Coe-Brown Northwood Academy
Student Handbook
2026-2027

Founded 1867
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Section 1: Introduction

INTRODUCTION STATEMENT:

The Board of Trustees considers it mandatory for students of the Academy to abide by such regulations as the administration considers to be in the best interest of an effective educational program.

It is through the process of adhering to Academy policies and procedures that we can work toward a positive school culture with a focus on high academic and personal standards. Violations of the basic rules of conduct and expectations as outlined in this document will be addressed consistently and promptly. In addition, the Academy reserves the right to suspend or dismiss any and all offenders.

Members of the Coe-Brown community will find that these policies and procedures help to reinforce the importance of respect. This includes respect for ourselves, for each other, and for the Academy. For these reasons, it is important to thoroughly understand Academy regulations, which are in effect for the well-being of all individuals and in the interest of safe school management.

We greatly appreciate your cooperation in these matters and you are encouraged to become highly familiar with the contents of this handbook. It is the hope that this handbook is both helpful and informative to you as we look toward a great school year together!

CONTACT US:

All staff can be reached by telephone at 603-942-5531.

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Security Officer	security@coebrown.net

All additional staff emails can be found on our website at **www.coebrown.org.**

Coe-Brown Northwood Academy

907 First New Hampshire Turnpike, Northwood, NH 03261 (603) 942-5531 • FAX (603) 942-7537 • www.coebrown.org

LETTER TO CBNA PARENTS/GUARDIANS & STUDENTS:

Dear Parents, Guardians and Students:

The faculty, staff and administration would like to welcome you and your family to the school community of Coe-Brown Northwood Academy. We are excited to be working together as a team for the upcoming academic year.

It is a priority for all of us, staff, students, and community, to educate CBNA students in a safe and educationally stimulating environment in which both creativity and personal responsibility are encouraged. Many of the school policies you will find in this handbook are based on the goal of promoting respect and responsibility for ourselves and others around us. We will support, encourage, and promote good decision making for all students.

We are extremely proud of Coe-Brown Northwood Academy's educational community which has strengthened over time since the Academy's start in 1867. The faculty, students, parents, and guardians together make a strong team that will guide students through a successful high school career. It is our hope that students have a challenging and rewarding year, both academically and socially.

Students should communicate directly with faculty and their counselors to guide their way through the school year. Parents and guardians are encouraged to support your students in this endeavor and also to prompt them to participate in co-curricular activities that will expand their horizons and help them develop their interests and skills. We notice and are thankful for the outstanding efforts from parents, guardians, and members of our sending communities.

We are looking forward to a great academic year and appreciate the valuable and effective efforts made by all members of the Coe-Brown community!

Sincerely,

David S. Smith
Headmaster

MISSION STATEMENT:

Coe-Brown Northwood Academy strives to produce graduates who are academically and socially prepared to be responsible, caring and contributing members of the global society.

To achieve this mission, we seek to:

1. Promote learning outcomes that:
    a. meet high academic standards
    b. support excellence in the acquisition of literacy, technology, analytical, computational, and communication skills
    c. place the needs of the individual student first, maintaining small teacher/student ratios
    d. provide a strong foundation for post-secondary education, employment, and life-management skills
    e. reflect and meet the needs of students in a multi-cultural society
    f. instill a sense of civic responsibility.

2. Create an environment that fosters an appreciation of:
    a. life-long learning
    b. critical and creative thinking
    c. personal responsibility
    d. self-respect
    e. multiple aspects of knowledge

3. Support mutual respect for peers, faculty, administration, community, and the environment through example, curriculum, community service projects, and community involvement within the school.

4. Continuously assess, improve, and develop curriculum in response to the ever-changing world.

Coe-Brown Northwood Academy is a comprehensive secondary institution offering the highest quality curriculum of studies to the residents of Northwood, Strafford, and surrounding towns. Our educational programs and opportunities are accessible to both traditional and non-traditional learners, responsive to the diverse needs of an ever-changing community, and consistent with state and federal laws supporting the education of our youth.

The Academy offers a curriculum of studies which is consistent with these premises and the laws of the State of New Hampshire. This curriculum, woven into a coordinated course of study, will enable all students to realize their potential and prepare them for their chosen endeavors upon graduation. The expertise of faculty and staff permits course offerings to develop the full potential of all students, whether they be educationally advantaged or challenged. It is then incumbent on the students to be academically diligent, consistent in attendance, and positive in attitude to successfully complete their chosen course of studies.

ACCREDITATION STATEMENT:

Coe-Brown Northwood Academy is accredited by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college. Individuals may also contact the Association:

NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES
The Sanborn House, 15 High Street Winchester, Massachusetts 01890
(617) 729-6762

DEFINITION OF A COE-BROWN GRADUATE:

We expect the Coe-Brown graduate to possess the communication skills of writing, reading, listening, and speaking; to possess computational skills in mathematics and personal economics; and to possess basic computer literacy.

The Coe-Brown graduate is expected to have a basic knowledge of the fine arts, aesthetically and historically; healthy lifestyle choices and personal fitness; science and the environment; and history and civics in order to choose options as a responsible citizen.

The Coe-Brown graduate will demonstrate individual responsibility in the home and community, be courteous to and accepting of people of all backgrounds and abilities, demonstrate a desire for lifelong learning, and demonstrate self-reliance tempered with sound problem-solving and decision-making skills.

ACADEMY PROFILE:

COE-BROWN NORTHWOOD ACADEMY, founded 1867, is a small co-educational public academy accepting students in grades 9-12. The Academy campus is located on the shores of Harvey Lake. It is a thirty-minute drive to both Concord, NH, the state capital, and Durham, NH, the location of the University of New Hampshire.

The campus consists of Pinkham Hall and Main Building, Smith Hall, Science Building, Wiggin Hall Fine Arts Center, playing fields and woodlands.

Coe-Brown Northwood Academy is a state-approved high school and is accredited by the New England Association of Schools and Colleges. Students from area towns are accepted on a tuition basis. At present, there are approximately 670 students, grades 9-12, from Northwood, Strafford, Nottingham, Barrington, Deerfield and surrounding towns attending CBNA.

The Academy is chartered by the State of New Hampshire and is governed by a Board of Trustees, which meets on a regular basis to conduct the educational and business affairs of the school.

The faculty consists of more than eighty including teachers, library media specialist, technology director, school therapist, school counselors, skills teachers, reading specialist, school nurse, paraprofessionals, director of counseling, two assistant headmasters and the headmaster. Efforts have been made to keep a staff that not only reflects expertise, but also a varied educational background that will provide for broad learning experiences for CBNA students.

The entire staff is involved in the process of staff development and professional growth to insure they keep abreast of the most current information in their subject area or teaching field.

Central to Coe-Brown's educational program is a philosophy recognizing the need to have students develop to their fullest potential through a variety of course offerings. There is a commitment to building the student's self-confidence, encouraging positive attitudes towards learning, developing basic learning skills and preparing students to either continue their education or enter the world of work.

The Academy offers a broad curriculum consisting of college preparatory courses, general education courses, and vocational courses. This curriculum includes: English, mathematics, science, French, Latin, Spanish, social studies, vocational, business education, family and consumer studies, music, art, and physical education. Support services are also available to the students at CBNA.

The Academy has a very extensive co-curricular program which includes a Calligraphy Club, Chess Club, Competition Robotics, Concert Band, Concert Choir, Creative Writing Club, Debate Club, Dungeons & Dragons Club, Family Career and Community Leaders of America (FCCLA), Film Club, Forensics Club, Future Business Leaders of America (FBLA), Future Farmers of America (FFA), Gay Straight Alliance (GSA), Health Occupations Students of America (HOSA), Jazz Ensemble, Juggling Club, Makers Club, Math Team, National Art Honor Society, National English Honor Society, National French Honor Society, National Honor Society, National Spanish Honor Society, Paragon Literary/Arts Magazine, Pep Band, Peer Helpers, Project SEARCH, Rooted in Faith Bible Club, School Newspaper - CBNA Today, Student Athlete Leadership Team (SALT), Student Council, Theatre, Tri-M Music Honors Society, Writing Center, Yearbook, Young Environmental Activists (YEA) and more. Coe-Brown Academy's athletic program consists of volleyball, golf, cross-country, soccer, bass fishing, basketball, baseball, softball, ice hockey, bowling, lacrosse, swimming, gymnastics, spring track, winter track, tennis and Esports.

Coe-Brown Northwood Academy admits students of any race, color, sex, sexual orientation, gender identification, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Coe-Brown Academy does not discriminate on the basis of race, color, sex, disability, national and ethnic origin in hiring of faculty members, in administration of its educational policies, admission policies, scholarship programs, and athletic and other school-administered programs.

Coe-Brown is not a large school, and its rural setting offers the student an excellent opportunity to learn yet retain their individual identity. The Headmaster and faculty extend a warm invitation to all adults and parents to visit the Academy and the students during our publicly held events.

Section 2: General School Information

AUTOMOBILES / PARKING PERMITS:

If students wish to drive an automobile or motorcycle to school, they must register their vehicle with the Academy to obtain a parking space. A non-refundable fee of $80.00 is required. A discounted fee will be charged for any application accepted after January.

Vehicles are expected to have permits properly displayed while on campus and with permit information visible. Permits should be adhered to the lower right-hand side (passenger side) of the front interior windshield. Students are responsible for keeping their parking permit for the year; duplicate permits will not be available. If a parking permit is lost, students must sign their vehicle in to the main office at the start of each week. If a student with a parking permit is driving a temporary vehicle, they also must sign that vehicle in to the main office. If, at any time during the school year, a student gets a new vehicle, they should provide the main office with the new vehicle information, and transfer their sticker to the new vehicle.

No student will be allowed to purchase a parking permit if they have any outstanding fees on their student account.

Parking space at the Academy is very limited and this year we may be forced to limit the number of student vehicles. Parking permits are given on a first come first serve basis.

Driving to school and parking in school lots is a privilege that can and will be taken away from students found operating cars in an inappropriate manner. Parking enforcement may include towing at the owner's expense, ticketing by the police and/or loss of permit. Cars without visible permits, parked inappropriately (in no parking areas, wrong lots, in fire lanes, on playing fields, visitor parking, or obstructing the driveway in any way) may be ticketed and/or towed. Repeated offences will result in loss of parking privileges. Student drivers will not have access to their cars and parking areas during the school day for any reason other than arrival or departure. Students are not allowed to give their parking permit to another student without approval through the main office. All student drivers must park on the Smith Hall side of Route 4 with the exception of students who have permission to park elsewhere. Students are not to linger at their cars or in the parking lot. Trailers of any kind with not be permitted to park on campus. There are a number of video cameras located in parking lot areas, as well as overlooking the driveways on campus.

BUILDING MAINTENANCE:

The CBNA community appreciates how neat and clean our school is kept by the maintenance staff. As students go around the building, they are encouraged to notice the halls, the rooms, and the desks and students should do their part to keep our school clean. Marking on desks, and/or walls, will not be tolerated. Please stay off the gym floor with shoes, use appropriate athletic sneakers only.

BULLETINS AND ANNOUNCEMENTS:

All notices of club meetings, athletic and social events, general information of the day, and specific instructions are announced over the P.A. system each morning. Students responsible for putting notices in the daily bulletin must have their notices approved and signed by their advisor and in main office preceding the announcements.

Special notices are posted on the bulletin boards. All posters must advertise school-sponsored events and must be approved by the Headmaster or Assistant Headmasters.

CARE OF SCHOOL PROPERTY:

Students are responsible for any items issued to them by Coe-Brown Northwood Academy. This includes all materials provided for classes, co-curricular activities, athletics, and the student netbook program. Failure to return school materials in acceptable condition will result in fees being charged to the student. This includes lost and stolen items as students maintain responsibility of all materials received. Students who lose, destroy or disfigure Academy property shall be held responsible for the repair or replacement of said property. These students may also be held to criminal charges. Any fees accumulated will be noted in Infinite Campus.

CBNA WEBSITE:

Have you visited the Coe-Brown homepage recently? Here you will find a wealth of information about our school. It is updated regularly with athletic schedules, game scores, school notices and on-going events. You will also find a list of teacher e-mail addresses, information links, the school calendar, portfolio information, college acceptances and much more. Visit us at **coebrown.org**.

CELL PHONES, SMART WATCHES, EAR PHONES, HEADPHONES AND LISTENING DEVICES:

In order to maintain the school's focus on a productive work environment, Coe-Brown limits the use of cell phones, ear phones, headphones and listening devices during the day. Students may use cell phones, ear phones, headphones and listening devices before or after school, between classes or in the dining hall during lunch. They are not to be used during class, in study, during assemblies, in the locker rooms or bathrooms and at other times and places where they could cause a disruption or be inappropriate. Cell phones, ear phones, headphones and listening devices or any related devices should not be out in classes even for such things as "just checking the time" or "using it as a calculator" without the classroom teacher's permission. Students should not need to be reminded to "remove earphones" or to "put away cell phones"; rather, this is part of the expectation of being a responsible and respectful student.

Parents/guardian cooperation in helping maintain a productive work environment can be fostered by not calling or texting students during school except for emergencies. Important parental messages can be relayed through the school secretaries without interrupting the school day.

It is strongly recommended that cell phones, ear phones, headphones and listening devices be turned off or placed on vibrate mode during school hours. A disruption of class or other school activity caused by an incoming call is inappropriate. If it happens, the student is to turn off the phone and not answer the call in class, etc.

Students who use cell phones, ear phones, headphones and listening devices inappropriately will face the following consequences:

Cell Phone Violation Discipline

The cell phone will be confiscated by a staff member who will give it to the Headmaster/Assistant Headmaster. The student's parent/guardian may pick up the device from the administrator. It is the student's responsibility to notify the parent/guardian of the need to come to the school to retrieve the phone.

If the Headmaster/Assistant Headmaster is in a meeting, has been called away from the building or is otherwise engaged at the end of the day, the student will have to wait until that administrator is available to have the phone returned.

Saturday School detentions may be assigned to repeat offenders.

RECORDING OF OTHERS:
Students may not use any device to capture an image, video, or audio of any staff member or student. This is considered a violation of personal privacy rights as well as a violation of Acceptable Use and Cell Phone Policies. Consequences will be issued by Administration.

CLASS DUES:
Many classes (seniors, junior, etc.) conduct activities for their members, especially at the end of the senior year. During their four-years, classes will routinely conduct a number of activities, both for fun and for the purpose of raising money. Classes will also require dues. Class dues for all grades have been set at $10.00 per year of enrollment. Funds raised by dues and activities are used for graduation expenses, including caps, gowns, and diploma covers that are distributed to seniors to be kept by them.

COMMUNITY SERVICE FOR COE-BROWN STUDENTS:
Coe-Brown requires that students complete 40 hours of pre-approved, non-court ordered, community service as part of its graduation requirements. We are frequently asked what sorts of things can be done, so we have compiled the following list which is not meant to be all-inclusive or to provide ever-changing contact people and phone numbers, but to give ideas about the types of things seniors might do. We encourage students to think about what they like to do, a group to which they might feel good about contributing, or something that might assist in helping them to decide what they might like to do for a career.

As you might imagine, community service cannot be done for a profit-making enterprise (i.e. working for nothing for your usual employer), nor can it be done for a family member or neighbor that you should be helping anyway out of the goodness of your heart (shoveling your grandmother's walk).

Pre-approval is normally done by your advisor, with your counselor and/or anyone in the administration serving as back up. Approval can even be gained during the summertime since an administrator is usually available to review a project. If an opportunity should arise totally unexpectedly, one could also leave a message on a weekend on e-mail or voicemail. However, approval is not guaranteed if the service criteria were not met. A list of known non-profit organizations which do not require pre-approval can be found on the community service form. Students who enter senior year with all 40 hours completed are in the best shape for the whole Portfolio process. Start today!

COMPLETED FORMS
Once you have completed any hours, have had the organization you worked for fill out their part of the form, and have written your summary, you will turn the form in to your school counselor. Your counselor will record your hours in Infinite Campus.

DELAYED OPENING:
The Board of Trustees has approved a delayed opening when it is believed that emergency conditions will abate in a reasonable period of time.

1. A delayed opening will be announced through our electronic notification system and WMUR. A delayed opening will be for 2 hours (120 minutes).
2. If it is necessary to cancel school after a delayed opening has been announced, it will be broadcast through our electronic notification system and WMUR. The decision to cancel will be made as early as possible.

LOCKERS:
Students will be assigned lockers by the front office by request only. **STUDENTS MAY NOT CHANGE LOCKERS WITHOUT PERMISSION.** Students will enter their lockers only between periods. If a student arrives to school late or is to be dismissed early, they will be able to enter their locker. Lockers may be inspected at the discretion of the Headmaster.

PORTFOLIO, PROJECT AND PRESENTATION:
During the 1993-94 school year Coe-Brown Northwood Academy instituted a new requirement for graduating seniors.

The philosophy behind the portfolio and exit interview process is straightforward. As students begin the transition from our classrooms to life beyond high school, an opportunity exists to provide them with a culminating experience that will put to practical use the personal, cognitive and communication skills that they have developed. The Portfolio, Project and Presentation experience is designed to have the graduating students reflect on their high school experiences and personally assess their attainment of the basic educational criteria described in the "Definition of a Coe-Brown Graduate."

During this exercise, the seniors should see the transition to their new stage in life. The required and optional parts of the process will allow them to see themselves as part of the community, to take part in a practical activity that will test their abilities in the non-teacher world of adults, and to culminate their four years of high school in a designed process for closure that presents a meaningful challenge.

WORKING PAPERS:
Coe-Brown Academy does not issue working papers. Updated forms and information on the process for working papers can be found at https://www.nh.gov/labor/documents/youth-emp-certificate-and-information-km.pdf .

Section 3: School Day

GENERAL SCHOOL DAY INFORMATION:

The following information is important for all families to know.

- Classes begin at 7:40am and end at 2:24PM.
- Supervision of students starts at 7:15AM and ends after the last bus leaves in the afternoon.
- Students may enter the Main Building beginning at 7:15AM to wait in Gerrish Gym for the first bell at 7:30AM. All students must be in Gerrish Gym until the bell.
- Student drop off and pick up is in front of Smith Hall. Students are not to be dropped off at any other location unless special permission has been granted.
- Academy Way provides access to Bow Lake Road. Please use this road if you are coming from Strafford or areas east of the Academy.
- The Andrew John Lane Tunnel **MUST** be used to cross under Route 4 by all students, faculty, parents and visitors to the Academy due to state regulations and safety requirements.

AFTER SCHOOL:

Students are expected to leave the school grounds by 3:00 p.m., unless they are involved in a supervised activity. If students must wait at school for transportation after this time, they need to get the permission of the Headmaster. Students who are waiting for a late afternoon or evening activity may wait in the designated area.

DRESS CODE:

The Academy provides the following dress code in our efforts to maintain an academic atmosphere conducive to a learning environment. The following guidelines apply except for school-wide events where special dress is permitted.

Overall expectations for all students:

1. All students are expected to be neat and clean.
2. All should be dressed in attire appropriate to the classroom. This means that garments should not be transparent or sheer.
3. Appropriate outfits for school would include shirt and shorts, shirt and pant, shirt and skirt, or dress.
4. Dress or appearance disruptive to the learning process will not be tolerated.

Specifics:

1. Head coverings (such as hats, hoods, or full head coverings) will not be worn in school buildings, except for medical or religious exemption as approved by Headmaster.
2. Footwear is required at all times.
3. Inappropriate pictures or lettering are not allowed on shirts or other clothing. This includes advertising for alcoholic beverages or alcohol/drug/tobacco related messages, weapons, violent acts, sexual innuendo, or derogatory or threatening statements. Clothing that contains images or messages that prompt social injustice is also deemed inappropriate.
4. All students will have extra clothing for physical education class and will change for class when required.
5. Students will wear protective clothing (such items as laboratory aprons, coveralls, safety glasses, footwear, etc.) when required for class.

6. Clothing supporting gang association either using colors or symbols or worn in a style linked to gang identification will not be allowed.
7. No chains or spikes of any kind may be worn.
8. Sleepwear and slippers are not appropriate for school.

Jewelry and Body Piercings
Coe-Brown subscribes to the New Hampshire Interscholastic Athletic Association's policy barring the wearing of jewelry (which includes body-piercing objects) during competitions. We extend that ruling to cover all athletic practices and scrimmages as well.

Wearing jewelry in physical education class poses a safety concern for the student. The Physical Education Department policy is that all jewelry will be taken off. This includes watches, rings, earrings, bracelets, necklaces, and all body piercing. No exceptions will be allowed. If a student does not remove jewelry, consequences as outlined in class syllabi will be administered.

Enforcement
Students who do not adhere to these requirements will not be permitted to attend class or the activity involved until the dress code violation has been remedied.

A student whose manner of dress appears to be in violation will be immediately sent to their school counselor. (If their regular counselor is unavailable, another counselor will address the situation.) If their style of dress is indeed in violation of the dress code, an administrative referral will be filed, and the following additional actions will occur:

First Dress Code Violation
The student will be required to change to appropriate clothing before being allowed to return to class. If they do not have appropriate clothing with them, they will either have to borrow such clothing from the school nurse, another student (no interruptions of another student's class will be allowed) or they will have to contact a parent to bring them school-appropriate attire.

Students will remain in the school counseling waiting area until they have appropriate dress. They will not return to class until the situation is resolved. If lunch period comes during the time the student is waiting for clothes, the student should arrange with the counselor to eat in the counseling area. The counselor will submit a referral for record keeping.

Students will be allowed to go home to change only with specific parent/guardian permission at that time, regardless of underclassmen release or senior release status. Time out of class for referral, in-house correction of dress situation, waiting for parent/guardian to bring appropriate clothing or during the time the student may be dismissed to go home to change will count as class absences.

Second Dress Code Violation
Same as above plus an administrative detention will be assigned.

Third Dress Code Violation (and any subsequent violations)
Student may be assigned a Saturday School Detention and a parent/guardian conference may be scheduled.

Interscholastic Events/Field Trips Dress
Students who participate in interscholastic events represent the Academy and the entire student body. Advisors and coaches will ensure that all students reflect credit on the Academy in both their conduct and dress.

Teachers will ensure that students on field trips are dress appropriately for the activity involved. Exceptions to these guidelines may be granted by the Headmaster if circumstances warrant. Specific requirements will be specified by chaperones and advisors.

Athletic Competition Dress

Game day dress is required which may include the following:

- Shirt with tie and pants
- Blouse and pants
- Blouse and skirt
- Dress

Teams or organizations may travel in uniform when and where appropriate.

Graduation Dress Code and Regalia
Commencement exercises are celebrations of Coe-Brown graduating students' successful completion of their high school careers. The events are designed to honor students for their achievements in our classrooms, labs, stages and athletic fields. These are Coe-Brown centered events and the Academy will provide the appropriate caps and gowns, sashes, cords, medals, boutonnieres and other regalia items.

These are the property of Coe-Brown until the end of the graduation ceremony when they are gifted to the members of the graduating class. The dress code will be reviewed by students during meetings and rehearsals leading up to the commencement exercises.

Personal decorations, sashes, cords, medals and other awards not presented to students through the Academy are not permitted. Coe-Brown acknowledges that students may have received awards, sashes, or stoles from many other outstanding organizations in the community. We encourage all students to celebrate those achievements in outside organizations at appropriate events hosted by those organizations. Coe-Brown commencement exercises will focus on the tremendous accomplishment of successfully achieving a Coe-Brown diploma.

All seniors will wear the supplied regalia with the following option allowed by law:

New Hampshire RSA 189:71 Military Uniform.

> *A student shall have the right to wear a dress uniform issued to the student by a branch of the United States armed forces while participating in the graduation ceremony for the student's high school if that student meets the following requirements:*
>
> *I. The student has fulfilled all of the requirements for receiving a high school diploma in the state of New Hampshire and the school district and is otherwise eligible to participate in the graduation ceremony.*

II. The student has completed basic training for and is an active member of a branch of the United States armed forces.

LEAVING SCHOOL GROUNDS:

Students are not to leave school grounds once they have arrived, without expressed permission of the Headmaster or Assistant Headmaster. Violations of this rule are deemed very serious and shall result in strong disciplinary action.

REMOTE AND TELEHEALTH APPOINTMENT POLICY:

Coe-Brown Northwood Academy recognizes the importance of student wellness and excuses absences fro properly documented medical and mental health appointments.

On-Campus Telehealth Restrictions

At this time, the Academy does not maintain the specialized facilities, dedicated private spaces or personnel required to facilitate, supervise, or host remote medical, therapeutic, or counseling appointments on campus. Consequently, students may not conduct telehealth sessions during the school day while on school grounds unless an official accommodation has been established. Parents/Guardians should dismiss their student to conduct telehealth appointments from home.

Scheduling Expectations

To protect the continuity of student's educational experience, parents and guardians are expected to schedule non-educationally related services, routine medical visits, and counseling sessions outside of regular school hours On-Campus Telehealth Restrictions
At this time whenever possible.

LUNCH BREAK:

All students will go to the dining hall, located on the lower level of the science building, for their lunch break. Eating and drinking will not be allowed in any other part of the school.

Students will be allowed to go outside at lunchtime on the dining hall patio. At no time during lunch or the school day, are students allowed to be in the area where cars are parked.

Students who sign out of study hall to go and work with a specific teacher during a day when lunch falls during their study hall will stay with the teacher who wrote the pass and go to the same lunch as the teacher.

PASS SYSTEM:

In order to comply with the state statues governing supervision and liability for injury, we have a pass system to locate any and all students. Below are listed types of passes and forms and their functions:

1. Hall Pass - used to go to the office, school counseling office, bathroom, classroom or specified area.
2. Tardy Slip - obtained at the office when the student arrives late to school.

SCHOOL CANCELLATION ANNOUNCEMENT PROCEDURE:

Coe-Brown employs an electronic notification system to make school cancellation and delayed opening announcements. When activated, the system uses information from our school database to telephone the home phone and other listed parent/guardian contacts of every student at approximately 6:00 AM. The electronic notification system will automatically try each contact number several times if a call is not completed on the first attempt. It is to the student's benefit to keep the Academy updated on changes in home and cell phone

contact numbers. When activated, the system can send telephone messages to all of the Academy's students in two to three minutes.

On days when weather conditions make it hazardous to hold school, Coe-Brown will also make cancellation announcements on the following TV station:

W.M.U.R. – Manchester, NH – TV 9 (wmur.com)
In times when a storm has significantly impacted the area, it is possible that all communication may be prevented. In this scenario, it is highly likely that school is closed. Parents/guardians should always use caution and make decisions with student safety as the priority.

STUDENT RELEASE:

Release privileges provide the ability for eligible students (see below) to sign into school late or to leave school early for the school day when they have a study hall during that time.

Protocol for students with release privileges:

- The student may leave school upon completion of their academic schedule instead of remaining in study hall or may enter school on a delayed basis if study hall is during the first block of the day.
- Any student using release privileges must leave school grounds immediately and may NOT remain in the halls, building, or on school property.
- Students must sign out/in to school on the designated form outside the Main Office.
- If a student with release privileges wishes to remain in school for any reason on a given day, they must report to their study hall as normal for attendance purposes.
- On days when a required assembly or activity is scheduled during the time when a student would have used release privileges, they may be required to remain in school instead. Advanced notice will be given in these situations.
- No student will be allowed to drop or add courses or rearrange their schedule for the purposes of obtaining Student Release.

Eligibility:

- The student must be a senior, junior, sophomore, or second-semester freshman who has received 1's and 2's in Effort and Conduct in every subject during the last marking period.
- Students will be withdrawn from the program for failure to comply with guidelines or failure to remain a student in good standing.
- A student with one 3 may petition the Headmaster with a written letter of explanation and request.
- A signed Student Release Form must be completed and signed by the student and parent/guardian prior to approval.

This program is subject to constant review and evaluation. If at any time, it is abused or appears to be unsatisfactory to the educational goals of the Academy, the program may be terminated.

STUDY HALL:

Study halls are to be used for working on academics. If a student completes all assigned tasks, it is their responsibility to find some type of student activities to utilize their time wisely. Students must bring work to study hall with them. Any student not bringing work to a study hall will be sent directly to the Headmaster's office.

Any students wishing to work with other faculty members will not receive a pass from the study hall teacher but from the appropriate subject teacher. There will be no games or card playing in study halls. We encourage the use of games and student participation at the appropriate times of either before or after school hours.

Music devices may be used in study hall; users must use earphones and the music must not be audible to other students and staff.

The Academy uses two types of regular study halls, Honors and Quiet. Seniors, juniors and sophomores are assigned to a study hall type based upon their conduct and effort ratings each marking term. All freshmen are assigned to quiet study halls for at least the first half of the year. They may earn honors study privileges for second semester.

To qualify for honors study, a student must receive **all** 1's and 2's in effort and conduct. Changes are made only at the beginning of marking terms. Students in honors study have the option of quietly talking and working together during the period while talking is not allowed in the quiet study. Students who qualify for honors study but wish to work in a quiet area may request to be assigned to a quiet study.

Study hall students wishing to go to the library must report directly to the library on time. Students signing into the library will remain there for the period unless they are returning directly to study hall.

USING THE TUNNEL:

Route 4 is an extremely busy and potentially dangerous highway. The tunnel was constructed to allow everyone to access school areas on both sides of the highway safely. Students are expected to use the tunnel whenever it is necessary to cross the highway.

Students should not linger in the tunnel and are asked to make every effort to help keep it clean. Smoking/vaping in the tunnel or defacing its surfaces are unacceptable behaviors and will be dealt with accordingly. Failure to use the tunnel when crossing the highway will result in detention and/or other administrative disciplinary action.

FIELD TRIP POLICY:

Coe-Brown offers many opportunities for student field trips. These provide valuable experiences that enhance the curriculum offered at the Academy.

In order to participate in a CBNA field trip, students must meet the following criteria:

- Complete a Field Trip Permission Slip, signed by the student as well as the parent/guardian, by the required due date.
- Receive permission from the School Nurse if any medication must be transported and/or administered during the field trip. (Parents/Guardians should contact the nurse directly.)
- Must have been a student in good academic standing for the duration of the academic year. This means students are not in probationary status for academic and/or social reasons.
- Must be passing all classes at the time of the registration of the field trip.
- Must have consistently demonstrated behavior that meets reasonable standards during the school year up to the date of the trip. The student may not have had any safety violations including bullying, harassment, possession of drugs/alcohol/nicotine, or fighting during the current academic year.

It is the responsibility of the faculty/staff member in charge of the field trip to enforce these expectations and policy as part of the field trip approval process.

Exceptions to these conditions may be made only with approval from the Headmaster who will consult with the school counselor. The conditions noted above for student participation in a field trip are mandatory for each field trip.

Student Conduct During Field Trips

All policies and expectations for student conduct and behavior at Coe-Brown Northwood Academy apply during any field trip.

- If a student violates any CBNA student conduct policies, student handbook rules or regulations, NH Interscholastic Athletic Association (NHIAA) rules and regulations, specific trip rules, or otherwise misbehaves while on a field trip, the student will, if the behavior warrants, be immediately suspended from the field trip and sent back to school or home, as appropriate, by the trip organizer at the parent's/guardian's expense.
- In addition to being sent home, the individual will be subject to the consequences for the action/infraction upon his/her return to school as according to CBNA policies and, potentially, NH Interscholastic Athletic Association (NHIAA) rules and regulations.

STUDENT SICKNESS AND INJURY:

Coe-Brown works hard to maintain a safe and healthy environment for its students and staff.

Classroom teachers will give appropriate instruction in all classes about potential hazards and the appropriate use of tools and equipment. Many curriculums at Coe-Brown will include using chemicals, sharp tools, heating surfaces, various equipment, and physical activity. Often, there are critical safety quizzes and contracts included in those classes as well. It is important that students pay close attention to these instructions and ask questions when needed as they assume responsibility for following the instructor's directions.

Happily, student injuries and accidents are very uncommon during the school year, but they do occur. Students who are unfortunately injured when participating in regular school activities will receive medical coverage through their own health insurance plan. Coe-Brown does not have health insurance coverage for individual students and cannot assume responsibility for health care costs. This includes students playing in athletics and physical education.

When a student is injured or is ill at school:

- A staff member will provide immediate care to the student unless or until the staff member is relieved by a nurse, doctor, or emergency personnel;
- The parent/guardian will be contacted except in the case of very minor injuries that, in the judgement of the school nurse or staff person, do not pose a serious risk to the student (such as a splinter);
- In the case of emergency, 911 will be called.
- Transport to the nearest hospital may be necessary.

Please see the school website at www.coebrown.org/student-life/health-services/ for more information about the health office and current protocols.

Section 4: Attendance

ATTENDANCE INFORMATION:

The Coe-Brown Northwood Academy Board of Trustees requires that students approved for enrollment at Coe-Brown Northwood Academy by the sending school districts, and those who may be attending on private tuition or enrolled at the school through an international program, attend school in accordance with all applicable state laws and Academy policies. The educational program offered by Coe-Brown is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in Coe-Brown during the days and hours that school is in session, except that the Headmaster may excuse a student for temporary absences when receiving satisfactory evidence of conditions or reasons that may reasonably cause the student's absence.

The Board of Trustees considers the following to be reasonable reasons for absences:

1. Illness as deemed appropriate by school nurse
2. Required court attendance
3. Medical and dental appointments
4. Death in the immediate family
5. Observation or celebration of a bona fide religious holiday of the student's faith
6. Such other good cause as may be acceptable to the Headmaster or permitted by law

In the event of an illness or other unplanned absence, parents/guardians must call the school and inform Coe-Brown of the reason causing the absence. The Headmaster may require parents/guardians to provide additional documentation in support of their written notice, including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance.

Parents/guardians are requested to call the school to report an absence by 7:40AM. The main office staff is available starting at 7:00AM and an answering machine is available before the office opens. If the school does not hear from a parent/guardian by 7:40AM, school staff members will attempt to make contact by phone using family supplied home, work, cell and emergency numbers. If no contact can be made by 10:00AM the School Resource Officer will notify the appropriate local police department to report a truancy and request a home-check.

Classroom teachers will keep accurate and detailed records of attendance in every class. Students who are not present in class will be charged with an absence, except those students who have been excused to participate in school sponsored activities such as field trips, class meetings, etc. Those students who are tardy or excused early must be present in class for at least 50% of the class period or they will be marked absent. Students who are administratively suspended will be marked absent.

The Assistant Headmaster will oversee student attendance and assign consequences accordingly.

Consequences for Violation of the Attendance Policy:

- After **7 Absences** from school (unexcused or unapproved), a Saturday School Detention will be assigned.
- After **10 Absences** from school (unexcused or unapproved), a Saturday School Detention will be assigned.

- After two Saturday School Detentions have been assigned for absences, upon the next absence from school, the student will be placed on Academic Probation.

Any exceptions or appeals to this policy should be brought to the Assistant Headmaster overseeing student attendance.

DISMISSAL BY SCHOOL AUTHORITIES:

Students will not be dismissed from school for any reason unless the parent or guardian has been contacted. Students who come down sick during school should see the school nurse at the earliest opportunity. If, in the judgment of the nurse, a student should be sent home, the parent or guardian will be contacted and appropriate arrangements made. Students who feel ill and wish to be dismissed must see the school nurse before permission to leave will be granted.

EARLY DISMISSAL:

Occasionally it may be necessary for a student to leave school early for doctor's appointments or other unavoidable commitments. In these cases, students must bring in early dismissal notes prior to block 1 class. Students will not be dismissed from school without a written request or phone call from the parent or guardian except in extraordinary circumstances, and only then with special permission from the Headmaster or Assistant Headmaster.

EXEMPLARY ATTENDANCE:

Exemplary attendance is earned if the student is present in school for at least 2 periods each day. Participation in a school sponsored event is counted as being present.

EXTENSION REQUESTS FOR ABSENCES:

Extensions of the maximum number of absences permitted by this policy may be considered when extenuating circumstances such as a serious illness or injury have been the cause of prolonged absence. Medical, legal or other documentation of absences should be submitted to the office. Notes that are submitted for absences during the year will be recorded in the student's attendance record. Official documentation of absences will be reviewed and extensions granted as appropriate. Students and parents/guardians will be notified if further documentation is needed to qualify for an extension. Students enrolling in the Academy after the beginning of the year will be allowed a number of absences per year and per semester proportioned to the point of the year at which they register. Each case will be decided individually.

Special Educational Opportunities

Absences, other than for illness and the other reasons listed earlier, during the school year are discouraged. The Headmaster or their designee may, however, grant special approval for **no more than two school days total for the year** for such an absence that meets the guidelines below, provided written approval is requested and given in advance.

Eligibility for Special Educational Opportunities

- Must be an event that cannot be scheduled outside of the academic year
- Must be sponsored by an educational organization
- No family vacations will be excused (*While these are valuable experiences, it is requested that they occur outside of the 180 required school days*.)

Examples of Acceptable Special Educational Opportunities

- National 4-H Conference
- National Student Leadership Conference in Washington, DC
- NH State House Student "Page for a Day" Program
- National Science Fair

Process of Application for Special Educational Opportunity Excused Absence

- The student must reach out to their school counselor to discuss the potential opportunity
- The student must complete an application form providing all supporting documentation
- Decisions will be communicated by the counselor; All decisions are final

Students are fully responsible for completing all school work missed during their absence and must be aware that it may require significant time before or after school to catch up to their peers in their coursework.

Co-Curricular Activities

Students must be in school by 8:30AM to be eligible for the day's co-curricular activities, including athletics competitions, and performances.

Truancy

Coe-Brown strives to offer a balanced and considerate policy in regards to truancy. The State of New Hampshire requires that all students attend school and it is the parent/guardian's responsibility to assist students in attending each school day. For the purposes of the truancy policy, Coe-Brown will consider students truant who meet any of the following criteria:

A student is truant in any of the following situations:

- Both CBNA and the parent/guardian agree the student should be in school.
- Student has left CBNA without permission.
- There is willful disregard by parents/guardian to ensure student attendance at school.
- The Police Department has been sent to the student's residence to check on welfare of student.
- There was a failure by the parent/guardian to notify school of an approved absence by 7:20am.

Consequences for Violation of the Truancy Policy:

- At 5 days Truant:
  - The Assistant Headmaster overseeing student attendance will send a truancy letter after discussion with the Counseling Department and the Headmaster.
- At 10 days Truant:
  - Credit will be withheld from classes
  - A Recovery Plan will be created by the Assistant Headmaster overseeing student attendance and the Counseling Department. Credit can be recovered by successful completion of the Recovery Plan.

It is the goal of this policy and all attendance policies to ensure daily student attendance at Coe-Brown for students' academic and social success.

GUIDELINES FOR EXCUSED ABSENCES FOR COLLEGE OR MILITARY VISITS:

It is important that students are communicating with their school counselor about post high school plans. We encourage students to visit colleges or explore other avenues that will benefit them in the eventual careers. We are also concerned about students' attendance and the importance of being in school to get as much as they can out of their academic experience.

Coe-Brown allows a limited number of days that can be excused for college visits, or military induction. In order to have an excused day for a college or military visit, the student must bring a note from a parent before he/she goes, see his/her counselor, and complete the appropriate paperwork prior to the visit. This process is clearly communicated to the students in school and to their parents through our newsletters. We encourage students to plan these visits during vacations and days off so that it does not interfere with our educational process here at school.

Although we appreciate communication from military recruiters of their contacts with students, we do not accept verbal or written communication from them to excuse an absence. Just as you encourage students you are recruiting to follow through on their academic responsibilities, we ask that you encourage them to follow through on our policies as well.

While it may be desirous for the military to have a student complete basic training during the summer prior to his/her senior year, it is very disruptive to the student's education to take him/her out of school prior to the end of his/her junior year of at the beginning of their senior year. We expect students to be here when school is in session and therefore will not excuse that kind of absence. We would trust that you value education enough to comply with this policy.

Students and parents are thanked for their compliance with our policies which will enable students to receive information about the opportunities that may be available to them through military services without disrupting their educational experience.

TARDINESS:

Punctual attendance for all classes is extremely important. The material covered in the first few minutes of a lesson contributes to the overall success of the entire period. Students who are habitually late to class cause needless disruptions and negatively impact both their own achievement and that of everyone else in the class. The Academy realizes that transportation problems are responsible for tardiness at the beginning of the day but students who are more than a few minutes late to school or who are often late in arriving will be required to present parental excuses for their lateness.

Students will be allowed three unexcused tardies per class per marking term. On the fourth tardy, they will be assigned a 30-minute teacher detention. On the fifth and all subsequent tardies, administrative referrals will be filed for further action. Students will receive administrative detentions for the fifth tardy and Saturday School Detention for the sixth tardy. Additional tardies will warrant further administrative action. All parentally excused or unexcused tardies will count toward these totals, as will tardies for any other reason. The only exceptions will be if the students are tardy because they were working with an administrator or teacher and that staff member writes them an excused pass.

On a regular basis, a morning assembly will be scheduled to allow for the recognition of students, to present important information, and to preview the week to come. These assemblies add a great deal to the atmosphere of the Academy and it is important that all students and faculty are present. Students arriving late to school during the assembly will be recorded. The morning assembly uses part of block one. Arriving late to school, and

to the assembly, will be recorded by the teachers as tardies to block one and will count towards each student's allowable total.

Students entering school after the late bell (7:40) must sign in at the office and receive a pass in order to enter their class. Students late to class must have a pass from the office or teacher with whom they were working.

TARDY TO SCHOOL:

In addition to tardies leading to detentions in classes, tardies to school will lead to administrative detention, Saturday School Detentions and other penalties.

Definition of Tardy to School: Students will be considered tardy to school if they arrive to school after the opening bell and/or if they are not in their assigned seat of their block one class when the opening bell sounds. (As with other parts of school policy, students are not considered tardy if they were with a staff member who gives them an excused pass.)

- On the 8th and 9th tardy to school during a marking term, the student will be assigned to an administrative detention.
- On the 10th and subsequent tardies during the marking term, the student will be assigned to a Saturday School Detention.

Subsequent tardies to school in the same marking term may result in loss of privileges like Student Release, honors study hall, and/or the scheduling of parent/guardian conferences or hearings with the Board of Trustees. When a student is tardy to school, the tardy will count both toward the allowable total for being to school on time and for being in the class period missed. A student could end up serving two penalties for the same tardiness.

FULL TIME STATUS, PART TIME STATUS AND/OR HOMESCHOOLED STUDENTS:

As consistent with state law, homeschooled students from contracted towns have the ability to access courses and activities at Coe-Brown Northwood Academy, based on availability, registration, and sending SAU approval. Any part time student must be promptly picked up and dropped off when not in supervised classes. No student may be unaccounted and unsupervised during the school day.

All students must take a minimum of five (5) credits to be considered a full-time student, with all the rights and privileges thereof.

Upon matriculation, a homeschool student will be assessed in accordance with the NH Home Education Policy and Procedures in order to determine a graduation plan. Only full-time students in their senior year will receive a Coe-Brown diploma, if they have met all graduation requirements.

Full-time students receive priority over part-time students for course registration. For highly popular classes, a wait list may be created. Any part-time student will not be given priority registration for these classes over a full-time student. Registration of classes for part time students are based on availability for the academic year. Please note that this is in accordance with NH Department of Education 11.5.25 Technical Advisory RSA 193:1-c, RSA 189-B.

INTERNATIONAL STUDENTS:

The Academy enjoys the opportunity to enroll international students as they add a great deal to the school community. Their unique perspectives and cultural exchanges benefit all students. International students may be considered for enrollment on an individual basis and must have approved tuition from their town of residence. These students will be registered for grade 11 classes and are required to follow all school policies, homework, and grading expectations for all Coe-Brown students.

Section 5: Grading, Transcripts, and Academic Integrity

ACADEMIC INTEGRITY POLICY:

It is a significant concern addressed in Coe-Brown's mission to encourage high academic standards, personal responsibility, and mutual respect. High academic standards includes supporting educational and intellectual growth, creating a fair learning environment, and approaching educational experiences with ethical and personal ownership over one's learning. This approach requires students to complete and submit work that is completely their own and requires a significant concern for academic integrity.

Members of the Coe-Brown community are aware that pressure to achieve high grades can create stress for students. However, cheating works against all efforts of the Academy's mission, fails to achieve educational goals, undermines the integrity of the hard work of teachers and students, and is harmful to a student's integrity. The Academy works with students to create a balanced, thoughtful schedule. The expectations of meeting our academic integrity requirements affirms that Coe-Brown values intellectual honesty in all academic work.
In specific, academic integrity means valuing intellectual honesty, personal truthfulness, the benefits of learning, and acknowledgement of the creations and opinions of others. This means that students

- Take full credit for their own work and give full credit to others who have helped, influenced, or contributed to submitted work.
- Represent their own work honestly and accurately.
- Collaborate with others only within the scope acceptable and as designed by the teacher.
- Report any violations of this policy to a teacher, counselor, or administrator.

Use of AI (Artificial Intelligence): Consistent with the statements above, students should not copy from any source, including generative AI, without prior approval from teacher and adequate documentation providing full credit. Any student intentionally submitting AI-generated work as their own original work is in direct violation of the Academic Integrity Policy.

There are several differences in how this policy may be violated. They include, but are not limited to the following:

Cheating: Cheating includes, but is not limited to, copying or giving an assignment to a student to be copied. It may also include using, supplying, or communicating in any way unauthorized materials, including textbooks, notes, calculators, computers, or unauthorized technology, during an exam, project, or assignment. This also includes asking about or sharing answers on assessments.

Unauthorized Collaboration: This includes working with a student on a submitted assignment for which the teacher has not given express permission for joint efforts.

Plagiarism: Plagiarism is considered to be literary theft and is the taking and using from the work of another and representing it as work of one's own. This can include copying entire papers or essays or even sentences and paragraphs. ANY time another's work is used, it must be correctly cited using the format outlined in the CBNA Style Sheet or specified by the teacher.

Forgery or Stealing: This includes, but is not limited to, gaining unauthorized access to exams or answers to exams, altering computer records, or forging signatures for the purposes of academic advantage. In addition, this includes accessing online resources not intended for student use including answer keys, teachers' editions, or translation tools.

All members of the school community play a part in upholding expectations of academic integrity. These include the following:

Students: It is the responsibility of students to read, know, and follow all aspects of the Academic Integrity Policy. This includes monitoring their own behavior as well as reporting any dishonest behavior of others.

While there may be great temptation at times to violate this expectation, students must understand the great disservice they do to themselves by behaving dishonestly.

Teachers: All classroom teachers must be clear in their expectations of student work, specifying when and to what extent student collaboration is allowed. In addition, assignments should be designed to limit possibilities for academic dishonesty. Teachers will monitor testing situations closely and will be diligent in their review of student work.

Parents/Guardians: It is important that parents/guardians support student efforts while valuing academic integrity. Their assistance with student work must ensure that the work submitted is truly student work. In addition, expectations for student success should never take priority over a student's integrity.

Administration: Administration will make the expectations of academic integrity available to students, faculty, and parents/guardians via the Student Handbook. In addition, Administration will promote and facilitate ongoing conversations and expectations in regard to student assessment and challenges to academic integrity. Administration will promote fair and consistent consequences for any violations of this expectation.

Violations and Consequences:
Teachers and administration will use professional judgment to determine whether a violation of the Academic Integrity Policy has taken place.

Consequences of any violations of this policy will include, but is not limited to, all of the following:

- Automatic "3" or "4" in conduct for the term.
- Automatic teacher detention for the first violation, administrative referral for subsequent violations (resulting in Saturday Schools or escalated consequences as determined by administration).
- Automatic parent/guardian contact (via phone or in person) and notification to counselor, and in-person explanation to student.
- A zero given for a minor/formative assessment or a reduced grade on a "redo" for a major/summative assessment.
- Notification by school counselor to any honor society advisors who will administer consequences based on their individual procedures and by-laws.
- Letter indicating a violation of the Academic Integrity Policy will be sent to parents/guardians and will be placed in student's file.
- Right of the teacher to deny letters of recommendation for the student.

Please note that based on the seriousness of the violation, consequences may include school suspensions, a formalized meeting with the Education Committee, or expulsion from school in the most extreme cases. In addition, continued minor violations of this policy may also escalate consequences to the extent stated prior.

GRADING SYSTEM AND COMPETENCIES:

Student academic progress is available to parents/guardians and students, live time, through Infinite Campus. Grades in each class should be updated at least once a week. Reports cards are formalized on a quarterly basis on the dates assigned by the Headmaster and are posted in Infinite Campus.

Grading System

A	(93-100)	SUPERIOR
B	(85-92)	GOOD
C	(76-84)	AVERAGE
D	(70-75)	PASSING
F	(0-69)	FAILING – NO CREDIT
P		PASS

INC - Incomplete
NC - No credit
DR - Dropped Course
EA - Credit denied due to excessive absences
FC - Credit denied due to failed competencies
AC - Credit denied due to excessive absences and failed competencies

Effort & Conduct
Students will receive an Effort and Conduct grade for each class. Grades received are as below:
1 - VERY GOOD

2 - GOOD
3 - COULD IMPROVE
4 - POOR

Competencies
The State of NH mandates that all schools have in place a system that measures and tracks students' progress in meeting competency requirements. We have competencies for each course and students must pass all competencies in order to receive credit for the class. It is possible to pass the class but not receive credit due to one or more competencies not passed. A system for remediation has been set up to enable the student to pass the competencies and therefore receive credit for the class. Infinite Campus is used to communicate on a regular basis with parents/guardians the progress of their student.

Progress on COMPETENCIES will be noted on Infinite Campus as follows:

P – Passing
F – Failing

Awarding of Credit
The following policies and procedures are in place for the awarding of credits.

- Students earn credit at the end of each course by passing with a final average of 69.50 or above and by passing all competencies.
- The Portfolio and Project that is presented at the end of senior year and is graded on a Pass/Fail basis, with the option to Pass with Honors if the student meets all required deadlines, completes 5 optional components, and has an outstanding presentation.
- All students must take at least five (5) courses to be considered a full-time student.

STUDENT SCHEDULES & COURSE RECOMMENDATIONS:
The creation of the student schedule is an important endeavor that is overseen by the School Counseling Department. Each student will have the opportunity to meet with their school counselor to review their overall course of study, their future career and education goals, and their requests for courses the following year. The following policies and procedures are in place to ensure best placement and success of students:

- Course level recommendations are made by teachers within the same department, with consideration given to class prerequisites and student performance in current courses.
- Students may make changes to schedules during the first four (4) days of each semester. After that, course changes may only be made on the recommendation of the teachers/counselors and will need parental approval.

Students who want to accelerate their schedule to graduate before their class may submit a request to the Board of Trustees. They should see their counselor for more information and should understand the limitations of such a request.

COURSE CHANGE PROCEDURES & POLICIES:
All students will carry a minimum of five courses except freshmen who are required to carry six courses. Sophomores are recommended to take six courses. Students may make class changes during the first four (4) days of classes with the approval of a parent and school counselor. Any course changed after the four days must be made in consultation with parents, teachers, school counselor, and the student.

Course schedule changes which occur after the first four days fall into two categories:

1. Changes in level of difficulty such as between CP and General
2. Withdrawal from a sixth (6th) course without adding a replacement course

In the first case:

a. All term grades for both courses shall be recorded on the report card. Grades from the course dropped will not be computed in the GPA. Students will not be allowed to change levels of a course after the second semester drop/add period.
b. A student transferring in the midst of a marking term shall receive a grade reflecting progress in the course in which the most time was spent during the quarter.
c. The final grade will reflect the student's achievement in the course for which they are ultimately registered. Grades from the dropped course will not be transferred to the new course.
d. All totals for absences and missing homework assignments will be transferred to the new course.

In the case of a dropped sixth (6th) class:

a. Any quarter grades previously awarded will appear on the report card.

ACCEPTING CREDIT OUTSIDE THE CBNA CURRICULUM:

Students earning a Coe-Brown diploma are required to be full time students, taking at least five (5) credits each semester. All core curriculum requirements for graduation must be fulfilled within the courses offered at Coe-Brown, which are listed in the Program of Studies. In addition, students need to pass four (4) courses to be eligible to participate in co-curricular activities and athletics.

Some exceptions or additional clarifications of this policy are below:

- Students may be required to take a course outside the Coe-Brown curriculum for the purposes of credit recovery. Students in this situation should meet with their counselor to work out a plan for the credit to be recovered. These credits may be counted toward the student's overall grade point average and credits toward graduation.
- Elective classes may be taken outside of Coe-Brown if the course is not offered in Coe-Brown's Program of Studies. The process for this approval will be a written plan from the student submitted to the student's school counselor that would include the course description, credentials of the instructor, and timeline for completion. These classes will be noted on the transcript but will **not** be counted toward the 23-credit requirement or in the student's cumulative grade point average.
- Credit for any other class or program would need approval from administration.
- Enrollment in any alternative class does not exempt a student from the requirements of a full-time CBNA student.
- 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 circumstances and a 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.

SCHEDULING AND GRADING POLICIES FOR TRANSFER STUDENTS:

To the extent possible, students entering Coe-Brown from another school during the school year will be given a course schedule which matches the schedule followed at the previous school. Courses which cannot be matched will be dropped and students will be given credit for each quarter of a credit-bearing course completed with a passing grade.

Credits earned as a high school student from another accredited high school will be transferred to the CBNA transcript and incorporated into the student's GPA and class rank. Credits earned from an accredited high school during the student's pre-high school education will be considered for advanced placement in that curriculum area. It may be noted on the transcript, but will not count toward a CBNA graduation requirement.

If a student transfers in their senior year and ranks in the Top Ten, that student will not displace a student, but will share the class rank.

Honor Roll

The Honor Roll will be announced at the end of each of the four marking terms during the year and is based on the Weighted Grade Point Average.

1. High Honors – weighted GPA is 97.0 or higher for the marking term.
2. Honors – weighted GPA is 90.0 or higher for the marking term.

No rounding is used for Honor Roll calculations.

Honor Graduate Requirements

Coe-Brown is proud to recognize Honor Graduates at the Graduation Ceremony. To be eligible for Honor Graduate status at graduation, a student must have a minimum Weighted Rolling Cumulative GPA of 90.0 **with no rounding** at the end of Quarter Three senior year.

Class Ranking, Top Ten Graduates, Valedictorian & Salutatorian

Class Ranking is computed at the end of the junior year, end of the third quarter of senior year, and the end of senior year. Students' grades are averaged and averages are ranked in order from highest to lowest. All grades from CBNA courses and all full time-students are included in the ranking.

The GPA used in determination of the Top Ten, Valedictorian, and Salutatorian is the Quarter Three Weighted Rolling Cumulative GPA. It is important to note that this GPA calculation takes into account all COMPLETED courses on the Transcript, as well as CURRENT achievement in CURRENT classes as of the end of Quarter Three.

It is possible that there is a shift in class ranking from Quarter Three to the end of senior year and final transcripts. However, the Top Ten, Valedictorian and Salutatorian are based on the end of Quarter Three for graduation planning, award presentations, and press releases.

Often the rankings in the top twenty of every class are very close, so shifts in ranking from junior year to senior year are highly likely.

HOMEWORK POLICY:

Definition of Homework:

A method of developing skills and knowledge through the use of student oriented experiences that may be an integral part of in-class activities but is generally considered to be completed outside of the class schedule.

The philosophy of Coe-Brown Northwood Academy is that homework:

1. reinforces daily, in-class activities;
2. is a possible prelude to upcoming class activities;
3. is a means to allow students to organize thoughts and thought processes;
4. provides an added means for sequential skill development;
5. provides an outlet for student creativity;

6. is a forum for students to develop positive self-image and confidence in own abilities;
7. is an opportunity to develop work ethic and job work skills and habits; and
8. is a reinforcement of study skills.

Getting homework passed in is the responsibility of the student. It is their responsibility to make-up the missed assignments and class work.

Failure to complete homework -

- The **fourth** unsatisfactory assignment during a marking term will result in a teacher assigned detention for the purpose of making up that assignment. The length of time will be 30 minutes or until the latest unsatisfactory assignment is completed to the teacher's satisfaction, whichever is longer. The date and time (before or after school) of the detention is to be served at the teacher's discretion.
- The **fifth** unsatisfactory assignment will result in an administrative detention.
- The **sixth** unsatisfactory assignment will result in a Saturday School Detention from 8AM to 12PM.

Any further problems completing assigned assignments can result in an appearance before the Education Committee of the Board of Trustees.

A missed assignment is an assignment not passed in at the beginning of class. An unsatisfactory assignment may include any missing, late, incomplete work or any material not completed to the teacher's satisfaction. Students will make-up any missed work in a timely manner under the supervision of the classroom teacher.

SCHOOL-WIDE STYLE SHEET:

The School-wide Style Sheet is based on Purdue Online Writing Lab (OWL) http://owl.english.purdue.edu/owl/resource/747/01 and is written in conjunction with all CBNA departments.

The Style Sheet is available on the public drive, the website, and is available from teachers. It will be referred to often by faculty.

Basic Manuscript Style

Be sure to adhere to the following, exactly!

- Font – Times New Roman, size 12.
- Entire paper is double spaced. This rule applies to everything.
- One inch margins appear on all pages, on all margins.
- Page numbers should appear in the heading preceded by students' last name (Jones 2) on all pages except title.

Additional information should be obtained from the Style Sheet.

CREDIT RECOVERY:

Students who receive a grade below 70 but above a 60, may potentially retake that course in an approved summer school program, if the course is available. Written notification of satisfactory completion and grade from the summer school is required before the start of the new school year.

GRADUATION / DIPLOMAS:

Diploma Requirements

In order to receive a Coe-Brown Northwood Academy diploma, student must be enrolled as a full-time student and must have met all graduation requirements. Graduation requirements are outlined in the Program of Studies.

Students who have met the graduation requirements will have the ability to participate in graduation exercises to receive their Coe-Brown Northwood Academy diploma.

Diploma Names
The legal name for Coe-Brown Northwood Academy students will be used on all official documents, including diplomas and transcripts.

Honoring the Deceased at Graduation
Coe-Brown Northwood Academy has consulted with Friends of Aine, Center for Grieving Children and Families, as well as reviewed research and recommendations from academic experts. Our decisions are grounded in best practices designed to support the well-being of all students while honoring those we have lost.

Graduation is a special time to celebrate the hard work and accomplishments of our students. We also understand it can be a time to remember classmates who are no longer with us. Coe-Brown has a thoughtful procedure in place to honor the memory of students who pass away before graduation, ensuring the moment is handled with care and respect while keeping the focus on celebrating the graduating class.

The following guidelines will be followed to honor deceased students:

- A parent or guardian must make a request to the Director of Counseling if they would like their student recognized during the ceremony.
- The student's name will be printed in the graduation program and read aloud at a designated time during the ceremony.
- A certificate of attendance, along with a cap and tassel, may be presented privately at the family's request to the Director of Counseling.
- A dedicated section will be added to the yearbook or a supplemental insert to respectfully list all students who passed while part of our school community at no cost to families.

It is important that all student deaths are recognized equally, regardless of the cause. Using different approaches based on the circumstances of a student's passing could unintentionally cause additional pain or reinforce stigma. At the same time, we understand the importance of protecting the emotional well-being of our students. Because adolescents are particularly vulnerable to the risk of suicide contagion, any recognition will be respectful, appropriate, and carefully designed not to glamorize or romanticize suicide.

Why Not a Chair or Other Recognition at Graduation?

Coe-Brown is proud of the mental health supports and suicide prevention systems we have in place. We do not shy away from this topic and encourage students to have open conversations in a safe and supportive environment. After any tragic event, the Academy offers grief counseling, and students always have access to their school counselors for support. Additionally, a curriculum is established and used in a variety of classes to promote healthy conversations around mental health.

Graduation is a time of celebration—a moment to recognize the hard work and dedication our students have shown throughout their academic journey. While we will honor all lives lost in the CBNA community by reading their names aloud during a designated section of the ceremony, we must balance respect with the primary purpose of celebrating the graduating class.

Formal commemoration, such as leaving an empty chair or other symbolic displays, can unintentionally glorify suicide and increase the risk of suicide contagion. This is especially concerning for students who may already

be struggling with their mental health. While these gestures are made with good intentions, they can sometimes have unintended consequences, including triggering additional grief or encouraging harmful behavior among vulnerable students. After seeing the attention garnered for the deceased student, a depressed student may want to attract the same attention for themselves and attempt self-harm. If choosing not to participate in certain memorials has the potential to save even one student's life, we believe it is our responsibility to take that action.

Coe-Brown Northwood Academy remains committed to finding meaningful and safe ways to remember students—ways that celebrate their lives, the impact they made, and the community they helped build. We will continue working together to support, remember, and care for all members of the CBNA community.

For more information please refer to this document from MindPeace on Best Practice Tips for Responding to a Student Death During Graduation Season.

TRANSCRIPT:

Official school records will be released upon full completion of student and family obligations which includes the return or payment for all school materials, fees, and dues. Transcripts will be issued under the student's legal name.

Transcript Request

Requests for transcripts from former students may be made in writing, by phone, or email through the school counseling secretary. A fee is charged for any transcript send outside the United States. Requests must be made by the individual themselves providing their name at the time they left Coe-Brown, date of birth, year of graduation or transfer, along with where the transcript should be sent. Additional information may be required to verify an individual's identity.

Unofficial copies of a transcript may be given directly to an individual. Official transcripts must be sent directly to the institution given by the former student. Record of this transaction is kept on file by the school counseling secretary.

Official Coe-Brown Northwood Academy transcripts are only released if all student obligations have been completed, including any funds owed to the Academy.

Procedure for Obtaining Transcripts for Dual Enrollment Classes

As a student, it is your responsibility to request an official college transcript for any class you register for as dual enrollment. The grade for the class will appear on your high school transcript, but will not reflect the college credits you are receiving. Please remember that each college and university have its own policy on accepting transfer credits.

Students who are taking a dual enrollment class through SNHU may request an official transcript by visiting www.snhu.edu/dual and under the transcript request tab, completing the online request and paying the required fee.

For students taking a dual enrollment class through another institution, please contact the registrar's office or go online to learn the procedure to request an official transcript to be sent to your university or college.

Section 6: Resources and Supports

ADVISORIES:

All students will be assigned an Advisory which will be a mixed-grade level group with the primary function of meeting to address senior portfolio, project, community service, and other school matters. A regular schedule of meetings has been developed to allow the groups to get to know each other and to begin the process of working toward the successful completion of CBNA requirements.

An additional function of Advisories is to provide students with faculty advisors to serve as mentors and resource people for the entirety of their CBNA careers. The goal is to provide another adult to whom students can turn with non-academic problems and concerns. Whenever possible, teachers assigned as advisors will stay with the same group of students throughout their four years.

Advisors will take attendance during each meeting on Infinite Campus. Missing students will be reported to the Main Office (which is regular protocol for any missing student from class.) On the second tardy to Advisories during a quarter, advisors will assign students a teacher detention for tardiness. On the third and all subsequent tardies in a term, disciplinary referrals should be submitted to the Assistant Headmasters for administrative detentions (3 tardies) and Saturday Schools (4+ tardies).

LIBRARY:

The library is constantly expanding its resources, adding various technology, digital and print materials. We encourage students to utilize all the educational materials available. The library resources include student computers, an online catalog, online databases, ebooks, audiobooks, video cameras, digital voice recorder, and a photocopier.

The library will be open from 7:15 a.m. to 3:30 p.m. every school day. Students wishing to use the library before school in the morning should ask permission of the teacher on duty before going to the library. In order for the library to operate efficiently, the following guidelines will be put into effect:

1. Books will be borrowed for three weeks and may be renewed unless they are on hold for another student;
2. Appropriate materials may be copied on the photocopier located in the library area with permission of library staff;
3. Students receiving a pass to the library will sign in at the beginning of study hall and remain there for the period; and
4. No disruptive behavior will be allowed in order to insure an atmosphere conducive to educational research.

Library Policies

Being sent out of the library for any reason (forging passes, disruptive behavior, eating, drinking, talking, leaving without permission) will result in the following actions:

- 1st offense – Out of library for 2 weeks
- 2nd offense – Out of library for 4 weeks
- 3rd offense – Out of library for remainder of the year.

Students still use the library with a class or after school but will not be permitted in the library on their own during the school hours.

MATH LAB:

Math skills are crucial to success in the modern world and the Academy has many supports in place to increase student math skills. Math Lab is available every period of the day, staffed by a licensed math teacher, to assist students with their math work during their study hall period. Students are encouraged to see the Math Lab teacher for help with homework as well as for additional teaching in concepts reviewed in classes. Students should talk with their math teacher about taking advantage of the Math Lab for their individual needs.

SCHOOL COUNSELING SERVICES:

The goal of the School Counseling Department is to assist each student in gaining the maximum benefit from their educational opportunities. School counselors work closely with each student to develop an individualized plan focused on course selection, extracurricular interests, employment opportunities, career goals, and post-secondary plans. In addition, counselors assist students in their social emotional development through individual counseling sessions, classroom presentations, parent/teacher meetings, evening workshops, and community outreach. Students are encouraged to utilize their counselor and the resources offered through the counseling department to assist them in not only becoming a graduate of Coe-Brown Northwood Academy but also feeling prepared with a post high school plan that best meets their goals. Students can meet with their counselor before/after school and during their study hall period.

SCHOOL RESOURCE AND/OR SECURITY OFFICER:

Coe-Brown was one of the first in the state to implement the School Resource Officer program, which was initially funded by a grant. The grant money quickly disappeared, but the position of SRO or Security Officer remains in place, funded through the budget. The officer remains a crucial aspect of school safety and is the first responder on the scene.

Emergency responder

The officer will likely be the first law enforcement officer responding to any emergency event on campus and is armed at all times and fully uniformed with protective gear each day on campus. The officer completes all required security trainings and maintains qualifications as a security officer.

Instructor

The officer may give direct instruction to the student body by appearing as a guest lecturer in many classes. This includes meeting with all freshmen in Orientation class and discusses school safety, legal issues with student drivers, drug and alcohol education, and more. In addition, visits in other classroom such as Family Relations and Health occur as requested, speaking about a variety of issues.

School climate/student relationships

One of the most valuable benefits of the officer is often intangible. The officer is highly visible, appearing at any school day event with large student gatherings such as lunch periods and assemblies. Students can find the officer in their office, the main office, or in hallways and is always accessible to students. The officer works closely with officers from the Division for Children, Youth and Families to assist in meeting needs of some of our most complicated cases. The visible, friendly, and capable presence of our officer adds to the sense of security and safety on campus.

Faculty/Staff resource

Faculty and staff utilize the expertise of the officer in many ways. Administration conducts concurrent investigations with the officer. Faculty consult with the officer about their specific classroom areas, strategies for exiting, barricading, or other safety issues. The officer assists Administration in providing staff trainings as necessary.

Traffic control/student drivers

The officer can be seen daily in the middle of Route 4, directing busses and vehicles in and out of Coe-Brown parking lots during the start and end of the school day. This is a crucial function as the Academy has hundreds of inexperienced student drivers navigating a very busy road system. In addition, the officer issues parking permits and monitors student use of campus parking throughout the day.

Additional security personnel

When possible, the Academy employs additional security officers to monitor parking lots at the start and end of the school day while the officer is performing traffic control duties. This allows an extra set of eyes in a very busy area, helps keep the speed of drivers down, and serves to add an additional layer of security, monitoring who is coming and going on campus at those times.

Section 7: Technology & Computer Usage

INFORMATION TECHNOLOGY – ACCEPTABLE USE AGREEMENT:

Coe-Brown provides students access to an unlimited world of information through the internet. In order to use the Academy's information technology resources for non-class time purposes, students and their parent/guardians each year must agree to the contents, sign and return an Acceptable Use Agreement.

Students who do not do so will still be able to use information technology in situations under the direct supervision of their classroom teachers but will not have the freedom to use the library or other school owned computer/information technology in non-directly supervised situations.

By signing the Acceptable Use Agreement, students agree to use the school-provided opportunities as described in the agreement. Inappropriate uses of the school's information technology resources could result in Academy administrative review and disciplinary action and/or legal prosecution.

STUDENT ACCEPTABLE USE POLICY:

Coe-Brown Northwood Academy (CBNA) recognizes that access to technology in school gives students, teachers and staff greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. To prepare students as caring and contributing members of a global society, we are committed to helping them develop and utilize technology and communication skills.

To that end, we provide access to technologies for student and staff use. This *Student Acceptable Use Policy* outlines the guidelines and behaviors that students are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- Technology and the network are intended for educational purposes.
- All activity over the network or using school technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Family Educational Rights and Privacy Act (FERPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Engaging in dishonorable content will not be tolerated.
- Misuse of school resources may result in disciplinary action.
- We make a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies.

Users of the network or other technologies are expected to alert IT staff immediately of any concern for safety or security.

Technologies Covered

CBNA may provide internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email and more.

As new technologies emerge, CBNA will attempt to provide access to them when deemed educational and serve to enhance CBNA curriculum. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

Infinite Campus

All parents and students are issued an Infinite Campus account. It is the expectation that parents and students use Infinite Campus to check grades, conduct, and attendance information. The Academy utilizes Infinite Campus as the official grading and attendance tracking program. All assignments will be posted to Infinite Campus. Keep your login and password private; use by anyone other than you creates a security risk for both your own files and the network. If you forget your password or cannot get into your network account, seek help from the Main Office.

Usage Policies

All technologies provided by CBNA are intended for educational purposes at all times. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; do not try to get around technological protection measures; use good common sense; and ask if you do not know.

Network Access

CBNA provides its students with internet access, including websites, resources, content, and online tools. That access will be restricted in compliance with FERPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Internet access to visual depictions that are obscene, violent, pornographic or are of a harmful nature to minors are filtered or blocked. Students shall not intentionally access or attempt to access these sites. Users are expected to respect that the web filter is a safety precaution and should not try to circumvent it when browsing the internet. If a site is blocked and a user believes it shouldn't be, the user should follow protocol to alert an IT staff member or submit the site for review to our Director of Technology via email.

Always log out of the network so that your file, password, and network access is protected from abuse by others.

Students are ultimately responsible for backing up their data. CBNA-provided storage space should not be considered secure or permanent. CBNA is not responsible for any data loss.

Email

CBNA will provide current students with email accounts. These accounts should be used for the purpose of school-related communication. Users should not send personal information, attempt to open files or follow links from unknown or untrusted origin, and should use appropriate language and only communicate with other people as allowed by the school policy or the teacher. Availability and use may be restricted based on school policies.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Media / *Tools & Apps* / Collaborative Content

Recognizing that collaboration is essential to education, CBNA will provide students with access to websites or tools that allow communication, collaboration, sharing and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

School-Issued Netbooks and other devices

CBNA will provide students with netbook computers. Netbooks are expected to be used in accordance with the policies set forth in this document. The netbook cameras are enabled and there is no expectation of privacy when in use. Students should use common sense when using and caring for their netbooks.

Students are responsible to bring a fully charged netbook to school each day. Students may bring battery chargers to school. Netbooks must not be left unattended. Found netbooks should be delivered to the main office.

Students must contact IT staff for repairs and not attempt to do so on their own.

When student netbook repairs are needed, a loaner netbook may be provided to the student if necessary on a case-by-case basis at the discretion of the IT staff.

CBNA is not responsible for supporting home networks and internet connectivity.

Parents/guardians will assume any financial responsibility for damages not covered by warranty. Repairs to a student issued netbook made necessary by inappropriate handling or treatment will be billed to the student based upon the severity of the situation. Repair costs vary and will range up to the full replacement cost of the unit as determined by the Director of Technology.

Netbook Theft or Loss

In the case of a lost or stolen netbook, the following procedures must be followed:

- The lost netbook must immediately be reported to the CBNA Technology Director and the School Resource Officer.
- If the netbook is not immediately found and is believed to be lost or stolen, a police report must be filed by the parent or guardian.

Parents/Guardians will assume any financial responsibility for the full replacement cost of the lost or stolen school-issued netbook and any software licenses.

Other Devices

CBNA may provide users with additional devices to promote learning both inside and outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially responsible for any damage resulting from negligence or misuse. Use of any school-issued devices, including use of the school network, may be monitored.

Personally-Owned Devices

Students may use personally-owned devices (including laptops, tablets, headphones, earphones, cell phones) if approved by the teacher, unless such use interferes with the delivery of instruction by a teacher or staff or creates a disturbance in the educational environment. Any misuse of personally-owned devices may result in disciplinary action. Therefore, proper netiquette and adherence to the acceptable use policy should always be used. The access for personal devices is granted at the discretion of CBNA.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from IT staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for educational purposes.

Netiquette

- Users should always use the internet, network resources, and online sites in a courteous and respectful manner.
- Users should recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the internet.
- Users should remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it is out there—and can sometimes be shared and spread in ways you never intended.
- Students shall not deliberately use the computer to annoy or harass others with language, images, innuendoes, or threats. The user shall not deliberately access or create any obscene or objectionable information, language, or images. These violations will be handled in accordance with the CBNA Bullying/Harassment policy as well as computer use policies.

Academic Integrity

- Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the internet.
- Users should not copy from any source, including generative AI (Artificial Intelligence), without prior teacher approval and adequate documentation providing full credit. Any student intentionally submitting AI-generated work as their own original work is in direct violation of this policy.

- Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the internet should be appropriately cited, giving credit to the original author.

Personal Safety

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you are at school; parent if you are using a device at home) immediately.

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information over the internet without adult permission.
- Users should recognize that communicating over the internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.
- Users should never agree to meet someone they meet online in real life without parental permission.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Do not be mean. Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Examples of Acceptable Use

I will:

- Use school technologies for school-related activities and research.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits only.
- Cite sources when using online sites and resources for research; ensure there is no copyright infringement.

- Comply with all license agreements.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Unacceptable Use

I will not:

- Use school technologies in a way that could be personally or physically harmful to myself or others.
- Search, send, or share inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others–staff or students.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Use of ChatGPT or other AI tools unless they are disclosed, cited and acknowledged in any student work.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, accounts, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies. Good judgment is defined as anything that benefits a student's education. Final judgment as to technology use appropriateness as deemed by CBNA administration.

Limitation of Liability

CBNA will not be responsible for damage or harm to persons, files, data, or hardware. While CBNA employs filtering and other safety and security safeguards, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. CBNA will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges in extreme cases
- Notification to parents/guardian in most cases

- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

STUDENT NETBOOK PROGRAM:

The Student Netbook Program, which started with the Class of 2014, provides each incoming freshman with a netbook computer. In light of the changing technological world, the Academy felt it important to ensure CBNA students will be prepared for the level of technology they will see in their colleges and careers. All families are required to place a small deposit on the device, and both students and parents/guardians are required to sign a technology agreement plan that details the expectation that students will bring the computer to school, charged, daily. When students graduate from CBNA they are required to return the netbook to the library for the software licensing to be removed. After that, students may pick up their netbooks and keep it permanently. If a student's netbook is not returned to have software licensing removed, students will be responsible to pay a fee. No transcripts will be released until the fee is paid or the netbook is returned.

Typical classes use the computers for note-taking, presentations, researching, podcasts, video creation, online writing and so much more. Many courses also incorporate online textbooks, often offering both electronic and paper formats for their students. The Student Netbook Program is in a constant flux of change, with adaptions to the hardware, software, and procedures for implementation, and has been a hugely positive endeavor for our students. Although many students are confident in their use of cell phones and video games, they typically have a great deal to learn about using computers academically. Student growth in comfort, confidence, and skills with computer usage has been highly evident with their resulting work has been improved and classroom engagement increased. Although it is a program that will continue to change, it is one that has had a major impact on almost every aspect of school life at Coe-Brown.

Students are required to have the netbook fully charged and brought to school daily, for use in classes and for use on assignments throughout the day. They are obligated to pay their corresponding netbook fee and to return the netbook each summer for improvements and modifications. All policies and expectations for appropriate usage of the netbook are outlined in the Acceptable Use Policy.

NETBOOK REPAIRS AND LOANERS:

Students who have operational problems with their netbooks must bring them to the Library Media Center. The IT staff will repair any netbook issues and any fees incurred will be the responsibility of the student as per the Acceptable Use Policy. Students will be given a loaner netbook to use while their malfunctioning netbook is being repaired if needed. Most repairs will be completed during the same day, so the student can return to the Library Media Center to turn in the loaner netbook and retrieve their own. If a repair takes longer than a day, the student will be allowed to take the loaner netbook home. If a loaner is not returned when agreed upon, and the student does not return the loaner netbook, the student will receive disciplinary consequences including warnings, communications home to parent/guardians, and/or a detention with the IT staff. If continued disciplinary action is needed due to the loaner netbook not being returned, the student will receive Saturday School Detentions until the loaner netbook is returned.

Section 8: Athletics and Co-Curricular Activities

ATHLETIC DEPARTMENT:

Meetings for all sports teams are held prior to the start of every season. At that time participants and their parents/guardians are provided information sheets and contracts regarding student-athlete participation standards.

Players and their families should review these together. Questions regarding team requirements and expectations should be addressed to the team coach first and then to the athletic director:

Mr. Samuel Struthers, Athletic Director
Coe-Brown Northwood Academy
907 First New Hampshire Turnpike
Northwood, NH 03261
(603) 942-5531

While the team information and contracts contain more detailed information, all student athletes should know:

1. All athletes must have had a physical exam and take part in a concussion safety protocol before trying out for a team.
2. Students must meet eligibility standards set by the NHIAA. Students must pass four full credit courses to remain eligible to participate in athletics. An incomplete does not qualify as a passing course.
3. Students will face serious consequences in school and with their participation in athletics for involvement with tobacco, drugs or alcohol.
4. Attendance at all practices and team events is required for athletes. There are consequences for missing practices and competitions.
5. Students must be in school by 8:30 a.m. to be eligible for the day's practice or games unless they have received prior permission of the Headmaster or Athletic Director.

Co-curricular activities are intended to supplement the academic curriculum by providing a wide variety of experiences in many areas of interest. However, active and satisfactory participation in the academic program must be prerequisite to participation in all other school-sponsored activities.

Remember, schoolwork and classroom behavior come before athletics. Students are in school to receive an education. Conduct in a positive manner in the school community is important for those who represent Coe-Brown Academy in sports.

CO-CURRICULAR ACTIVITIES:

All students are encouraged to take advantage of the variety of co-curricular activities offered at the Academy. We believe that interests outside the classroom add an extra dimension to the total educational experience. However, academics must come first. Students must complete each marking term with a grade of 70 or higher in four (4) credits of work. Eligibility for fall activities will be based on grades achieved during the final term of the preceding year.

In addition, students participating in inter-scholastic athletics must have a current physical and medical form on file with the school nurse, as well as complete an "Impact Test" to establish a baseline for possible post recovery concussion assessment.

CONCUSSION MANAGEMENT:

The Board of Trustees of Coe-Brown Northwood Academy is aware of the serious nature of concussions and the importance and providing proper immediate and on-going care. This will include, but not necessarily be limited to, identifying, assessing, ensuring the student is removed from the casual activity, 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 have developed the procedures necessary to ensure the appropriate care is provided in these situations.

Coe-Brown Northwood Academy Athletics has implemented an innovative program for our student- athletes. This program will assist your physician/athletic trainer in evaluating and treating head injuries (e.g., concussion). In order to better manage concussions sustained by our student-athletes, we have acquired a software tool called ImPACT (Immediate Post Concussion Assessment and Cognitive Testing). ImPACT is a computerized exam utilized in many professional, collegiate, and high school sports programs across the country to successfully diagnose and manage concussions. If an athlete is believed to have suffered a head injury during competition, ImPACT is used to help determine the severity of head injury and when the injury has fully healed.

The computerized exam is given to athletes before beginning contact sport practice or competition. This non-invasive test is set up in "video-game" type format and takes about 15-20 minutes to complete. It is simple, and actually many athletes enjoy the challenge of taking the test. Essentially, the ImPACT test is a preseason physical of the brain. It tracks information such as memory, reaction time, speed, and concentration. It is not an IQ test.

If a concussion is suspected, the athlete will be required to re-take the test. Both the preseason and post- injury test data is given to a local doctor or, to help evaluate the injury. The information gathered can also be shared with your family doctor. The test data will enable these health professionals to determine when return-to-play is appropriate and safe for the injured athlete. If an injury of this nature occurs to your child, you will be promptly contacted with all the details. Student-athletes will be required to take the baseline exam every two years.

PHYSICAL ACTIVITY:

Coe-Brown encourages all students to take an active part in school and community clubs, organizations and sports programs. Well-rounded students pursue a variety of interests but are careful to keep their commitments in balance with the time needed to be a successful learner.

All students are encouraged to maintain a healthy lifestyle that includes regular physical activity such as sports, games and other forms of exercise.

Section 9: School Safety

FIGHTING:

Fighting is not an acceptable way to deal with conflicts among students and no form of it can be tolerated in or around school. This includes school grounds, on the buses, at the bus stops and at the site of an away from school activity.

Fighting creates a dangerous situation, not only for the participants but also for bystanders, including those who try to prevent the fight from escalating or continuing. Fighting includes: punching/hitting, slapping, kicking, scratching, biting, butting, hair pulling, pushing opponents into walls or furniture, and other types of inappropriate physical contact.

The Headmaster will work in conjunction with School Security Officer to ensure any necessary reports or complaints are filed. Substantial rumors of confrontations said to be happening away from school will be reported to the police. Fights that include any type of weapon will automatically be reported to the police and disciplinary action as outlined in the weapons policy will be employed.

The Headmaster will administer appropriate disciplinary actions for students found to be fighting. This may include Saturday School Detentions or out-of-school suspensions (up to 10 days), or even expulsion. Students who promote or encourage other students to fight will be considered full participants in the fight and will be subject to the same scale of disciplinary actions.

FIRE AND EMERGENCY PREPAREDNESS DRILLS:

Safety drills are required at regular intervals by state law. It is essential for safety that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly and quietly as possible. Teachers in the classrooms will give directions as necessary.

OFF-CAMPUS BEHAVIOR OF STUDENTS:

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 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 school. 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.

PUPIL SAFETY AND VIOLENCE PREVENTION: Bullying

I. Definitions (RSA 193-F:3)

1. Bullying. Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:
   (1) Physically harms a pupil or damages the pupil's property;
   (2) Causes emotional distress to a pupil;
   (3) Interferes with a pupil's educational opportunities;
   (4) Creates a hostile educational environment: or
   (5) Substantially disrupts the orderly operation of the school
   Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors or beliefs, or motivated by the pupil's association with another person based on the other person's characteristics, behaviors or beliefs.

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

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

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

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

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

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

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

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

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

The Headmaster is responsible for ensuring that this policy is implemented.

III. Statement Prohibiting Retaliation or False Accusations (RSA 193-F:4, II(b))

False Reporting

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

A school employee found to have wrongfully and intentionally accused a student of bullying shall face discipline or other consequences will be determined in accordance with applicable law and Coe-Brown Northwood Academy policies.

Reprisal or Retaliation

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

1. The consequences and appropriate remedial action for a student, teacher, school administrator or school volunteer who engages in reprisal or retaliation shall be determined by the Headmaster or designee after consideration of the nature, severity and circumstances of the act, in accordance with law, Board of Trustees policies and any applicable collective bargaining agreements.

2. Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

3. Any teacher or school administrator found to have engaged in reprisal or retaliation in violation of this policy shall be subject to discipline up to, and including, termination of employment.

4. Any school volunteer found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Process to Protect Pupils from Retaliation

If the alleged victim or any witness expresses to the Headmaster, designee or other staff member that they believe they may be retaliated against, the Headmaster or designee shall develop a process or plan to protect that student from possible retaliation.

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

IV. Protection of all Pupils (RSA 193-F:4, II(c))
This policy shall apply to all pupils and school-aged persons on school district grounds and participating in school district functions, regardless of whether or not such pupil or school-aged person is a student within the district.

V. Disciplinary Consequences for Violation of this Policy (RSA 193-F:4, II(d))
The district reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or retaliates against any student or witness who provides information about an act of bullying.

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

VI. Distribution and Notice of this Policy (RSA 193-F:4, II(e))
Staff and Volunteers
All staff will be provided with a copy of this policy annually. The Headmaster may determine the method of providing the policy (employee handbook, hard copy, e-mail, etc.)

The Headmaster will ensure that all school employees receive annual training on bullying and related Coe-Brown Northwood Academy policies.

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

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

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

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

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

Additional Notice and Coe-Brown Northwood Academy Programs

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

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

The Headmaster shall be responsible for receiving complaints of alleged violations of this policy.

Student Reporting

1. Any student who believes they have been the victim of bullying should report the alleged acts immediately to the Headmaster or designee. If the student is more comfortable reporting the alleged act to a person other than the Headmaster or designee, the student may tell any school employee or volunteer about the alleged bullying.
2. Any school employee or volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Headmaster or designee as soon as possible, but no later than the end of that school day.
3. The Headmaster or designee may develop a system or method for receiving anonymous reports of bullying. Although students, parents/guardians, volunteers and visitors may report anonymously, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.
4. The administration may develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.
5. Upon receipt of a report of bullying, the Headmaster or designee shall commence an investigation consistent with the provisions of Section XI of this policy.

Staff Reporting

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

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

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

IX. Notifying Parents/Guardians of Alleged Bullying (RSA 193-F:4, II(h))

The Headmaster or designee shall report to the parents/guardians of a student who has been reported as a victim of bullying and to the parents/guardians of a student who has been reported as a perpetrator of bullying with 48

hours of receiving the report. Such notification may be made by telephone, writing or personal conference. The date, time, method and location (if applicable) of such notification and communication shall be noted in the report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

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

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

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

1. Upon receipt of a report of bullying, the Headmaster or designee shall, within 5 school days, initiate an investigation into the alleged act. If the Headmaster is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Board of Trustees shall direct another Coe-Brown Northwood Academy employee to conduct the investigation.
2. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, separately and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.
3. If the alleged bullying was in whole or in part cyberbullying, the Headmaster or designee may ask students and/or parents/guardians to provide Coe-Brown Northwood Academy with printed copies of e-mails, text messages, website pages or other similar electronic communications.
4. A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
5. Factors the Headmaster or other investigator may consider during the course of the investigation, including but not limited to:
    a. Description of incident, including the nature of the behavior;
    b. How often the conduct occurred;
    c. Whether there were past incidents or past continuing patterns of behavior;
    d. The characteristics of parties involved, (name, grade, age, etc.);
    e. The identity and number of individuals who participated in bullying behavior;
    f. Where the alleged incident(s) occurred;
    g. Whether the conduct adversely affected the student's education or educational environment;
    h. Whether the alleged victim felt or perceived an imbalance or power as a result of the reported incident; and
    i. The date, time and method in which parents or legal guardians of all parties involved were contacted.
6. The Headmaster or designee shall complete the investigation within 10 school days of receiving the initial report. If the Headmaster or designee needs more than 10 school days to complete the investigation, the Board of Trustees may grant an extension of up to 7 school days. In the event such extension is granted, the Headmaster or designee shall notify in writing all parties involved of the granting of the extension.
7. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include recommended remedial steps necessary to stop the bullying and a written final report to the Headmaster.

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

XII. Response to Remediate Substantiated Instances of Bullying (RSA 193-F:4, II(k))
Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion of students and dismissal from employment for staff members.

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

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

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

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

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

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

XIII. Reporting of Substantiated Incidents to the Headmaster (RSA 193-F:4, II(l))
The Headmaster's designee shall forward all substantiated reports of bullying to the Headmaster upon completion of the designee's investigation.

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

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

XV. Appeal

1. For non-disciplinary remedial actions where no other review procedures govern, the parents/guardians of the pupils involved in the bullying shall have the right to appeal the Headmaster or designee's decision to the Board of Trustees in writing within five (5) school days. The Board of Trustees shall review the headmaster's decision and issue a written decision with then (10) school days. If the aggrieved party is still not satisfied with the outcome, the aggrieved party may file a written request for review by the Board of Trustees within ten (10) school days of the Headmaster's decision. The Board of Trustees will adhere to all applicable New Hampshire administrative rules.
2. The procedures under RSA 193:13, Ed 317, and Coe-Brown Northwood Academy policies establish the due process and appeal rights for students disciplined for acts of bullying.
3. The Board of Trustees or its designee will inform parents/guardians of any appeal rights they may have to the New Hampshire State Board of Education.

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

The Headmaster is responsible for ensuring that this policy is implemented. The Headmaster may establish additional procedures to facilitate the implementation of this policy.

XVII. Capture of Audio Recordings on School Buses

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

XVIII. Use of Video or Audio Recordings in Student Bullying Matters

Coe-Brown Northwood Academy reserves the right to use audio and/or video recording devices on Coe- Brown Northwood Academy property (including school buses) to ensure the health, safety and welfare of all staff, students and visitors.

The Headmaster is authorized to contact Coe-Brown Northwood Academy's attorney for a full legal opinion relative in the event of such an occurrence.

Inquiries, complaints, and other communications relative to this Student Bullying Policy shall be addressed to the following person designated for this area:

Mrs. Jennifer Cox, Director of Counseling
Coe-Brown Northwood Academy
907 First NH Turnpike Northwood, NH 03261
(603) 942-5531

SUBSTANCE ABUSE POLICY:

The impact of drugs, tobacco, alcoholic beverages and other abused substances present serious health and safety concerns for all members of the Coe-Brown community. In light of the damaging effect of these materials, Coe-Brown Northwood Academy will take strong steps to ensure the well-being of all students and staff members.

The counseling services of Coe-Brown shall be available to any member of the student body, staff, or the parents or guardians of students, for the purposes of providing to such person literature on chemical abuse, discussing potential problems related thereto, or furnishing references to those people seeking the assistance of outside professional help on such matters. Policies of Coe-Brown regarding drugs, tobacco, alcohol, mood altering substances, and drug paraphernalia, including vaping devices, shall be made known to students, staff, parents and guardians, and copies of these shall be made available as warranted.
Instruction on the physical, mental, and social damages from controlled substances and from over-the- counter substances used incorrectly shall continue to be emphasized in the curriculum. Students and staff of the Academy shall be encouraged to participate within the school and in the community in activities regarding chemical abuse.

New Hampshire State Law prohibits smoking by anyone any place on school grounds including buildings, parking lots, athletic fields, and other areas. The law also prohibits the possession of tobacco products, vaping devices, and liquid nicotine by people under 21 years of age. Any student found smoking, be it tobacco, a vaping device, or other material, or using liquid nicotine at school or at a school sponsored event will face Saturday School Detentions or other disciplinary action and will be reported to the Northwood Police Department for further possible action. Possession of tobacco, vaping devices, or liquid nicotine by students under 18 years of age will also be reported to the Northwood Police Department.

Any evidence of the use, possession, control, sale, or being under the influence of any alcoholic beverage, drug, or mood altering substances or the possession, use, sale, or dealing of drug paraphernalia or vaping devices by a student on or about school grounds, or at school sponsored activities is a serious situation and the actions taken by the Headmaster and the Board of Trustees will reflect the seriousness of this problem. Actions up to and including expulsion and reporting to the Northwood Police will be taken.

The Headmaster and/or Assistant Headmasters are authorized to conduct searches on the campus for the purpose of identifying the presence of any controlled substance, any non-controlled substance being abused, or drug paraphernalia in any building, office, classroom, locker, storage space, or in any vehicle present on the campus. The Headmaster and/or Assistant Headmasters, in cooperation with law enforcement, or other authorized individuals, may employ any technical means, including the use of trained dogs, in announced or unannounced searches.

All instances of alleged use, being under the influence, possession, control, sale or dealing in drugs, tobacco, alcohol, other mood-altering substance or drug paraphernalia shall be reported to the Education Committee of the Board of Trustees and the police. Such confirmed instances and the evidence related thereto shall be kept confidential by the receiving parties, and shall not be divulged to any unauthorized person not directly involved in subsequent actions, or on a need-to-know basis. Parents and guardians of students involved with confirmed instances of use, being under the influence, possession, control, sale, or dealing in controlled substances, of other materials used to abuse or possession of drug paraphernalia or vaping devices shall be advised of the circumstances and evidence related thereto.

SUICIDE PREVENTION AND RESPONSE PLAN:

Purpose

In 2019, the Suicide Prevention Education statute (RSA 193:J) was signed into law mandating that school districts provide evidence-based suicide prevention education and training to staff and students in an effort to "reduce suicides in our school population." The district policy, Suicide Prevention and Response (JDLBB) requires a written plan that details the guidelines, protocols and procedures that the district uses to prevent, assess, intervene and respond to youth suicide. Through the adoption and implementation of this policy and plan, Coe-Brown seeks to join with families and the community in this important work, understanding that suicide prevention is an integral component of the trauma-informed System of Care and Learning Supports that promotes student social-emotional health and wellbeing and equitable access to education.

In implementing this policy and plan, Coe-Brown:

- Recognizes that physical and mental health are integral to student success, both in school and beyond graduation;
- Believes that only through a proactive and collaborative approach between the school, families and the community, can the problem of youth suicide be addressed;
- Pairs this policy with others that support the overall emotional and behavioral health of students, such as the Pupil Safety and Violence Prevention-Bullying Policy.

Prevention Implementation

Organizational Structure

- A team of individuals who are trained in the various components of suicide prevention, intervention and postvention will be identified and a point of contact will be designated for issues related to suicide prevention and policy implementation.
- All staff members shall report students they believe to be at-risk for suicide to the Headmaster or designee.
- The Director of Counseling shall serve as the Suicide Prevention Coordinator.
- Any screenings done in schools will be collected and reported as part of a system-wide data collection effort to support the mental health and well-being of all students.
- All school personnel and students will be encouraged to help create a trauma-informed, equitable culture of respect and support both in the classroom and across the school and district.
- Students will be explicitly taught and encouraged to tell any staff member if they or a friend are feeling suicidal or need help. While confidentiality and privacy are important, students will be taught that when there is a risk of suicide, safety comes first.

Staff Professional Development

- All staff, designated volunteers, and contracted personnel shall receive, at minimum, two hours of annual professional development on: risk factors, warning signs, protective factors, response procedures, referral protocols, postvention, and resources regarding youth suicide prevention.
- The professional development shall include additional information regarding groups of students at elevated risk for suicide, including those living with mental and/or substance use disorders, those who engage in self-harm or have attempted suicide, those in out-of-home settings (e.g., youth in foster care, group homes, incarcerated youth), those experiencing homelessness, American Indian/Alaska Native students, LGBTQ (Lesbian, Gay, Bisexual, Transgender, Queer and Questioning) students, students bereaved by suicide, and those with medical conditions or certain types of disabilities.
- Additional professional development in risk assessment, intervention and postvention may be provided to school-employed mental health professionals and nurses.
- Any staff designated to administer the Safety Screening for Suicide/Self-Harm will be trained in the tools used to complete this process.

Youth Suicide Prevention Programming

- Trauma-informed, developmentally appropriate, student-centered and evidence informed education materials shall be integrated into the curriculum of health classes and other classes, as appropriate.

- The content of these age-appropriate materials shall include: the importance of safe and healthy choices and coping strategies focused on resiliency building, and how to recognize risk factors and warning signs of mental health conditions and suicidality in oneself and others. The content shall also include help-seeking strategies for oneself or others and how to engage school resources and refer friends for help.

Publication and Distribution

The plan will be distributed and posted within the Student Handbook annually on the website. All school personnel are expected to know and be accountable for following all policies and procedures regarding suicide prevention.

<u>Intervention Implementation</u>

Assessment and Referral

When a student is identified by a peer, educator or other source as potentially at risk for suicide or self-harm, (i.e., verbalizes thoughts about suicide, presents overt risk factors such as agitation, an act of self-harm occurs, or expresses or otherwise shows signs of suicidal ideation) the student shall be seen by a member of the designated team, such as a school counselor, school nurse, etc., as designated by the Headmaster, within the same school day to provide a Safety Screening for Suicide/Self Harm and to notify family and facilitate referral.

Educators shall also report written threats and expressions about suicide and death in school assignments. Such incidences require immediate referral to a designated team member.

After Hours or Remote Learning Situation

Should an incident indicating risk occur after hours, during extra-curricular activities, the educator will contact the parent/guardian, and inform the parent/guardian that an administrator will be notified.
The administrator or designee will contact the family within 24 hours of the report. If immediate help is needed, the educator will call 911.

For At-Risk Youth

- School staff shall continuously supervise the student to ensure their safety until the screening process is complete.
- The Headmaster or designee shall be made aware of the situation as soon as reasonably possible.
- The Headmaster or designee shall contact the student's parent or guardian, as described in the Parental Notification section and shall assist the family to identify appropriate community resources.
- Staff may ask the student's parent or guardian, and/or eligible student, for a written release granting permission to discuss the student's health with outside care providers, if appropriate.

Parameters for Engagement of Law Enforcement

When a student is actively suicidal and the immediate safety of the student or others is at-risk (such as when a weapon is in the possession of the student), school staff shall call 911 immediately. The staff calling shall provide as much information about the situation as possible, including the name of the student, any weapons the student may have, and where the student is located. School staff may tell the dispatcher that the student is at risk to themselves or others.

Parental Notification and Involvement

The Headmaster or designee shall inform the student's parent or guardian on the same school day, or as soon as possible, any time a student is screened for safety. Following parental notification and based on initial screening, the Headmaster or designee may request that the parent/guardian meet with the appropriate personnel. At this time:

- Parents/guardians will be advised to seek medical/psychological/psychiatric consultation immediately, and will be provided a list of emergency community resources.
- Additional resources will be offered to the parent/guardian, detailing all available local resources, warning signs, information about resuming the school routine, and additional suicide prevention resources.
- A discussion will take place to review safety at home, with the goal of eliminating the student's access to lethal means for carrying out an attempt (i.e. guns, knives, pills).
- The parent/guardian may be asked to sign a release form if this would help with communication with community-based mental health professionals.

Lethal Means Counseling: Firearms and Medication

Because firearms and medications are the most lethal method of suicide attempts, the following will be adopted as part of the procedures for student safety:

Firearms

- Inquire of the parent or guardian if firearms are kept in the home or are otherwise accessible to the student in any other residences the child may visit.
- Should the child or parent/guardian indicate the presence of firearms, the Headmaster or designee will inform police, who will review gun safety measures.

Medications

- Recommend the parent or guardian lock up all medications (except rescue meds like inhalers), either with a traditional lock box or a daily pill dispenser.
- Recommend disposing of expired and unneeded medications, especially prescription pain pills.
- Recommend parent/guardian maintain possession of the student's medication, only dispensing one dose at a time under supervision.

In School Suicide Attempts

In the case of an in-school suicide attempt, the physical and mental health and safety of the student are paramount. In these situations:

- First aid shall be rendered until professional medical services and/or transportation can be received, following district emergency medical procedures.
- Administration will be contacted immediately.
- The student will be supervised at all times to ensure safety.
- Staff shall move all other students out of the immediate area as soon as possible to maintain privacy.
- The Headmaster or designee shall contact the student's parent or guardian as soon as possible.
- The school shall engage the Crisis Team as necessary to assess whether additional steps should be taken to ensure staff and student safety and well-being, including anyone who may have been impacted by the student's actions.

Out-of-School Suicide Attempts

If a staff member becomes aware of a suicide attempt by a student that is in progress in an out- of-school location, the staff member shall:

- Call 911 (police and/or emergency medical services).
- Inform the student's parent or guardian.
- Inform the Headmaster and/or the Director of Counseling, who will inform the appropriate identified school personnel.
- If the student contacts the staff member and expresses suicidal ideation, the staff member shall maintain contact with the student (either in person, online, or on the phone) and then enlist the assistance of another person to contact the police while maintaining engagement with the student.

Re-Entry Procedure

For students returning to school after a mental health crisis (e.g., suicide ideation, attempt or psychiatric hospitalization), whenever possible, the Headmaster or designee shall meet with the student's parent or guardian, and if appropriate, include the student to discuss re-entry.

- This meeting shall address next steps needed to ensure the student's readiness for return to school and plan for the first day back and continued interventions and recommendations.
- Following a student hospitalization, parents/guardians are encouraged to inform the school counselor of the student's hospitalization to ensure continuity of service provision and increase the likelihood of a successful re-entry.
- Resources within the community may be accessed to support this transition.
- Release forms will be shared if possible, to enable effective communication with all mental health supports the student has in place during this time.
- A conversation during re-entry will occur with student and parent/guardian about maintaining privacy about the events that have occurred. This includes maintaining privacy on social media. Staff can guide students on a comfortable response if questions arise about the student's absence.

The goal of this process is to:

- Create a response that is coordinated with the student, parent/guardian and outside health care providers.
- Identify ways to ease the transition back into the school environment (i.e., whether or not the student will be required to make up missed work, the nature of check-in/check-out visits, and other necessary accommodations, etc.)
- Establish agreed upon intervals for check-ins with parent/guardians and student by phone or in-person (e.g. for a period of three months) with more frequent check-ins initially, and then fading support.
- Discuss confidentiality: The Headmaster or designee shall disclose to the student's teachers and other relevant staff that the student is returning after a medically related absence and may need adjusted deadlines for assignments and extra supports. The Headmaster or designee shall be available to teachers to discuss any concerns they may have regarding the student after re-entry. Information will be shared on a need-to-know basis, to support the confidentiality of students.

Postvention Plan: After a Suicide Death

Development and Implementation of a Crisis Response Plan

The Crisis Response Team led by the Headmaster or designee shall develop a crisis response plan following the death of a student or school community member. The crisis team will implement the appropriate plan when the nature of the untimely death has been determined. This plan may be applicable to all school community related suicides or suspected suicides. Whether it be student (past or present), staff, or other prominent school community members. A meeting of the crisis team to implement the plan shall take place immediately following word of the suicide death. Consultation with the parents/guardians and the appropriate police department will guide the Crisis Response Team.

Action Plan Steps

Step 1: Get the Facts

The Headmaster or designee shall confirm the death and determine the cause of death through communication with the student's parent or guardian or police department. Before the death is officially classified as a suicide by the coroner's office, the death shall be reported as due to unknown cause to all staff, students, and parents or guardians. Even when a case is perceived as being an obvious instance of suicide, it shall not be labeled as such until after a cause of death ruling has been made.

If the cause of death has been confirmed as suicide but the parent or guardian prefers the cause of death not be disclosed:

- The school may release a general statement without disclosing the student's name or cause of death (e.g., "We had a ninth-grade student die over the weekend")
- The Headmaster or designee who has a good relationship with the family shall speak with the parents/guardians to explain the benefits of sharing mental health and suicide prevention resource with students.
- If the family refuses to permit disclosure, the school will respect the privacy of the family, as per FERPA.
- The school will focus on providing mental health resources to students and school community, as needed.

Step 2: Assess and Prepare for the Situation

The Crisis Response Team shall meet to prepare the postvention response. The team shall:

- Reflect upon how the community may be affected.
- Identify the students most likely to be affected.
- Identify any recent traumatic events that have occurred within the school community or anniversaries of traumatic events.
- Develop a plan to triage staff and all teachers directly involved with the victim who will be notified in-person and offered the opportunity for support.
- Discuss the contents of a written statement that will be developed by the Headmaster in consultation with the School Counseling department, for staff members to share with students.
- The statement may include the basic facts of the death and known funeral arrangements, recognition of the sorrow the news will cause, and information about the resources available to help students cope with their grief.
- Set a time for an all-staff meeting.

Step 3: Share Information

Inform the faculty and staff that a sudden death has occurred, preferably in an all-staff meeting so that all members of the staff receive the same information at the same time:

- The Headmaster and/or designee shall provide the written statement for staff members to share with students.
- The Crisis Response Team will assess staff's emotional readiness to provide this message in the event a designee is needed, understanding that staff members may have direct relationships with victims and be affected by the loss. A point person will be available for following up with impacted staff members.
- Staff shall be instructed to respond to questions only with factual information that has been confirmed. Staff shall dispel rumors with facts, be flexible with academic demands, normalize a wide range of emotional reactions, and know the referral process and how to get help for a student.
- The Crisis Response Team shall review suicide warning signs and procedures for referring students who present with increased risk.
- Avoid public address system announcements and school-wide assemblies in favor of face-to-face notifications, including small-group and classroom discussions.
- The Headmaster and/or designee (with the input and permission from the student's parent or guardian) may write a letter to communicate with parents/guardians which includes facts about the death, information about what the school is doing to support students, the warning signs of at- risk behaviors, and a list of resources available.
- Staff shall direct all media inquiries to the Headmaster.

Step 4: Avoid Suicide Contagion

Suicide contagion is when suicidal behavior or a suicide completion influences an increase in the suicide risk of others. Identification, modeling, and guilt are each thought to play a role in contagion. Talking about mental health and suicide in a nonjudgmental, open way that encourages dialogue and help seeking does not cause contagion. Although rare, suicide contagion can result in a cluster of suicides within a community. To avoid this:

- Actively triage particular risk factors for contagion, including emotional proximity (e.g., siblings, friends, or teammates), physical proximity (witness, neighbor) and pre-existing mental health issues or trauma.

- All staff will understand that one purpose of trying to identify and provide services to other high-risk students is to prevent another death.
- The Crisis Response Team shall work with teachers to identify students who are most likely to be significantly affected by the death, or who exhibit behavioral changes indicating increased risk.
- Avoid the word "commit," or "successful" to discuss the suicide. "Died by suicide" is the language used in this case.

Step 5: Initiate Support Services
The Headmaster and/or designee shall coordinate support services for students and staff in need of individual and small group counseling as needed.

- Students identified as being more likely to be affected by the death will be referred to appropriate staff.
- School counselors and other staff will support the emotional needs of students in response to the incident.
- If long term intensive services by a community provider are warranted, school counselors will collaborate with that provider and the family to ensure continuity of care between the school, home, and community.
- Students and staff affected by the suicide death shall be encouraged to return to a normal routine as much as possible, understanding that some deviation from routine is to be expected.

Step 6: Develop Memorial Plans
The school shall develop procedures regarding memorialization due to any cause and strive to treat all deaths the same way. School shall not be canceled for the funeral or for reasons related to the death.

- Avoid planned on-campus physical memorials (e.g. photos, flowers, locker displays), funeral services, tributes, or flying the flag at half-staff, because it may inadvertently sensationalize the death and encourage suicide contagion among vulnerable students.
- If a spontaneous school-based memorial (e.g. small gatherings) occurs, administration and counselors will discuss an appropriate response.
- The school will provide an opportunity for students to express grief. Appropriate activities may include the writing of cards and letters, sharing pictures, and preparing packages for the student's family, after being reviewed by school administration and/or counselors. This will be for a limited period of time.
- If items indicate that additional students may be at increased risk for suicide and/or in need of additional mental health support (e.g. writing about a wish to die or other risk behavior), outreach shall be made to those students to help determine level of risk and appropriate response.
- Memorials may be created off campus or online and it is important for administration and the local police department, if possible, to be aware of these to monitor them for sensationalizing the loss and potentially causing contagion.

Step 7: Postvention as Prevention
Following a student suicide, schools may take the initiative to review and/or revise existing policies.

External Communication
The Headmaster or designee shall be the sole media spokesperson. Staff shall refer all inquiries from the media directly to the spokesperson. The Headmaster or designee shall:

- Prepare a statement for the media, which may include the facts of the death, postvention plans, and available resources — the statement shall not include confidential information, speculation about victim motivation, means of suicide, or personal family information.

Crisis Referral and Intervention Resources

Resources for parents/guardians and students may be found on the school website, under the School Counseling Department, by clicking Suicide Prevention:
https://coebrown.org/student-life/school-counseling/

Definitions of Terms

At Risk

Suicide risk exists on a continuum with various levels of risk. Each level of risk requires a different level of response and intervention by the school and the district. On one end of the spectrum may be a student with suicide ideation, indicating thoughts of suicide or self-injury without a plan and on the other end of the spectrum may be a student with high-risk features who has intent to die by suicide, or has displayed a significant change in behavior suggesting the onset of potential mental health conditions or a deterioration of mental health. The student may have thoughts about suicide, including potential means of death, and may have a plan. In addition, the student may exhibit behaviors or feelings of isolation, hopelessness, helplessness, and the inability to tolerate any more pain. All students on the continuum are screened within the district by a designated member of the school and procedures are followed to support the student.

Risk Factors for Suicide

Risk factors are characteristics or conditions that increase the chance that a person may attempt to take their life. Suicide risk is most often the result of multiple risk factors converging at a moment in time. Risk factors may encompass biological, psychological, and/or social factors in the individual, family, and environment. The likelihood of an attempt is highest when factors are present or escalating, when protective factors and healthy coping techniques have diminished, and when the individual has access to lethal means. Some frequently cited risk factors include:

- Mental health conditions such as depression, bipolar, anxiety or substance use disorder
- Hopelessness
- Family history of suicide or mental health problems
- Problems with impulse control and aggression
- Serious medical condition and/or pain
- History of early childhood trauma, abuse, neglect, or loss
- Current family stress or transitions

At Risk Student Populations

It is important for school districts to be aware of student populations that are at elevated risk for suicidal behavior based on various factors.

- Mental health or substance use disorders
- Self-harm or past suicide attempts
- Homelessness
- Out-of-home placement
- American Indian/Alaska Native youth
- LGBTQ (Lesbian, Gay, Bisexual, Transgender, Queer or Questioning) Youth

- Youth bereaved by suicide
- Youth living with medical conditions or disabilities

Protective Factors for Suicide
Protective factors are the positive conditions and resources that promote resiliency and reduce the potential for youth suicide and harmful choices. These include, but are not limited to:

- Close family bonds
- A strong sense of self-worth
- A sense of personal control
- A reasonably stable environment
- Strong friendships
- Responsibility to others
- Involvement in activities
- Pets
- Lack of access to lethal means

Safety Screening
A structured discussion with a student who may be at-risk for suicide. The screening is designed to elicit information about various safety and/or warning signs, such as the student's expressed intent to die by suicide, previous history of suicide attempts, presence of a suicide plan and its level of lethality and availability, presence of support systems, and level of hopelessness and helplessness, and other relevant risk factors.

Self-Harm
Behavior that is self-directed and deliberately results in injury or the potential for injury to oneself. Self-harm behaviors can be either non-suicidal or suicidal. Although non-suicidal self- injury (NSSI) lacks suicidal intent, youth who engage in any type of self-harm should receive mental health care. Treatment can improve coping strategies to lower the urge to self-harm and reduce the long-term risk of a future suicide attempt.

Suicide
Death caused by self-directed injurious behavior with any intent to die as a result of the behavior.

NOTE: The coroner's or medical examiner's office must first confirm that the death was a suicide before anyone may state this as a cause of death. **Most importantly, parent or guardian preference shall be honored when determining how the death is communicated to the larger community.**

Suicide Attempt
A self-injurious behavior for which there is evidence that the person had at least some intent to die. A suicide attempt may result in death, injuries, or no injuries. A mixture of ambivalent feelings, such as a wish to die and a desire to live, is a common experience with most suicide attempts. Therefore, ambivalence is not a reliable indicator of the seriousness or level of danger of a suicide attempt or the person's overall risk.

Suicidal Behavior

Suicide attempts, injury to oneself associated with at least some level of intent, developing a plan or strategy for suicide, gathering the means for a suicide plan, or any other overt action or thought indicating intent to end one's life.

Suicidal Ideation
Thinking about, considering, or planning for self-injurious behavior that may result in death. A desire to be dead without a plan or the intent to end one's life is still considered suicidal ideation and shall be taken seriously.

Suicide Contagion
The process by which suicidal behavior or a suicide completion influences an increase in the suicide risk of others. Identification, modeling, and guilt are each thought to play a role in contagion. Although rare, suicide contagion can result in a cluster of suicides within a community.

Postvention
Suicide postvention is a crisis intervention strategy designed to assist with the grief process following suicide loss. This strategy, when used appropriately, reduces the risk of suicide contagion, provides the support needed to help survivors cope with a suicide death, addresses the social stigma associated with suicide, and disseminates factual information after the death of a member of the school community. Often a community or school's healthy postvention effort can lead to readiness to engage further with suicide prevention efforts and save lives.

Avoid	Say
"Committed Suicide"	"Died by suicide." "Ended their life." "Killed themselves."
"Failed" or "Successful" Attempt	"Suicide attempt" "Death by suicide."

References
Model School District Policy on Suicide Prevention: Model Language, Commentary, and Resources, a joint publication of: afsp.org/modelschoolpolicy, American School Counselor Association, National Association of School Psychologists, the TREVOR Project, and the American Foundation for Suicide Prevention.

Suicide Prevention Education: Title XV, Chapter 193-J:1-3
http://www.gencourt.state.nh.us/rsa/html/XV/193-J/193-J-mrg.htm

THEFT:
All students are strongly urged to take appropriate steps to protect their personal items and the school materials in their keeping. Valuables should not be left in lockers or in other unsecured places. Students are asked to report any suspicious activities to school staff as soon as possible.

The taking, damaging, destroying or disturbing of other people's property cannot be tolerated. Appropriate disciplinary action, depending on the severity of the situation, will be taken. Actions may include administrative

detention, Saturday School Detention, out-of-school suspension and/or referral to the Education Committee for their review and possible action. A police report may also be filed.

Any other activity, that by its nature could be considered a crime, will be dealt with seriously. Actions up to expulsion and the filing of criminal charges will be considered.

VAPING DETECTION SYSTEMS:

There are several vaping detectors across the Academy's campus to discourage the use of vaping devices.

VIDEO CAMERAS ON CAMPUS:

Many areas of the campus are monitored through the use of video cameras and recorders. These areas include most hallways, some classroom spaces, some parking lots, the tunnel and ramp building, exteriors of several campus buildings, the main building lobby, Smith Hall lobby and the gymnasiums.

WEAPONS POLICY:

All students should have the expectation of being safe while at school. No student who is in fear for his or her physical safety can effectively concentrate on learning. Students have the right to a school that is a safe and healthful place to gain an education. The environment provided to the students will be clean and free of hazards.

No one shall possess a dangerous weapon on Academy grounds except as specifically provided below. This includes all Academy buildings, athletic fields, parking lots and forest areas. Anyone who knowingly possesses or goes armed with a dangerous weapon on school premises is subject to appropriate police action.

The Board of Trustees defines dangerous weapons as a gun, knife, razor, karate stick or implement, metal knuckle, firecracker or other explosive device, anti-personal spray such as Mace or a 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.

Law enforcement officers will be contacted as soon as possible if there is time in a given weapon situation and if there is not an immediate threat to safety. If there is not time or if the situation warrants immediate action, school staff should act to ensure maximum safety.

Any dangerous weapon(s) taken from a student will be reported to the student's parent/guardian. Disciplinary measures taken will be the responsibility of the Headmaster and may include immediate suspension or expulsion. Students found to cause an incident may be held financially liable for any costs that may be incurred by the Academy resulting from the student's action. The Headmaster may also report any situation to the appropriate police agency.

Any student who knows of a weapon in school and does not report it will be considered equally responsible for the presence of the weapon and will face disciplinary action up to and including the possibility of immediate expulsion.

The following are exceptions to this policy:

1. Weapons under the control of law enforcement personnel are permitted;

2. Weapons that are registered and handled in a legal manner for the purpose of education may be authorized by the Headmaster; and
3. Weapons properly registered with Coe-Brown Northwood Academy and handled during an approved community use of the school facilities may be permitted.

Section 10: Additional School Policies & Procedures

ACCESS TO STUDENT RECORDS: FERPA

General Statement

It is the policy of the Coe-Brown Northwood Academy Board of Trustees that all Academy personnel will follow the procedures outlined herein as they pertain to the maintenance of student records. Furthermore, it is the policy of the Board of Trustees that all Academy personnel will follow the provisions of the Family Educational Rights Privacy Act (FERPA) and its corresponding regulations.

Education Record

For the purposes of this policy and in accordance with FERPA, the term "educational record" is defined as all records, files, documents and other material containing information directly related to a student; and maintained by the Academy; or by such other agents as may be acting for the Academy. Such records include, but are not limited to, handwriting, videotape, audiotape, electronic or computer files, film, print, microfilm and/or microfiche.

Directory Information

For the purposes of this policy, and in accordance with the provisions of FERPA and New Hampshire RSA 189:1-e, the term "directory information" means:

- Student's name, address, telephone number, date and place of birth, dates of enrollment
- Parents'/Guardians' name and address
- Students' grade level, enrollment status and dates of attendance
- Students' photograph
- Students' participation in recognized school activities and sports
- Weight and height of members of athletic teams
- Students' diplomas, certificates, awards and honors received

Coe-Brown Northwood Academy (Coe-Brown) may release or disclose student directory information without prior consent of the student's parents/guardians and eligible students. Prior to the start of each school year, Coe-Brown will provide notice to parents/guardians and eligible students that Coe-Brown may publish directory information without their prior consent. Parents/guardians and eligible students will be given a date to be determined annually by the Headmaster to notify Coe-Brown to release or disclose. Notice from a parent/guardians and eligible student that any or all directory information shall not be released will only be valid for that school year and must be re-issued each school year unless the student is no longer in attendance in which case the request shall remain in effect until the parent/guardian or student rescinds it.

Personally Identifiable Information

"Personally identifiable information" is defined as data or information which makes the subject of a record known, including a student's name the student's or student's family's address; the name of the student's parent/guardian or other family members; a personal identifier such as a student's Social Security number; the student's date of birth, place of birth, or mother's maiden name; or other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances to identify the student with a reasonable certainty or information requested by a person who Coe-Brown reasonably believes knows the identity of the student to whom the education record relates

Annual Notification/Rights of Parents/guardians and Eligible Students

Prior to the start of each school year Coe-Brown will publish notice to parents/guardians and eligible students of their rights under State and Federal law and this policy. Coe-Brown will send home with each student a notice listing these rights. The notice will include:

The rights of parents/guardians or eligible students to inspect and review the student's education records;

1. The intent of Coe-Brown to limit the disclosure of information in a student's record, except:
   (a) the prior written consent of the parent/guardian or eligible student;
   (b) as directory information; or
   (c) under certain, limited circumstances as permitted by law;
2. The right of a student's parents/guardians or an eligible student to seek to correct parts of the student's educational records which they believe to be inaccurate, misleading, or in violation of student rights; this includes a hearing to present evidence that the records should be changed if Coe-Brown decides not to alter them according to the parents/guardians or eligible student's request;
3. The right of any person to file a complaint with the United States Department of Education if Coe-Brown violates FERPA; and
4. The procedure that a student's parents/guardians or an eligible student should follow to obtain copies of this policy.

Procedure to Inspect Education Records

- Parents/guardians or eligible students may inspect and review education records which they are entitled to. In some circumstances, it may be more convenient for the Headmaster and/or his or her designee to provide copies of records.
- Since the student's records may be maintained in several offices, the Headmaster may offer to collect copies of records or the records themselves, so that they may be inspected at one site. If parents/guardians and eligible students wish to inspect records where they are maintained, the Headmaster will determine if a review at that site is reasonable.

- Parents/guardians and eligible students should submit to the Headmaster a written request that identifies as precisely as possible the record or records that they wish to inspect. The Headmaster will contact the parents/guardians or the eligible student to discuss how access is best arranged for their inspection or review of the records (copies, date, etc.).
- The Headmaster will make the needed arrangements as soon as possible and notify the parent/guardian or eligible student of the time and place where the records may be inspected. This procedure must be completed within 30 days or earlier after the Headmaster's receipt of the request for access.
- If for any valid reason such as working hours or health, a parent/guardian or eligible student cannot personally inspect and review a student's education records, the Headmaster may arrange for the parent/guardian or eligible student to obtain copies of the records.
- When records contain information about students other than a parent's child or the eligible student, the parent/guardian or eligible student may not inspect and review the records of the other students. If such records do contain the names of other students, the Headmaster and/or Coe-Brown's attorney will determine how best to proceed.

Procedures to Seek Correction of Education Record

Parents/guardians of students or eligible students have a right to seek to change any part of the student's records which they believe is inaccurate, misleading or in violation of student rights. To establish an orderly process to review and correct the education records for a requester, the following processes have been established:

- When a parent/guardian or eligible student finds an item in the student's education record that they believe is inaccurate, misleading or in violation of student rights, they should submit a written request asking the Headmaster to correct it. If the records are incorrect because of clear error and it is a simple matter to make the change, the Headmaster should make the correction. If the records are changed to the parent's/guardian's or eligible student's satisfaction, both parties shall sign a document/form stating the date the records were changed and that the parent/guardian and eligible student is satisfied with the correction.
- If the Headmaster determines the records will not be amended, they will notify the parents/guardians and eligible student in writing of their decision. Such letter will also notify the parents/guardians and eligible student of their right to an appeal hearing before the Coe-Brown Northwood Academy Board of Trustees.
- If the parents/guardian or eligible student are not satisfied with the Headmaster's decision, they may submit a written request for a hearing before the Coe-Brown Northwood Academy Board of Trustees.
- The parents/guardians and eligible student shall submit the request for a hearing with the Headmaster within ten (10) business days of the Headmaster's written decision. The Headmaster will inform the Board of Trustees of the request for a hearing and will work with the Board of Trustees to schedule a hearing within 45 days of receipt of the request. Once the meeting is scheduled, the Headmaster will inform the parents/guardians in writing of the date, time and place of the hearing.
- The hearing will be held in non-public session. The Coe-Brown Northwood Academy Board of Trustees will give the parent/guardian and eligible student a full and fair opportunity to present evidence relevant to the issues raised under their request/complaint. Parents/guardians and eligible student may be assisted or represented by one or more individuals of their own choice, including an attorney.
- The Coe-Brown Northwood Academy Board of Trustees will issue its final decision in writing within 30 days of the hearing, and will notify the parents/guardians and eligible student thereof via certified mail, return receipt requested. The Board of Trustees will base its decision solely on the evidence presented at

the hearing. The Board of Trustees written decision will include a summary of the evidence and the reasons for its decision.

- If the Coe-Brown Northwood Academy Board of Trustees determines that the student record should be changed or amended, it will direct the Headmaster to do so as soon as possible. The Headmaster will then contact the parents/guardians and eligible student for a meeting so they can review and inspect the records to verify that they have been changed or amended. At this meeting, both parties shall sign a document/form stating the date the records were changed and that the parent/guardian or eligible student is satisfied with the correction.
- The Coe-Brown Northwood Academy Board of Trustees' decision will be final.

Disclosure of Student Records and Student Information

In addition to directory information, Coe-Brown may disclose student records and student information without consent to the following parties or under the following conditions.

1. School officials with a legitimate educational interest may access student records. "Legitimate education interest" refers to the school officials or employees who need to know information in a student's education record in order to perform the employee's employment responsibilities and duties.
2. Other schools into which a student is transferring or enrolling.
3. Officials for audit or evaluation purposes.
4. Appropriate parties in connection with financial aid.
5. Organizations conducting certain studies for, or on behalf of the Academy. Student records or student information will only be provided pursuant to this paragraph if the study is for the purpose of: developing, validating or administering predictive tests; administering student aid programs; or improving instruction.
6. Accrediting organizations.
7. Judicial orders or lawfully issued subpoenas.
8. This information may be used by the Academy in its print and online publications and releases.
9. The Academy does not sell or provide lists of directory information to any commercial operations beyond a small group of select companies contracted to provide services to Coe- Brown students. This list includes the yearbook photographers and publishers and the selected companies that provide Coe-Brown clothing, senior graduation materials and class rings.
10. Health and safety emergencies.

Maintenance of Student Records and Data

The Headmaster is responsible for record maintenance, access and destruction of all student records. All Academy personnel having access to records shall place great emphasis upon privacy rights of students and parents/guardians.

All entries into student records must be dated and signed by the person accessing such records. The Headmaster will ensure that all records are maintained in accordance with application retention schedules as may be established by law.

Presently, Coe-Brown maintains cumulative records for seven years, after which the cumulative record is destroyed. Official transcripts for all students that are securely stored on and off campus are never destroyed.

Special Education Records
In accordance with the State of New Hampshire laws, special education records are the responsibility of the LEA district within which the student resides. The LEA is responsible to maintain these records until the student turns 25. The LEA must maintain a copy of the last IEP that was in effect prior to the student's exit from special education until the student's 60th birthday.

Disclosures Made from Education Records
Coe-Brown will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits. This record does not include requests for access from the student, parent/guardian, school officials, or if accompanied by prior written consent of parent/guardian or student. This record is kept with, but is not a part of, each student's cumulative school records. It is available only to the Headmaster and/or his or her designee, the eligible student, the parent(s)/guardians(s) of the student or to federal, state or local officials for the purpose of auditing or enforcing federally supported educational programs.

The record includes:

1. The name of the person who or agency which made the request;
2. The interest which the person or agency has in the information;
3. The date on which the person or agency made the request;
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made; and
5. In the event of a health and safety emergency, the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and the parties to whom the agency or institution disclosed the information.

Legal References:
RSA 91-A:5, III, Exemptions, Pupil Records RSA 189:1-e, Directory Information
20 U.S.C. §1232g, Family Educational Rights and Privacy Act
34 C.F.R. Part 99, Family Educational Rights and Privacy Act Regulations

COMPLAINT AND GRIEVANCE PROCEDURE:
Unless otherwise noted in Academy policies or procedures, specific complaints regarding policies and/or administrative rulings or decisions shall be submitted in writing to the Headmaster.

1. The Headmaster or his designee shall investigate.
2. The Headmaster will consider the evidence presented by the aggrieved and/or the administrative designee and rule on corrective action, if any.
3. Any appeal from the decision of the Headmaster may be taken to the Board of Trustees within ten days, and, after hearing evidence in the case, the Board will render a decision within sixty days of the appeal.

DISCIPLINE:
Standards of conduct and performance are an essential part of good educational programs. We expect students to act responsibly and abide by the conditions set forth in this handbook.

However, for those few who have difficulty doing this, the following disciplinary actions may be taken:

- **Verbal Reprimand:**

Most problems can be resolved by verbally correcting the student and emphasizing the expected behavior. The rules must be taken seriously by the student since frequent verbal reminders are generally an indication that more serious action will be necessary.

- **Detention:**
  Teachers are expected to assign detentions to students who do not meet their expectations in conduct or performance. Detention periods will begin immediately following the last period of the day and last until the time specified by the teacher. Students will be given the opportunity for 24 hours' notice to enable them to make arrangements for transportation. The detention period is an opportunity for the student and teacher to discuss and hopefully resolve the problem.
- **Administrative Detention:**
  Administrative detention is assigned to students who have violated the homework policy or the tardy to class policy. Administrative detention begins at 2:30 p.m., and lasts until 3:30pm. Students will report to Room 303 on time with enough schoolwork and the necessary supplies to keep themselves busy for the entire hour. These detentions are serious affairs resulting from the student's inability to perform up to normal expectations.

Students will work on appropriate class work during these detentions. All normal rules for a **quiet study hall** apply to the detention room except the following:

1. Students will not be allowed to go to their lockers.
2. No food or beverages will be allowed.

Any time lost because of **emergency** trips to the restroom or other facilities will be made up in detention.

Students without work or who cause disruptions by talking or other action are subject to further administrative detention and/or Saturday School Detention.

Out-of-School Suspension

Students will be suspended from attending school when their behavior or performance warrants this consequence. Students will be suspended out-of-school by the Headmaster and parents/guardians will be notified by letter via email or post mail. In many cases, the student and parents/guardians will be required to meet with a representative of the Board of Trustees to determine a future course of action prior to re-admittance of the student.

Saturday School Detentions

Saturday School detentions begin at 8:00 a.m. and last until 12:00 noon. Assigned students will report to school by 8:00 a.m., when the doors to the building will normally be locked. Students not reporting on time will face additional consequences. Breaks for the use of the restrooms, vending machines, and telephones will be allowed at the discretion of the teacher.

A Saturday School detention will be a four-hour **quiet study hall** with all normal rules in effect.

The staff member assigned to monitor the detention may confer with the teachers of assigned students before the day of the detention. They can collect a list of any homework or other assignments the student has missing or currently due. Students in detention will have the option of working on current or past due assignments but they will keep busy for the entire four-hour detention. At a teacher's request, the Saturday School detention monitor will collect any completed past due work and return it to the teacher as soon as it is appropriate.

Students without work or who cause disruptions of the detention session will be dismissed from the detention and will face further disciplinary action.

Dismissal from School (Expulsion)
Students who are unable to adjust or conform to the standards of the Academy may be dismissed by the Board of Trustees. This action will be taken only after all possible measurements have been exhausted. Parents/guardians and the sending school board will be formally notified of such proceedings.

SOCIAL INJUSTICE:

Coe-Brown Northwood Academy is a community made up of staff and students from diverse backgrounds. Actions or deeds that are meant to belittle or threaten the ethnic, religious, racial background, sexual identity or orientation, gender identity, or gender expression of another member of the school community cannot be tolerated. The wearing, displaying or writing of symbols that promote or symbolize social injustice is prohibited as it is against the mission of the Academy and will be subject to disciplinary repercussions.

MEDICATION POLICY:

The Board of Trustees of Coe-Brown Northwood Academy has adopted the following policy with regard to students who need prescribed medication during the school day. Prescribed medicine should not be taken during the school day if it is possible to achieve the medical regimen at home.
However, if medications are necessary during the school day then the following guidelines are in effect:

1. Parents/guardians of the student must complete a medication administration form when requesting school assistance.
2. A written statement from the prescribing physician that includes the following information will be on file in the student's health record before any medication is administered.
3. Name of medication
4. Route of administration
5. Dosage
6. Name of prescribing physician
7. Student's name
8. Prescribed medications will only be given by the school nurse, headmaster, and/or designee (as assigned by the headmaster). In the event of injectable medications, only the school nurse may administer these medications.
9. Parents/guardians are responsible for supplying the school with the medicine, which will be kept in a locked cabinet in the nurse's office. Medication should be delivered to the school nurse, headmaster, or headmaster's designee. Medication will be delivered in a properly labeled bottle which includes the student's name, medication name, dosage ordered, date of original prescription and the name and telephone number of the prescribing physician. A supply of no more than 30 days of prescription medications will be kept at the school at any one time.
10. All approved plans for prescription medications to be given during school hours expire on the last day of the school year. Any remaining supply may be picked up by a parent/guardian.

Guidelines for non-prescription (over-the-counter) medications:

1. Parents/guardians of the student must complete a medication form requesting the school's assistance in administering the medication.
2. Any over-the-counter medications to be given to any student during school hours shall be kept in a locked cabinet in the nurse's office.

3. The medication should be in an appropriately labeled container and be brought in to the school nurse, Headmaster and/or designee.
4. All approved plans for over the counter medications to be given during the school hours expire on the last day of the school year and any remaining supply may be picked up by parent/guardian.

Any evidence of the misuse or distribution of non-prescription medication, illegal substances, or other substances being used other than their original intended purposes will result in disciplinary action that can include:

1. detention
2. filing of a report with the Education Committee and the Northwood Chief of Police
3. suspension and/or dismissal

NONDISCRIMINATION/EQUAL OPPORTUNITY:

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 and/or students because of age, sex, gender identity, gender expression, sexual orientation, race, creed, color, ancestry or national origin, marital status, familial status, income, political belief, physical or mental disability, religion, or genetic information 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 Academy 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/guardians and other interested parties.

POLICY REVIEW:

As part of the Academy's continuing efforts to improve, all policies are reviewed annually and more often as changing circumstances suggest.

STUDENT ACTIVISM:

The Academy encourages students to be responsible public citizens and supports student to be positive advocates for change in our society. The participation in peaceful protests and expressing social viewpoints through voting, lobbying, and demonstrating are effective exercises in free speech.

However, time in the classroom is limited to 180 school days and should not be sacrificed for these activities. Students are encouraged to participate in these events after school hours, on the weekends, and during vacations.

If students are absent from a class for a protest, "walk-out," or demonstration, they will be marked with an "unexcused absence" and will be responsible for the material taught in class as well as any homework that is assigned. A parent/guardian note will be required in order for a student to not be "truant" from school, but the absence will not be "excused" regardless of the importance/topic/issue of the social protest.

While many of our students are admirably passionate about important social issues facing our society today, it is important to protect the integrity of each student's educational experience.

STUDENT DISCRIMINATION/HARASSMENT AND TITLE IX SEXUAL HARASSMENT COMPLAINT PROCEDURES

The Board has adopted these student procedures in order to provide prompt and equitable resolution of reports and complaints of unlawful discrimination and harassment of students, including sexual harassment, as described in policies AC – Nondiscrimination/Equal Opportunity and Human Rights and ACAA – Harassment and Sexual Harassment of Students.

Complaints alleging harassment or discrimination against employees or third parties based on a protected status should be addressed through the Board's Employee & Third Party Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures (ACAB-R).

Any individual who is unsure about whether unlawful discrimination or harassment has occurred and/or or which complaint procedure applies is encouraged to contact the Title IX Coordinator:

Caryn Lasky, Assistant Headmaster
907 1st NH Turnpike, Northwood, NH 03261
603.942.5531
clasky@coebrown.org

Section 1. Definitions

For purposes of these complaint procedures, the following definitions will be used. The Title IX Coordinator shall assess all reports and complaints to ensure that they are addressed under the appropriate policy and complaint procedure.

A. Discrimination/Harassment Complaint Procedure Definitions

1. "Discrimination or harassment": Discrimination or harassment on the basis of an individual's membership in a protected category, which, for students, includes 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.

2. "Discrimination": Treating individuals differently, or interfering with or preventing them from enjoying the advantages or privileges afforded to others because of their membership in a protected category.

3. "Harassment": Oral, written, graphic, electronic or physical conduct relating to an individual's actual or perceived membership in a protected category that is sufficiently severe, pervasive or persistent so as to interfere with or limit that individual's ability to participate in the Academy's programs or activities by creating a hostile, intimidating or offensive environment.

4. Other forms of "sexual harassment": this means unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature in the following situations:
    a. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's educational benefits;
    b. Submission to or rejection of such conduct by a student is used as the basis for decisions on educational benefits; or
    c. Such conduct has the purpose and effect of substantially interfering with a student's academic performance or creates an intimidating, hostile or offensive environment.
5. "Sexual orientation": Under New Hampshire law, this means "having or being perceived as having an orientation for heterosexuality, bisexuality, or homosexuality."

6. "Gender identity": Under New Hampshire law, this means "a person's gender-related identity, appearance, or behavior, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth."

7. "Complaint" is defined as an allegation that a student has been discriminated against or harassed on the basis of race, color, sex, sexual orientation, gender identity, religion, ancestry, national origin or disability (and not otherwise addressed in the Title IX regulations and Section 3 of ACAA-R).
8. Complaints of bullying not involving the protected categories or definitions described above may be addressed under Board Policy JICK – Bullying and Cyberbullying of Students.

B. Title IX Sexual Harassment Complaint Procedure Definitions

1. "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 Academy'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 better grade or a college recommendation) 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 Academy's education programs and activities; or
    c. Sexual assault, dating violence, domestic violence and stalking as these terms are defined in federal laws.

2. "Report": Under the Title IX regulations, any individual may make a report of sexual harassment involving a student, whether the individual is the alleged victim or not. School employees are required to report possible incidents of sexual harassment involving a student. A report must be made to the Title IX Coordinator. A report triggers certain actions by the Title IX Coordinator for the alleged victim of sexual harassment, but an investigation is not conducted unless a "Formal Complaint" (as defined below) is filed.

3. "Formal Complaint": Under the Title IX regulations, the alleged victim of sexual harassment can file a written complaint that triggers the complaint procedure in Section 3 of ACAA-R. Only a student and/or their parent/guardian (and in certain circumstances, the Title IX Coordinator) may file a formal complaint.

4. "Student": For the purposes of this procedure, a student is an individual who is enrolled or participating in the Academy's education programs and activities, or is attempting to enroll or participate.

Section 2. Unlawful Discrimination/Harassment Complaint Procedure

This procedure should be used for any complaint of unlawful harassment or discrimination complaint based on a protected category which does not involve Title IX sexual harassment.

A. How to Make a Complaint

1. School employees are required to promptly make a report to the Title IX Coordinator if they have reason to believe that a student has been discriminated against or harassed.
2. Students (and others) who believe that they, or another student has been harassed or discriminated against should report their concern promptly to the Title IX Coordinator, or to an administrator (who will report the matter to the Title IX Coordinator).
3. The individual making the report must provide basic information in writing concerning the allegation of harassment or discrimination (i.e., date, time, location, individual(s) who alleged engaged in harassment or discrimination, description of allegation) to the Title IX Coordinator.
4. If an individual is unsure as to whether unlawful discrimination or harassment has occurred, or who need assistance in preparing a written complaint, they are encouraged to discuss the matter with the Title IX Coordinator.
5. Individuals will not be retaliated against for reporting suspected discrimination or harassment, or for participating in an investigation. Retaliation is illegal under federal and state nondiscrimination laws, and any retaliation will result in disciplinary action, up to and including discharge for employees, and expulsion for students.
6. Individuals are encouraged to utilize the Academy's complaint procedure. However, individuals are hereby notified that they also have the right to report incidents of discrimination or harassment to the New Hampshire Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301, and/or to the federal Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921 (telephone: 617-289-0111).

B. Complaint Handling and Investigation

1. The Title IX Coordinator will promptly inform the Headmaster and the person who is the subject of the complaint (respondent) that a complaint has been received.
2. The Title IX Coordinator may pursue an informal resolution of the complaint with the agreement of the parties involved. Any party to the complaint may decide to end the informal resolution process and pursue the formal process at any point. Any informal resolution is subject to the approval of the parties and the Headmaster, who shall consider whether the resolution is in the best interest of the Academy and the parties in light of the particular circumstances and applicable policies and laws.
3. The Title IX Coordinator may implement supportive measures to a student to reduce the risk of further discrimination or harassment to a student while an investigation is pending. Examples of supportive measures include, but are not limited to ordering no contact between the individuals involved or changing classes.
4. The complaint will be investigated by a trained internal or external individual designated by the Headmaster and the Title IX Coordinator. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any

complaint about the Headmaster should be submitted to the President of the Board, who should consult with legal counsel concerning the handling and investigation of the complaint.

5. The investigator shall consult with the Title IX Coordinator as agreed during the investigation process.
6. The respondent will be provided with an opportunity to be heard as part of the investigation. The complainant shall not be required to attend meetings with the respondent, but may choose to do so as part of an informal resolution process.
7. The complainant and the respondent may suggest witnesses to be interviewed and/or submit materials they believe are relevant to the complaint.
8. If the complaint is against an employee of the Academy, any rights conferred under an applicable collective bargaining agreement shall be applied.
9. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.
10. The investigation shall be completed within 40 calendar [or business] days of receiving the complaint, if practicable. Reasonable extensions of time for good reason shall be allowed.
11. The investigator shall provide a written report and findings to the Title IX Coordinator.

C. Findings and Subsequent Actions

1. The Title IX Coordinator shall consult with the Headmaster concerning the investigation and findings.
2. If there is a finding that discrimination or harassment occurred, the Title IX Coordinator, in consultation with the Headmaster shall:
    a. Determine what remedial action, if any, is required to end the discrimination or harassment, remedy its effect and prevent recurrence; and
    b. Determine what disciplinary action should be taken against the individual(s) who engaged in discrimination or harassment, if any.
3. Inform the complainant and the respondent in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws).

D. Appeals

1. After the conclusion of the investigation, the complainant or respondent may seek an appeal of the findings solely on the basis of either: (a) prejudicial procedural error or (b) the discovery of previously unavailable relevant evidence that could significantly impact the outcome.
2. Appeals must be submitted in writing to the Headmaster within five calendar [or business] days after receiving notice of the resolution.
3. Upon receipt of a valid appeal, the Headmaster shall provide notice to the other party, along with an opportunity to provide a written statement within five calendar [business] days.
4. The Headmaster shall review the available documentation and may conduct further investigation if deemed appropriate.
5. The Headmaster's decision on the appeal shall be provided to the parties within 10 calendar [or business] days, if practicable. The Headmaster's decision shall be final.

E. Records

The Title IX Coordinator shall keep a written record of the complaint process.

Section 3. Title IX Sexual Harassment Complaint Procedure

This section should be used for complaints of as defined in Section 1.B.1.

A. How to Make a Report

1. School employees who have reason to believe that a student has been subjected to sexual harassment is required to promptly make a report to the Title IX Coordinator.
2. Students, parents/guardians or other individuals who believe a student has been sexually harassed are encouraged to make a report to the Title IX Coordinator.
3. If the individual making the report is the alleged victim, or if the alleged victim is identified by the individual making the report, the Title IX Coordinator will meet with the alleged victim to discuss supportive measures that may be appropriate in the particular circumstances and explain the process for filing a formal complaint.
    a. Supportive measures are individualized measures designed to ensure the student can continue to access educational programs and activities (such as requiring no contact between individuals or changing classes).
    b. Supportive measures may be continued even if the alleged victim chooses not to file a formal complaint, if appropriate under the particular circumstances.
4. The Academy cannot provide an informal resolution process for resolving a report unless a formal complaint is filed.
5. Individuals will not be retaliated against for reporting sexual harassment, or for participating in an investigation. Retaliation is illegal under federal and state nondiscrimination laws, and any retaliation will result in disciplinary actions, up to and including discharge for employees, or expulsion for students.
6. Any student (or their parent/guardian) who believes they have been the victim of sexual harassment is encouraged to utilize the Academy's complaint procedure. However, students (and their parents/guardians) are hereby notified that they also have the right to report sexual harassment to the New Hampshire Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301 and/or to the federal Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921 (telephone: 617-289-0111).
7. The Headmaster shall be informed of all reports and formal complaints of sexual harassment.

B. How to Make a Formal Complaint

1. An alleged student victim and/or their parent/guardian may file a formal written complaint requesting investigation of alleged Title IX sexual harassment. The written complaint must include basic information concerning the allegation of sexual harassment (i.e., date, time, location, individual(s) who allegedly engaged in sexual harassment, description of allegation, etc.).
   Students who need assistance in preparing a formal written complaint are encouraged to consult with the Title IX Coordinator.
2. In certain circumstances, the Title IX Coordinator may file a formal complaint even when the alleged victim chooses not to. Examples include if the respondent (person alleged to have engaged in sexual harassment) has been found responsible for previous sexual harassment or there is a safety threat within the Academy. In such cases, the alleged victim is not a party to the case, but will receive notices as required by the Title IX regulations at specific points in the complaint process.
3. In accordance with the Title IX regulations, the Title IX Coordinator must dismiss a formal complaint I
    a) the conduct alleged in the formal complaint does not constitute sexual harassment under the Title IX regulations and this policy; or

b) if the conduct alleged did not occur within the scope of the Academy's education programs and activities, or
c) did not occur in the United States.

4. In accordance with the Title IX regulations, the Title IX Coordinator may dismiss a formal complaint if:
   a) a complainant withdraws the formal complaint, or withdraws particular allegations within the complaint;
   b) the respondent is no longer employed by or enrolled in the Academy; or
   c) c) there are specific circumstances that prevent the Academy from gathering evidence sufficient to reach a determination regarding the formal complaint.
5. If a formal complaint is dismissed under this procedure, the Title IX Coordinator will promptly and simultaneously send written notices to the parties explaining the reasons. Parties have the opportunity to appeal dismissals in accordance with subsection I below.
6. If the conduct alleged in a formal complaint potentially violates other laws, Board policies and/or professional expectations, the Academy may address the conduct under the applicable policy/procedure.

C. Emergency Removal or Administrative Leave

1. The Headmaster may remove a student respondent from education programs and activities on an emergency basis during the complaint procedure:
   a. If there is a determination (following an individualized safety and risk analysis) that there is an immediate threat to the physical health or safety of an individual arising from the allegations of sexual harassment. Examples of such circumstances might include, but are not limited to, a continued threat of violence against a complainant by a respondent, or a respondent's threat of self-harm due to the allegations.
   b. The respondent (and their parent/guardian) will be provided notice of the emergency removal, and will be provided an opportunity to challenge the decision following the removal (this is an opportunity to be heard, not a hearing). The respondent has the burden to demonstrate why the emergency removal was unreasonable.
2. The Headmaster may place an employee respondent on administrative leave during the complaint procedure in accordance with any applicable State laws, school policies and collective bargaining agreement provisions.

3. Any decision to remove a respondent from education programs and activities on an emergency basis or place an employee on administrative leave shall be made in compliance with any applicable disability laws, including the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

D. Notice to Parties of Formal Complaint

1. The Title IX Coordinator will provide to the parties written notice of the formal complaint and allegations of sexual harassment potentially constituting prohibited conduct under the Title IX regulations and this procedure. The notice shall include:
   - Notice regarding the complaint procedure and the availability of an informal resolution process;
   - Sufficient details known at the time (including identities of parties, if known; the conduct alleged; and the date and location of the alleged incident, if known), with sufficient time to prepare before any initial interview (not less than five calendar [or business] days).

- As required by the Title IX regulations, a statement that the respondent is presumed not responsible for the alleged conduct and that a determination of responsibility will be made at the conclusion of the complaint); and that the parties may inspect and review evidence;
- Notice that the parties may each have an advisor of their choice (who may be an attorney), and that the parties may inspect and review evidence;
- Notice that knowingly making false statements or submitting false information during the complaint process is prohibited and may result in disciplinary action;
- Notice of the name of the investigator, with sufficient time (no less than three calendar [or business] days) to raise concerns of conflict of interest or bias.

2. If additional allegations become known at a later time, notice of the additional allegations will be provided to the parties.
3. Title IX Coordinator will discuss supportive measures with each party and implement such measures as appropriate.

E. Informal Resolution Process

After a formal complaint has been filed, and if the Title IX Coordinator believes the circumstances are appropriate, the Title IX Coordinator may offer the parties the opportunity to participate in an informal resolution process to resolve the complaint without completing the investigation and determination process. Informal resolutions cannot be used to resolve a formal complaint where a student is the complainant and the respondent is an employee.

Informal resolutions can take many forms, depending on the particular case. Examples include, but are not limited to, facilitated discussions between the parties; restorative justice; acknowledgment of responsibility by a respondent; apologies; disciplinary actions against a respondent or a requirement to engage in specific services; or supportive measures. Both parties must voluntarily agree in writing to participate in an informal resolution process, and either party can withdraw from the process at any time. The Headmaster must agree to the terms of any informal resolution reached between the parties. If an informal resolution agreement is reached, it must be signed by both parties and the Academy. Any such signed agreement is final and binding according to its terms. If an informal resolution process does not resolve the formal complaint, nothing from the informal resolution process may be considered as evidence in the subsequent investigation or determination.

F. Investigation

1. 1. The complaint will be investigated by a trained internal or external individual designated by the Headmaster and Title IX Coordinator. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any complaint about the Headmaster should be submitted to the President of the Board, who should consult with legal counsel concerning the handling and investigation of the complaint.
2. The investigator shall consult with the Title IX Coordinator as agreed during the investigation process.
3. If the complaint is against an employee of the Academy, rights conferred under an applicable collective bargaining agreement shall be applied, to the extent they do not conflict with the Title IX regulatory requirements.
4. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.
5. The investigator will:
    a. Meet with each party after they have received appropriate notice of any meeting and its purpose, with sufficient time to prepare.

b. Allow parties to have their advisor at all meetings related to the complaint, although advisors may not speak on behalf of a party or interfere with the process.
c. Allow parties a reasonable opportunity to identify witnesses and submit favorable and unfavorable evidence.
d. Interview witnesses and conduct such other activities that will assist in ascertaining facts (site visits, review of documents, etc.).
e. Consider evidence that is relevant and directly related to the allegations in the formal complaint.
f. During the course of the investigation, provide both parties with an equal opportunity to inspect and review any evidence that is obtained in the investigation that is directly related to the allegations in the formal complaint (including evidence which the Academy does not intend to rely upon in reaching a determination of responsibility), and favorable and unfavorable evidence.
g. Prior to completion of the investigation report, provide each party and advisor (if any) the evidence subject to inspection and review, and provide the parties with ten calendar [or business] days to submit a written response.
h. Consider the parties' written responses to the evidence prior to completing the investigation report.
i. Create an investigative report that fairly summarizes relevant evidence and send the report to the parties and advisors (if any), for their review. The Parties may submit written responses to the report within ten calendar [or business] days of receipt.
j. After receipt of the parties' written responses (if any), forward the investigation report and party responses to the assigned decision maker.

6. The investigation shall be concluded within 40 calendar [or business] days if practicable. Reasonable extension of time for good reason shall be allowed.

G. Determination of Responsibility

1. The decision maker shall provide the parties with the opportunity to submit written, relevant questions that the party wants asked of another party or witness within five calendar [or business] days of when the decision maker received the investigation report and party responses.
    a. The decision maker shall explain to a party proposing questions if the decision maker excludes a question as not relevant.
2. Each party shall be provided the opportunity to review the responses of another party and/or witness, and to ask limited written follow-up questions within five calendar [or business] days of receiving the answers.
3. Each party will receive a copy of the responses to any follow-up questions.
4. The decision maker shall review the investigation report, the parties' responses and other relevant materials, applying the preponderance of the evidence standard ("more likely than not").
5. The decision maker shall issue a written determination, which shall include the following:
    a. Identification of all the allegations potentially constituting sexual harassment as defined in the Title IX regulations and this policy;
    b. A description of the procedural steps taken from receipt of the formal complaint through the determination, including notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and meetings held;
    c. A determination regarding responsibility as to each allegation and findings of fact supporting the determinations;

d. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the Academy imposes on the respondent, and whether remedies designed to restore or preserve equal access to the Academy's programs and activities will be provided to the complainant;
e. The Academy's appeal procedure and permissible bases for the parties to appeal the determination. The written determination shall be provided to the parties simultaneously. The determination concerning responsibility becomes final either on the date that the Academy provides the parties with the written determination of the results of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which the appeal would no longer be considered timely.

H. Remedies, Discipline and Other Actions

1. Remedies
Remedies are measures used to ensure that the complainant has equal access to the Academy's education programs and activities following the decision maker's determination. Such remedies may include supportive measures, and may include other appropriate measures, depending upon the determination and the needs of the complainant. The Title IX Coordinator is responsible for implementing remedies and providing any needed assistance to the Complainant.

2. Discipline and Other Actions - Students
The following are of the types of discipline and other actions that may be imposed on a student when there is a determination that they are responsible for one or more violations involving sexual harassment:

- In or out of school suspension.
- Expulsion.
- Restorative justice.
- Requirement to engage in education or counseling program.

3. Discipline and Other Actions – Employees
The following are examples of the types of disciplinary actions that may be imposed on an employee when there is a determination that they are responsible for one or more violations involving sexual harassment:

- Written warning.
- Probation.
- Demotion.
- Suspension without pay.
- Discharge.

The following are examples of other types of actions that may be imposed on an employee when there is a determination of responsibility:

- Performance improvement plan.
- Counseling.
- Training.
- Loss of leadership/stipend position.

I. Appeals

The parties have the opportunity to appeal a determination regarding responsibility, and from dismissals of formal complaints. Under the Title IX regulations, appeals are allowed on the following grounds:

1. A procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal of the formal complaint was made, that could affect the outcome of the matter; or
3. The Title IX Coordinator, investigator, or decision maker had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent that affected the outcome of the matter.

An appeal must be filed in writing within five calendar [or business] days of receiving the determination, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Appeals submitted after this deadline are not timely and shall not be considered.

1. Appeals must be filed with the Headmaster, who will consider the appeal.
2. The Headmaster shall notify the other party in writing of the appeal and will allow both parties to submit a written statement in support of, or challenging, the determination of the decision maker.
3. The Headmaster shall conduct an impartial review of the appeal, including consideration of the written record of the matter, and may consult with legal counsel or other Academy officials in making their decision.
4. The Headmaster shall issue a written decision describing the result of the appeal and rationale for the result, and provide the written decision simultaneously to the parties. The decision will either deny the appeal; grant the appeal and remand to the decision maker for further consideration; or grant the appeal by revising the disciplinary or other action(s).

J. Records

Records in connection with sexual harassment reports and the complaint process shall be maintained for a minimum of seven years.

TRANSGENDER, NONBINARY, GENDER NON-CONFORMING STUDENTS:

Coe-Brown Northwood Academy policy requires that all programs, activities, and employment practices be free from discrimination based on sex, sexual orientation, gender identity, or gender expression. This policy is designed to create a safe learning environment for all students and to ensure that every student has equal access to all school programs and activities.

The Academy's policy sets out guidelines for the school and staff to address the needs of transgender, nonbinary, and gender non-conforming students and clarifies how state law should be implemented to protect the legal rights and safety of all students. This policy does not anticipate every situation that might occur with respect to transgender, nonbinary, or gender non-conforming students, and the needs of each transgender, nonbinary, and gender non-conforming student will be assessed on a case-by-case basis. In all cases, the goal is to ensure the safety, comfort, and healthy development of the transgender or gender non-conforming student while maximizing the student's social integration and minimizing stigmatization of the student.

There are limited abilities to utilize preferred names in some of the Academy's systems. A parent / guardian meeting with the school counselor prior to the start of the school year is required in order to discuss all options pertaining to preferred name status. Legal names and genders must be used on all official CBNA documents including a student's diploma and transcript.

Students and families with questions regarding this issue are encouraged to contact their school counselor.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Coe-Brown Northwood Academy recognizes its responsibility to identify students who are qualified handicapped persons under Section 504 of the Rehabilitation Act of 1973, and to provide them with regular and/or special education and related aids and services that are designed to meet their individual educational needs as adequately as the needs of non-handicapped students are met. For information regarding 504 Plans please contact the Coe-Brown Counseling Department.

COMPREHENSIVE LEGAL DISCLAIMER

This handbook is intended to serve as a general guide to policies, procedures, and student privileges. It is not an exhaustive document and does not limit the authority of the Board of Trustees or school administration to manage the Academy. Administration reserves the right to modify, amend, or implement additional rules and consequences at any time to ensure the safety, order, and well-being of the CBNA community. Board policies, which are updated periodically, always supersede the contents of this handbook.