
Coe-Brown Northwood Academy

Policy 1-1

Data and Records Management

PURPOSE:

To insure the proper use, storage and access to school and personnel records maintained by Coe-Brown Northwood Academy

POLICY:

The Board of Trustees of Coe-Brown Northwood Academy delegates to the Headmaster the responsibility for developing procedures for records retention that is in compliance with RSA 189:29-a and the Department of Education regulations. The Headmaster will also have responsibility for determining if requests from the public for information meet all requirements. This includes the authority to deny access if the information requested is not public in nature.

It is the policy of the Academy that personnel records shall be maintained in accordance with current Federal and State laws. Access to these records, other than by the staff person involved, or staff charged with record maintenance, or by an appropriate supervisor or school official shall be limited to current Federal and State statutes or as governed by the right-to-know laws.

It is also the policy of the Academy that financial records shall be maintained in accordance with Federal and State laws. Access to these records shall follow these statutes. Records maintenance shall be done in accordance with good accounting procedures to ensure that such records are in conformance with all regulations and can be audited to ensure the financial solvency of the Academy.

Neither the Board of Trustees nor the Headmaster shall provide, or make public, financial records or Board records not required by law or contract.

Coe-Brown Northwood Academy

Policy 1-2

Performance Evaluations

PURPOSE:

To ensure that performance evaluations are conducted, as appropriate, on all staff and employees

POLICY:

It is the policy of Coe-Brown Northwood Academy that regular evaluations are completed on all appropriate staff and employees at the school. It will be the responsibility of the Headmaster to see that these follow a standard process and are completed on a regular schedule. It is understood that the process and format may differ depending on the category of the employee.

Evaluations will be shared with the employees in a timely manner and they will have an opportunity to respond. Once completed the evaluation shall be stored in the employees' personnel files.

It will be the responsibility of the Board of Trustees to evaluate the performance of the Headmaster on an annual basis.

Coe-Brown Northwood Academy

Policy 1-3

Teacher Duties

PURPOSE:

To identify the parameter for assigning teacher duties to ensure the effective operation of the Coe-Brown Northwood Academy

POLICY:

It is the policy of Coe-Brown Northwood Academy that all teachers will be academically qualified in the area he/she will be instructing.

It will be the responsibility of the Headmaster to see that class assignments are equitable and allow time for preparation. The Headmaster also has the authority to assign extra duties such as lunch and bus duty, homeroom, and study hall.

Paid co-curricular activities will be filled by members of the faculty whenever possible. Teachers will not be required to accept these paid assignments unless specified as a condition in a teacher contract.

Coe-Brown Northwood Academy

Policy 1-3

Teacher Responsibilities

PURPOSE:

To identify the parameter for assigning teacher duties to ensure the effective operation of the Coe-Brown Northwood Academy

POLICY:

It is the policy of Coe-Brown Northwood Academy that all teachers will be academically qualified in the area he/she will be instructing.

It will be the responsibility of the Headmaster to see that class assignments are equitable and allow time for preparation. The Headmaster also has the authority to assign extra duties such as lunch and bus duty, homeroom, and study hall.

Paid co-curricular activities will be filled by members of the faculty whenever possible. Teachers will not be required to accept these paid assignments unless specified as a condition in a teacher contract.

Coe-Brown Northwood Academy

Policy 1-4

Student Handbook

PURPOSE:

To clarify the purpose of the student handbook

POLICY:

It is the policy of Coe-Brown Northwood Academy to provide students with a handbook that contains selected policies and procedures and relevant information. Student rights and responsibilities shall be included in the handbook and will be available in another language or presented orally upon request.

It will be the responsibility of the Administration of the school to ensure that a new updated handbook is available to all students at the opening of school each year. Changes and/or additions to the handbook will be made at the discretion of the Headmaster.

Coe-Brown Northwood Academy

Policy 1-5

Insurance

PURPOSE:

To ensure that Coe-Brown Northwood Academy is protected in cases of loss or damage to facilities, operations or employees

POLICY:

It is the policy of the Board of Trustees that Coe-Brown Northwood Academy will maintain all necessary insurances to protect against claims made against the school. These insurances will include, but not necessarily be restricted to, fidelity bonds, liability coverage, and fire.

The Board shall also authorize and, where appropriate, contribute financially to programs relating to health, life insurance, or liability programs relating to staff and student curricular and co-curricular activities.

Coe-Brown Northwood Academy

Policy 1-6

BACKGROUND AND CRIMINAL RECORD CHECK

PURPOSE:

To ensure that, to the best of our ability, individuals hired to work at Coe-Brown Northwood Academy are qualified to perform their job and have no criminal history that would disqualify them for employment at the school

POLICY:

It is the policy of the Board of Trustees that a background and criminal records check be completed on all applicants prior to a final offer of employment being made.

The Headmaster will have the responsibility for insuring the appropriate state and federal background checks are completed. This will be in addition to each applicant being asked if they have any convictions or pending criminal charges.

The Headmaster has the authority to make a conditional offer of employment (once the formal check has been initiated) pending the results of the background and criminal record check. A final offer will not be made until the results of the check are back. The Headmaster will follow the requirements in RSA 189:13-a V regarding what convictions preclude any final offer of employment. An individual with a criminal conviction that is not included in the RSA may be considered for employment but it will be done on a case-by-case basis by the Headmaster and the Education Committee of the Board of Trustees.

Volunteers are subject to a background investigation/criminal records check and the provisions of this policy.

The Board and Headmaster reserves the right to request additional criminal record checks at any time of any employee.

Coe-Brown Northwood Academy

Policy 1-7

Hiring and Staff Development - Professional Staff

PURPOSE:

To establish the parameters for the hiring and staff development for professional staff positions

POLICY:

The Board of Trustees recognizes the importance of hiring qualified staff to fill openings at the Academy. The Headmaster is authorized to utilize various means to publicize openings and recruit candidates for professional positions.

The Headmaster is also responsible for reviewing the applicants, interviewing appropriate candidates and bringing forward the best candidates for considerations by the Education Committee of the Board. The Education Committee, in consultation with the Headmaster, will make the final determination of who to hire.

The Headmaster, or designee, will ensure that new staff are provided an effective orientation to the Academy, its objectives and policies.

The Board also recognizes the importance of supporting on-going staff development activities and will authorize time and funding for appropriate in-service training. The Headmaster, and designated staff, will have responsibility for identifying and implementing appropriate staff development activities.

Depending on available funding, the Board will also support a program of grant-in-aid for professional staff to participate in educational activities during the summer break. The Education Committee of the Board will handle applications for this funding and make the final decisions.

Coe-Brown Northwood Academy

Policy 1-8

Hiring and Staff Development - Support Staff

PURPOSE:

To establish the parameters for the hiring and staff development for support staff positions

POLICY:

The Board of Trustees recognizes the importance of support staff to the effective operation of the Academy. The Headmaster is authorized to utilize various means to publicize openings and recruit candidates for support staff positions.

The Headmaster is also responsible for reviewing the applicants, interviewing appropriate candidates and making the hiring decision. At the Headmaster's discretion the top candidates for any support staff position may be brought before the Education Committee for an interview and final decision.

The Headmaster, or designee, will insure that new staff are provided an effective orientation to the Academy, its objectives and policies.

The Board also recognizes the importance of supporting training activities and will authorize time and funding for appropriate in-service training. The Headmaster, and designated staff, will have responsibility for identifying and implementing appropriate training activities.

The Education Committee of the Board reserves the right to consider a request for a grant-in-aid from an employee in a support staff position. Decision on funding the request will be based on the quality of the training activity, the value to the Academy, and the availability of funds.

Coe-Brown Northwood Academy

Policy 1-9

Grievance Policy - Staff

PURPOSE:

To clarify the process for staff who have a grievance regarding issues with the Academy

POLICY:

It is the policy of the Board of Trustees of Coe-Brown Northwood Academy to ensure that employees have a means to address any potential grievance they have with the school.

The Headmaster will be responsible for establishing procedures for staff to follow to resolve the problem. It is important to note that concerns regarding contracts, sexual harassment or discrimination will need to follow the specific policies and procedures established for these areas. The Headmaster will insure that there is a designated employee(s) available to handle complaints in these areas.

In order to promote efficiency and to avoid misinterpretations, all personnel must observe a chain of command when bringing staff concerns or complaints to the attention of the administration. It is the Board's policy not to involve itself in personnel complaints or dispute until the matter has properly followed established procedures.

If the employee is not satisfied with the result, they may take their concern to the Board of Trustees. The request for a hearing must be in writing to the President of the Board. The Board will have 60 days to review the facts, determine if a hearing is necessary, and make a decision. The decision of the Board is final.

Coe-Brown Northwood Academy

Policy 1-10

School Mascot

PURPOSE:

To clarify the process for identification and use of the school mascot

POLICY:

It is the policy of the Board of Trustees of Coe-Brown Northwood Academy to have an official school mascot for use by school teams, organizations and events. It is the responsibility of the Board of Trustees to formally approve the school mascot. At the discretion of the Board, the approval process may involve input from the administration, teachers, staff, students or other components of the school community.

All school teams, organizations or individuals who wish to use a representation of the mascot are encouraged to obtain prior approval from the administration for the symbol they wish to use. In the case of school teams and organizations, the administration may delegate the authority to approve the mascot symbol to school coaches, advisors, or department deans. Inappropriate use of any representation of the mascot will not be allowed. The administration's decision on this will be final.

Images of the school logos or mascots may not be used by individuals outside the school community unless specific approval has been granted by the Board of Trustees or the Administration.

The school will not be responsible for any cost incurred for items obtained or used with a mascot representation unless arranged in advance with the administration.

Coe-Brown Northwood Academy

Policy 1-11

Administration Goals

PURPOSE:

To ensure the proper and effective administration of the school through the development of administrative goals and expectations.

POLICY:

The Board of Trustees of Coe-Brown Northwood Academy will delegate to the Headmaster the responsibility to provide the administrative leadership necessary to insure the effective operation of the school and maintenance of a positive learning environment.

The major goal areas will include managing the various school departments and programs effectively, providing professional advice and counsel to the Board, and implementing management functions to assure the best and most effective learning environment in the school. This will include keeping abreast of current educational developments, arranging appropriate staff development activities, ensuring that the decision-making processes include the opportunity for input from appropriate parties, and ensuring the implementation of procedures to ensure that the differing needs and talents of students are fully considered when planning educational programs.

The annual evaluation of the Headmaster will address his/her effectiveness in meeting these goals.

Coe-Brown Northwood Academy

Policy 1-12

Safety Program

PURPOSE:

To ensure the appropriate development and implementation of a safety program at the school

POLICY:

The Board of Trustees of Coe-Brown Northwood Academy will delegate to the Headmaster the responsibility to implement and supervise a safety program at Coe-Brown Northwood Academy.

The Safety Program will emphasize in-service training; accident record-keeping; plant inspection; fire prevention; catastrophe planning; and emergency procedures and traffic safety procedures relevant to students. The Headmaster shall have responsibility for developing safety procedures to be used on school grounds, during authorized school activities, within school buildings, off school grounds during sanctioned activities, and in the use of online resources.

The Headmaster may delegate the responsibility for these activities to another staff person or committee.

Coe-Brown Northwood Academy

Policy 1-13

EEOC AND NON-DISCRIMINATION

PURPOSE:

To ensure equal employment and participatory opportunities to employees and students and to protect against discrimination

POLICY:

Coe-Brown Northwood Academy does not discriminate on the basis of sex or other protected categories in its education programs and activities, as required by federal and state laws/regulations. Discrimination against and harassment of school employees because of age, sex, gender identity, sexual orientation, race, creed, color, ancestry or national origin, marital status, familial status, physical or mental disability, religion, or genetic information are prohibited.

Discrimination against and harassment of students because of age, sex, gender identity, sexual orientation, race, creed, color, ancestry or national origin, marital status, familial status, physical or mental disability, religion or economic status are prohibited.

The Board directs the school administration to create and implement a continuing program designed to prevent, assess the presence of, intervene in, and respond to incidents of discrimination against all applicants, employees, students and other individuals having access rights to school premises and activities.

The school district has designated and authorized a Title IX Coordinator who is responsible for ensuring compliance with all federal and state requirements relating to nondiscrimination, including sexual harassment. The Title IX Coordinator is a person with direct access to the Headmaster.

The Academy has implemented complaint procedures for resolving complaints of discrimination/harassment and sexual harassment under this policy. Coe-Brown Northwood Academy provides required notices of these complaint procedures and how they can be accessed, as well as the Academy's compliance with federal and state civil rights laws and regulations to all applicants for employment, employees, students, parents and other interested parties.

Legal Reference:

- Equal Employment Opportunities Act of 1972 (P.L. 92-261) amending Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000(e) et seq.)
- Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) Title VI of the Civil Rights Act of 1964 (P.L. 88-352)
- Age Discrimination in Employment Act of 1967 (29 U.S.C. § 621 et seq.) Equal Pay Act of 1963 (29 U.S.C. § 206)
- Rehabilitation Act of 1973 (Section 504) (29 U.S.C. § 794 et seq.); 34 CFR § 104.7, as amended
- Americans with Disabilities Act (42 U.S.C. § 12101 et seq.), as amended
- Genetic Information Nondiscrimination Act of 2008 (42 U.S.C. § 2000ff et seq.)
- NH RSA 186:11; 193:38; 193:39; 354-A
- NH Code Admin. R. Ed. 303.01(i)

Cross Reference of Policies:

Coe-Brown Northwood Academy

(This is the suggested list to cross-reference...)

ACAA – Unlawful Harassment and Sexual Harassment of Students

ACAA-R – Student Unlawful Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures

ACAB – Unlawful Harassment and Sexual Harassment of School Employees

ACAB-R – Employee & Third-Party Unlawful Discrimination/ Harassment and Title IX Sexual Harassment Complaint Procedures

Coe-Brown Northwood Academy

Policy 1-14

Student Records

PURPOSE:

To protect the rights and privacy of students by maintaining confidentiality of student records

POLICY:

The Board of Trustees of Coe-Brown Northwood Academy will delegate to the Headmaster the responsibility for developing and implementing procedures to insure that student records are kept confidential and safe.

The Headmaster will insure that student files will be kept in a manner that will ensure, as much as possible, that they are safe from being destroyed. This may include storing some documents off-site. In addition, electronic records will be protected, as much as is possible, from computer fraud.

The education records include all materials directly related to a student that a school maintains. Records and notes maintained by a teacher, administrator, or school medical staff for his/her own use, and which are not available to others are exempt from this definition.

These procedures will include a process whereby parents/guardians can access their child/ward's records at a mutually convenient time during the regular school day. This will be the same for students who are 18 years or older. Those wishing to access such records may do so by contacting the Headmaster's office.

The school will require prior written consent before information or other directory information may be divulged to third parties. An exception to this rule exists for school district employees who have a legitimate interest in viewing the records, as well as officials in other secondary school in which the student seeks to enroll. The Headmaster has the authority to determine what, if any, disciplinary records will be divulged to third parties.

Coe-Brown Northwood Academy

Policy 1-15

Off-Campus Behavior of Students and Staff

PURPOSE:

To ensure a safe, proper learning and working environment at Coe-Brown Northwood Academy free from the effects of adverse off-campus personal behavior

POLICY:

The Board of Trustees of Coe-Brown Northwood Academy is committed to providing a positive learning and working environment at Coe-Brown Northwood Academy. The Board recognizes that off-campus behavior has the potential to have a negative impact on the school and its ability to meet its goals.

To this end the Board reserves the right to evaluate off-campus behavior of students and staff when such behavior is deemed to be a threat to the public or will have a significant negative impact on the learning or working environment at the academy. This includes occurrences of "cyber-bullying" and threatening language being used by students on the internet when out-of-school and off-campus. Disciplinary action, taken after proper investigation and hearings may include probationary attendance, suspension, dismissal or withdrawal of authorization to re-enroll. Actions taken under this policy shall be subject to review by counsel, as deemed necessary.

The Board also reserves the right to require more frequent and additional criminal or background checks for faculty, staff, part time employees, consultants, contractors and business representative beyond those at hiring, re-certification, or renewal.

Coe-Brown Northwood Academy

Policy 1-16

Grievance Policy - Students

PURPOSE:

To clarify the process for students or their parents/guardians who have a grievance regarding issues with the Academy

POLICY:

It is the policy of the Board of Trustees of Coe-Brown Northwood Academy to ensure that students and/or their parents/guardians have a means to address any potential grievance they have with the academy.

The Headmaster will be responsible for establishing procedures for these parties to follow to resolve the problem. It is important to note that concerns regarding sexual harassment or discrimination will need to follow the specific policies and procedures established for these areas. The Headmaster will insure that there is a designated employee(s) available to handle complaints in these areas.

If the party with the grievance is not satisfied with the result they may take their concern to the Board of Trustees. The request for a hearing must be in writing to the President of the Board. The Board will have 60 days to review the facts, determine if a hearing is necessary, and make a decision. The decision of the Board is final.

Coe-Brown Northwood Academy

Policy 1-17

FMLA

PURPOSE:

To state the policy of the Board regarding the Federal Family and Medical Leave Act (FMLA) of 1993

POLICY:

Coe-Brown Northwood Academy complies with the Federal Family and Medical Leave Act (FMLA) of 1993 and all applicable State laws related to family and medical leave. This means that, in cases where the law grants you more leave than our leave policies provide, Coe-Brown Northwood Academy will give you the leave required by law.

FMLA Leave Eligibility: The FMLA provides up to twelve (12) weeks of unpaid leave every twelve (12) months to eligible employees for certain family and medical reasons. To be eligible, you must have worked for Coe-Brown Northwood Academy for twelve (12) months, and for one thousand two hundred fifty (1250) hours over the previous twelve (12) months. (See the FMLA regarding exemptions for certain highly compensated employees). Intermittent leave will be permitted for eligible employees where necessary.

Reasons for Taking Leave: If you are an eligible employee, you are entitled to FMLA leave for any of the following reasons:

- a) To care for a newborn, an adopted child or a foster child within a year of the child's arrival,
- b) To care for a spouse, child, or parent who has a serious health condition, or
- c) For a serious health condition that makes you unable to perform the functions of your job.
- d) Because of any qualifying exigency (as the Department of Labor Regulations shall define that term) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

Service member Family Leave: An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty shall be entitled to a total of 26 workweeks of leave during a 12-month period to care for the service member. The leave described in this paragraph shall only be available during a single 12-month period. During this 12-month period, an eligible employee shall be entitled to a combined total of 26 workweeks of leave (including any time taken because of any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation).

Notice: Where your need for FMLA leave is foreseeable, you must provide notice of your need for leave to Coe-Brown Northwood Academy not less than thirty (30) days before the leave is scheduled to begin. If your need for FMLA is not foreseeable (for example where a birth or placement of a child or a need for medical treatment requires leave to begin in less than thirty (30) days, you must provide notice as soon as practicable.

If your need for leave is foreseeable based on planned medical treatment, you should make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of Coe-Brown Northwood Academy, subject to the approval of your health care provider.

Certification: Coe-Brown Northwood Academy requires that you provide a medical certification of your need for leave because of a serious health condition (whether your own or that of your child, spouse or parent's, or next of kin's) whenever the leave is expected to extend beyond five (5) consecutive working days or will involve intermittent or part-time leave.

Coe-Brown Northwood Academy requires that you provide a medical certification of your ability to resume work after a FMLA leave for your own serious health condition that extends beyond ten (10) consecutive working days.

Coe-Brown Northwood Academy may require that a request for leave due to military service be supported by appropriate certification if the FMLA regulations prescribe such certification.

Substitution of Paid Leave for FMLA Leave: In the case of leave for the birth, foster placement, or adoption of a child, or the serious health condition of a spouse, child or parent, or because of any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation, an eligible employee must substitute any accrued vacation leave, personal leave and/or "family leave" for any part of the unpaid leave provided for under the FMLA. In the case of the employee's own serious health condition, an eligible employee must substitute any accrued vacation leave, personal leave and/or sick leave for any part

of the unpaid leave provided for under the FMLA. The substitution of paid leave time for unpaid leave time does not extend the 12-week leave period. Your family/medical leave will run concurrently with other types of leave. You will not accrue vacation or holiday benefits while on unpaid leave.

Periodic Reporting: If you take leave for more than two (2) weeks, Coe-Brown Northwood Academy requires that you report to the Headmaster or Assistant Headmaster at least every two weeks on your status and intent to return to work.

Measurement of 12 Month Period: For purposes of this policy, the "twelve month period" described in the FMLA will be measured forward from the date the employee's first FMLA leave begins. Accordingly, you are entitled to twelve weeks of leave during the year beginning on the first day you take FMLA leave. The next 12 month period would begin on the first day on which you take FMLA leave after the completion of any previous 12 month period.

The complete provisions of the FMLA are too lengthy to include in this policy. However, if you have questions about the FMLA or would like to review the statute itself, please contact Coe-Brown Northwood Academy or the United States Department of Labor.

Coe-Brown Northwood Academy

Policy 1-18

Memorandum of Understanding with Local Police Department

PURPOSE:

To ensure that Coe-Brown Northwood Academy and the Northwood Police Department are able to work in a joint cooperative effort to provide a safe and healthy school environment.

POLICY:

It is the policy of the Board of Trustees of Coe-Brown Northwood Academy to maintain a Memorandum of Understanding between the school and the Northwood Police Department. This is in compliance with RSA 193-D, Safe School Zones, as amended.

The Headmaster, or designee, will be responsible for establishing and maintaining this document. It will clarify the responsibility of the academy and its staff and the police department regarding any event that violates the Safe School Zone Act.

The Headmaster, or designee, will ensure that school staff are provided appropriate training on this memorandum.

Coe-Brown Northwood Academy

Policy 1-19

STAFF DRESS CODE

PURPOSE:

To clarify the expectation for staff dress while at work

POLICY:

It is the policy of the Board of Trustees of Coe-Brown Northwood Academy that all staff will present a professional appearance while on duty at the academy. To this end it is expected that all staff will wear professional dress.

The Board recognizes that the nature of certain assignments (i.e. Physical Education, Industrial Arts, etc.) may require exceptions to this and it will be dealt with on an individual basis.

The Headmaster has the final authority to determine if the attire in question is appropriate for the duties to be performed.

Coe-Brown Northwood Academy

Policy 1-20

School Clubs and Organizations

PURPOSE:

To establish the guidelines for school clubs and organizations

POLICY:

The Board of Trustees of Coe-Brown Northwood Academy supports the concept of having a wide variety of school clubs and organizations to support the diverse interests and needs of the student body.

The Headmaster, or designee, will have responsibility for approving the establishment of any club or organization and assigning an advisor. It will be the responsibility of the advisor and the official club members to plan their agenda and activities for the year. The Headmaster, or designee, has the authority to review these plans and make changes as needed in order to insure alignment with the mission and educational purposes of the school.

Attendance at these clubs/organizations will be restricted to the advisor, official members, the administration of the school and invited guests.

Coe-Brown Northwood Academy

Policy 1-21

VOLUNTEERS

PURPOSE:

To ensure that Coe-Brown Northwood Academy makes effective use of volunteers

POLICY:

The Board recognizes the valuable contribution made to the total academy program by the use of volunteers in the academy. It is important that the role, responsibilities and management of volunteers be clear to all involved. The Headmaster, or designee, is authorized to develop the necessary procedures for the utilization of volunteers in the academy. This will include the application process, clear explanation of their duties, supervision, orientation, how to handle disciplinary issues, review of confidentiality, evaluation, and background and criminal records check. Additional procedures and/or expectations may be initiated at the Headmaster's discretion.

It is understood that volunteers will serve as assistants and not be assigned to roles that require specific professional training. Supervision of the volunteer will be provided by an individual certified and/or trained in the area in question. Volunteer assignments may be terminated at any time based on the needs of the academy.

Individuals who are volunteering as coaches must be certified in that sport and be in compliance with the standards set by the NHIAA.

Coe-Brown Northwood Academy

Policy 1-22

EMPLOYEE USE OF SOCIAL TECHNOLOGIES

PURPOSE:

To ensure that Coe-Brown Northwood Academy employees use social technologies in a manner that supports the mission of the school

POLICY:

The Board wants to be sure that employees are aware that their use of social technologies cannot undermine the mission of or their role at the academy. To this end the following is in place:

All Coe-Brown Northwood Academy (CBNA) employees are reminded that they are professionals who serve as role models for students and should therefore refrain from any communication, electronic or otherwise, which undermines their effectiveness as employees of an educational enterprise. CBNA employees must maintain appropriate boundaries between students and themselves even when they are off-duty. CBNA employees who violate this policy may face discipline and/or dismissal, in accordance with other school policies. For example, off-duty conduct involving electronic communication that is immoral may lead to discipline or dismissal.

Employees shall not post any CBNA data, documents, photographs or other Academy owned or created information on any website or in any electronic document without prior written administrative approval. The posting or communication of any private or confidential Academy material by any electronic means is strictly prohibited.

CBNA employees are prohibited from engaging in any electronic communication that violates the law, school policies, or other standards of professional conduct. ***Accessing websites, any social media platforms, and using computers or mobile phones to send or receive inappropriate messages of any kind during school hours is prohibited.*** Employees who violate this policy may face discipline and/or termination, in line with other academy policies, if applicable.

To that end, CBNA, discourages its employees from engaging in the following problematic conduct as such conduct may be immoral or illegal and/or constitute misconduct, or demonstrate lack of appropriate boundaries:

- Inviting students to be “friends” through an Internet site or accepting such invitations from students on personal accounts
- Socializing with students outside of school on social networking websites, chatrooms, blogs, and other websites including but not limited to Facebook, Twitter, etc.
- Communicating with students via email, instant message, text message, or other electronic means in an overly casual, unprofessional, inappropriate, or offensive manner
- Creating, possessing, managing, or having a website that contains immoral pictures, video, or text, or other information or links to such information
- Using the Internet, email, instant message, text message, or other electronic means to disparage or ridicule students or staff in a manner that is disruptive to the operation of the school or defamatory
- Texting and pixing to students

Nothing in this policy prohibits CBNA employees or students from using educational websites or electronic communication solely for educational purposes.

Academy employees are expected to behave honorably in both real and virtual (online) spaces. Your online behavior should reflect the same standards of honesty, respect and consideration that you use face-to-face. Further, personal information posted online is not truly private as it creates a permanent record that may be retrieved and retained, and thus any expectation or privacy may be unwarranted. Information posted online is routinely reviewed by potential employers and may impact future employment opportunities.

Coe-Brown Northwood Academy

Policy 1-23

Reduction in Force

PURPOSE:

The Board recognizes it is necessary to have a plan in place in case of the unfortunate event of a significant loss in the number of student attending the Academy. For this reason the following policy will be in place to deal with reducing the number of employees on staff.

POLICY:

When the Board of Trustees finds it necessary to reduce the number of certified full time and/or part-time positions for reasons of declining enrollment, budget reduction, change in or consolidation of Board-authorized programs, or for any other reason determined necessary by the Board, a Reduction In Force procedure (RIF) will be implemented. In identifying which faculty or staff to release from a position, the Board shall, through the recommendations of the administrative staff, consider the following factors: certification, academic preparation, job performance, seniority, collegial collaboration, and professional contributions to the Academy community as a whole.

Coe-Brown Northwood Academy

Policy #2-1

BY-LAWS

Purpose:

To provide for, as needed, the review and updating of the by-laws for the Board of Trustees

Policy:

The Board of Trustees recognizes the importance of maintaining a regular review of the By-Laws to insure that they are up to date.

The By-Laws will address the Board's organization, powers, responsibilities and meeting procedures.

The Board will maintain a By-Laws sub-committee under the Planning Committee to assume responsibility for the regular review of the By-Laws and to make recommendations for changes as needed.

Coe-Brown Northwood Academy

Policy #2-2

Policy Review and Development

Purpose:

To define the Board's responsibility and role in the development and review of policies

Policy:

The Board of Trustees is the policy making body for Coe-Brown Northwood Academy.

The Board, and its committees, will have responsibility for reviewing the policies of the Academy and bringing recommendations for changes and additions to the full Board for approval.

Implementation of school policies will be the responsibility of the Headmaster and/or designee.

Coe-Brown Northwood Academy

Policy #2-3

Procedural Review and Development

Purpose:

To define the Board's responsibility and role in the development and review of procedures

Policy:

The Board of Trustees is the policy making body for Coe-Brown Northwood Academy.

It is the responsibility of the Headmaster to develop the procedures to implement school policies. These procedures may be reviewed by the Board or appropriate Board committee as needed.

Procedures for the implementation of Section 2: Board Policies will be the responsibility of the appropriate Board committee. These procedures may be reviewed by the full Board as needed.

Coe-Brown Northwood Academy

Policy #2-4

Conflict of Interest

Purpose:

To define the Board's position on conflict of interest situations

Policy:

The Board of Trustees will maintain, in the By-Laws, a clear procedure for dealing with conflict of interest situations that may arise in Board dealings.

All Board members will be given a copy of the By-Laws and be expected to follow the procedures if a conflict of interest situation comes up.

New Board members will have the conflict of interest procedures explained to them at the beginning of their term of office.

Coe-Brown Northwood Academy

Policy #2-5

Long Range Planning

Purpose:

To define the Board's role and responsibility for long range planning

Policy:

The Board of Trustees is responsible for developing and maintaining a long-range plan for Coe-Brown Northwood Academy.

The Board will designate a Long-Range planning committee that will have responsibility for facilitating the development, review and revision of the long-range plan.

All Board members and the Headmaster are expected to participate in long-range planning activities. The Board will also solicit input, as appropriate, from the faculty, staff and community.

Coe-Brown Northwood Academy

Policy #2-6

Board vs. Administrative Areas of Responsibility

Purpose:

To define those matters that can be handled by administrative personnel

Policy:

The Board of Trustees is responsible for the following:

- a) developing the policies for the academy
- b) developing the budget and oversight of the financial aspects of running the school
- c) identifying, planning for and implementing capital improvements
- d) working with the Headmaster in making final hiring decisions for teachers
- e) working with the Headmaster in determining serious disciplinary action for students
- f) oversight of the sports and co-curricular activities
- g) developing and monitoring the long range plan
- h) hiring, supervising and evaluating the Headmaster

Matters that are handled administratively:

- a) implementation of policies, including development of necessary procedures
- b) purchasing and expenditure of funds according to the established budget
- c) supervision of teachers, para-professionals and staff
- d) all day to day activities including student discipline, interaction with families, vendors, other professionals, and visitors
- e) scheduling and arranging courses and curriculum to meet the educational mission of the Academy
- f) act as the primary conduit for information flow to/from the Board and faculty/staff
- g) scheduling and monitoring all sports and co-curricular activities

Other duties and responsibilities may be assigned or assumed by the Board or administration as needed to insure the smooth operation of the school.

Coe-Brown Northwood Academy

Policy #2-7

Contract Obligations

Purpose:

To define the contracting responsibilities for the Academy

Policy:

Tuition Contracts: The Board of Trustees may elect to enter into long term tuition contracts with one or more communities. These contracts will be negotiated by the Administrative Committee, with final approval to be by the full Board of Trustees.

Faculty Contracts: The Fiscal Management Committee shall negotiate single or multi year professional contracts with representatives of the faculty. The contract shall define salary, benefits and general conditions of employment. The contract must be ratified by the full Board of Trustees.

Administrative and Support Staff: The Fiscal Management Committee shall recommend to the full Board of Trustees a salary and benefit package for all employees not covered under the faculty negotiations. It shall be the intent of the Board to maintain general parity of salary and benefits for all employees of the Academy. The full Board of Trustees must ratify such contracts.

Purchasing Contracts: The Administration with the approval of the Board of Trustees, may enter into purchasing contracts for services or capital items/improvement. A competitive bidding process will be used for items between \$5,000.00 to \$20,000.00. Bids over \$20,000 will go to the full Board.

Coe-Brown Northwood Academy

Policy #2-8

Board Evaluation and Goals

Purpose:

To define the Board's position on self-evaluation and goal setting

Policy:

The Board of Trustees understands the importance of performing an annual evaluation of the Board's effectiveness and accomplishment of goals. This process will also be used in setting goals for the coming year.

The Board will insure that a standard process is utilized for this evaluation. All Board members are expected to participate in the evaluation.

Coe-Brown Northwood Academy

Policy #2-9

Use of Academy Funds and Resources

Purpose:

To clarify how Board members access/use Academy funds and/or resources

Policy:

The Board of Trustees understands the importance of appropriately using Academy funds and resources. To this end the following will be the policy of the Board:

- No individual Board member has the authority to use Academy funds or resources without prior approval from the appropriate committee or the full Board
- This does not preclude the Headmaster from expending or restricting Academy funds in accordance with the approved budget and any necessary cost savings measures
- It is allowed for the Board to make blanket decisions regarding some expenditures that can be applied in an on-going nature. This could include a general approval of using funds for refreshments at appropriate meetings through-out the year, sending flowers for bereavements and similar items
- Board members must remain vigilant that they do not make use of other Academy resources in ways that could be construed as for personal gain

Coe-Brown Northwood Academy

Policy 3-1

Communications with the Public

PURPOSE:

To clarify the purpose and responsibility for communication with the public

POLICY:

The Board of Trustees recognizes the importance of informing the public of various affairs of the school. The goal is to achieve good school-community relations and maintenance of two-way open communication with the public.

To achieve this goal the Board authorizes the Headmaster to prepare or delegate the preparation of informational materials including newsletters, press releases, special brochures and other materials to effectively inform the public of various activities or information.

The Board authorizes other Board committees to also prepare informational materials needed to achieve their purposes.

The Board reserves the right to restrict or prohibit any informational materials generated by staff or students that do not meet the intent of this policy.

Coe-Brown Northwood Academy

Policy 3-2

Patriotic Exercises

PURPOSE:

To define the role of Coe-Brown Northwood Academy in conducting patriotic exercises

POLICY:

The Board of Trustees recognizes the importance of promoting respect for patriotic events and customs. To this end the school will observe patriotic holidays by either school closure or conducting appropriate instruction to students that conveys the significance of the holiday. It will be the responsibility of the Headmaster to insure the development and implementation of appropriate instruction as deemed appropriate.

In addition, the Headmaster and school staff will emphasize the importance of showing proper respect whenever the Pledge of Allegiance is given or the national anthem is played. Everyone will be encouraged to rise and participate or at least remain still and silent.

Coe-Brown Northwood Academy

Policy 3-3

Bulletins and Announcements

PURPOSE:

To insure that staff, employees and students have reasonable access to relevant information and notices

POLICY:

The Board of Trustees recognizes the importance of providing an effective process for disseminating information to the students, staff and employees of the school.

It will be the responsibility of the Headmaster to insure that notices, announcements, legal and otherwise, are distributed in a fashion that will allow ready access to those who need to know the information. This can include, but is not limited to, verbal announcements, posting on bulletin boards, inclusion in newsletters, posting on the web site, and inclusion in the student agenda.

The Headmaster will also develop a process for approving notices and posters for school clubs/organizations or other entities or individuals who wish to post or distribute information at the school.

Coe-Brown Northwood Academy

Policy 3-4

COMMUNITY RESOURCES

PURPOSE:

To recognize the importance of maintaining a strong relationship between Coe-Brown Northwood Academy, the parents of our students and the community at large

POLICY:

The Board of Trustees recognizes the importance of having a positive, strong partnership with the parents of students and community at large. To this end the Board authorizes the Headmaster to take appropriate steps to promote the following:

- The school is a welcoming place, accessible to parents and the community
- Communication between home and school is regular, two-way and meaningful
- Parents are full partners in the educational decisions regarding their children
- Parents and the community will be encouraged to visit the school for open houses, new student orientations and other events through-out the year
- There is opportunity to guide parents on ways to assist with homework, Improve their child's performance on assessments and communicate with teachers
- Information will be disseminated on cultural, recreational, academic, health, social and other resources that serve the community
- Support and partnerships will be sought with local organizations, agencies, government, businesses, and individuals to augment school programs/budgets, increase volunteerism in the school, and provide assistance to students as they transition to employment or further education
- Student participation in community service will be encouraged

Reasonable efforts will be made to communicate with parents in their primary language.

For the purposes of this policy the term “parent” refers to any adult who plays a significant role in the care of a student enrolled in the school.

Coe-Brown Northwood Academy

Policy 3-5

USE OF SOCIAL MEDIA FOR SCHOOL PROGRAMS AND STUDENT ACTIVITIES – DRAFT

PURPOSE:

To clarify the parameters of how the Academy will use social media to publicize student activities and school programs

POLICY:

The Board of Trustees recognizes the importance of using the variety of social media platforms to publicize school and student activities and programs.

It is also important that the overall postings reflect the entire student body and school programs as much as possible. It should not be used to focus on any one student, group of students or school program.

In regards to students it is necessary to have permission to post any personal information. All postings will reflect positively on the Academy and be in line with the Mission of the Academy

The Development and Public Relations Committee of the Board is responsible for developing a set of guidelines to be used by the Director to implement this policy. These Guidelines will be reviewed and approved by the full Board.

Coe-Brown Northwood Academy

Policy #4-1

LIBRARY/MEDIA CENTER

Purpose:

To affirm the Board's support of having a Library/Media Center that can implement, enrich, and support the educational programs of the Academy

Policy:

The Board of Trustees shall provide adequate space and support for a school library and shall insure appropriate staff are hired.

The Board shall insure that materials in the library meet all minimum standards and provide at least adequate educational and research resources. To this end the Board re-affirms the objectives of the standards for school media program, prepared jointly by the American Association of School Librarians and the Department of Audiovisual Instruction (see attached).

The Headmaster and library staff will have responsibility for insuring there is an on-going review and updating of library/media center materials.

STANDARDS FOR SCHOOL MEDIA PROGRAMS

Developed jointly in 1969 (Revised 1974) by the American Association of School Librarians and the Department of Audiovisual Instruction.

The responsibility of the Media Center is as follows:

- to provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the pupils served;
- to provide materials that will stimulate growth in factual knowledge, library appreciation, aesthetic values, and ethical and moral standards;
- to provide a background of information which will enable pupils to make intelligent judgments in their daily life and to accept the responsibility of helping to improve his community and the greater society;
- to provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical analysis of all media;
- to provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage;
- to place principle above personal opinion and reason above prejudice in the selection of materials in order to assure a comprehensive collection appropriate for the users of the Center;
- to provide each student with materials that will offer an opportunity for development of intellectual, social and occupational competence; and
- to provide materials concerned with both physical and mental health of all students.

Coe-Brown Northwood Academy

Policy #4-2

ENROLLMENT OF HOME-SCHOOLED STUDENTS

Purpose:

To insure that home schooled students meet the eligibility requirements for enrolling at Coe-Brown Northwood Academy

Policy:

Any student who wishes to enroll at Coe-Brown Northwood Academy must have met the minimum requirements of the State of NH and the Academy. The Headmaster has responsibility for insuring the student is placed in the appropriate grade level. Students must adhere to all Academy rules and regulations.

Tuition for home-schooled students wishing to enroll at Coe-Brown Northwood Academy will be the responsibility of the sending school district or the family.

Participation in these activities is contingent on the home-schooled student meeting all the expectations and requirements established for such participation.

High school students currently being home schooled may request permission to use Coe-Brown Northwood Academy library facilities. The Headmaster shall act on such requests. Home schooled students may also participate in co-curricular and athletic activities as long as they meet all the expectations, required procedures and pay any established fees.

Coe-Brown Northwood Academy

Policy #4-3

INSTRUCTIONAL MATERIALS

Purpose:

To insure that Coe-Brown Northwood Academy provides necessary instructional materials and helps all learners meet the aims of the Academy's mission statement.

POLICY:

The Board of Trustees is responsible, through the Education Committee, to insure that instructional materials meet the following criteria:

- Enrich and support the curriculum;
- Stimulate growth in knowledge, literary appreciation, aesthetic value, and ethical standards;
- Provide background information to enable students to make intelligent judgments;
- Present opposing sides of controversial issues;
- Be representative of the many religious, ethnic, and cultural groups and their contributions to our society;
- Matches to the appropriate skill level of pupils;
- Include a variety of media, including but not limited to books, online materials, equipment, newspapers, other media and instructional technologies

It will be the responsibility of the Headmaster and his/her designees to insure that there is regular review of instructional materials at least every five years.

Any objections to instructional materials in use at the Academy shall go through the standard appeals process.

Coe-Brown Northwood Academy

Policy #4-4

CO-CURRICULAR ACTIVITIES

Purpose:

To prescribe a program of activities to enable students to develop their individual skills and interests outside of regular classes

POLICY:

The Board of Trustees shall adopt a program of co-curricular activities to further broaden the variety of educational experiences at the Academy.

The Headmaster will assign a qualified person to act as advisor and recommend compensation where appropriate.

The Headmaster will periodically review the adequacy of these programs and make recommendations for changes where appropriate.

Changes to the co-curricular program may be reviewed by the Education or Athletic Committee.

Maintenance of all co-curricular activities shall be subject to the availability of funds. The Board, through the budget process, shall annually approve the compensation schedule for coaches and advisors.

Coe-Brown Northwood Academy

Policy 4-5

CURRICULUM DEVELOPMENT AND ASSESSMENT

PURPOSE:

To clarify the Board's role in insuring that there is an on-going evaluation of the effectiveness of the curriculum in improving student performance

POLICY:

The Board of Trustees is responsible for insuring that Coe-Brown Northwood Academy has instructional materials that provide a quality learning experience for students. Curriculum review and development must be continuous, coordinated and involve faculty and staff. The minimum curriculum is established by the State Board of Education but procedures must be established to ensure that course offerings remain consistent with the mission of the Academy.

It is the policy of the Board that the Headmaster will develop and manage a program that provides an on-going assessment of the curriculum in improving student performance. The assessment must utilize multiple methods, including local, statewide and national tools, to provide an accurate view of student learning. The Headmaster will also be responsible for setting a schedule, and insuring test procedures and security measures are followed and distributing the results to staff as they become available. Test results will be used for the following:

- To identify individual student strengths/weaknesses in skill development;
- To diagnose strengths and weaknesses of groups;
- To individualize instruction;
- To report progress to parents;
- To select curriculum materials;
- To set the pace of instruction;
- To select methods of instruction;
- To counsel students;
- To help determine revisions needed in the curriculum;
- To report progress to the sending districts

The Headmaster will insure that the assessment process includes the following:

- Professional staff in the selection of new assessment tools and evaluation of current tools;
- Assessment tools will provide an authentic assessment of student learning including but not limited to teacher observations of project-based learning, competency-based assessments, teacher designed quizzes and tests and may also include written or oral exams, demonstrations, individual projects, student portfolios and individual or group projects;
- Students with disabilities will be provided opportunities to participate in all assessments with any necessary modifications being documented during the Individual Education Program review; this will be in accordance with special education regulations and laws
- An annual report will be presented by the Headmaster to the Education Committee of the Board. As appropriate, this information will also be shared with the full Board;
- Any necessary security measures to insure only appropriate personnel within the school and the parents or legal guardian have access to the individual scores.

The Board will be responsible for providing funding for the assessment program including professional development for teachers in the use of tools to understand the assessment results, adjust instruction to meet personalized needs and to monitor progress.

Coe-Brown Northwood Academy

Policy #4-6

DRIVER'S EDUCATION

Purpose:

To establish the parameters for a Driver's Education program to be offered Coe-Brown Northwood Academy

POLICY:

Coe-Brown Northwood Academy will allow access to Driver's Education training through the use of private contractors. It will be the responsibility of the Headmaster to oversee the program.

Parents and/or guardians will be required to read and sign the permission forms, and required paperwork governing classroom and in-the-car instruction.

Students who do not follow the established rules shall face disciplinary action up to and including removal from the class. The private contractor has responsibility for administering disciplinary action.

Use of, and paying for the cost of the use of, Academy facilities will be at the discretion of the Headmaster.

Coe-Brown Northwood Academy

Policy #4-7

GRADUATION REQUIREMENTS

Purpose:

To prescribe the requirements for graduation from Coe-Brown Northwood Academy

POLICY:

The Board of Trustees has responsibility for insuring that students receiving a diploma from Coe-Brown Northwood Academy have met at least the minimum standards established by the New Hampshire Department of Education. These requirements, along with any additional requirements established by the Academy, shall be published annually in the Program of Studies.

Students who are identified in need of special services will meet these requirements as modified by their Individual Education Plan (IEP).

Credit will be awarded upon successful completion of the required course. Assessment of competency will be the responsibility of the Headmaster and his/her designees. Credit will be awarded only once for a specific required course with the same content during the secondary school experience.

It is the responsibility of the Headmaster to inform the Board of any required changes due to changes in the NH Department of Education Rules. The Headmaster will also bring to the Board for approval, any recommendations for additional requirements above and beyond those required by the NH Department of Education.

Students who attend the Academy less than four years may not meet all of Coe-Brown's requirements and may request a waiver. The Headmaster will have responsibility for maintaining a process for submission of any waiver requests to the Education Committee for final decision.

The Headmaster will present a list of graduating seniors to the Board for final approval each spring.

Coe-Brown Northwood Academy

Policy #4-8

HOMEWORK

Purpose:

To clearly state the role and purpose of homework at Coe-Brown Northwood Academy

POLICY:

Coe-Brown Northwood Academy believes that homework is the responsibility of the student and:

- Reinforces daily, in-class activities;
- Is a prelude to upcoming class activities;
- Is a means to allow students to organize thoughts and thought processes;
- Provides an added means of sequential skill development;
- Provides an outlet for student creativity;
- Is an opportunity to develop work ethic and habits; and
- Is a reinforcement of study skills.

It is the responsibility of the teacher to insure that homework is a constructive tool geared to the needs and abilities of the students. The teacher will also be responsible for explaining how homework assignments relate to the grading system. At the discretion of the teacher, students may be allowed to make up missed or incomplete homework.

Failure to complete homework will result in disciplinary action up to and including going before the Education Committee of the Board of Trustees. The Education Committee can impose a variety of disciplinary actions up to and including dismissal from the Academy.

Coe-Brown Northwood Academy

Policy #4-9

STUDENT/TEACHER/STAFF CONDUCT

Purpose:

To clearly relay the expected conduct for all those who are part of the Coe-Brown Northwood Academy school community

POLICY:

The Board of Trustees endorses the following principles of conduct for all within the school environment:

- Respect for law and those given the authority to administer it shall be expected of all students, staff and employees. This includes conformity to school rules as well as to general provisions of the appropriate laws.
- Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall be expected of all members of the school community.
- Respect for real and personal property, pride in one's work, and exemplary personal standards of courtesy, decency, honesty, and wholesome attitudes shall be maintained.
- Respect for individual worth is the obligation of the school. Diligence and a desire to benefit from the opportunity is the obligation of the student.
- It is expected that all conduct will contribute to a productive learning climate. Individual rights are to be honored and protected in all instances; however, the rights of one individual shall not take precedence over those of another individual or of the group itself.
- Annually, at the opening of school, students shall be given access to pertinent policies on netbooks, rules and expectations.
- Students, staff and employees have a responsibility to know, adhere to and uphold the rules and regulations of the school.
- Teachers and staff are expected to follow the Professional Expectations included in their contract (copy attached)

Coe-Brown Northwood Academy

Policy #4-10

ADVANCED COURSES

Purpose:

To provide guidelines for providing advanced level classes to students who have demonstrated the ability to handle this work

POLICY:

The Board of Trustees recognizes that there are students whose ability, talents and hard work have prepared them to participate in a level of instruction that goes beyond what is regularly provided.

Following a formal process Counselors or the Deans will make course recommendations to the Headmaster. The Board authorizes the Headmaster to establish those courses that are financially feasible and have the needed resources available. The Headmaster or his/her designee will have responsibility for determining entrance and on-going student eligibility requirements for any advanced classes. These eligibility requirements will be made available to students, parent and/or guardians.

Coe-Brown Northwood Academy also has a number of agreements with several colleges and universities whereby students may take courses at the Academy and earn college credit. As appropriate additional agreements may be established to include additional courses. Fees for obtaining the actual college credit will be the responsibility of the student and/or their family.

Any student who is capable of, and wishes to study college-level work outside of the Academy while in high school should be permitted to do so and will be given assistance in enrolling in advanced courses. The school will have no financial responsibility for these courses.

Coe-Brown Northwood Academy

Policy #4-11

ACADEMIC/ACHIEVEMENT AWARDS

Purpose:

To provide guidelines for recognizing outstanding student achievements in all areas of the school

POLICY:

The Board of Trustees recognizes the importance of recognizing the outstanding achievements of students in the many areas of the school. To this end it authorizes the Headmaster to establish Academic Excellence Awards and Exceptional Achievement Awards.

The Academic Excellence Awards will be given in each grade level and curriculum area. The Exceptional Achievement Awards will be given to one senior and one underclassman in the visual and performing arts.

It will be the responsibility of the Headmaster or his/her designee to determine the qualification, nomination and selection process for each award. Awards do not have to be made if no student is considered qualified in any given year.

Coe-Brown Northwood Academy

Policy #4-12

STUDY SKILLS

Purpose:

To underscore Coe-Brown Northwood Academy's commitment to assisting students in making the most of their academic experience

POLICY:

Coe-Brown Northwood Academy will support instruction in study skills with programs such as assisted study, Project Success, math labs, and study labs for all students to use as their schedule and needs permit.

Budgeting for and implementation of these programs will be the responsibility of the Headmaster or his/her designee.

Coe-Brown Northwood Academy

Policy #4-13

LIMITED ENGLISH PROFICIENCY

Purpose:

To insure that students with limited English proficiency receive the necessary support to be able to benefit from classroom instruction

POLICY:

The Board of Trustees authorizes the Headmaster and his/her designees to develop and implement the procedures required to insure that students with limited English proficiency receive the necessary supports.

These procedures will meet all state and federal expectations as required by law.

Coe-Brown Northwood Academy

Policy #4-14

CHARACTER AND CITIZENSHIP DEVELOPMENT

Purpose:

To insure that the curriculum of Coe-Brown Northwood Academy supports character and citizenship development

POLICY:

It is the policy of Coe-Brown Northwood Academy to provide an educational atmosphere that supports and encourages individual student character and citizenship development.

The Headmaster and his/her designees have the responsibility of developing educational programs that integrate the following principles into the curriculum:

- Each individual has dignity and worth;
- A free society requires respect for persons, property, and principles, and for self;
- Each individual has a right to learn and freedom to achieve;
- Each individual, regardless of race, creed, *color*, sexual preference, gender identity, ethnic background, gender identity, sexual orientation, religion, or economic status, has the right to equal opportunity;
- Each individual has the right to personal liberties;
- Each individual is responsible for his/her own actions, and should exercise self-discipline;
- Each individual has a responsibility to the group as well as to the total society;
- A democratic government is established by majority vote;
- Democratic societies are based on law;
- Problems are solved through reason and orderly processes;
- Each individual should be tolerant of another's beliefs and should have freedom to express his/her own;
- Each individual has the right to work, to pursue an occupation, and to gain satisfaction from personal efforts.

Coe-Brown Northwood Academy

Policy #4-15

SENIOR PROJECT AND SENIOR PORTFOLIO AND EXIT INTERVIEW

Purpose:

To define the parameters of the Senior Project and Senior Portfolio and Exit Interview requirement of Coe-Brown Northwood Academy

POLICY:

The Board of Trustees has established the requirement that all graduating seniors successfully completed a Senior Project, Senior Portfolio and Exit Interview. The purpose is to provide each student with real life experiences that will enhance their ability to assume an adult role in society. The portfolio will be an individual student effort and reflect on individual abilities and is not a competition between students. Students will receive one credit for successful completion of this requirement.

The Headmaster and his/her designees have responsibility for setting the specific expectations that must be met.

Coe-Brown Northwood Academy

Policy #4-16

SCHOOL COUNSELING

Purpose:

To establish appropriate, effective school counseling services at Coe-Brown Northwood Academy

POLICY:

The Board of Trustees recognizes the importance of school counseling services in meeting a wide array of student needs. To meet this need it will authorize, within budgetary constraints, the space, personnel and other resources required to provide effective and appropriate services.

It will be the responsibility of the Headmaster to insure that the School Counseling Department provides appropriate services to meet the identified student needs. These services may include, but not be limited to:

- Distribution of information and support to students and families about academic programming, community supports, and other relevant information;
- Assistance to students with identifying post secondary goals and plans
- Coordination with national standards;
- Prevention, intervention, and crisis response services;
- Maintenance of all appropriate files, documents and student files;
- Guiding and scheduling student course of studies at the Academy
- Monitor student achievement in classes
- Organize conferences as needed

Coe-Brown Northwood Academy

Policy #4-17

GRADING SYSTEM; EARNING CREDIT AND PROMOTION/RETENTION

Purpose:

To establish a grading system that provides an accurate assessment of student achievements

POLICY:

It will be the responsibility of the Headmaster to develop and maintain a student grading system that reflects the school mission, is in compliance with state laws and Department of Education rules. The system will be modified, as required, to ensure it provides the students with an accurate assessment of their academic achievements.

Students can earn course credit by demonstrating mastery of the required coursework and materials. Students must also demonstrate that they meet established class competencies and attendance requirements in order to earn credit. The Headmaster will have responsibility for insuring that the grading system effectively assesses the mastery of required coursework.

The Headmaster will also have responsibility for developing the rules for the promotion or retention of students.

The grading system requirements and rules for promotion/retention of students shall be included in the current edition of the Student Handbook.

The Headmaster will present any proposed changes to the grading system or the rules for promotion/retention to the Education Committee for approval.

Coe-Brown Northwood Academy

Policy #4-18

DRESS CODE

Purpose:

To establish the parameters of an appropriate standard of dress for students at Coe-Brown Northwood Academy

POLICY:

The Board of Trustees recognizes the importance of allowing students the opportunity for appropriate individual expression in dress. To this end students will be allowed individual expression as long as such clothing does not contain reference to anti-social behavior, denote or encourage the use of illegal drugs, violence, negatively targets any other group or promotes social injustice.

In addition, clothing shall not be immodest or revealing. Clothing must also be in good repair, free of rips and tears, so as not to be the cause of potential injury to the student in performing routine educational activities.

It is the responsibility of the Headmaster and his/her designee to enforce the dress code. The decision of the Headmaster will be final.

The specific dress code requirements will be provided in the Student Handbook.

Coe-Brown Northwood Academy

Policy #4-19

FORGERY AND PLAGIARISM

Purpose:

To define student responsibility to produce original work

POLICY:

The Board of Trustees will not knowingly permit any student to forge or plagiarize the work of others and to submit such work as his/her own in order to complete assignments. Such work can be a direct copy of the work of another or minor modifications of existing materials. This shall also include the purchasing of materials from others, including the internet, or the hiring of others to prepare assignments that will be submitted as original work.

Students who are caught forging or plagiarizing may be required, at the discretion of the Headmaster, to appear before the Education Committee for a hearing. In such cases the Education Committee will determine an appropriate disciplinary action, up to and including dismissal.

Specific information on forgery and plagiarism will be included in the Student Handbook.

Coe-Brown Northwood Academy

Policy #4-20

IN-SCHOOL SUSPENSION

Purpose:

To clarify the use of in-school suspension as it relates to violations of academic and non-academic activities

POLICY:

The Headmaster is authorized by the Board of Trustees to establish an in-school suspension program. This program will be updated as needed to be in compliance with the school mission and any applicable laws, Department of Education rules or other school policies.

The details explaining in-school suspension will be noted in the Student Handbook.

Coe-Brown Northwood Academy

Policy #4-21

ACCEPTABLE USE (COMPUTERS, INTERNET, NETWORKS, ETC.)

Purpose:

To provide guidelines for the appropriate use of the computer network at Coe-Brown Northwood Academy

POLICY:

The Board of Trustees recognizes the rich source of information that is available on the internet. Therefore internet access will be made available to students and staff for purposes of communication, research, and education.

The Board will maintain adequate procedures to insure that members of the school community will use the computer network and resources responsibly, ethically, legally and with respect for others. The specific procedures will be spelled out in the "Acceptable Use Statement for CBNA Students" and be in compliance with RSA 194:3-d.

Parents/guardians will be expected to sign and return a form that gives permission for their child/ward to use the internet independently. The Code of Conduct and consequences for non-compliance will be included. Staff/faculty will also sign off on the form and be expected to follow these guidelines.

No one using Coe-Brown Northwood Academy's network should assume confidentiality of any message or data. The school also reserves the right to read, review, audit, intercept or access any and all information received, sent over the system or used on any school equipment even if it is coded or has a password. The school reserves the right to notify outside authorities of misuse of the information network and resources when necessary.

Coe-Brown Northwood Academy

Policy #4-22

ASSESSMENTS

Purpose:

To insure that Coe-Brown Northwood Academy maintains an assessment program to evaluate the curriculum in relation to student performance

POLICY:

Coe-Brown Northwood Academy will develop and maintain an assessment program that provides ongoing evaluation of the effectiveness of the curriculum on improving student performance. The program must include the processes for selection, administration, and interpretation of assessment instruments. The program must be aligned with the goals of the school and be designed to assess each student's progress toward meeting the defined curriculum objectives.

Coe-Brown Northwood Academy

Policy #4-23

SUMMER ACTIVITIES

Purpose:

To clarify Coe-Brown Northwood Academy's support of summer activities

POLICY:

Coe-Brown Northwood Academy Board believes that student learning is an on-going process and that it is important for students to engage in learning activities even when not attending school. Therefore, the Board encourages students to have a plan for summer activities that support student learning. Such activities may include a summer reading list, summer math packet, attending an education-themed summer camp, engaging in extended learning opportunities, or other activities that support student learning.

It is strongly recommended that students use the summer break to catch up on any credits needed for graduation.

Coe-Brown Northwood Academy

Policy #4-24

ADMISSION OF NON-RESIDENT OR HOMELESS STUDENTS

Purpose:

To address the role of Coe-Brown Northwood Academy in the admission of homeless or non-resident students

POLICY:

The Board understands that there may be students who are homeless or non-residents of our contract/MOU towns and wish to attend Coe-Brown Northwood Academy. It is the policy of the Board that we will work with the appropriate SAU and accept such students as the SAU identifies that they will fund.

Students who are homeless or non-residents of non-contract towns who wish to attend Coe-Brown Northwood Academy will need to get the approval of the appropriate SAU to cover the cost. Once that is obtained they will go through the same application process of any student that is coming from a non-contract town.

For the purposes of this policy the term "contract/MOU towns" refers to towns where the school board has entered into a binding agreement to send high school students to Coe-Brown Northwood Academy.

Coe-Brown Northwood Academy

Policy #4-25

INTERDISCIPLINARY CREDIT

Purpose:

To clarify Coe-Brown Northwood Academy's approach to awarding interdisciplinary credit

POLICY:

Coe-Brown Northwood Academy Board believes that students may earn course credit in one content area required for graduation and apply said credit in a different content area through the awarding of interdisciplinary credit. Interdisciplinary credit may be counted only once in meeting graduation requirements.

The Headmaster is authorized to approve courses for interdisciplinary credit if: (1) the course has been adopted by a committee of the Administration and Deans, and (2) the course addresses the objectives and competencies for the subject area in which the credit is to be applied.

Coe-Brown Northwood Academy

Policy 4-26

DAILY PHYSICAL ACTIVITY

PURPOSE:

To insure that Coe-Brown Northwood Academy supports and promotes appropriate daily physical activity

POLICY:

The Board recognizes the importance of appropriate daily physical activity to minimize health risks from chronic inactivity, obesity, and other health related problems. As a result the Board recommends the following practices:

- Encourage parents/guardians to support their children's participation in enjoyable physical activities, and recognize that parents/guardians act as role models for active lifestyles;
- Support of, where possible, special programs such as student and staff walking programs, family fitness events that emphasize lifelong physical activity;
- Integrate health and physical activity across the school curriculum;
- Encourage student initiated activities that promote inclusive physical activity on a school-wide basis;
- Commit adequate resources, as funding will allow, for programs, personnel, equipment and facilities;
- Provide professional development opportunities for all school staff to assist them in effectively promoting enjoyable and lifelong physical activity
- Establish relationships with community recreation and youth sports programs and agencies to coordinate and complement physical activity programs;

Coe-Brown Northwood Academy

Policy 4-27

ASSIGNMENT OF STUDENTS TO CLASSES AND GRADE LEVELS

PURPOSE:

To insure that Coe-Brown Northwood Academy has an appropriate method for assigning students to classes and grade levels

POLICY:

It is the policy of the Board of Coe-Brown Northwood Academy that students will be enrolled in grades and classes in which they can be expected to master the established instructional and learning objectives. Students will be placed in the grade level and class that best meets their academic needs, after consultation between the Administration and the parent/guardian and a review of the teacher recommendation, test results and educational records.

Students who are transferring into the school will be placed in the grade level and class that best meets their needs after a review of the records from their previous school and consultation between the Administration and the student's parents/guardians. In some cases students may need to complete certain assessment to aid in the placement process.

Students receiving special education services will be placed according to applicable law.

The decision of the Administration regarding placement may be appealed to the Education Committee, and then, if the parent/guardians are not satisfied, to the full Board. The Education Committee and full Board will give significant consideration to the recommendations of the Administration.

Coe-Brown Northwood Academy

Policy #4-28

EXTERNAL CREDIT

Purpose:

To insure Coe-Brown Northwood Academy complies effectively with the requirement to accept outside classes for credit

POLICY:

The Board of Trustees authorizes the Headmaster and/or his designee to develop the procedures necessary to effectively implement allowing credit for appropriate elective classes outside of the Academy. The Academy will have no financial responsibility for any costs associated with taking these classes. This will include the following:

- To receive a Coe-Brown Northwood Academy diploma a student must have earned the number of credits delineated in the Program of Studies. All core curriculum requirements must be fulfilled within the curriculum at Coe-Brown. Core courses are listed as graduation requirements in the Program of Studies.
- Elective classes outside the core curriculum may be taken outside of Coe-Brown Northwood Academy. The student will be responsible for following the approved procedures for obtaining prior approval for using the outside class for credit. Approved outside classes will be included on the transcript but not in the graduation requirement or in the cumulative grade point average.
- Students will also be responsible for following the established procedures for requesting a higher level placement in a class based on prior classes or experience. If advanced standing is approved, no credit will be awarded for the class out of which the student tested.
- Special circumstances for a student who is enrolled at Coe-Brown and cannot fulfill these requirements may be considered on a case-by-case basis. Documentation of the special circumstance and proposed plan must be submitted to be considered by administration.

Coe-Brown reserves the right to review all transfer credits to determine if they meet identified Coe-Brown competencies.

Coe-Brown Northwood Academy

Policy #4-29

SERVICE ANIMALS

Purpose:

To address the use of service animals within Academy buildings and on school grounds

POLICY:

In accordance with the Americans with Disabilities Act the Board of Trustees is establishing a policy permitting individuals with disabilities to bring their service animals on Academy ground and in Academy buildings. The definition of a service animal can be found on the attached sheet (28 CFR 35:104).

The Board authorizes the Headmaster and/or designee to establish and implement guidelines to address the following:

- Insuring that there is no inquiry into the nature and extent of the individual's disability; this does not preclude the Academy from asking what the animal's work or tasks are if it is not patently obvious
- Insuring that the necessary proofs of vaccinations, immunizations and health certifications are provided when appropriate
- Insuring that the individual and service animal have access to all areas of the Academy that are available to students, the public, guests and invitees
- Being clear that the animal is always to be under the control of the handler whether with a leash/harness or using any other type of controls
- Clarifying that the Academy has no responsibility for the care or supervision of the service animal
- Establishing the criteria whereby the animal will be removed from Academy buildings and/or grounds; this includes the animal being out-of-control, not being house-broken, not having sufficient health records, significantly interfering with or disrupting the educational process or requiring a fundamental alteration of the program
- Establishing a process of appeal if a service animal is removed from school grounds or buildings

The Academy will continue to give the individual with a disability the opportunity to participate in school services, program and activities whether or not a service animal is there.

28 CFR 35.104 (effective March 15, 2011) a “service animal” is defined as:

Any dog that is individually trained to do or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purpose of this definition. The work or tasks performed by the service animal must be directly related to the handler’s disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or who have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or task for the purpose of this definition.

This definition shall be construed to include a “hearing ear dog”, “guide dog”, or “service dog”, as those terms are currently defined in NH RSA 167-D:3.

Coe-Brown Northwood Academy

Policy #4-30

Parental Objection to Specific Course Material

Purpose:

To address how to handle situations where parents/guardians find specific course materials objectionable

POLICY:

The Board of Trustees recognizes that there may be specific course materials which some parents/guardians find objectionable.

In the event a parent/guardian finds specific course material objectionable, the parent/guardian may notify the Headmaster and/or his designees 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 made by submitting the "Request for Alternative Course Content" form.

The Headmaster and/or his designees and the parent must mutually agree to the alternative instruction. The alternative instruction agreed upon must meet state minimum standards.

Coe-Brown Northwood Academy 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 methods agreed to by the parent/guardian and the Headmaster and/or his designees. Any costs associated with the alternative instruction shall be borne by the parent/guardian.

Nothing in this policy shall be construed as giving parents/guardians the right to appeal to the Board of Trustees.

Coe-Brown Northwood Academy

Policy #4-31

DETERMINATION OF ELIGIBILITY OF SPECIFIC LEARNING DISABILITY

Purpose:

To clarify Coe-Brown Northwood Academy's approach to determining the existence of specific learning disabilities and eligibility for services

POLICY:

Coe-Brown Northwood Academy will evaluate students suspected of having a specific learning disability in a manner consistent with the state and federal laws and regulations.

Coe-Brown Northwood Academy's Learning Disability Checklist will be utilized to determine the existence of a specific learning disability using multiple sources of data to identify a child's pattern of strengths and weaknesses in performance, achievement, or both, relative to age, intellectual development, and state approved grade-level standards. A specific learning disability is determined through professional judgment using multiple supporting evidences. The manner in which a student responds to instruction and intervention will also be considered in the determination of eligibility as a child with a specific learning disability.

Coe-Brown Northwood Academy

Policy #4-32

STATE-DEFINED ALTERNATIVE DIPLOMAS

Purpose:

To clearly state the responsibility of CBNA in granting state-defined alternative diplomas

POLICY:

Coe-Brown Northwood Academy will grant a "State-defined alternative diploma" to any identified student who qualifies under the alternative assessment rule for district wide assessment under Special Education.

This diploma shall only be awarded to students who have the most significant cognitive disabilities and who participate in the State's alternate assessment.

Whereas the determination of a student participating in the alternate assessment is the responsibility of the student's IEP team, including the parent, the decision to award the alternative diploma would also be the responsibility of the student's IEP team. Therefore, students with Section 504 plans or students without IEPs could not be awarded an alternative diploma.

Additionally, students with IEPs who are granted an alternative diploma may not be prevented from working towards meeting the requirements for the regular high school diploma. This means that being awarded the alternative diploma does not end a student's eligibility for special education.

Coe-Brown Northwood Academy

Policy #5-1

ATHLETIC ELIGIBILITY STANDARDS

Purpose:

To establish a policy regarding eligibility standards for students to participate in school sponsored athletic programs

Policy:

The Board of Trustees of Coe-Brown Northwood Academy recognizes the importance of having consistent eligibility standards for student participation in school sponsored athletic programs. The Board delegates the authority to establish, review and revise these standards to the Athletic Committee of the Board.

The eligibility standards shall be reviewed and approved annually by the Athletic Committee prior to the beginning of each school year. These standards shall be included in the Student Handbook that is provided to each student at the beginning of each academic year.

The eligibility standards provided in the Student Handbook shall be considered the basis for student participation in athletic programs for the school year, unless modified by the Board of Trustees.

Any changes to the eligibility standards that occur during the academic year will be provided to all students in a manner directed by the Headmaster.

Parents or guardians will be required to sign and return a copy of the *Athletic Contract containing eligibility standards* before a student is allowed to participate in a sports program.

Coe-Brown Northwood Academy

Policy #5-2

ATHLETIC GRIEVANCE POLICY

Purpose:

To establish a policy regarding resolving any grievances resulting from a student's participation in athletic programs

Policy:

The Board of Trustees of Coe-Brown Northwood Academy recognizes that, in the course of providing a variety of athletic programs, situations may occur where a student may wish to grieve a decision or action by the school or its staff. The Board authorizes the Athletic Committee to develop a grievance procedure to address these concerns.

The grievance procedure for athletic program issues will be reviewed by the Headmaster to insure that it is in line with all other grievance procedures developed for the school.

The grievance procedure and all decisions will be based on compliance with all federal and state laws regarding discrimination in the school's educational programs.

Coe-Brown Northwood Academy

Policy #5-3

COACHES CODE OF CONDUCT

Purpose:

To establish a policy regarding the development, review and implementation of a code of conduct expected of all coaches at Coe-Brown Northwood Academy

Policy:

The Board of Trustees of Coe-Brown Northwood Academy supports the concept of having a formal code of conduct for all coaches employed by Coe-Brown Northwood Academy. The Athletic Director, along with the Athletic Committee of the Board, will be responsible for developing the code of conduct.

The Athletic Director will be responsible for implementing and evaluating *adherence to the* code of conduct for all coaches at the school.

The Athletic Committee will annually review and approve the code of conduct prior to the beginning of each school year.

Coe-Brown Northwood Academy

Policy #5-4

CONCUSSION MANAGEMENT

Purpose:

To establish a policy regarding the care and management of students who are suspected of having a concussion.

Policy:

The Board of Trustees of Coe-Brown Northwood Academy is aware of the serious nature of concussions and the importance of providing proper immediate and on-going care. *Care* will include, but will not necessarily be limited to identifying, assessing, ensuring the student is removed from the causal activity *if concussive indicators occur/present*, communicating with all appropriate individuals including medical personnel, and implementing an appropriate schedule for return to activity.

The Athletic Committee of the Board, along with the Athletic Director and appropriate staff will develop the procedures necessary to ensure the appropriate care is provided in these situations. The Headmaster will be fully informed of, and *will* give approval to these procedures

Coe-Brown Northwood Academy

Policy #6-1

COMMUNICABLE DISEASES

Purpose:

To provide, as much as possible, a healthy educational environment for students, staff and faculty

POLICY:

The Board of Trustees recognizes the right of all students to a free, public education. It does reserve the right to review any situation where the medical status of an individual, simply by their presence, poses a significant threat of infection to the others in the school community.

There are many situations in which an individual may be required to remain at home until they are no longer contagious. The list of medical conditions included will be at the discretion of the Headmaster and School Nurse. They may consult with the individual's physician and, when appropriate, the parents/guardians prior to making a decision.

As appropriate and in consultation with the Headmaster, the School Nurse will provide information and/or training to educate staff and students.

Confidentiality regarding the medical status of any student, staff or faculty member will follow RSA 141C:7, and **will** be maintained at all times.

Coe-Brown Northwood Academy

Policy #6-2

MEDICATIONS

Purpose:

To insure that Coe-Brown Northwood Academy is in compliance with all rules and regulations regarding students who take medication during the school day

POLICY:

In cases where medications need to be taken during the school day they are to be administered by the School Nurse. In the absence of the nurse the Headmaster will designate a replacement. With the exception listed below, all medications are to be under the supervision and control of the School Nurse or designee.

Exceptions *may* include the following:

- Metered dose inhalers for asthma
- Dry powder inhalers for asthma
- Auto-injectors for severe allergic reactions
- Other injectable medications if authorized in writing by the student's physician and parent/guardian

Parents/guardians will be responsible for providing the appropriate documentation, properly labeled medication and administration schedule to the nurse. This includes prescription and over-the-counter medications. The School Nurse will be responsible for maintaining a secure location for medications provided.

Students are strictly prohibited from sharing any medications either prescription or over-the-counter.

The parent/guardian will be required to provide written proof that the student has the knowledge and skills to safely possess and use the medication at school. ***All exceptions will be approved by the Headmaster and/or designee.***

Confidentiality of all medication information will be maintained at all time.

Coe-Brown Northwood Academy

Policy #6-3

SAFETY INSTRUCTION

Purpose:

To insure that safety instruction is an integral part of any school course that poses potential risk to those involved

POLICY:

It is the policy of the Board of Trustees that any course that requires the use of powered equipment, cutting tools, or potentially hazardous substances will include appropriate safety instruction as an integral part of the curriculum.

This instruction will include the students demonstrating their understanding of approved safety practices and procedures prior to being allowed to participate in activities which involve exposure to the potential dangers.

Course instructors will consider their personal requirements for safety education and include any needed training in their staff development plans.

All staff and faculty are responsible for advising their Department Dean and the Headmaster of any potentially unsafe and dangerous situation in the classroom or throughout the school.

Coe-Brown Northwood Academy

Policy #6-4

EMERGENCY MEDICAL CARE

Purpose:

To ensure that medical emergencies are dealt with as efficiently and effectively as possible

POLICY:

The Board of Trustees defines a medical emergency as a case of sudden illness or injury to a student or staff member while on school grounds. The school's responsibility in such a situation is limited to first aid except in cases where staff deem it necessary to call emergency services. The seeking of any further medical treatment is the responsibility of the staff person or, in the case of a student, the parents/guardians. It will be the responsibility of the parent/guardian or staff to provide the school with emergency contact information at the start of each school year.

It is the responsibility of the Headmaster, in conjunction with the School Nurse to insure that procedures are in place to handle emergency medical situations. These procedures will insure that the following will occur: administering first aid, summoning medical assistance if needed, notifying administration, notifying parents and filing necessary reports. The Headmaster will also see that there is first aid training for staff and the availability of first aid supplies in appropriate locations throughout the school.

The School Nurse will be responsible for seeing students who are, or become, too ill to stay in class. This will include determining if they can remain in school and notifying the parents/guardians if the student needs to receive further treatment or go home.

It will be the responsibility of the School Nurse to see that the Headmaster is kept informed of all accidents or illnesses of any consequence. The School Nurse will also be responsible for completing all necessary paperwork and reports documenting the illness or accident.

Coe-Brown Northwood Academy

Policy #6-5

HIV/AIDS

Purpose:

To ensure situations involving those who have HIV or AIDS are handled appropriately

POLICY:

It is the policy of Coe-Brown Northwood Academy not to discriminate against anyone on the basis of their AIDS/HIV status. Therefore, a student or staff person who is infected with HIV or AIDS shall attend school the same as anyone else. There is no requirement that the school be notified of an individual's HIV or AIDS status.

The Headmaster will have responsibility for insuring that no student is discriminated against due to their AIDS or HIV status. They shall receive the same rights, privileges and services to which he or she would be entitled if not infected. In the same way the Headmaster will insure that there is not discrimination in employment against a staff person due to their HIV or AIDS status.

Students or staff with HIV /AIDS may experience a secondary infection or other medical condition. This will be reviewed by the Headmaster and nurse on a case by case basis. They may consult with the student's physician and parents/guardians and will determine if the student is able to continue at school with or without accommodations.

The Headmaster will insure that blood borne pathogen training is provided annually, as well as procedures for preventing the spread of this and other communicable diseases.

Information regarding the HIV/AIDS status of any student or staff person will be kept confidential at all times. Without written permission from the person, or in the case of an underage student, the parents/guardians, only the nurse and Headmaster will be informed of the HIV/AIDS status of any staff or student.

Universal precautions will be addressed at the beginning and/or during the course of the school year.

Coe-Brown Northwood Academy

Policy #6-6

DRUG-FREE ZONE

Purpose:

To support efforts to provide students and employees with a safe and healthy learning environment

POLICY:

In accordance with the Drug-Free Schools and Communities Act of 1988 and the Amendments of 1989 Coe-Brown Northwood Academy has been established as a drug-free zone. The Academy will make a good faith effort to maintain a drug-free workplace by having the following:

- A map showing school property and the boundaries of the zone that has been submitted to the local district court with jurisdiction and to the local police department. These maps are prominently displayed at both those locations and at the Academy. Copies are available at the office.
- Require all students to take a health course which includes drug education material.
- Provide each employee and student *access to* copy of this policy to inform them that the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and alcohol is prohibited in the workplace and that any violation is subject to disciplinary action up to and including termination of employment. It will be the responsibility of the Education Committee to make a determination as to the disciplinary action to be taken regarding an employee who violates this policy. Information regarding drug and alcohol counseling, rehabilitation and related supports and programs will be available to employees through the Department of Student Services
- Inform employees that they must notify the Headmaster within five (5) days of any drug statute conviction. The Headmaster will notify the Education Committee which will review action taken to date and make a final decision regarding any disciplinary action the school will take.

- Include in the student agenda the substance abuse policy that the sale or use of drugs, sale or misuse of prescription or OTC drugs, sale or use of any mood altering substances or sale or use of alcoholic beverages on campus by a student will result in immediate and indefinite suspension of that person. Such person and his/her parents/legal guardians will have a hearing before the Education Committee within ten days of such event to make the final decision regarding the suspension/expulsion.
- Authorize the Headmaster and Assistant Headmaster to conduct searches on the campus for the purpose of determining the presence of any controlled substances, non controlled substances, or mood altering substances being misused, or any drug paraphernalia in any location or vehicle on campus. This includes the use of any technical means or drug sniffing dogs, in announced or unannounced searches.
- Instruct any employee who witnesses any suspected substance abuse will report the incident to the Headmaster immediately.
- notification of local law enforcement of suspected violations of this policy
- Maintain the confidentiality of all information regarding suspected or known substance abuse

This policy also applies to official school functions whether on school property or at other locations. This includes, but is not limited to, interscholastic events, field trips, and school dances.

The Headmaster and the Education Committee shall have the authority to invoke suspension and/or dismissal for any person who is convicted of off-campus use, possession, control, sale, or dealing in controlled substances.

Coe-Brown Northwood Academy

Policy #6-7

TOBACCO-FREE ZONE

Purpose:

To support efforts to provide students and employees with a safe and healthy learning environment

POLICY:

The Board of Trustees, in accordance with state law, will not permit the use of any tobacco (or tobacco related) product, *e-cigarette or device, or liquid nicotine* anywhere on campus by staff, students, faculty, or the public. In addition, students may not be in possession of any *such items in a school bus, in their vehicle, on school grounds, or on a school-sponsored event off campus.*

Any student found *using or* in possession any tobacco (or tobacco related) product, *e-cigarette or device, or liquid nicotine* or apparatus supporting the use of *such products*, will receive *discipline including, but not limited to*, an in-school suspension *as determined by the Headmaster.* The Headmaster has the authority to impose more or stricter disciplinary action if needed. The Northwood Police Department will also be notified *via the School Resource Officer*, for further action. It will be the responsibility of the Headmaster to determine the consequences for any adult using these products on school grounds.

It is the responsibility of the Headmaster to implement appropriate means of notifying all parties, including the public, of the policy and the consequence for disregarding it. This information will also be included in the Student Handbook.

All school employees are expected to enforce this policy and notify the Headmaster of any violations.

Coe-Brown Northwood Academy

Policy #6-8

BUILDING SECURITY

Purpose:

To maintain a safe and secure environment for students and employees

POLICY:

The Board of Trustees will authorize the Headmaster to implement appropriate procedures for insuring building security including appointing a Safety Committee. The Board will periodically review these procedures and they will be updated as needed to maintain an acceptable level of security.

Only individuals designated by the Board or Headmaster will have keys to outside doors, classroom doors and storage areas of any kind.

Coe-Brown Northwood Academy

Policy #6-9

BUS SAFETY

Purpose:

To insure that the transportation services used by Coe-Brown Northwood Academy provides appropriate and safe services

POLICY:

All transportation vendors used by Coe-Brown Northwood Academy will meet all current state and federal requirements for training and safety of its employees and equipment.

The transportation vendor will provide annual documentation of its compliance with training, insurance and safety requirements.

Coe-Brown Northwood Academy

Policy #6-10

SEXUAL HARASSMENT/VIOLENCE PREVENTION

Purpose:

To maintain a teaching and learning environment free from sexual harassment of any kind

POLICY:

The Board of Trustees will not tolerate any act of sexual harassment or violence. Any person who does either of these violates the law and will face disciplinary action up to and including dismissal from school or termination of employment.

Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. B2000e, et seq., and Title IX. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose. Unwelcome sexual advances, requests for favors and other verbal or physical conduct of a sexual nature in any manner including electronic/social media constitutes sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment, academic standing or advancement, or participation in a school activity program;
- A person's submission to or rejection of such conduct is used as a basis for a decision affecting that person's employment, academic standing or advancement, or participation in a school activity or program; or
- Such conduct has the purpose or effect of unreasonably interfering with a person's employment, academic progress or achievement, or school program or activity participation, or creating an intimidating, hostile, or offensive environment.

Sexual harassment includes, but is not limited to, verbal harassment or abuse of a sexual nature, display of drawings, photos, cartoons, graffiti or other pictorial communication of a sexual nature, unwelcome touching of a sexual nature, including pinching, stroking or grabbing, demands or request for sexual contact or favors sexual violence which is a physical act of aggression that includes a sexual act or sexual purpose, or unwelcome lewd remarks, stories or jokes.

It is the responsibility of the Headmaster to implement procedures to effectively address any incidents of sexual harassment/violence. This shall include assigning the Dean of

the Division of Student Services as the person responsible for receiving any reports of such incidents. The Dean shall be responsible for implementing the procedures for investigating, making recommendations to the Headmaster for action and completing all required documentation.

The person making the report may appeal the final decision from the investigation to the Headmaster. If they are not satisfied with the decision of the Headmaster they can appeal the decision to the Board of Trustees. The decision of the Board of Trustees will be final.

The Headmaster will have responsibility for implementing any recommendations from the investigation and notifying the Board of Trustees of the results.

The Board of Trustees will not tolerate any retaliation against an individual making a report of sexual harassment/violence or individuals who testify or assist in any way with the investigation. Those who attempt to retaliate will face disciplinary action up to and including dismissal from school or termination of employment.

All reports and investigations of sexual harassment/violence are confidential. This means that no school employee or administrator shall disclose the names of alleged victims or perpetrators to anyone except as may be necessary to conduct an appropriate investigation or to comply with state or federal laws.

Under certain circumstances, sexual harassment or sexual violence may constitute sexual abuse under New Hampshire law. In such situations, the school shall comply with said law. Nothing in this policy will prohibit the school from taking immediate action to protect victims of alleged sexual abuse.

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

The Board of Trustees also gives notice that audio and video recordings may be made on school buses or school property at any time. Notice of this will be included in the Student Handbook.

Any individual experiencing sexual harassment/violence has the right to pursue other avenues of recourse including filing charges with the Commissioner of Education, initiating civil action or seeking redress under state criminal statutes and/or federal law.

Any individual with a sexual harassment complaint may choose to bypass this policy and proceed directly to the NH Commission on Human Rights, or US Department of Health and Human Services, Office of Civil Rights Region I, JFK Building, Room 1875, Boston, MA 02203, phone 617-565-1340.

Nothing in this policy limits the schools obligation to report criminal conduct or to cooperate in criminal investigations conducted by law enforcement authorities.

CBNA Policy #6-10

Sexual Harassment Prevention

Approved 6/13/01

Revised 3/8/06, 8/8/07, 12/11/08, 6/14/17

Coe-Brown Northwood Academy

Policy #6-11

CHILD ABUSE

Purpose:

To follow state guidelines in reporting potential instances of child abuse

POLICY:

The Board of Trustees authorizes the Headmaster to develop and implement procedures to insure compliance with state **laws and** guidelines in reporting potential child abuse or neglect.

Under New Hampshire law (RSA 169-C:29) every person who has "reason to suspect" that a child has been abused or neglected is required to report that suspicion to DCYF (Division of Children, Youth and Families of the NH Department of Health and Human Services) or directly to the police. This shall be made immediately via telephone or otherwise.

The requirement is not dependent on whether there is proof of the abuse or neglect, nor is it dependent upon whether the information suggests the abuse or neglect is continuing or happened in the past. Failure to report may be subject to criminal prosecution, while a report made in good faith is entitled to both civil and criminal immunity. Additionally, a "credential holder", as defined in NH Department of Education Rule 501.02(h), who fails to report suspected abuse or neglect risk having action taken by the NH Department of Education against his/her credential. N.H. Code of Conduct for Educators, Ed. 510.059(e)

All school officials, teachers, school nurses and school counselors are legally responsible for immediately reporting suspected child abuse or neglect to the Headmaster or designee. The Headmaster, or designee, will make sure a report is made immediately to DCYF or *in cases of imminent danger*, to the police.

The Headmaster or designee is responsible for ensuring that all staff and employees of the Academy are aware of this requirement.

Coe-Brown Northwood Academy

Policy #6-12

BULLYING AND INTIMIDATION

Purpose:

To protect the right of students, faculty and staff to feel safe at school and school related events

POLICY:

The Board of Coe-Brown Northwood Academy is committed to providing all pupils a safe school environment in which all members of the school community are treated with respect. The Board believes that preventing bullying is critical for creating and maintaining a safe, secure and positive school climate and culture, supporting academic achievement, increasing school engagement, respecting the rights of all individuals and groups, and building community.

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

The Headmaster and/or his designee are responsible for ensuring that this policy is implemented.

The Board fully supports and gives authority to the Headmaster and/or his designees to address any form of bullying and to take appropriate disciplinary action up to and including dismissal from the school. This policy supports the rights of the school to address issues of bullying that occur

- a) on, or is delivered to school property, school sponsored event or activity on or off school property or
- b) occurs off or outside school property or activities or events if the conduct interferes with a student's educational opportunities or substantially disrupts the operations of the school or school-sponsored event or activity

The Board authorizes the Headmaster and/or his designees to develop appropriate procedures to implement this policy. These procedures will address defining the types of unacceptable behavior, indicate the types of disciplinary action that may be taken,

document what will occur if there is deliberate false reporting by students or employees, actions that may be taken to protect a student from reprisals, and methods for distributing the policy/procedures to students, staff, volunteers, parents and guardians. Most importantly these procedures will include a clear process for students and staff to report bullying and suspected bullying, methods to effectively document all NH Department of Education forms, and a process for notifying parents. There may be instances where it is deemed to be in the best interests of the victim or perpetrator not to inform the parents. In those cases the Headmaster will have the authority to waive the requirement to notify the parents. The procedures will also include a clearly defined process for investigating the alleged bullying with specified responsible parties, time frames, factors to take into account in making a final decision and timelines for notifying the students and their parents/guardians. The procedures will indicate the types of remedial actions and consequences that may be taken when the reported abuse has been substantiated.

An appeal process will also be included in the procedures. These will be in compliance with RSA 193:13, ED 317 and applicable Academy policies. The student and the parents/guardians will be notified of the appeal process.

Any student or staff member who believes that they have been subjected to harassment or bullying, or who has witnessed or has reliable information that another school community member has been subject to harassment or bullying, as defined above, shall report it to the Headmaster or to the Dean of the Director of Counseling.

The Board also authorizes the Headmaster and/or his designee to identify, develop, implement and review any and all programs or approaches that may be instituted at the school to address bullying behavior. The Board welcomes and authorizes the Headmaster to seek out ideas and feedback from students, staff, parents/guardians and the public in identifying positive approaches to handling this issue.

The Board of Trustees also gives notice that audio and video recordings may be made on school buses or school property at any time. Notice of this will be included in the Student Handbook.

Coe-Brown Northwood Academy

Policy #6-13

STUDENT HEALTH SERVICES

Purpose:

To insure that appropriate services are available to promote a healthy school environment

Policy:

The Board of Trustees recognizes the importance of having trained professional staff to promote a healthy school environment and provide appropriate health services. To this end the Board authorizes the Headmaster to recruit for and fill the position of school nurse with a registered professional nurse licensed in the state.

The responsibilities of the school nurse shall include, but are not limited to the following, provide direct health care to students and staff, promote a healthy school environment, serve in a leadership role for health policies and programs, handle all injuries or illnesses occurring during the school day, insure that all medications taken during the school day are done so in compliance with applicable rules, maintain all required documentation and health records, serve as a liaison between school personnel, family, community and health care providers. The nurse will also have responsibility for developing procedures to address and meet special physical health needs of students. As appropriate, the Headmaster may assign other duties as needed.

Coe-Brown Northwood Academy

Policy #6-14

Indoor Air Quality

Purpose:

To insure that the indoor air quality at Coe-Brown Northwood Academy is adequate and meets all state requirements

Policy:

The Board of Trustees recognizes the importance of having acceptable indoor air quality. To that end the following is the policy of the Academy.

In order to ensure that all Academy buildings have adequate indoor air quality, the Board directs the Headmaster and/or his designee, to address methods of minimizing or eliminating emissions from buses, cars, delivery vehicles, and other motorized vehicles. The Board encourages the Headmaster to utilize methods and recommendations established by various State agencies.

In addition to addressing methods eliminating emissions, the Headmaster and/or his designee, is directed to annually investigate air quality in Academy buildings using a checklist provided by the New Hampshire Department of Education.

In support of this policy, the Headmaster is authorized to establish regulations and/or administrative rules necessary to implement anti-idling and clear air measures aimed at improving indoor air quality.

Coe-Brown Northwood Academy

Policy #6-15

Restraints

Purpose:

To provide the basis for having and implementing procedures and guidelines for the use of restraints at the Academy

Policy:

The Board of Trustees recognizes the fact that there may be occasions where it is necessary to restrain students to insure their safety and that of those around them.

The Board authorizes the Headmaster and his/her designees to develop the appropriate procedures for implementing any necessary restraints with students at the Academy. The Headmaster and/or designees will also have responsibility for insuring that there are staff trained in implementing these procedures.

All procedures will include definitions, reporting requirements, special circumstances (i.e. transportation), list the circumstances where restraints may be used, identify what are prohibited restraints, describe how to handle situations where restraints may go on for extended periods, and follow legal requirements.

Coe-Brown Northwood Academy

Policy #6-16

Harassment and Sexual Harassment of School Employees

Purpose:

To maintain a teaching and learning environment free from sexual harassment of any kind

POLICY:

Harassment of school employees because of sex, gender identity, sexual orientation, race, creed, color, ancestry or national origin, marital status, familial status, physical or mental disability, religion, or genetic information are prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.

Any employee who engages in harassment or sexual harassment shall be subject to disciplinary action, up to and including discharge.

A. Harassment

Harassment includes, but is not limited to, verbal abuse, threats, physical assault and/or battery based on race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, age, genetic information or disability.

B. Sexual Harassment

Sexual harassment is addressed under federal and state laws and regulations. The scope and definitions of sexual harassment under these laws differ, as described below.

1. Title IX Sexual Harassment

Under the federal Title IX regulations, sexual harassment includes the following conduct on the basis of sex which takes place within the context of the school unit's education programs and activities:

- a. "Quid pro quo" sexual harassment by a school employee: Conditioning a school aid, benefit or service (such as a promotion or favorable evaluation) on an individual's participation in unwelcome sexual conduct;
- b. "Hostile environment" sexual harassment: Unwelcome conduct

based on sex that a reasonable person would determine is so severe, pervasive and objectively offensive that it effectively denies an individual's equal access to the school unit's education programs and activities; or

c. Sexual assault, dating violence, domestic violence and stalking as these terms are defined in federal laws.

2. Sexual Harassment Under Title VII and New Hampshire Law

Under another federal law, Title VII, and under New Hampshire law/regulations, sexual harassment is defined differently. The New Hampshire Commission for Human Rights law states that "[u]nwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature constitutes sexual harassment when:

(a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

(b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

(c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."

C. Reports and Complaints of Harassment or Sexual Harassment

Any employee who believes they have been harassed or sexually harassed is encouraged to make a report to the Human Rights Officer/Title IX Coordinator. The Human Rights Officer/Title IX Coordinator is also available to answer questions and provide assistance to any individual who is unsure whether harassment or sexual harassment has occurred.

All reports and complaints regarding harassment or sexual harassment of employees shall be addressed through the Employee & Third-Party Unlawful Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures (ACAB-R).

Legal References:

- Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.); 34 C.F.R. Part 106
- Clery Act (20 U.S.C. § 1092(f)(6)(A)(v) - definition of sexual assault)

- Violence Against Women Act (34 U.S.C. § 1092(f)(6)(A)(v) – definition of sexual assault; 34 U.S.C. § 12291(a)(10) – dating violence; 34 U.S.C. § 12291(a)(3) – definition of stalking; 34 U.S.C. § 12291(a)(8) – definition of domestic violence)
- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d)
- Americans with Disabilities Act (42 U.S.C. § 12101 et seq.), as amended
- Section 504 of the Rehabilitation Act of 1973 (Section 504) (29 U.S.C. § 794 et seq.), as amended
- Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e, et. seq.; 29 C.F.R. § 1604.11)
- Age Discrimination in Employment Act (29 U.S.C. § 623 et seq.)
- Genetic Information Nondiscrimination Act of 2008 (42 U.S.C. § 2000ff et seq.)
- RSA 354-A:7
- NH Code Admin. R. Ed. 303.01(i) and (j)

Cross Reference:

Coe-Brown Northwood Academy

(Suggested policies to cross-reference.)

ACAB-R- Employee & Third-Party Unlawful Discrimination/ Harassment and Title IX Sexual Harassment Complaint Procedure

AC - Nondiscrimination/Equal Opportunity and Affirmative Action

ACAD - Hazing

Coe-Brown Northwood Academy

Policy #7-1

BUDGET IMPLEMENTATION

Purpose:

To define the responsibilities for the development and management of the annual budget

Policy:

The Fiscal Management Committee will be responsible for the oversight of the preparation of an annual operating and capital expenditure budget that will be adopted by the Board of Trustees by the January meeting each year.

In developing the annual budget, the Fiscal Management Committee will be responsible for insuring that input from the Headmaster and those committees of the Board which have fiscal requirements and/or input into the operating and capital budgets has been included in the process.

Fiscal requirements from negotiations with the faculty and approved by the Board of Trustees will be included in the annual operating budget.

Budgets will be prepared that reflect the optimization of funds to support the operation of the Academy and provide a quality education to the students in keeping with the school's philosophy.

Overall school operational budget control will be the responsibility of the Headmaster with oversight through the Fiscal Management Committee.

Coe-Brown Northwood Academy

Policy #7-2

BONDING

Purpose:

To define the process by which the Academy will borrow funds for capital improvements

Policy:

The Treasurer will provide to the Board appropriate documentation that defines the Academy's ability to enter into a bonding agreement for the purpose of capital improvements.

No bonding agreement will be executed without the approval of the Board.

The Treasurer, *or Board appointed designee*, will be responsible to handle all administrative requirements associated with the execution and payment of outstanding bonds.

The Board shall not approve bonding for which it does not have adequate financial resources to repay.

Coe-Brown Northwood Academy

Policy #7-3

AUDITS AND FINANCIAL MONITORING

Purpose:

To define the responsibilities for conducting audits and financial management

Policy:

The *financial* books and accounts of the Academy shall be audited annually. The audits to be performed will meet the basic audit procedures prescribed by the CPA and GASB Standards. A written financial assessment of the Academy's fiscal status and financial management procedures shall be provided annually to each Board member. **The Board will vote to accept or reject the report as presented.**

The Board, through the Treasurer, shall approve the investment of monies in investment accounts. These accounts will be used to support Academy programs as decided by the Board.

Investments will be guided by the following objectives; safety, liquidity and yield. The "Standard of providence" used by the Academy shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio.

A Fiscal Management Committee will review the investment accounts and financial management procedures and report its findings at regularly scheduled Board meetings. It will make recommendations to the Board regarding changes necessary to maintain appropriate fiscal management procedures.

Coe-Brown Northwood Academy

Policy #7-4

TUITION FOR INTERNATIONAL STUDENTS

Purpose:

To define the policy for charging tuition for international students to local sending school districts

Policy:

The Board of Trustees recognizes that local school districts may, from time to time, have international students placed in their districts. The eligibility of these students to attend Coe-Brown Northwood Academy will depend on the existence and content of any contract between the school district and the Academy. International students residing in school districts that do not have any contract with the Academy will be accepted on a space available basis and the approval of the Headmaster.

It will be the responsibility of the sending school district to pay the established tuition cost for each international student attending Coe-Brown Northwood Academy. The Board of Trustees may, at its discretion, approve procedures to waive a portion of the tuition costs. Any waivers that are granted in one school year do not automatically constitute an agreement to waive similar costs in succeeding years.

In cases where the Academy accepts international students who are working through private placement companies then all tuition and related costs will be negotiated and agreed to with the company prior to the student enrolling.

Coe-Brown Northwood Academy

Policy # 7-5

INVESTMENT POLICY

Purpose:

To establish the policy relative to investments and standard of care

POLICY:

The Board of Trustees recognizes the importance of establishing appropriate procedures and expectations regarding the Academy's investments. To this end the following is the policy of the school:

Objectives:

1. Safety of principal is the foremost objective in this policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital by mitigating credit and interest rate risk. This will be accomplished by limiting the type of the investments and institutions to those stipulated by statute and fully covered by the FDIC insurance or collateral approved pursuant to applicable law.
2. Liquidity of the investment portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated
3. Yield. The investment portfolio shall be designed with the objective of obtaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objective described above.

Standards of Care:

1. Prudence. The standard of prudence to be used by the Treasurer shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. They are directed to use the GFOA Recommended Practices and Policy Statements Related to Cash Management as a guide to prudent investment of public funds.
2. Ethics and conflicts of interest. The Treasurer shall refrain from personal business activity that could conflict with the proper execution

and management of the investment program or that could impair their ability to make impartial decisions. Employees and Investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial institutions with which they conduct business. They shall also disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officials shall subordinate their personal investment transactions to those of the Academy, particularly with regard to the timing of purchases and sales.

3. Internal Controls. The Fiscal Management Committee shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed periodically by the Board of Trustees and an independent auditor

The Board of Trustees will periodically review the investment policy.

Coe-Brown Northwood Academy

Policy # 7-6

PAYMENT FOR PARAPROFESSIONALS

Purpose:

To establish the policy relative to insuring the Academy receives adequate payments to cover the costs of paraprofessionals.

POLICY:

The Board of Trustees recognizes the importance of having an effective, efficient process for developing signed agreements with sending school districts regarding the number of and payment for paraprofessionals. The Board authorizes the Headmaster and/or his designee to develop the necessary process and documentation and keep it updated. The Administration Committee of the Board will have oversight responsibilities for this process.

The procedure needs to insure there are written, signed agreements clearly describing the positions that are covered, the costs that are incurred and the payment schedule. These documents may be sent and received electronically.

Coe-Brown Northwood Academy

Policy # 7-7

STUDENT ENROLLMENT REQUIREMENT

Purpose:

To establish the policy relative to insuring that student's enrollment at the Academy has prior approval from the sending school district or other responsible party

POLICY:

It is the policy of Coe-Brown Northwood Academy that no student will be accepted into or start attending classes without written approval from either the appropriate SAU or the responsible party for a private pay student.

It is the responsibility of the Headmaster and/or his designee to develop and implement procedures that insure this occurs. The Administration Committee of the Board will have oversight of this procedure.

Coe-Brown Northwood Academy

Policy #7-8

DELINQUENT TUITION PAYMENTS AND OTHER DEBTS - DRAFT

Purpose:

To define responsibilities when tuition payments and other debts are delinquent

Policy:

The Board of Trustees realizes the importance of receiving all tuition payments on time and in full. This also includes any other outstanding debts or items to be returned (i.e. library books). To that end it authorizes the Headmaster, in conjunction with the Fiscal Committee of the Board, to take any appropriate action to obtain delinquent tuition payments, debts, or other items.

These activities may include working with the appropriate Superintendent or parents and student.

As a general rule, the actions taken by the Academy will not jeopardize the future educational activities of student unless it is approved by the full Board.

Coe-Brown Northwood Academy

Policy #8-1

FACILITIES RENTAL

Purpose:

To establish a policy to address the use of Coe-Brown Northwood Academy facilities by the community at large

Policy:

The Board of Trustees realizes that Coe-Brown Northwood Academy is part of a larger community. As such it is reasonable to expect that the community at large would, at times, wish to make use of the various facilities available at the Academy. The Board is in support of this insofar as it does not interrupt the educational, co-curricular, or other related school functions that occur at the Academy.

The use of the facilities by outside parties cannot result in wear and tear above what is expected and normal. In addition, those that use the Academy's facilities will be required to leave it in the same condition it was in prior to their use. If this does not occur the party requesting the use of the facility will be held responsible for all costs incurred in returning the facility to its previous state.

The Headmaster, or designee, will have responsibility for developing appropriate forms for requests for the use of any facilities. These forms shall include, where appropriate, charges for such use. The decision of the Headmaster or designee will be final regarding allowing use of any of the school's facilities.

All requests for facility use will be managed by the Headmaster or designee. All parties using the school's facilities will be informed of the tobacco free zone, drug free zone, and requirement to use the tunnel. The school will not be responsible for any cost incurred for custodial services, police and/or fire protection.

Coe-Brown Northwood Academy

Policy #8-2

GROUNDS AND BUILDINGS

Purpose:

To establish a policy for maintaining clean and well-kept facilities

Policy:

The Board of Trustees is committed to maintaining the building and grounds of Coe-Brown Northwood Academy to the highest degree possible. Appropriate staff will be hired and supervised by the Headmaster or designee. Funding, to the degree possible, will be approved in the budget in order to meet this requirement.

It is also expected that students and staff will do their part to keep the school grounds and buildings clean and free of debris. Disciplinary action may be taken if students are found to be misusing or abusing the facilities.

Coe-Brown Northwood Academy

Policy #8-3

PARKING AND TRAFFIC CONTROL

Purpose:

To establish a policy for on-campus parking and traffic management

Policy:

It is the policy of the Board of Trustees that on-campus vehicle operation and parking is a privilege and not a right. For this reason the Headmaster will have the authority to establish appropriate procedures and requirements for granting parking privileges.

The following priorities will be used in assigning student parking spaces:

- a) students who are handicapped or have a special need
- b) seniors
- c) students who live more than ½ mile from a bus stop
- d) students' car pooling
- e) all other students

Staff members will be required to apply for and receive a parking sticker from the Administration to park on Academy grounds.

Any individual operating any motored vehicle in an inappropriate manner may lose the privilege of parking on Academy grounds. Parking enforcement may include towing at the owner's expense, ticketing by the police and/or in-school suspension.

Police presence or designated guards shall be provided as much as possible during periods of heavy entrance or egress from parking areas. The responsibility for planning and funding this for non-school events will fall to the organization or group holding the event.

CBNA Policy #8-3
Parking and Traffic Control
Approved 6/13/01,
Revised 11/8/06, 1/14/15, 12/9/20

Coe-Brown Northwood Academy

Policy #8-4

CARE OF SCHOOL PROPERTY

Purpose:

To insure that school property is used appropriately by students and staff

Policy:

The Board of Trustees recognizes that a wide variety of school property will be used by students and staff in the course of normal school activities. It is expected that all school property will be treated with respect and that proper care will be taken for all supplies, books, furniture, computers and other equipment/property furnished by the Academy.

Anyone who defaces, destroys, disfigures or loses Academy property shall be held responsible for the repair or replacement of such property. This will also hold true for property on loan to the Academy from any source. Anyone involved in such activity may be held responsible to school and civil authorities.

It is expected that staff shall monitor the use and care of school or loan property by students and shall set a proper example concerning its use and maintenance.

Students are also expected to meet all the expectations documented in the netbook procedures and agreements. When this equipment is given to all students, it continues to be the property of the school until graduation. It is to be used for appropriate educational purposes and cared for in a manner that reasonably insures it will be functional for the full four years students are at Coe-Brown Northwood Academy.

Coe-Brown Northwood Academy

Policy #8-5

TUNNEL USE

Purpose:

To establish the policy of the Academy regarding the use of the tunnel

Policy:

It is the policy of the Board of Trustees that all students, staff, visitors and the general public will be expected to use the tunnel whenever it is necessary to cross the highway.

Students shall not linger in the tunnel and will be expected to make every effort to keep it clean. Failure by students to use the tunnel crossing the highway, or any unacceptable behaviors while in the tunnel will result in detention or other administrative and or criminal disciplinary action.

The Administration will have responsibility for informing visitors and those who are given permission to use CBNA facilities about the rules for using the tunnel and shall make this a condition for approval of current or future use.

Coe-Brown Northwood Academy

Policy #8-6

CONSTRUCTION MANAGEMENT

Purpose:

To establish the policy regarding the management of major construction projects at the Academy

Policy:

It is the policy of the Board of Trustees that during the construction of buildings, athletic facilities and other facilities the Academy shall insure compliance with all local, State and Federal construction rules, permit requirements, bids, contracts and shall provide proper personnel for monitoring entrance and egress of construction and school approved vehicles.

Whenever possible, and deemed necessary, the Board of Trustees shall appoint and compensate a Project Manager to insure safety measures are carried out and to monitor the ongoing construction for compliance with agreed upon contracts, standards and procedures.

Construction projects shall be carried out in a manner least disruptive to the surrounding community as possible.

The Board of Trustees may elect to use such bidding or management procedures as it may choose providing such choices comply with adopted or required conflict of interest policies.

Coe-Brown Northwood Academy

Policy #8-7

PROPERTY MANAGEMENT

Purpose:

To establish the policy regarding the management of property owned by the Academy.

Policy:

It is the policy of the Board of Trustees that, through its designated committee or responsible official, an up-to-date record shall be maintained on all owned, leased or rented property used by the Trustees, faculty, students, or any other authorized group of persons. Such records shall be available in considering all buildings, budgeting, borrowing, insurance, purchase, repair, or disposal decisions.

The Board, through its Facilities Committee, shall assemble and secure all deeds and descriptions of real estate owned by the Academy and will engage counsel or other such persons as necessary to research and verify legal titles to the same when needed. A file on assessed or market value will be maintained.

The Board, through its Facilities Committee, and with the aid of employees and staff, shall maintain a current inventory of all taxable and non-taxable buildings located on lands owned by the Academy or on land owned by others. Such inventory shall include descriptions, current uses, number of rooms, dates of acquisitions, construction, purchase, renovation, additions or repair, taxable or market value and insurance coverage.

The Administration shall designate an employee(s) responsible for maintaining a listing of all computer equipment, furniture, classroom equipment, outdoor equipment, maintenance equipment and any other items of sustainable value. This listing shall be updated as acquisitions or dispositions are made and shall be available for review in determining future needs, disposals acquisitions or repairs.

CBNA Policy #8-7
Property Management
Approved 6/13/01
Revised 11/8/06

Coe-Brown Northwood Academy

Policy #9-1

BOMB THREATS/FALSE FIRE ALARMS

Purpose:

To establish a policy to provide for the safety of students, faculty and staff in the event of a bomb threat or false fire alarm

Policy:

It is the policy of the Board of Trustees that the overall safety of the students, faculty and staff will be the underlying basis for all decisions in the event of a call or notice that a bomb has been placed at any location on Academy grounds. This will also cover any false fire alarms.

In the case of a bomb threat will be the responsibility of the Headmaster or designee to call for an immediate evacuation of the school or buildings and to notify the local police department of the threat. Any fire alarm will be assumed to be real and standard notification to the local fire department and evacuation procedures will be followed.

In the case of the bomb threat it will be the responsibility of the local police department and state police, if requested, to conduct a thorough search of the premises. The senior member of the local police department on-site will notify the Headmaster or designee if/when re-entry will be permitted. For a fire alarm the local fire department will handle extinguishing the fire and notifying the Headmaster or designee if/when re-entry will be permitted.

In either case any subsequent decision concerning dismissal of Academy students will be the decision of the Headmaster or designee.

The Board supports implementing appropriate consequences, legal and otherwise, for any person(s) found guilty of calling in a bomb scare and/or false fire alarms. At the discretion of the Academy, any costs incurred in dealing with the situation may be charged to the individual who is found guilty of perpetrating the **either** threat.

Coe-Brown Northwood Academy

Policy #9-2

FIELD TRIPS

Purpose:

The purpose of this policy is to support field trips that provide a valuable supplement to classroom instruction

Policy:

It is the policy of the Board of Trustees that field trips are a valuable tool for adding to the depth and experience of classroom instruction. The Board supports incorporating field trips into classroom activities when sufficient planning, budgeting, and student preparation has occurred to support the activities.

It will be the responsibility of the teacher, chaperones, and any other adults to follow the Field Trip and Faculty Manual Guidelines prior to, during, and after the field trip.

It is expected that all students, chaperones and staff will represent Coe-Brown Northwood Academy in a positive manner during all aspects of a field trip.

Coe-Brown Northwood Academy

Policy #9-3

FIRE DRILLS/EVACUATION

Purpose:

To establish a policy to insure appropriate procedures are in place to facilitate the safe evacuation of the building in case of fire

Policy:

It is expected that every person on Coe-Brown Northwood Academy premises will adhere to fire evacuation procedures during fire drills or actual fires.

In cases where the fire alarm system is activated by something other than a fire drill it will be the responsibility of the Northwood Fire Department to investigate the cause, take appropriate action and determine when/if re-entry to the building can occur.

It will be the responsibility of the Headmaster to develop evacuation procedures to insure that all parties leave the building and that the students are accounted for and kept in a safe location. This includes procedures to insure that the fire department is notified as soon as possible of any students that are not accounted for in the evacuation.

The Headmaster will also be responsible for establishing a procedure to follow state laws on requirements for evacuation drills. This will be to prepare students, faculty and staff as much as possible on what to do in the case of an actual fire.

Coe-Brown Northwood Academy

Policy #9-4

WEAPONS

Purpose:

To support efforts to provide students, faculty and staff with a safe learning environment free from any threat from weapons

Policy:

It is the policy of the Board of Coe-Brown Northwood Academy that no dangerous weapons will be allowed on any Academy grounds (this includes all buildings, playing fields, parking lots and wood lots) except for as specifically listed here:

- 1) Weapons under the control of law enforcement personnel are permitted
- 2) Weapons that are registered and handled in a legal manner for purpose of education may be authorized by the Headmaster
- 3) Weapons properly registered with the Academy and handled during an approved community use of the school facilities may be permitted

Dangerous weapons are defined as a gun, knife, razor, tasers, karate stick or implement, metal knuckle, fire cracker or other explosive device, anti-personal spray such as Mace or similar irritant or any other object or material which by the manner in which it is used or intended to be used, is capable of inflicting bodily harm. "Toy guns" and other facsimiles of weapons used to create a feeling of intimidation will be treated as if they were real.

When school staff receive a report of, or discover, a dangerous weapon, they will immediately notify the Headmaster or designee. The Headmaster or designee will be responsible for confiscating the weapon and/or taking any other necessary measures to insure the safety of students, staff and faculty. This will include notifying the Northwood Police Department as soon as possible.

Violations of this policy will result in disciplinary action up to and including expulsion. At the discretion of the Academy, any costs incurred in dealing with the situation may be charged to the individual who brought the weapon on school grounds. Individuals who know of the weapon and do not report it are also subject to disciplinary action up to and including expulsion.

Coe-Brown Northwood Academy

Policy #9-5

EARLY DISMISSAL

Purpose:

To address circumstances where students need to leave school early

Policy:

The Board of Trustees recognizes that occasionally it may be necessary for a student to leave school early for doctor's appointments or other unavoidable commitments. In these cases, students **can** bring in an early dismissal note prior to school or have prior parental permission submitted to the school.

Students will not be excused from school without a written request from the parent or guardian or by a phone or email request through the main office unless approved by the Headmaster or Assistant Headmaster

Students who become sick during the school day should see the school nurse at the earliest opportunity. If, in the judgment of the nurse, the student should be sent home, the parent or guardian will be contacted and appropriate arrangements made. Students will not be dismissed from school for any reason unless the parent or guardian has been contacted.

Coe-Brown Northwood Academy

Policy #9-6

FIGHTING

Purpose:

To promote an educational environment that is, as much as possible, free of fights and physical violence

Policy:

The Board of Trustees will not tolerate fighting as a means of dealing with conflicts among students or any other individuals on Academy grounds. This includes Academy buildings, fields, wood lots, parking lots, tunnel, grounds, on the buses, at the bus stops and at the site of an away-from-school activity.

Fighting includes punching, hitting, slapping, kicking, scratching, biting, butting, hair pulling, pushing/shoving opponents or any behavior that meets the threshold of unprivileged physical contact with another.

The Headmaster has the authority to report fights to the appropriate police agency and complaints may be filed. Substantiated reports of confrontations said to be happening away from school may also be reported to police.

Any fights that include any type of weapon will be automatically reported to the police and disciplinary action as outlined in the weapons policy will be followed.

Disciplinary action up to and including expulsion may be taken against any students found to be fighting. Students who promote or encourage other students to fight will be considered full participants in the fight and will be subject to the same level of disciplinary action.

Coe-Brown Northwood Academy

Policy #9-7

STUDENT CONDUCT

Purpose:

To promote appropriate standards of conduct and performance for students as an essential part of the educational process

Policy:

The Board of Trustees expects that students will act responsibly and abide by the policies, procedures and rules of the Academy. Information on this policy will be included in the student handbook.

In cases where a student does not act in accordance with these expectations, the following disciplinary actions may be taken: verbal reprimand, detention, administrative detention, in-school suspension, out-of-school suspension.

In cases of serious and/or continuous infractions, the student will be required to meet with the Education Committee of the Board of Trustees. The student will be expected to present a plan for corrective action. The Education Committee has the option to accept this plan with or without additional conditions.

In cases where the student is unable to conform to the standards of the Academy, he/she may be dismissed by the Headmaster and/or the Education Committee of the Board of Trustees. The Headmaster will have responsibility for notifying parents and sending school boards.

Students receiving special education services will be disciplined in accordance with the student's IEP and all applicable provisions of the Individuals With Disabilities Education Act (IDEA).

Coe-Brown Northwood Academy

Policy #9-8

STUDENT ATTENDANCE

Purpose:

To clarify Coe-Brown Northwood Academy's expectations regarding student attendance

Policy:

The Board of Trustees recognizes the importance of constant and regular attendance by students. The expectation is that students will be on time and in attendance, if at all possible, every day that the school is in session.

The Headmaster will have responsibility for establishing procedures for handling situations when a student cannot be in school for any reason. These procedures will include the responsibility of the parent/guardian to notify the school of absences, time frames for the notification, at what point the school will contact the parent/guardian, criteria for how absences will be counted, criteria for when the student will be allowed to make up work, when a student will be considered truant from school, impact of absences on co-curricular participation and at what point credit for coursework is threatened due to multiple absences.

If a truancy problem continues, the Headmaster will contact the appropriate SAU for cooperation and notification. A letter will be sent by registered mail to the parents/guardians of the truant student, indicating the nature and seriousness of the problem and enclose a copy of RSA 193:1 and current truancy laws.

Coe-Brown Northwood Academy

Policy #9-9

STUDENT TARDINESS

Purpose:

To clarify Coe-Brown Northwood Academy's expectations regarding student being on time for school and class

Policy:

The Board of Trustees believes that punctual attendance for school and all classes is extremely important. Students who are habitually late cause needless disruptions and negatively impact both their own education and that of everyone else in the class.

A student is considered tardy to school if they arrive after the opening bell, if they are not in their assigned room of their block one class when the opening bell sounds. The Headmaster will have responsibility for establishing procedures for students who are late to school or class to follow. This will include procedures for implementing consequences for students who are consistently tardy to school or class.

The Academy realizes that transportation problems may be responsible for tardiness at the beginning of the school day. Students who arrive late on the school bus will not be counted as tardy but all others will be considered tardy.

Coe-Brown Northwood Academy

Policy #9-10

STUDENT LOCKERS

Purpose:

To clarify Coe-Brown Northwood Academy's policy regarding student use of lockers

Policy:

Coe-Brown Northwood Academy assigns lockers to all students who request one for their use during the school year. The use of a locker is a privilege and it is expected that all students will treat it appropriately.

Students are allowed to use school locks on their lockers if they choose. It must be noted that the Headmaster or designee has the authority to inspect any or all lockers at any time (please see Policy 9-12 Student Searches).

Coe-Brown Northwood Academy

Policy #9-11

STUDENT LEAVING SCHOOL GROUNDS

Purpose:

To clarify Coe-Brown Northwood Academy's policy regarding student leaving school grounds during the school day

Policy:

It is the policy of the Board of Trustees that students are not to leave school grounds during the school day without the expressed permission of their parents and the Headmaster or Assistant Headmaster or designee. This does not include students who are participating in an approved school activity or have a request from a parent/guardian for an early release.

Coe-Brown Northwood Academy

Policy #9-12

STUDENT SEARCHES

Purpose:

To clarify Coe-Brown Northwood Academy's policy regarding student searches including lockers, desks, any storage areas and backpacks and student vehicles

Policy:

It is the policy of the Board of Trustees that the Headmaster, security personnel or other designee may detain and search any student(s) on the premises of the Academy, or while in transit to any event or function sponsored or authorized by the Academy under the following conditions:

1. When any authorized person has reasonable suspicion that the student may:
 - Be in possession of alcohol, dangerous weapons, controlled substances as defined by law, or stolen property;
 - Have misused the CBNA internet or network;
 - Have misused any part of the school buildings or property;
 - Have assaulted or threatened any student or Academy employee;
 - Have behaved in any way that is disruptive to Academy operations;
 - Have been in violation of any Academy rules or policy
2. Academy netbooks, lockers and desks are the property of the CBNA, not the student. The users of netbooks, lockers, desks, and other storage areas, including electronic files, have no reasonable expectation of privacy from CBNA employees as to the contents of those areas. These areas may be subject to searches at any time with reasonable suspicion. Random searches are allowable.
3. Authorized personnel may search a student whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Authorized personnel conducting a search have the authority to detain the student or students and to preserve any contraband seized.
5. Any search of students will be conducted by the authorized person with the assistance of a staff person of same sex as the students. Strip searches are expressly forbidden.
6. Student vehicles on Academy grounds may also be searched.
7. Authorized personnel are permitted to arrange for the use of trained canines and Drug Recognition Experts to aid in the search process.

Coe-Brown Northwood Academy

Policy 10-1

DEVELOPMENT AND COMMUNITY OUTREACH COMMITTEE

PURPOSE:

To identify the purpose and responsibilities of the Development and Community Outreach Committee of the Board of Trustees.

POLICY:

The Development and Community Outreach Committee of Board of Trustees is charged with the responsibility for developing long-term goals leading to improved relations with Community, increased donations of all kinds, identification and implementation of capital campaigns and increased positive public relations.

The Committee will identify and work towards implementation of activities that will achieve the identified goals. This may include personnel, technology, consultants, work space and trainings.

The Chair of the Committee will keep the full board informed of all activities.

Coe-Brown Northwood Academy

Policy 10-2

ALUMNI RELATIONS

PURPOSE:

To identify the relationship between the Alumni Association and the Development and Community Outreach Committee

POLICY:

The Board of Trustees recognizes the importance of the Alumni Association to the current and future health of the academy.

It will be the responsibility of the Development and Community Outreach Committee to develop and maintain a strong working relationship with the Alumni Association. This may take many different forms but will be considered a priority by the Committee in all of its activities.

Where appropriate the Alumni Association, through its representatives, will be included in Committee activities.

Coe-Brown Northwood Academy

Policy 10-3

WORK PLAN

PURPOSE:

To insure the effectiveness of the Development and Community Outreach Committee including the ability to measure progress and successes.

POLICY:

The Development and Community Outreach Committee of Board of Trustees will be responsible for developing an annual Work Plan for the committee.

The Work Plan will clearly specify the priorities for the coming year and provide enough information for the Development Director to develop specific and measurable goals.

Achievement of Work Plan priorities will be monitored throughout the year and be part of the yearly evaluation of the progress of the Development Office.

Coe-Brown Northwood Academy

Policy 10-4

PUBLIC RELATIONS

PURPOSE:

To insure that the Development and Community Outreach Committee makes effective use of public relations opportunities for the Academy.

POLICY:

The Board of Trustees recognizes that public relations are an integral part of development and fundraising activities.

To that end the Development and Community Outreach Committee will insure that the Work Plan and specific goals for the year will address the need to promote the Academy in a positive light to the community, alumni, students/parents, faculty and media.

The Chair of the Committee will keep the full Board apprised of public relations activities so they can support these activities as appropriate.

Coe-Brown Northwood Academy

Policy 10-5

FUND RAISING

PURPOSE:

To insure that the Development and Community Outreach Committee approaches fund raising activities in a manner that is not only effective but reflects positively on Coe-Brown Northwood Academy.

POLICY:

The Board of Trustees recognizes that fund raising is a vital and necessary part of its job in order to insure the long-term financial health of the Academy.

The Development and Community Outreach Committee will insure that the Work Plan and specific goals for the year will address the need to generate revenue in a number of ways including, but not limited to, annual appeals, capital campaigns, in-kind donations, special events and naming opportunities.

The Chair of the Committee will keep the full Board apprised of fund raising activities so they can support and endorse these activities.

Coe-Brown Northwood Academy

Policy 10-6

OVERSIGHT OF THE DEVELOPMENT OFFICE

PURPOSE:

To insure that the activities of the Development Office and staff are monitored on regard to their effectiveness and achievement of goals.

POLICY:

The Development Office and staff are an important part of Coe-Brown Northwood Academy and have the ability to significantly impact the public perception and financial health of the school.

In order to insure that the Development Office and staff maintain a focus on the established goals and policies of the Academy they will be monitored by both the Headmaster and the Development and Alumni Outreach Committee of the Board of Trustees.

It will be the responsibility of the Headmaster and Development and Community Outreach Committee to establish the specifics of the monitoring and communicate clearly to the Development Office staff.

Coe-Brown Northwood Academy

Policy 10-7

NAMING

PURPOSE:

To clarify the purpose and role of the Development and Community Outreach Committee to use naming of various physical sites of Coe-Brown Northwood Academy for recognition and fund raising.

POLICY:

The Board of Trustees recognizes the honor that is entailed in naming a part of the Academy after someone. It is also aware of the value of using this option to generate and recognize substantial contributions to the school.

As such, the Development and Community Outreach Committee will track areas already named, those that could be named and significant contributions by individuals or entities. The Committee will use naming as an opportunity to recognize individuals who have attained achievements of extraordinary and lasting distinction, to recognize an organization with historical and exceptional ties to Coe-Brown Northwood Academy or to recognize benefactors who have made substantial financial contributions to the Academy.

When appropriate the Committee will bring forth a recommendation for a new naming to the full Board for approval. The Committee will also insure the appropriate notifications, publicity and signage is completed.

Coe-Brown Northwood Academy

Policy 10-8

Publications, Marketing Materials and Activities Parameters

PURPOSE:

To clarify the purpose and role of any publications, marketing materials or activities developed by the Development office

POLICY:

The Board of Trustees recognizes the importance of having a variety of publications, marketing materials and activities for use by the Development Office in meeting its goals of promoting the Academy and increasing contributions to the school.

As such, the Development and Community Outreach Committee will work with the Development Director to develop appropriate publications, marketing materials and activities. The decisions as to what information will be covered in materials or what individuals or groups will be involved in any activities will be the decision of the Director and the Development and Alumni Outreach Committee. Inclusion in any such publications, marketing materials or activities will not, in any way, create any understanding or agreement regarding inclusion in future materials or activities. It also does not indicate any implied, formal or on-going support by the full Board.

Coe-Brown Northwood Academy

Policy 10-9

Special Requests for Fundraising Projects

PURPOSE:

To set the parameters whereby the Development and Community Outreach Committee will consider special requests for fundraising projects.

POLICY:

The Development and Community Outreach Committee of the Board of Trustees has the responsibility for developing an annual work plan that will delineate the priorities that the committee and Director will focus on for the coming year. This is to insure the best use of time and resources in meeting the fundraising goals for the academy.

The Committee recognizes that other fundraising activities and opportunities may arise during the year and it may be asked to participate or provide support in one way or another. The Committee and Director will take these requests under advisement and make an assessment as to whether it fits within the priorities set for the year, it can be supported without impeding the accomplishment of another established goal and is a reasonable and effective use of the resources of the Development Office. Once a decision has been made the Development Director will notify the requesting party.

The decision of the Development and Community Outreach Committee and Director will be final.

Coe-Brown Northwood Academy

Policy #10-10

MANAGEMENT OF SCHOLARSHIP DONATIONS

Purpose:

To establish appropriate, effective methods for handling inquiries about and actual donations to the Academy for scholarships

POLICY:

The Trustees of Coe-Brown Northwood Academy recognize the importance of responding effectively and appropriately to any potential or actual donations to the Academy that are made outside of any formal fund drives. Many of these donations are for scholarships and the Board is aware it takes a great deal of time to accept, manage, track the monies and select recipients for various scholarships. Where appropriate the Development and Community Outreach Committee will support scholarship activities.

To this end, it will be the responsibility of the Headmaster and the Dean of Student Services to develop and implement procedures to make the best use of Academy staff time, while managing the numerous scholarship donations. These procedures will include at least the following:

1. Where appropriate, provide information about alternatives to establishing scholarships that will benefit students and effectively provide long-term recognition of the person(s) being remembered
2. Minimum monetary levels for establishing and maintaining individual scholarships *to be managed by the Academy.*
3. A process for combining smaller donations into larger, existing scholarships *that are managed by the Academy.*
4. A process for recognizing all those being honored by donations to either individual or combined scholarships
5. Requirements, if any, for reporting back to donors to any scholarship.