonable accommodations to which the student is entitled, based on the student's individual needs. Once the plan has been developed, the general education team (including specialists and related arts teachers) is responsible for implementing the plan.

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](#)

Technology

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.

Introduction

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.

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](#)

APPENDIX A
Portrait of a Learner Rubric

Criteria	4 - Exemplary	3 - Proficient	2 - Developing	1 - Beginning
Communication	Consistently demonstrates exceptional listening, speaking, and writing skills that inspire teamwork and connection. Clearly and respectfully communicates ideas in multiple formats.	Effectively listens, speaks, and writes to support teamwork and connection. Communication is clear and respectful in most situations.	Sometimes demonstrates effective communication but may lack clarity or respect, limiting teamwork and connection.	Rarely demonstrates effective communication skills, hindering teamwork and connection.
Practical Skills	Exhibits strong independent wellness and success habits in school, work, and life. Consistently applies skills to real-life situations.	Shows good development of practical skills and habits needed for independence and success, with occasional lapses.	Demonstrates some practical skills and habits but requires support to apply them consistently.	Shows minimal development of practical skills and habits necessary for independent success.
Character	Exemplifies honesty, kindness, and responsibility in all actions, fostering respect and inclusion of others. Acts as a role model.	Demonstrates key character qualities and generally treats others with respect and inclusion.	Shows emerging character traits but inconsistently applies honesty, kindness, or responsibility.	Rarely demonstrates character qualities, often showing disrespect or exclusion of others.
Critical Thinking	Consistently questions assumptions, explores diverse perspectives, and makes well-informed decisions that expand knowledge and solve problems.	Effectively engages in critical thinking with some questioning of assumptions and consideration of different perspectives.	Shows limited critical thinking; occasionally questions assumptions or considers perspectives but lacks depth.	Rarely engages in critical thinking; accepts information without question or consideration of others.
Growth Mindset	Demonstrates exceptional resilience and perseverance; embraces challenges as opportunities for continuous growth and improvement.	Shows good resilience and perseverance; generally views setbacks as learning opportunities.	Displays some resilience but struggles to consistently apply effort after setbacks or challenges.	Shows limited resilience; often gives up or avoids challenges and learning opportunities.

APPENDIX B

Newport School District 2026-2027 Annual State and District Testing Inventory

Grade	District Assessments	State Assessment ELA	State Assessment Math	State Assessment Science	Additional Assessments
Kindergarten	STAR/ Fountas & Pinnell				
1st Grade	STAR/ Fountas & Pinnell				
2nd Grade	STAR/ Fountas & Pinnell				
3rd Grade	STAR/ Fountas & Pinnell	NH SAS	NH SAS		
4th Grade	STAR/ Fountas & Pinnell	NH SAS	NH SAS		NEAP**
5th Grade	STAR/ Fountas & Pinnell	NH SAS	NH SAS	NH SAS	
6th Grade	STAR	NH SAS	NH SAS		NEAP**
7th Grade	STAR	NH SAS	NH SAS		
8th Grade	STAR	NH SAS	NH SAS	NH SAS	
9th Grade	STAR*				
10th Grade	STAR*	PSAT	PSAT	NH SAS	
11th Grade	STAR*	SAT	SAT		PSAT AP
12th Grade	STAR*				AP

*STAR is administered at a classroom level throughout math and English courses.

**NEAP testing is assigned by state at random; typically, we have been selected in both fourth and sixth grade.

NEWPORT SCHOOL DISTRICT

TITLE: PD Committee

SCHOOL BOARD MEETING OF: 8/13/2026

ACTION X CONSENT: INFORMATION:

FISCAL IMPACT: None

FISCAL VERIFICATION:

RECOMMENDATION:

NEWPORT SCHOOL DISTRICT

TITLE: Superintendent Hiring Committee

SCHOOL BOARD MEETING OF: 8/13/2026

ACTION X CONSENT: INFORMATION:

FISCAL IMPACT: None

FISCAL VERIFICATION:

RECOMMENDATION:

NEWPORT SCHOOL DISTRICT

TITLE: Superintendent Goals

SCHOOL BOARD MEETING OF: 8/13/2026

ACTION X CONSENT: INFORMATION:

FISCAL IMPACT: None

FISCAL VERIFICATION:

RECOMMENDATION:

NEWPORT SCHOOL DISTRICT

TITLE: Finance Report

SCHOOL BOARD MEETING OF: 8/13/2026

ACTION _____ CONSENT: _____ INFORMATION: X

Ms. O'Connor will share her finance report.

FISCAL IMPACT: None

FISCAL VERIFICATION: _____

RECOMMENDATION:

Newport General Fund 25-26 Unaudited EOY Fiscal Report
SY Ending 6.30.26

Newport Revenues

<u>Function</u>	<u>Type</u>	<u>Budget</u>	<u>Year to Date</u>	<u>Proj Addit Receipts</u>	<u>Proj Variance</u>
111x	District Assessment	10,201,289	10,201,289	-	0
13xx	Tuition/Spec Ed Cost Recovery	937,000	1,027,967	- 90,967	0
15xx, 17xxx, 19xx	Other Local Revenue (Int, Rental, etc)	64,000	68,678	- 4,678	0
31xx/32xx	NH State Reimbursements	8,830,001	8,971,156	- 141,155	0
4xxx	Federal Reimbursements/Grants	207,562	168,761	38,801	0
51xx/52xx	Sale Bonds Note/Fund Transfers	1,501,000	1,501,000	-	0
Total		21,740,852	21,938,851	- 197,999	-

2025 Fund Balance 407,938

Total Avail Revenue 22,148,790

PROJECTED FUND BALANCE (from Operations)

POTENTIAL REVENUE VARIANCE	197,999
POTENTIAL EXPENDITURE BUDGET BALANCE	921,356
TOTAL	1,119,355

POTENTIAL ADDTL UNRESERVED FUND BALANCE/RETAINAGE

	1,119,355
CRF	859,355
Food Service	809,355
Summer Proj.	716,614
Est. URF	716,614

Newport Expenditures by Function (Department)

<u>Function</u>	<u>Description</u>	<u>Budget Adopted</u>	<u>YTD Expended</u>	<u>Encumbrances & Projections</u>	<u>Budget Balance</u>
1100	Regular Instructional Programming	5,041,012	4,659,421	0	381,591
1200	Special Education Programming	4,034,935	3,591,705	0	443,230
1260	English Second Language Learning Program	92,930	76,414	0	16,516
1300	Vocational Programming	1,012,311	943,397	0	68,914
1410/1420/1490	Co-Curricular/Athletics/Field Trip	532,881	480,942	0	51,939
2112	School Resource Officer	80,000	77,325	0	2,675
2120	Guidance Programming	411,709	417,047	0	(5,338)
2130	Health Programming	189,228	154,060	0	35,168
2140	Psych Services	317,781	295,811	0	21,970
2150	Speech Services	420,869	570,204	0	(149,335)
2162/2163	OT/PT Services	444,600	503,695	0	(59,095)
2200-2213	Staff Development	566,440	518,126	30,000	18,314
2222	Media/Library	162,525	175,104	0	(12,579)
2225	Technology Services	397,046	362,153	34,021	871
2310/2321/2332	School Board/Superintendent Services	908,831	992,254	0	(83,423)
2400/2490	School Administration/Principals Office	1,601,435	1,570,570	0	30,865
2510	Business Services	463,971	427,785	0	36,186
2610	Building Maintenance	108,036	101,564	0	6,472
2620	Custodial Services	2,128,343	2,118,003	28,720	(18,380)
2721	Student Transportation (to/from)	560,023	523,296	0	36,727
2722	Special Ed Transportation	196,028	173,071	0	22,957
2723	Vocational Transportation	2,896	0	0	2,896
2724	Athletic Transportation	25,780	12,928	0	12,852
2725	Field Trip Transportation	4,891	2,041	0	2,850
2800	Technology Director	120,223	121,002	0	(779)
2900	Support Services	100,292	74,239	0	26,053
4000	Construction Services	0	0	0	0
5100	Debt Service	722,774	691,536	0	31,238
5200	Reserve Fund Transfers-Federal Proj.	1,001,000	1,001,000	0	0
5220	F&R Food Service Transfer	500,000	500,000	0	0
Expenditure Totals		\$22,148,790	\$21,134,693	\$92,741	\$921,356