GRANITE HILL SCHOOL
STUDENT HANDBOOK
2026

135 and 137 Elm St.
P.O. Box 25
Newport, NH 03773
(603)863-0697

School Overview

Granite Hill School is a private specialized school for students in grades 6-12. Granite Hill School is approved by the Department of Education and is approved through the DOE's Special Education Department to serve students with Learning and Emotional Needs as well as students with health impairments such as Asperger's, ADD, and ADHD. Students are typically referred through the IEP process, however, this is not a requirement.

MISSION

The Granite Hill School offers an individualized, therapeutic learning community that fosters personal growth and academic progress by building positive relationships and teaching beyond the classroom to create socially aware, healthy, and resilient citizens.

Granite Hill School is approved by the Department of Education to serve students who are coded for the following disabilities: Emotional Disturbance, Specific Learning Disability, Other Health Impairment, Autism Spectrum Disorder, or Intellectual Disability. Granite Hill School will not accept students whom they are not approved to serve.

PHILOSOPHY

Granite Hill School believes strongly in educating the whole child. We understand that to develop students' character and educational competency, we must build authentic relationships with them. By considering a student's interests, needs, and goals, we are able to design a learning experience that promotes student engagement and academic achievement. Instructionally, we support student-centered learning and provide opportunities for multiple learning styles. Additionally, we consider social-emotional skills vital to a student's future success. Guidance in decision-making, problem-solving, and social skill development is core to student success, and we promote this by offering positive reinforcement and a therapeutic setting in which students can grow and learn.

Granite Hill School believes future success for each student depends largely on the student's ability to interact successfully in a wide variety of social situations. Thus the development of pro-social skills is an essential cornerstone of our educational philosophy. We strive to promote and foster the **R.I.G.H.T.** character for each student that we serve. The elements of the R.I.G.H.T**.** character are Respect, Integrity, Good Citizenship, Honesty, and Tolerance.

Along with this, Granite Hill School believes a safe, healthy, and positive environment is necessary to offer optimal teaching and learning experiences. Granite Hill School provides a planning room service available to students on an as-needed basis. The purpose of this service is to offer students opportunities to work through their challenges in a productive manner with a behavior specialist. With such a service, Granite Hill School believes it is modeling how to successfully problem solve, utilize coping skills, and develop pro-social behaviors.

Granite Hill School believes in tolerance and respect for others. We strive to develop awareness and acceptance of the uniqueness of individuals. By recognizing not only the differences that separate us but also the similarities that bring us together, we can begin to understand the importance of a tolerant community. Granite Hill School values the differences and challenges

with which each student is presented. We offer a variety of instructional styles that are incorporated into each classroom. Participatory, social, and experiential learning are some of the many ways academics are offered at Granite Hill School.

It is our goal to graduate students from Granite Hill School when they are able to demonstrate self-discipline and social skills, which promote emotional and physical well-being, positive decision-making, positive self-concepts, and a high regard for being a moral citizen.

Non-Discrimination Policy

Granite Hill School is committed to resolving complaints of discrimination at the earliest and most informal level whenever possible, conducting internal investigations in a timely and effective manner, adhering to the principles of due process in all investigations and hearings, and providing prompt corrective action if discrimination is found to have occurred. The policies and procedures outlined here apply to both students and to the adult members of the school community.

No individual shall be penalized or retaliated against in any way by a member of the school community for their participation in this complaint procedure.

This procedure is limited to complaints which allege discrimination on the basis of:

Race, Color, Creed, Religion, National Origin, Sex (including pregnancy and parenting status), Age, Disability, Marital Status, Sexual Orientation, Gender Identity and Expression, Veteran Status, Genetic Information.

There are three processes used to resolve concerns of discrimination: informal resolution, mediation, and formal complaint.

Informal Resolution

The Informal Resolution process occurs when you discuss your concern with the party or parties directly involved and/or with the appropriate supervisor. Often, especially in a small school, problems can be solved through honest feedback and a willingness to listen and improve the school climate.

Mediation Process

Sometimes the parties need assistance in seeing others' perspectives. In those cases, you may request mediation, conducted by one of the administrative team: the Director of Services, Assistant Principal, Special Education Coordinator, or School Therapist. In mediation, the administrative team member will take notes on the guided discussion, and those notes will be kept on file for a period of one year. If there are no further complaints, they will be destroyed.

Formal Complaint

If you do not achieve a satisfactory resolution through the informal or mediation process, you will be asked to meet with the Director of Services, who will assist you in resolving the situation and who may refer you to the Chairperson of the Board of Trustees.

A formal complaint begins when you submit a complaint form to the Director of Services that includes a written statement of the alleged act or acts of illegal discrimination. The Director will determine if an investigation will be conducted. The respondent will be sent a copy of your complaint and given the opportunity to submit a written response.

The investigation and a written report of findings will be completed in 30 working days unless there is an extension. The Director will review the report and determine appropriate actions within 10 working days after receiving the investigative report. The Director's action will be documented in writing and provided to appropriate parties.

Retaliation

Retaliation for filing or participating in the complaint process, regardless of the outcome, is prohibited. If you believe you have been retaliated against, you may file a separate complaint with the Director.

Further Legal Action
If you are not satisfied with the process at Granite Hill School, you should contact the Office of Civil Rights. Educational institutions have a responsibility to protect every student's right to learn, as well as every educator's right to work, in a safe environment free from unlawful discrimination and to prevent unjust deprivations of that right.

Online: You may file a complaint with OCR using OCR's electronic complaint form at the following website: http://www.ed.gov/about/offices/list/ocr/complaintintro.html.

Mail or Facsimile: Generally, a complaint must be filed with the Office for Civil Rights within 180 calendar days of the last act of alleged discrimination. To file a complaint or make inquiry, contact the Office for Civil Rights, US Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921.

You may use OCR's Discrimination Complaint Form or write your own letter. If you write your own letter, please include:

- The complainant's name, address and, if possible (although not required), a telephone number where the complainant may be reached during business hours;
- Information about the person(s) or class of persons injured by the alleged discriminatory act(s) (names of the injured person(s) are not required);
- The name and location (city and state) of the institution that committed the alleged discriminatory act(s); and
- A description of the alleged discriminatory act(s) in sufficient detail to enable OCR to understand what occurred, when it occurred, and the basis for the alleged discrimination.

Email: You may email OCR's Discrimination Complaint Form or your own signed letter to ocr@ed.gov. If you write your own letter, please include the information identified above.

Note: A recipient of federal financial assistance may not retaliate against any person who has made a complaint, testified, assisted, or participated in any manner in an OCR matter or to interfere with any right or privilege protected by the laws enforced by OCR. If you believe that you have been retaliated against for any of these reasons, you also may file a complaint with OCR.

Granite Hill School's Administrative Directory

Executive Director, Principal Danielle Paranto, M.Ed	principal@granitehillschool.org 863-9605
Assistant Principal Sarah Attwood	sarah@granitehillschool.org 863-0697
Special Education Director Brooke Zimmer	brooke@granitehillschool.org 863-0697
Mental Health Counselor Nina Albano	ninaalbano@orionhouse.org 863-0697
Administrative Assistant Devan Rockwood	devan@granitehillschool.org 863-0697

ACADEMIC PROGRAM

Announcements/Community Meetings

Community meetings will be held every Monday morning after breakfast, in addition to other times, as needed. It is your responsibility to listen to all announcements and to read all notices. You are responsible for the information presented during these meetings, whether you are present or not.

Athletic Eligibility

Participation in sports in your sending district or the Newport district is dependent upon your successful academic performance. Therefore, if you wish to participate in a sport, you must meet the following criteria:

1. You must have missed no more than five (5) days of school in the marking period during which the sport is offered. Once you miss the sixth day in a marking period, you are no longer eligible to participate.

2. You must have passed all subjects in the previous marking period. Failure of any course will result in your being deemed ineligible for participation. A grade of Incomplete will be considered a failing grade until such time as it is changed.

3. You must pass all subjects during the duration of your participation in the sport. If your grade in any course goes below a D, you will be placed on academic probation for two (2) weeks to allow yourself time to improve your grade. During this time, you may participate in practices only – no games until your grades have improved to the point of passing. If at the end of the two-week period, you are still failing, you will be permanently removed from the team.

4. You must behave in a manner appropriate to the educational setting. Excessive infractions of the rules or the Code of Conduct will result in your being deemed ineligible for participation.

5. If you are absent during the day or suspended (either in school or out of school), you may not participate in either practices or games that evening.

Attendance

State law requires you to be in all classes for the 180-day school year. Attendance and academic success are very closely related.

If you are going to be absent, your parent or legal guardian must contact the school by 8:30 to verify this. There is an answering machine with prompts to assist you at any time prior to school hours.

If a child is absent for more than 3 consecutive days, a note from a doctor or other provider **must** be submitted to approve the absence. If a doctor's note is not provided, the absence will be recorded as "unexcused".

If you are absent for more than five (5) days in a marking period, one-half credit will be withheld from each class, and a failing grade will be assigned. An exception to this may be made if you have an extended illness documented by a physician's note. Even in the case of an exception, however, all work must be satisfactorily completed in order for you to receive credit. Additional exceptions may be made, at the discretion of the Principal, for legitimate personal emergencies, medical appointments, or legal proceedings.

Truancy Policy

If you exceed the five absences without approved reasons, you will be considered *Truant.*

When a student has been absent 5 days in a quarter a letter will be sent to the parent with the compulsory education law attached. Additionally, the parent and the student will be asked to complete a student refusal assessment. Once the assessments are complete, an IEP meeting will be held to discuss the results of the assessment scales as well as the nonattendance meeting questions and to design a behavior intervention plan to help support the student in meeting the school attendance requirements.

Closing/Delay Policy

Granite Hill School follows the local district of Newport in regards to the cancellation of school. Granite Hill School does, however, exercise the right to cancel school due to severe weather even when the Newport district does not. This decision is based on maintaining the safety and well-being of the students and transporters. All cancellations will be available through **Channel 9/ WMUR.** Any school days missed due to inclement weather will be rescheduled at the end of the school year. Granite Hill School does at times decide to provide "Blizzard Bags" before an expected snow day. A Blizzard bag will contain work that is meant to be engaging, supplemental, and accomplishable. If students are assigned Blizzard Bags, the school day will not be made up at the end of the year and will count as a day of school for attendance purposes.

Course Load

You are expected to take a full load of courses during the school year. Understanding that you may have alternative programs (courses at Newport Middle High School, time spent in counseling or at other work sites, etc.), it is required that you attend the classes offered during the time you are in the Granite Hill School.

Course Requirements

Students at Granite Hill School have the option of graduating with a diploma from Granite Hill School or from their sending school district. The requirements for graduation from Granite Hill School can be found in the Program of Studies. Students may choose to follow the credit requirements of their sending school district. Upon review of each student's transcript, a graduation plan will be developed.

Credits

The Granite Hill School uses block scheduling. These courses run for one semester and are generally worth one credit. Most students will be able to earn at least 6 credits per year. See the Program of Studies for details about the credits awarded for each class.

Competency Grade System– updated 2023

Granite Hill School provides a competency-based education that aligns with Ed 306.7, which states that all schools must have "a competency assessment process and defined course level competencies." Credit toward graduation is awarded when a student has demonstrated proficiency in all the competencies for a course.

The competencies give our teachers the opportunity to more closely measure a student's learning, and a student must pass every competency for the course in order to be awarded a credit. If a student is unable to demonstrate proficiency in any competency for a course, the student will receive an Incomplete for that course and will have opportunities to re-engage in the material through a re-learning plan. When the student is able to earn a score of 65 or better in those competencies, the teacher will issue a credit for the course.

Granite Hill School's system of reporting to parents and school districts includes a report on a student's progress in the competencies four times a year, as well as regular report cards and IEP progress reports. The competency reports provide another layer of information to students, teachers, parents, and school districts about the student's progress through the curriculum.

Computers

The staff and administration fully support the use of technology in the education process and provide access to various devices as a means to complete assignments and projects throughout a student's time at Granite Hill School.

Every student will have access to a Chromebook in each classroom for use during their time at GHS. All students are expected to abide by the Acceptable Use Policy.

Confidentiality

The main purpose of confidentiality is to offer you an environment in which you will be able to deal with personal issues without fear of disclosure. Anything dealing with another student's IEP, disability, or academic performance is considered confidential.

Confidentiality will never be broken by school staff unless there are:

1. A clear and present danger to you or another individual

2. A legal requirement to break the confidentiality

3. A need for consultation with professional staff to obtain the appropriate help for you.

Designated Areas

Students are to be in supervised, designated areas only. Certain areas of the school are off-limits unless directed by a staff member. These areas are staff offices, the main office, the kitchen, the maintenance room, the basement, and other storage areas. Unauthorized presence in a restricted area will result in disciplinary action.

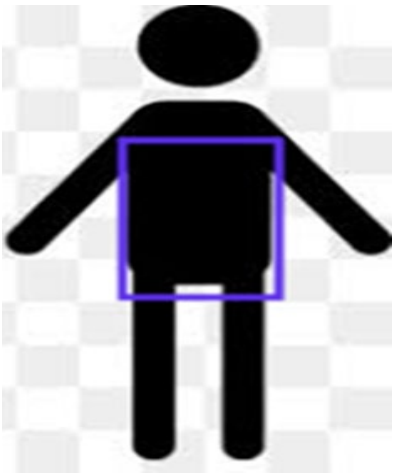
Dress Code–updated 2/23

The dress code requirements below apply equally to students regardless of gender identity and must be implemented by all staff consistently, which is grounded in the following principles:

- All Students should be encouraged to dress in a manner that is comfortable and conducive to an active school day.
- Students should be able to wear clothing without fear of or actual unnecessary discipline or body shaming.
- The student dress code should serve to support all students in developing a body-positive self-image.

<u>Students Must wear:</u>

- Shirt and bottom- or a single article of clothing - that covers a student in the area indicated in the diagram below regardless* of physical activity and without constant readjustment. The material must be opaque (non-see-through)
- Shirts must have straps of some kind or sleeves. There is no width requirement for straps.
- Shoes with a firm sole.
- Clothing must cover the trunk of the body from below the armpit to the upper thigh and cover the buttocks, including the midsection. Shirts must have straps of some kind or sleeve



Should a student arrive at school and not meet the dress code policy, the student will be provided several options to address the concern. Should the student be non-compliant with expectations, the parent will be notified and the student will be sent home for the remainder of the day.

Early Dismissal

Students may be dismissed early from school for family or personal emergencies, illness, medical, and/or court appointments. If it is necessary for you to be excused from school, you must present a note from your parent or primary caregiver to the Administrative Assistant. If you feel ill, you must get permission from the Principal and your parents to be dismissed early.

Electronic Devices/Cell Phones

The NH Department of Education passed RSA 189-1a (2025), which prohibits students from using a personal electronic communication device during the academic day, from "bell to bell." Personal electronic communication devices are defined as electronic devices that are capable of making calls, transmitting pictures or video, or sending and receiving messages. This includes all types of phones, such as flip phones and non-smart phones, as well as tablets and wearable devices like smartwatches.

Students are prohibited from having a personal electronic communication device on their person during the academic day from bell to bell. Bell to bell is defined as the period from the start of the school day (8:30 am) to the end of the school day (2:00 pm).

Any such item must be stored in the school-designated area during the school day. Such items should not be carried on the person, in a backpack, or in any other bag. Granite Hill will provide a locked space for all students to store their devices. All students will place their device(s) in their labeled slot as soon as they enter the school building.

Communication during emergency conditions: All staff members have access to communication devices during instructional time and can contact the school office should emergency conditions arise.

Personal wired headphones that plug directly into the school-issued Chromebook/computer will be allowed for instructional purposes as assigned by the teacher when using the school-issued device.

Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in discipline including, but not limited to, suspension, criminal charges, and expulsion. The school reserves the right to monitor, inspect, search, copy, seize, and review a personally owned device or file when the administration has a reasonable suspicion that a violation of law or school policy has occurred.

Field Trips

Field trips are a part of the curriculum at the Granite Hill School. Therefore, if a field trip is scheduled, you are expected to participate. If for disciplinary reasons, you are not permitted to go, additional work will be provided for you to do at the Granite Hill School. Refusal to attend a field trip will result in a grade of zero (0) for all academic classes on that day. Permission slips must be signed for all students.

All Granite Hill School rules and regulations are in effect on any field trip. It is your responsibility to follow those rules and to cooperate fully with the staff. All field trips must relate to one of the academic courses you are taking. As such, you may be required to do some related work upon your return.

Emergency Drills

Emergency Drills will be completed on a monthly basis to ensure the safety of our school community in the event of a fire or other instance necessitating an emergency response. For fire drills, when the alarm sounds you are to leave by the closest available exit and congregate in the back parking lot with your teacher or assigned staff. In the event of other emergencies, you should follow the directives of the adult assigned to your supervision.

Employee Conduct

All employees at the Granite Hill School are required to abide by the Code of Conduct for NH educators. As an overview, all employees shall be
a. Be Responsible to the education profession;
b. Be Responsible to protect students from conditions which are harmful to their health and safety;
c. Be Responsible to the school community
d. Be Responsible for the ethical use of technology;

The Full Code of Conduct can be found at
https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/code_conduct.pdf

If you have concerns or are aware of an employee's misconduct, we ask that you immediately report your concern to the principal and an investigation will be conducted. If for any reason you are dissatisfied with the outcome, you can also contact the Executive Director at 863-9605.

Student Employment Regulations

Students aged 16 or 17 years of age must adhere to Youth Employment Law as detailed in Chapter 276-A of NH employment law. In accordance with Chapter 276-A, any student under sixteen years of age must have a youth work permit to be legally employed. Application for permits to work can be secured from the Transition office. For the most current information on these regulations please refer to the NH Department of Labor, youth employment website.

Student Grievance

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

1. Submit a written grievance to the staff member or administrator.
2. Schedule a meeting with the staff member/administrator to discuss the concern.
3. If unresolved, submit a written grievance to the principal.
4. Schedule an appointment with the principal to discuss concerns (must be scheduled within four days of submitting the grievance). All appeals will be held within four days and a final written statement will be issued.

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

Health Services/Medicines

If a student becomes ill during the day, they should ask their teacher for permission to go to the Planning Room. The planning room coordinator will assist the student. If a student is too ill to remain in school, their parents will be notified.

If a student has an illness that is contagious or poses a health threat to other enrolled students, Granite Hill School will immediately notify the child's parents, the sending school district, the DOE, and the Bureau of Communicable Disease Control of the Department of Health and Human Services.

All children new to the school must have a physical examination, signed by a doctor, on a form provided by the school. It is also necessary to have updated records of all immunizations and a health history upon student enrollment. See Immunization Policy

Granite Hill School recognizes that some students will need to take medication while at school. This may be an occasional over-the-counter medication or daily prescribed medication. In the

case of over-the-counter medicine, you must bring a note from a parent along with the medication in its own container, and deliver it to the administrative assistant. The medicine will then be placed in a locked cabinet.

If you are taking a prescribed medicine daily, your parent is responsible for obtaining a note from the prescribing doctor. The note, along with up to 10 days' worth of the medicine, in the original container, must be delivered to the administrative assistant. This medication will then be placed in a locked cabinet and distributed as prescribed by an individual who is certified to distribute medications.

Any student who has medicine in their possession without following this procedure will be subject to immediate disciplinary action, up to and including termination from the Granite Hill School.

Illness

If you feel ill, you should notify the staff member who is responsible for you at the time. If, after resting, you still feel ill, a parent or guardian will be contacted, and you may be sent home.

If you feel well enough to come to school but require medication during the day, the medicine must be properly labeled and stored as per school policy (see Medication Policy).

Immunization Policy–updated 2.23

Children must have proof of all required immunizations, documentation of immunity, or valid exemptions, in order to be in attendance at Granite Hill School. All immunizations must meet the minimum requirements of NH School Immunization Requirements. Medical and Religious exemptions have specific requirements which can be found at: https://www.dhhs.nh.gov/programs-services/disease-prevention/immunizations/immunization-exexemptions-children.

Incomplete Grades

If you are unable to complete the work for a given course in time or unable to meet all the competencies for a course, a grade of *Incomplete* may be assigned at the discretion of the teacher. For this to happen, you must have demonstrated that you were working toward the completion of the assigned work. An *Incomplete* will render you ineligible for sports until it has been changed to a passing grade.

All work for an incomplete grade must be completed within two (2) weeks after the grades have closed. If at the end of this time, you have not satisfactorily completed the work, the grade will be changed to an F.

In order for competencies to be completed, the student will work 1:1 with a para-educator or teachers until the student demonstrates proficiency. At that time, the credit will be awarded for the course.

Independent Study

Independent study is available for you as an option to participate in units of study where no course is available at the Granite Hill School. Independent study is available only with the approval of the Principal. If you are interested in Independent Study, you must submit a written request.

Internet Accessibility

Students are authorized to use the Internet for official, educational purposes only. Each student is required to read and agree to the *Acceptable Use Policy* prior to having access to any of the netbooks or desktops. Any student who is found to be at a Web Site that is in any way pornographic or excessively violent will lose the privilege of using the Internet. Please note the specific policy for details of expectations.

Meals and Wellness

Granite Hill School recognizes the importance of proper nutrition and developmentally appropriate physical activity as ways of promoting healthy lifestyles, minimizing childhood obesity, and preventing other diet-related chronic diseases. Granite Hill School also recognizes that health and student success are interrelated. It is, therefore, the goal of GHS that our school community positively influences a student's understanding, beliefs, and habits as they relate to good nutrition and physical activity.

The wellness goals of Granite Hill School are as follows:

- Teach, promote, support, and model healthy eating habits for students.
- Teach, promote, support, and model age-appropriate daily physical activity.
- Educate students, employees, school board, and community members on the important benefits of a healthy lifestyle.
- Comply with the nutrition guidelines outlined in this policy in a manner designed to facilitate the adoption of healthier eating habits such that 100% compliance is achieved.

To work toward these goals, the following will be part of the educational experience at the Granite Hill School.

Opportunities will be provided for every student to develop the knowledge and skills for specific physical activities, to maintain physical fitness, to regularly participate in physical activities, and to understand the short-term and long-term benefits of a physically active and healthy lifestyle.

MEAL PROGRAM

At Granite Hill School, all meals are provided to students free of charge.

A light breakfast is provided at the start of each school day, and snacks are available throughout the day.

Lunch is prepared daily and served after Advisory Block. The following rules apply to lunch:

1. You are required to clean up after yourselves. This includes picking up papers, bottles, cans, etc.
2. If you do not want the school lunch on a particular day, it is your responsibility to bring your own lunch. Going to local restaurants is not an option, except for special occasions.
3. Students are required to be under staff supervision at all times during the lunch period.

School meals at GHS meet or exceed the nutrition requirements established by the USDA, laws, and regulations. Our school lunches and breakfast programs offer a variety of foods and choices for students. Our school menus are available on the school's website. Parents or Guardians who have specific questions can contact food services directly.

Non – Participation

All students are expected to participate in all classes, field trips, and activities that are provided by the Granite Hill School. If you wish to be excused from a particular unit of study, you must fill out a Proposal for Independent Study form (see Independent Study). Failure to do this will result in your receiving no credit for the unit in question, in addition to possible disciplinary action.

Opening and Closing Times

The school day starts at 8:30 am and ends at 2:00 pm. You are permitted in the building from 8:15 until 3:00, provided you are supervised and have a reason for being there.

Plagiarism

Parents must be informed immediately when a student is suspected of plagiarism or cheating. Through the use of turnitin.com and other search engines, teachers will, in most cases, be able to provide documented evidence of plagiarism. A committee of teachers shall be established to review, as needed, cases of plagiarism. The purpose of the committee will be to determine that evidence of plagiarism exists and which definition applies, not to apply penalties. Evidence of **intentional plagiarism** shall result in the student's receiving a **grade of zero** for the assignment in which the plagiarism occurs. Additionally, repeat offenses of such misconduct will result in disciplinary action under the *Severe* category of offenses.

Public Display of Affection

While Granite Hill School appreciates the positive feelings our students may have for one another, excessive displays of public affection are not condoned or accepted. Students who are showing

what a faculty member deems to be excessive displays of affection will be asked to separate. If the students do not comply or are asked on a frequent basis they will be sent to the office for further discipline.

School Searches

The Principal, or their designated representative, is authorized to search any student's personal possessions at any time s/he believes the student may be in possession of an item or substance in violation of school policy or state law. This search will be conducted in private by the Principal and one other adult witness.

The Principal or their designated representative is authorized to conduct a general search of all students if there is a serious threat to the health or safety of persons within the school.

Refusal to cooperate with either of the above regulations will result in immediate disciplinary action, up to and including termination from the Granite Hill School, and notification of the local police.

Sexual Harassment Policy

It is unlawful to harass a person because of that person's sex. Harassment can include "sexual harassment" or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex (from www.eeoc.gov).

Sexual harassment can take different forms depending on the harasser and the nature of the harassment. The conduct can be carried out by school employees, other students, and non-employee third parties, such as a visiting speaker. Both male and female students can be victims of sexual harassment, and the harasser and the victim can be of the same sex.

The conduct can occur in any school program or activity and can take place in school facilities, on a school bus, or at other off-campus locations, such as a school-sponsored field trip or a training program at another location. The conduct can be verbal, nonverbal, or physical.

If you feel that you are being sexually harassed, report this immediately to a staff member, who will then report it to the Principal. An investigation will be made.

A substantiated charge against an employee may result in disciplinary action up to and including termination of employment. A substantiated charge against a student may result in disciplinary action up to and including termination from the Granite Hill School.

Social Development Plan (ISDP's)

Individual Social Development Plan
(Also known as a student's ISDP or "point sheet")

In order to assist students in achieving the social skills that will be needed for success in adult life, each student has an Individual Social Development Plan (ISDP). The ISDP or Point Sheet is a structured way to reinforce prosocial behaviors. The ISDP has goals that are derived from the five core competencies of Social Emotional Learning (CASEL, 2017); Self-awareness, self-management, social-awareness, relationship skills, and responsible decision making. Students are reinforced in these five areas throughout the entire school day. In addition to the reinforcement section of the ISDP, there is a section where points can be lost for exhibiting behaviors that do not promote positive social development.

The ISDP is scored daily and then a weekly percentage is calculated for each week. In the high school, each student must achieve their weekly goal in order to access the rewards program on Fridays. The student selects a reward of choice relative to his/her earned level for that week. There are three levels of Rewards: A, B, C, and then Non-rewards for students who do not make their percentage level for the week. Levels A, B, and C are distinguished by the number of times a student has been sent to the planning room and/or the severity of incident reports. The Granite Hill School staff makes every effort to provide students with activities they select or would prefer, giving preference to those students who are on level A.

Students on non-rewards are given the option to make up owed work, complete community service, or engage in a classroom-based activity for the two hours on Friday afternoons.

In order to encourage continued growth, when a student demonstrates proficiency for 3 months in an area described by the ISDP, the goal will be changed. Each goal will be changed as determined by a review of point data and classroom teacher input. The goals will challenge students to increase their social-emotional skill set following the competencies from CASEL and rubrics established by the Austin Independent School District (AISD) and adopted by the Granite Hill School.

The data from these ISDP sheets is collected and used to determine multiple aspects of a student's program. The weekly data is averaged for a monthly assessment of how a student is progressing in the program and the monthly reports are used for a continual year-long analysis.

*see the Middle School manual for a description of their rewards system.

Statewide Testing

All students enrolled in Granite Hill School will participate in the statewide education and improvement and assessment programs, as required by law. The school will work with the sending school district to ensure the student has access to district and statewide testing. Additionally, the special education team will convene to decide on appropriate accommodations for the student to participate to the best of their ability.

Student Records

The school maintains a record of each student’s test results, academic grades, including transcripts, attendance, evaluation forms, and correspondence. Once a student has transferred

from the school, these records will be kept for 5 five years in a locked cabinet on school grounds. After a five year period, records will be securely archived in the administrative building. Parents who wish to review their child's records may make a request of the school. If a student transfers from the school, parents must sign a release of records form at the new school. Student records will be mailed to that school. Student records will not be given to the parents for delivery to the new school. In the event of the school closing, these records would be forwarded to the sending school districts.

Supplies and Materials

Basic school supplies are provided to students by the school. Students are expected to go to class prepared with the supplies necessary to complete daily assignments. Willful destruction or waste of school supplies may result in a student being required to furnish their own school supplies at their own expense.

Tardiness

Students who do not report to school on time will be marked *tardy.* It is important to be on time for school, as a late arrival is disruptive to daily lessons. A tardy arrival may be excused with a note from the parent or guardian. If a student's tardiness becomes chronic, the school will request a conference with the parents or guardians. A student who has been tardy three (unexcused) times in a quarter will serve a detention for each tardiness.

There is plenty of time allowed to get from one class to another. Students who are late without an excuse are subject to consequences imposed by the classroom teacher.

Textbooks

As a student signs out textbooks and other materials throughout the year, they are indicating acceptance of the responsibility for caring for these items. In the event of loss, damage, or unreasonable wear and tear, the student will be required to make financial restitution for the item(s). Their grades and credits will be withheld until this is done.

Transportation

Transportation is provided in the following situations, only:

1. Picking up and returning home students each school day.

2. Driving students to and from local high schools for academic courses.

3. Driving students to program-related activities listed on their IEPs. (Example: taking a senior to various job interviews if this is listed as a goal in their IEP).

4. Field trips.

No student will be transported for any reason other than the above. If a student forgets something at home, it will be up to the parent or guardian whether they bring it to school or not. Students will not be brought to the bank, supermarket, restaurant, etc.

When Granite Hill School provides daily transportation to and from school, the driver is authorized to only discharge a student at their own home. The driver will not discharge the student at a friend's home, a place of employment, or any other location unless such drop-offs are previously arranged and approved by both students' parents.

Granite Hill School is under no obligation to transport a student to and from school. We do this as a convenience to our students. The school reserves the right to deny transportation to any student whose conduct has been unacceptable in a vehicle.

Vehicle Use

Transportation will be provided by the Granite Hill Staff for all students who take classes at the area high schools. Under no circumstances are you allowed to drive to or from any of these classes. Additionally, you are not permitted to drive any vehicle, personal or school-owned, while on school property or during school functions without the prior approval of the Principal.

Visitors

Due to the nature of our students, it is imperative that we keep distractions to a minimum. Adult visitors are permitted provided arrangements have been made in advance. These visits are limited to parents and legal guardians only. Under no circumstances will a friend of the student be permitted to visit the school while classes are in session. All visitors must report to the main office and receive a visitor badge to be in the building.

Behavior Expectations and Classifications

Granite Hill School strives to be a school of mutual respect and dignity. All of our staff have been trained in therapeutic techniques when working with disciplinary issues. The school provides an environment where students are encouraged to work through their issues and develop new behaviors for managing their emotions in the future. When a student's behavior warrants consequences, a communicative process is completed. This dialogue provides an opportunity for students to recognize what about their behavior was inappropriate. It is also a time to administer consequences for inappropriate behaviors.

*Please note GHS' **Bullying Policy and Procedures** in our admission packet and on our webpage. You can also call GHS directly to access this information.

Granite Hill School's Code of Conduct

Students are expected to be cooperative and respectful at all times. This respect and cooperation extends to all staff, students, and visitors. Examples of cooperation and respect are:

- Completing assignments and staff requests with a polite and positive demeanor.
- Participating in all aspects of the Granite Hill School program.
- Using appropriate language while avoiding subjects of a sexual or violent nature.
- Refraining from the use or possession of illegal substances, weapons, alcohol, or tobacco.
- Refraining from aggressive acts of all kinds, including verbal aggression, threatening, and bullying.
- Following the rules of the school and the classroom.
- Remaining in the assigned classroom or area until dismissed by the staff.
- Being truthful in word and deed.
- Respecting the personal space and property of others.

The following policies and procedures regarding student conduct apply while a student is on school property, at school-sponsored events, or at off-campus events that GHS is sponsoring. Rules that pertain to violence, bullying, hazing, and harassment of any type may also apply to students while they are on their way to and from school. This includes bus transportation.

Possible consequences for any neglect or failure to follow school rules are but are not limited to, administration/student meeting, detention, lunch detention, restitution, loss of rewards, in-school suspension, parent/administration meeting, out-of-school suspension, or expulsion. Granite Hill School does not seclusion as part of our behavior management program.

In extreme cases, staff may be required to intervene physically. These situations require therapeutic interventions designed to help a student regain control of himself so that he and others may be safe. Selected staff have been trained through an approved model and utilize the *Handle With Care* techniques. These techniques are used when a student is out of control and in imminent danger of hurting themselves or others. Any student who requires this level of intervention may not be allowed to remain at Granite Hill School. As part of GHS' policy, if a student requires a physical management, a team meeting will be convened to discuss how to reduce and eliminate the need for restraint in the future.

Alcohol and Drugs:

Granite Hill School strives to provide a safe community for our students and takes incidents of alcohol and drugs very seriously.

Students will not buy, sell, possess on their persons or any place else on school property, use, distribute, be under the influence of, or knowingly be in the presence of any type of alcoholic beverage or of any narcotic drug, hallucinogenic drug, cocaine drug, amphetamine, barbiturate, marijuana or other cannabis-type drug, or any other controlled drug, or any counterfeit drugs or substances intended to look or act like a controlled drug.

An "alcoholic beverage" is defined to include any beverage, whether brewed, distilled, or

fermented, that contains alcohol and will specifically include beverages labeled "non-alcoholic" that nevertheless contain alcohol.

Drugs and Paraphernalia

A student will not possess on his/her person or any other place on school property such as a bathroom, desk any type of drug paraphernalia (including, but not limited to, items such as pipes, rolling papers, clips, etc.).

- A student found to be using or possessing any drug and/or drug paraphernalia of any kind by a teacher, administrator, or any other school employee will be subject to consequences in the TIERED Behavioral Response Section of this Handbook.
- As appropriate, a student will be referred to the Behavioral Team for additional support and interventions such as daily searches, assigned educational models, and increased sessions with the counselor, referral to outside agencies.
- A student found selling or distributing drugs, alcohol, or other substances will be referred to the Principal with a recommendation of suspension.

THE APPROPRIATE LAW ENFORCEMENT AGENCY WILL BE NOTIFIED OF ALL CASES INVOLVING DRUG PARAPHERNALIA OR THE BREAKING OF CIVIL LAW.

Smoking/Vaping/Electronic Smoking Devices

Granite Hill School has established a firm no-smoking policy for everyone while on school grounds, within school buildings, or while participating in any school-sponsored activity on or off school grounds. Action against student offenders is prescribed as follows:

- **First offense**: A student found to be using or possessing any smoking device of any kind will receive consequences in accordance with the behavior classifications in our handbook. Students will be referred to our Behavioral Team for additional support and interventions such as daily searches, assigned educational models, sessions with the counselor, and referrals to outside agencies.
- **Second offense**: Any further infractions will result in a Tier III response. On the return day, the student and his/her parent/guardian are expected to meet with the administration. Students will be referred to our Behavioral Team for additional support and interventions such as daily searches, assigned educational models, and sessions with the counselor, referrals to outside agencies.
- **Third offense**: Any further infractions will result in a Team Meeting to discuss the student's placement at Granite Hill School.

Behavior Classifications

Tier I & Tier II

Tier I (minor) Classroom Infractions – These are incidents that are mostly handled by the teacher and rarely warrant a discipline referral. Any behavior that is low level in its intensity and/or of a non-threatening nature will be considered a Tier I infraction. **Tier I are misbehaviors managed "on the spot" in the classroom, common areas, etc. Interventions used to address and correct minor offenses are documented on a student's ISDP.**

Tier II (major) Infractions – Incidents that interfere with others' learning, are of a harmful or threatening nature or warrant behavioral team intervention will be considered a Tier II infraction.

Tier III (severe) Infractions - Incidents that severely interfere with others' safety and/or learning, are of an imminent harmful or threatening nature, and/or fall under school/state policy statutes will warrant immediate administrative intervention under Tier III infraction.

Procedural Responses to Tier II Behaviors

- The teacher will contact the Planning Room to request assistance with the student.
- A written incident report will be submitted by the teacher within twenty-four hours of the incident. Teachers should complete all information and include summary information of corrective actions attempted prior to referring the student to the planning room.
- The Behavioral Team will maintain these Incident Reports as part of the student's disciplinary file.
- The Behavioral Team will make every reasonable effort to contact the parent as soon as possible. A conference will be scheduled as needed.
- According to the severity of the offense(s): Possible corrective actions include:
  - Parent will be notified (mail, email, or phone).
  - Student meetings (student, parent/guardian, teacher/s, school counselor, school behaviorist, and/or administrator) to identify lagging skills and develop a plan to address student skills.
  - In-school intervention such as detention, out of the community, ISS, or out-of-school suspensions may be assigned (**administration only**).
  - A parent/student meeting with the principal and/or school counselor may be required prior to returning to the class setting.

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

Repeated Tier II Behaviors (Administrative referral) - For repeated Tier II behaviors to reach the Tier III level, clear documentation of the student's behavior pattern, as well as cited interventions to correct the behavior, must be reviewed by the administrative team prior to assigning an appropriate school response.

A single severe incident and/or repeated Tier II behaviors may be treated as a Tier III behavior.

Tier III

Procedural Responses to Tier III Offenses

The administrator will contact the parents. In addition, some of the following are possible additional consequences:

- Parent/student meetings with the principal, along with other staff members who are involved with the student, and/or counseling will be required.
- Drug/vape paraphernalia will be turned over to the police. Any concerns about violence/student safety will be reported to the police.
- Up to a ten-day out-of-school suspension or in-school intervention from the building administration.
- Long-term suspension up to expulsion from Granite Hill School
- When applicable, restitution for damages may be required.

Most students involved in Tier III offenses will be removed from school immediately.

In accordance with RSA 193-D:2, the Safe School Zone Act, violence, weapons, and crime will not be tolerated on Granite Hill School property or at any GHS-sponsored event. These acts are the most severe violations of the behavior code. Offenses at this level usually go beyond the school discipline system and almost always draw upon law enforcement authorities.

Action Range

Tier I (Minor): Teacher intervention, warning, detention, loss of privileges, parent/guardian contact, and other school support.
Tier II (Major): Administrative warning, parent/guardian contact, student intervention, office detention, team meeting, ISS, OSS, police referral.
Tier III (Severe): Immediate administrative intervention, parent/guardian contact, SAU involvement, SRO/police involvement, ISS, OSS, expulsion.

Behavior Intervention Procedures

Student Intervention Conference

The teacher, Behaviorist, or administrator will confer with the student and may contact parents by phone. In addition, a meeting may be required with a teacher, student, behaviorist, counselor, parents, administrators, or other appropriate person.

Teacher After-School Detentions

Students may be assigned a detention to be served after school with the teacher. Detentions are at the discretion of the teacher and run for 30 minutes, 2:00-2:30 p.m. Parents/guardians will be notified a day in advance and are responsible for transportation after the detention is served.

Office Detentions

The Behaviorist or administrator may require that students remain after the regular school day. Office detentions run Monday through Friday for sixty minutes, 2:00 - 3:00 p.m. Students and parents/guardians will be notified a day in advance and are responsible for transportation after the detention is served, which the student or parent/guardian may waive to have it served immediately on the day it is processed.

*Student involvement in extracurricular or work activities **shall not** postpone detentions. Should a conflict arise with work or any school-sponsored activity, the assigned detention shall take precedence.

- Students who repeatedly do not serve their office detentions will be placed in ISS the next school day.

Team Meeting

Team meetings will be held including student, parent/guardian, teacher(s), school counselor, school Behaviorist and/or administrator with the purpose of identifying lagging skills and developing a plan to address and support student behavioral needs.

Planning Room (PR)

The Planning Room is an integral part of Granite Hill School's Behavior Management Program. The Planning Room is available for students to access at all times. The School Behaviorist manages the Planning Room program and is readily available to work with students. The purpose of the planning room is to give students a space, outside of the classroom, to develop the necessary social-emotional skills outlined by Casel and the AISD rubric. The planning room staff are skilled; in the areas of Social Problem Solving (Elias and Tobias), Collaborative Problem Solving (Green), and Choice Theory (Glasser).

- Students can choose to enter the planning room as a self-regulatory skill (Choice Breaks):
  - To remove themselves from a potentially negative or troublesome situation
  - To take a time-out
  - To discuss dilemmas they may be experiencing

OR

- Students can be sent to the planning room for inappropriate behavior (Teacher Initiated Breaks):
  - Students are required to process the
  - Students are required to identify their feelings and actions.
  - Students, with the help of staff, are required to develop a plan to respond differently and more appropriately in the future.

Data is collected on the frequency and purpose of all visits. This data is used to help meet the behavioral needs of both the individual student and the students as a whole.

In-school Suspension (ISS)

In-school Suspension will be used as a disciplinary action when the infraction warrants a more severe consequence. Students may be assigned to the ISS room for the remainder of the block, multiple blocks, or for entire school days.

- Parents/guardians will be contacted by phone and in writing regarding the ISS placement.
- During this time students will be completing school work given to them by their classroom teacher. All students with an IEP or 504 who require special service on an ISS day will be honored.

- Students will do teacher-assigned classwork during ISS. Students will be assigned work by the school behaviorist or administrator if they don't have work to complete or finish their schoolwork early. All students who require special services will be honored.
- Students are expected to follow the ISS rules and expectations provided by the school Behaviorist or administrator.
- Students who are asked to leave ISS due to non-compliance will be sent home and this will result in a one-day out-of-school suspension (OSS) and return to ISS the next school day. A failure to complete any subsequent ISS will result in further disciplinary action.

Out-of-school Suspension (OSS)
Out-of-school suspension is a consequence used for repeated offenses and/or for single incidents of gross misconduct or illegal infractions. This will be used when all other forms of interventions and consequences have been exhausted or to remove students who are a threat to themselves or others. A re-entry meeting to include parents may be required prior to the student's return from a suspension involving gross misconduct or chronic offenses.

Students will be allowed to make up all work missed during out-of-school suspensions. If the suspension is more than two days teachers will provide work. Students will be required to make up any missed work while serving their out-of-school suspension.

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

SCHOOL SAFETY

Accidents and Injuries
Teachers will report all student accidents and submit school Accident forms to the principal's office. Parents/Guardians will be notified of the accident/injury and any first aid that was administered. If the accident or injury is an emergency, 911 will be called and parents/guardians will be notified immediately.

Emergency Plan Parent Protocol
Granite Hill School has established emergency plans. In the event of a local emergency or disaster situation, while school is in session, parents are asked to help us care for all students by following these procedures:
- Remain calm.
- Listen to the radio or TV stations (WMUR) to get information. Keep school and home phone lines open for official use. School communication will occur through email, phone calls, and texts as appropriate.

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

Evacuation Procedures

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

- Students are to follow teacher/adult directions.
- Students are to exit silently, safely, and in an orderly manner.
- Students are required to stay with their assigned teacher/staff for all on-site and off-site evacuations until the "all-clear" by the incident command leader.

In an emergency, it is everyone's responsibility to:

- SEE SOMETHING, SAY SOMETHING
- LISTEN and FOLLOW DIRECTIONS
- THINK and MAKE SAFE CHOICES

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

Safe School Zone

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

Safety of Building

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

Security of Building

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

- The school is protected by security cameras at each main entrance and throughout all hallways and classrooms.
- All entrances are locked during the school day. Visitors and students entering the school must ring the doorbell and have identification verified by the front office in order to gain access.
- Staff and students are prohibited from opening any door leading to the outside for the purpose of allowing another to enter or exit the building. Students who violate this rule will be subject to the GHS behavior intervention policy.
- All visitors to the school, including parents, must register in the office and pick up a visitor's sticker to wear while in the school. All stickers are to be returned to the front office when the visitor signs out.
- During school hours, students must only exit the school from the front or back door while supervised or accompanied by a staff member, parent or other adult, or unless given specific directions by a staff member to do differently.
- Students staying after school for any reason (e.g., waiting for transportation (parent or bus), practice, games, club/activity, or meeting with a teacher) must be supervised by an adult at all times.

Video Surveillance Notification

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

Surveillance activities involving the collection, retention, use, disclosure, and disposal of personal information in the form of video surveillance must be in compliance with the Family Educational Rights and Privacy Act (FERPA). Any questions about this collection can be directed to the Executive Director at 603-863-9605.