Granite Hill School

Po Box 25 • Newport, NH 03773

School 603/863-0697

Fax 603/863-1114

Email principal@granitehillschool.org

Website www.granitehillschool.org

AUTHORIZATION TO RELEASE AND EXCHANGE INFORMATION

I, _____ parent or guardian of _____,
born on _____, give my permission for the parties listed below to release and exchange confidential information and records, and to discuss issues regarding my child and family. The purpose of this is to facilitate admission of my child to the GRANITE HILL SCHOOL and to arrange for related services. Further discloser of this information is not authorized unless a subsequent release is obtained and signed.

Authorized Parties
Granite Hill School Personnel
Mountain View Counseling Center Personnel
N.H. Office of Vocational Rehabilitation

_____
Child's Present and Past School District

_____
Other Relevant Party

_____
Child's Therapist

_____
Other Relevant Party

_____
Current Medical Provider

_____
Other Relevant Party

Information to be released and exchanged:

- ☐ Progress Reports and Report Cards
- ☐ Evaluation Reports
- ☐ Information regarding Legal Issues
- ☐ Immunization Record
- ☐ Family History
- ☐ Individual Education Plan
- ☐ Medication Records
- ☐ Psychiatric Records
- ☐ Discharge Summary or Plan
- ☐ Psychological Evaluations
- ☐ Psychological Testing
- ☐ Educational Tests and Evaluations
- ☐ Treatment Plans
- ☐ Health Records
- ☐ Transcript
- ☐ Other_____

I understand that federal regulations (42 CFR part 2) prohibit the redisclosure of drug and alcohol treatment information without my written consent or as allowed by the regulations.

I understand that my treatment/support is not conditioned upon authorizing this disclosure. I understand I may revoke this authorization at any time except to the extent that the school or other agency making the disclosure, has already acted in reliance on it. In general, revocation should be submitted in writing and sent to the school at the address above.

Date or event upon which this authorization will expire _____. I understand if I do not note a date or event, then this authorization will expire one year from the date it was signed.

_____ _____
Signature of parent, guardian, or Dept. of Education appointed surrogate parent — Date

_____ _____
Witness Signature — Date

Granite Hill School

Policy on the Retention and Destruction of Special Education Records

Granite Hill School adheres to the policy on the retention and destruction of a student's special education records (RSA 186-C: 10-3, which states took effect on July 24, 2018. The standard is as follows:

1. Upon a student's graduation from high school, his or her parents may request the local education agency, in writing, to have the student's records and final individualized education program at that time or request that the records be retained until the student's twenty-sixth birthday. The parents may, at any time prior to the student's twenty-sixth birthday, request, in writing, that the records be retained until the student's thirtieth birthday.
2. Absent any request by a student's parents at the time of graduation, the local education agency shall destroy a student's records and final individualized education program within a reasonable time after the student's twenty-sixth birthday, provided that all such records be destroyed by the student's thirtieth birthday.
3. A permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.

Policy on Access to Student Records and Confidentiality

Access Rights

Granite Hill School permits parents to inspect and review any education records relating to their children that are collected, maintained, or used by the Private Provider, including:

- Complying with a request without unnecessary delay and before any meeting regarding an IEP, and in no case more than 14 days after the request has been made.
- The parent's right to a response from the Private Provider to reasonable requests for explanations and interpretations of the records.
- The parent's right to request that the Private Provider provide copies of the records containing the information if failure to provide those copies would effectively prevent the parent from exercising the right to inspect and review the records; and the right to have a representative of the parent inspect and review the records.

Granite Hill School may presume that the parent has authority to inspect and review records relating to his or her child unless the school has been advised that the parent does not have the authority under applicable State Law governing such matters as guardianship, separation, and divorce.

Record of Access

Granite Hill School keeps a record of parties obtaining access to education records collected, maintained, or used, including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

Consent

Granite Hill School obtains parental consent before personally identifiable information is disclosed to parties, other than officials of participating agencies unless the information is contained in education

records, and the disclosure. Parental consent is not required before personally identifiable information is released to officials of participating agencies.

Parental consent, or the consent of an eligible child who has reached the age of majority under State law is obtained by Granite Hill School before personally identifiable information is released to officials of participating agencies providing or paying for transition services in accordance with 34 CFR 300.321(b)(3).

Safeguards
Granite Hill School protects the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages.

The school ensures that all persons collecting or using personally identifiable information has received training or instruction regarding the State's policies and procedures pursuant to 34 CFR 300.623(c).

Granite Hill School maintains, for public inspection, a current list of the names and positions of those employees within the program who may have access to personally identifiable information.

The Principal of Granite Hill School, Danielle Paranto, is responsible for ensuring the confidentiality of any personally identifiable information. If you have any questions about these policies, she can be reached at principal@granitehillschool.org or by phone at (603)863-0697.

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STUDENT EMERGENCY CARD

DATE	
SCHOOL	
DOB	

STUDENT NAME					
CHILD LIVES WITH					
PLACE OF BIRTH (CITY & STATE)				HOME #	
ADDRESS					
CITY		STATE		ZIP	

To the parent or guardian: to serve your child in case of an accident or emergency or sudden illness, it is necessary that you furnish the following information for emergency calls.

	NAME	PLACE OF EMPLOYMENT	BUSINESS PHONE
MOTHER			
FATHER			

List two neighbors or relatives who will assume temporary care of your child if you cannot be reached.

PERSON 1		PERSON 2	
NAME		NAME	
ADDRESS		ADDRESS	
PHONE #		PHONE #	

Health information: List any health conditions, such as heart disease, epilepsy, severe allergies, eye or ear problems or medications (current and past) explanation (if more space is needed please use the back of the sheet).

DOCTOR 1		DOCTOR 2	
HOSPITAL 1		HOSPITAL 2	
MEDICAID #		INSURANCE CARD #	

I, the undersigned, do hereby authorize officials of Granite Hill School to contact directly the persons named on this card, and do authorize the aforementioned permission to render such treatment as deemed necessary for the health of the said child. I also give Granite Hill School permission to treat my child if necessary.

Parent/Guardian Signature

Date

PARTIES OF RECORD

NAME	DOB	GRADE	SAISID #	UPDATED

PARENT 1	
Name	
Address	
Home #	
Work #	
Cell #	
email	

PARENT 2	
Name	
Address	
Home #	
Work #	
Cell #	
email	

SENDING SCHOOL DISTRICT	
Name	
Address	
Work #	
Cell #	
email	

JPPO	
Name	
Address	
Work #	
email	
Cell #	

COUNSELOR	
Name	
Address	
Work #	
Cell #	
email	

GUARDIAN AD LITEM	
Name	
Address	
Work #	
Cell #	
email	

OTHER	
Name	
Address	
Work #	
Cell #	
email	

OTHER	
Name	
Address	
Work #	
Cell #	
email	

☐ **PLEASE CHECK IF YOU WISH TO RECEIVE GRADES, PROGRESS REPORTS, INCIDENT REPORTS, AND OTHER RELEVANT INFORMATION ELECTRONICALLY.**

Signature_____**Date**_____

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Dear Parents/Guardian,

By law each child must be vaccinated and have proper yearly health screening by your child's health provider. We want to make sure all students have the required documentation in their school records. If for any reason you cannot comply with this request please contact Granite Hill School immediately.

Under Title XV Education, Chapter 200 Health and Sanitation.

School health Services

200:38

200:38 Control of Prevention of Communicable Diseases; Duties of the School Nurse.

I. Each school nurse ensures the following:

A- All Children shall be immunized prior to school entrance in accordance with RSA 141-C:20-a

B- All Children shall have a complete physical examination prior to entrance in accordance with RSA 200; 32.

II. IF the provisions of paragraph I are not met, each school nurse shall be responsible for informing school administrators of the noncompliance and for assisting such requirements, unless the child is exempted under RSA 141-C:20-c.

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RECORD OF PHYSICAL EXAMINATION

Student's Name _____ Date of Birth _____

Date of Examination _____

Height _____ Weight _____ Blood Pressure _____

Does the student wear glasses? _____ Orthodontic braces? _____

Dietary restrictions? _____ Hearing aids? _____

Please indicate specific entries regarding any abnormal / positive physical findings. Otherwise, indicate normal findings with a check mark:

Nose/Throat _____ Neck/Lymph _____

Chest _____ Heart _____

Abdomen _____ Genitalia/Hernia _____

Neurological _____ Tanner Stage _____

Musculoskeletal _____ Scoliosis _____

Known Allergies _____ Other _____

Please check any known or suspected conditions which may warrant attention:

☐ Asthma	☐ ADD/ADHD	☐ Ear Infections	☐ Dental Problems
☐ Bowel Condition	☐ Enuresis	☐ Encopresis	☐ Sleep Difficulties
☐ Lethargy	☐ Eating Problems	☐ Sun Sensitive	☐ Tics
☐ Epilepsy	☐ Diabetes	☐ Sinus Infections	☐ Depression

Restrictions on any physical activity, or other medical information _____

_____

_____ _____

Signature of Physician Date Signed

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Student Medication Information Sheet

Student Name:_____Date: _____

Please list below all prescribed medications your child is taking:

Medication Name	Reason	Dosage	Time Administered	PRN(As Needed)
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No

- All Medications MUST be given to your child's bus driver, per state regulations and school policy.

Please list any allergies:_____

_____

_____

Please indicate below if your child can take the following medications at school:

- Advil ☐ Yes ☐ No
- Tylenol ☐ Yes ☐ No
- Benadryl ☐ Yes ☐ No
- Pepto Bismol ☐ Yes ☐ No
- Midol ☐ Yes ☐ No

Granite Hill School's Policy on medication administration:
Granite Hill School recognizes that some students will need to take medication while at school. This may be occasional over the counter medication, or a daily prescribed medication. In the case of over the counter medicine, you must bring a note from a parent/guardian along with the medication in its own container, and deliver it to the Behavioral Specialist. 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 the medicine, in the original container, must be delivered to the Behavioral Specialist.
Any student who has medicine in his/her possession without following this procedure will be subject to immediate disciplinary action, up to and including termination from the Granite Hill School.

Parent/Guardian:_____Date: _____

Phone Number:_____Email:_____

The Granite Hill School, 135 Elm Street, Newport NH 03773; P: 603-863-0697 F: 603-863-1574
www.granitehillschool.org

Prescription Self Adminstration Medication Order and Permission Form

(To be completed by Parent & Health Care Provider)

I give my permission for_____
to release information to Granite Hill School. **(Prescribing Physician & Provider Name),** Middle/ High School concerning medication prescribed to my child, **Name:** _____
DOB:_____

Signature of Parent/ Guardian_____

Please return to Granite Hills School.

(A separate form is needed for each prescription)

Name of medication:_____

Directions:_____

(Include frequency, time given, route of administration, and dosage).

Are there any special instructions, specific recommendations for administration and or special side effects, contraindications and adverse reactions to be
observed:_____

Beginning date: _____**Ending Date**:_____

Printed Name of Physician/ Provider:_____

Signature of Physician/ Provider:_____

Address:_____

Phone number:_____**Emergency Phone #**:_____

Date:_____

*****Permission for Self- Administration of Inhalers, Epi- Pens, and Diabetes Insulin Only******

I_____authorize_____ be allowed to self- administer

(Print Name of Physician) **(Print Name of Student)**

_____ during school hours. This student may carry the medication on their person and be supervised by Granite Hill Medication Certified Staff.

Date:_____Physician signature:_____

Granite Hill School's
Behavior Management Program

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 can design a learning experience that promotes student engagement and academic achievement. 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 that each student's future success depends largely on the student's ability to interact effectively in a wide variety of social situations. Thus, the development of pro-social skills is an essential cornerstone of our educational philosophy. Likewise, educational and life success is highly dependent on the content of one's character.

Granite Hill School strives to build and reinforce the values of good character by promoting the following values:

Middle School

The elements of the **SEAL** of character are:

- **S**ocial - Acting appropriately according to group norms.
- **E**motional - The ability to identify emotions and regulate the responses they cause.
- **A**cademic - Displaying focus and perseverance in learning situations.
- **L**eadership - Consistently role-modeling appropriate prosocial behaviors and serving as a guide to younger or newer students.

High School

The elements of the **RIGHT Track** are:

- **R**espect – Treating all others with patience, understanding, and honor.
- **I**ntegrity – Acting responsibly and accepting responsibility.
- **G**ood Citizenship – Acting in ways that promote the common good.
- **H**onesty – Truthfulness in word and deed.
- **T**olerance – Willing to recognize and respect the differences between yourself and others.

Granite Hill School strives to be a school of mutual respect and dignity. All of our staff have been trained in therapeutic techniques for working with disciplinary issues, from verbal redirection and coaching to more involved interventions and problem-solving. The school provides an environment where students are encouraged to work through their challenges and develop new behaviors to manage their emotions and behavior in the future. When a

student's behavior warrants consequences, a communicative process is completed. This dialogue provides an opportunity for students to identify what aspect of their behavior was inappropriate. It is also a time to administer consequences that are a reasonable response to the inappropriate behaviors.

Our Code of Conduct outlines the expectations and possible consequences of a student's behaviors.

Conduct

Students are expected to be cooperative and respectful at all times. This respect and cooperation extend 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.
- Following the guidelines around turning in and retrieving cell phones.
- Refraining from all forms of aggression, including verbal aggression, threats, 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 others' personal space and property.

Students who do not maintain appropriate conduct are subject to disciplinary action that may include the following:

- Restorative Process
- Afternoon detention
- Restitution through community service
- In-school suspension
- Out-of-school suspension
- Suspension from activities, field trips, or athletics
- Expulsion from school

Refusal to accept the consequences of one's behavior may result in further disciplinary action.

Finally, the following behaviors are considered unacceptable and will result in an immediate consequence and most likely notification of the local police:

1. Physical assault or serious threats of assault.
2. Intentional property damage.
3. Use or possession of a weapon, explosive (including fireworks), look-alikes, or anything which could reasonably be used as a weapon.

4. Use or possession of band products, tobacco, any drugs other than those prescribed (see Medication Policy), alcohol, snuff, or misuse of prescribed medication.

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 danger of hurting himself or others. Any student who requires this level of intervention may not be allowed to remain at Granite Hill School. An alternative placement will be found in which the student can receive that level of behavioral management.

In an attempt to avoid these situations and other consequences, Granite Hill School offers a behavioral program consisting of two components: the ISDP sheets and the Planning Room.

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

To assist students in developing the social skills needed for success in adult life, each student has an Individual Social Development Plan. The ISDP's provide a way for students to be recognized for their pro-social behaviors. When a student is admitted to the program, they begin on the lowest level for social-emotional skills. As they spend time in the program and develop their skills, they will move up levels of ISDP goals. Each level represents an increase in expectations for that student's behavior. In the high school, daily data is tallied to determine whether a student has met his weekly percentage requirement and thus is eligible to receive a reward at the end of the week. The student selects a reward of their choice based on their earned Level for that week. There are four Levels of Rewards: A, B, C, and Non-Rewards. The Levels are determined by the number of points earned, along with any incident reports or other disciplinary actions that may have occurred during the week. Granite Hill School staff make every effort to provide students with activities that they select or would prefer. Those who do not earn enough points for the week (Non-Rewards) remain at school and complete Social Skills activities in a classroom setting.

The middle school reward program operates on a daily reward block system instead of once a week. Each day, a student who has earned 80% of their points is behaviorally eligible for that day's rewards. The level of reward is simplified since they occur each day, and the effect of IRs is on the student's eligibility to leave campus or collect money. Students who have maintained the reward level for five consecutive school days are eligible for extended rewards on the next Friday if they maintain behavioral consistency.

Data from these ISDP sheets are collected and used to determine multiple aspects of a student's program. Each ISDP can be customized to target specific behaviors for each student. The weekly data is averaged for a monthly assessment of how a student is behaving, and the monthly reports are used for a continual year- long analysis.

The Planning Room (High School)

The Planning Room is an integral part of Granite Hill School's Behavior Management Program. The Planning Room is available to students at all times. A behavioral specialist

manages the Planning Room program and is readily available to work with students. The students are taught to identify and regulate their emotions using the Social Problem Solving model developed by Elias and Tobias. Additionally, students are allowed to learn about the benefits of brainstorming and to identify the positive and negative outcomes of their choices.

Students can choose to enter the Planning Room as a self-regulatory skill:

- ➔ 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:

- ➔ Students are required to process the situation that led to their being sent.
- ➔ 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.

Once a student has demonstrated a willingness to return to class and engaged in dialogue with the Planning Room staff, the student may return to the classroom and continue participating with his classmates. The classroom teacher receives an overview of the Planning Room visit by phone call, and the visit itself is documented on the back of the student's ISDP. The Behavioral Specialist will also follow up with the teacher - outside of class time- to ensure that the student's behavioral needs were met. The behavioral specialist documents the frequency and purposes of all visits. This data is used to help meet the behavioral needs of individual students and the student body as a whole.

Middle School Planning Room

The middle school operates a similar system in which students process their behavioral incidents with a staff member and prepare to reintegrate into the community. These conversations are followed by a full-group discussion, or huddle, about the impact of the student's behavior on the school community. A student who is "huddled in" shares their plan with the group so everyone is aware and can support the returning student.

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◯ I have read and understand Granite Hill School's Student Handbook and Behavioral Program Packet.

_____ _____

Student Signature Date

_____ _____

Parent/Guardian Signature Date

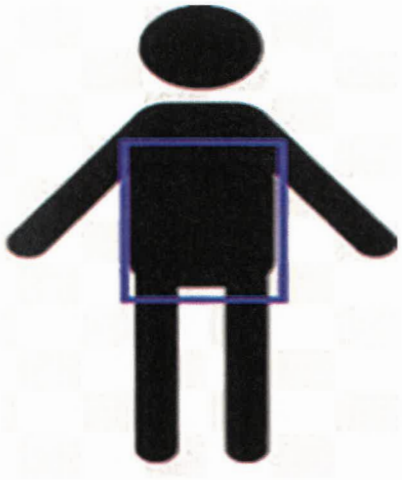
Dress Code–updated 2/23

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:

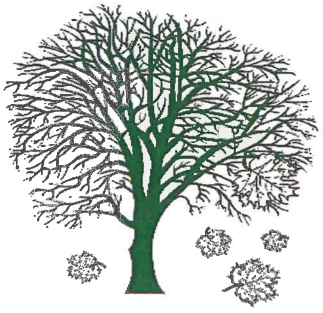
- All Students should be encouraged to dress in a manner that is comfortable and conducive to an active school day.
- Students should be able to wear clothing without fear of or actual unnecessary discipline or body shaming.
- The student dress code should serve to support all students to develop a body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

Students Must wear:

- 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. 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 covering buttocks, including the midsection. Shirts must have straps of some kind or sleeve



Should a student arrive to 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.



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◯ I have read and understand Granite Hill School's Dress Code.

_____ _____

Student Signature Date

_____ _____

Parent/Guardian Signature Date

Granite Hill School Cell Phone/Electronic Devices Policy

Cellular phones and personal communication devices are prohibited during the school day

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.

Discipline of students

If a student violates this policy and is found to have a device during school hours, they will be referred to the administration for further action. The student will be asked to turn in the device. If the student refuses, parents/guardians will be notified, and further disciplinary action will be explored. Students who are habitually found to be in possession of their electronic devices may be suspended from school and will be required to attend a re-entry meeting and develop a plan to return.

Teachers and staff members

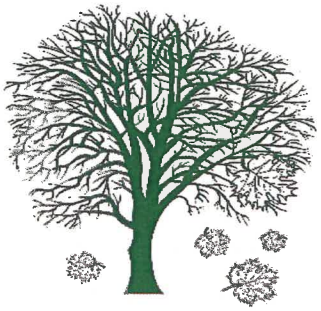
1. Teachers and staff members will enforce the terms of this Regulation as well as other applicable regulations and policies in a consistent and fair manner.

2. Teachers will not be required to confiscate a personal communication device from a student who is in violation of this Regulation. Students will be sent out of class to the Administration.

3. A staff member will be at the door at the beginning of each school day to assist with the collection and securing of devices from students.

4. Students may not be authorized to use personal communication devices to fill instructional time or to occupy students in lieu of providing instructional activities or as a reward.

Granite Hill School, with the NH Department of Education, is dedicated to providing a distraction-free environment that will help students stay present at school and free from the constant interruptions of personal devices. If you have any questions, please reach out to Sarah Attwood at 603-863-0697 or at sarah@granitehillschool.org



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◯ I have read and understand Granite Hill School's Cell Phone Policy.

_____ _____

Student Signature Date

_____ _____

Parent/Guardian Signature Date

Granite Hill School

Po Box 25 - 135 Elm Street
Newport, NH 03773

Phone: 603.863.0697

Email: principal@granitehillschool.org

Website: www.granitehillschool.org

Laptop Acceptable Use Policy for Students

Laptops and any accessories issued to students are the property of Granite Hill School. Laptops must be used in accordance with the following policies and procedures.

- Each student will have their own assigned computer. Students are responsible for the computer that they are assigned in each class. Never leave computers unattended, and report any issues to the classroom teacher immediately.
- Students should not access computers without staff permission.
- Students will be assigned an email and password. Keep this information private, and students should not change their passwords for any reason. This school email is the only one to use to access school laptops and should be used only for school-related communications.
- If a student has any complications with their email and password, they should see the technology coordinator.
- Students should have no expectations of privacy when using school laptops. Staff will monitor student usage, check browser history, review downloaded materials, and review regularly visited websites. Staff can monitor activity continuously, in real time, through the Securly Platform.
- At any time, staff can access the Google Workspace for Education platforms students use throughout the day. This includes, but is not limited to, Google Drive, Google Docs, Gmail, Google Classroom, Google Sites, Google Calendar, Google Meet, and Gemini.
- Students may use screen savers, change their profile picture, and change their desktop background as long as they are school-appropriate AND approved by the teacher.
- Students will use the laptops only for educational purposes. Students who wish to access non-educational activities such as music (Pandora, YouTube, etc.) or games must get permission from their supervising staff.
- Students will not be permitted to use computers during non-academic times including, but not limited to, breakfast, lunch, and wellness.
- Students will refrain from using any computer to engage in illegal activities.
- Students may not attempt to bypass web filters or use a VPN.
- Students will not use laptops to attack, annoy, harass, or bully others intentionally. Students will report any such activities to the appropriate authorities.
- Students will abide by all copyright and plagiarism laws when conducting educational research online.
- Students may not download any programs or applications to school laptops.
- Students will not access the profiles of other students for any reason.
- If a laptop has a camera, it must remain covered and should not be used without staff permission.
- Social media of any kind should not be accessed on any school computer for any reason.

General Care

- Students must use two hands and keep the laptop closed when transporting a laptop from place to place.
- Students must use laptops on a flat surface.
- Laptops should never have anything stacked on top of them (i.e books, other laptops, or supplies).
- Students should not eat or drink while using laptops.
- Students should not deface laptops. This includes, but is not limited to: engraving, stickers, removing labels, or coloring on the laptop.

GHS loans computers to students. Students will be held accountable for using and caring for the computers properly. If students choose not to comply with the guidelines listed above, students will receive consequences determined by the principal and could lose computer privileges for a specified amount of time. If a computer is broken or damaged, students may be responsible for paying the cost of repairing or replacing the computer.

GHS Acceptable Use Policy Contract

We have read and understand the Laptop Acceptable Use Policy for Students. Students understand that if they do not abide by the guidelines, they will have their computer privileges revoked for a time period determined by the Principal and other GHS staff. Students also understand that they will be held responsible for any damages that occur while they are using the computer and will be asked to pay for any repairs and/or a replacement laptop if they choose to deface or destroy a computer.

We understand that the use of a school laptop is a privilege and, as such, students will use this privilege in the R.I.G.H.T. way.

_____ _____

Student's signature Date

_____ _____

Parent's signature Date

Granite Hill School

Po Box 25 - 135 Elm Street
Newport, NH 03773

Phone: 603.863.0697

Email: principal@granitehillschool.org

Website: www.granitehillschool.org

Artificial Intelligence (AI) Guidelines & Academic Integrity

- **Educational Purpose:** Generative AI tools (such as Gemini) provided through Google Workspace or approved by staff are intended to support and enhance learning, research, and critical thinking. AI is a powerful tool, and while it can aid in learning, we want to ensure it does not replace learning.
- **Teacher Authorization:** Students may use AI tools for assignments, projects, or tasks only when their classroom teacher explicitly permits it.
- **Permitted Uses (ONLY When Authorized):**
    - Brainstorming topic ideas, outlines, or project concepts.
    - Seeking assistance with explaining complex concepts or clarifying instructions.
    - Proofreading and checking grammar on original student work.
- **Prohibited Uses:**
    - Submitting AI-generated content (text, code, or media) as original student work without teacher approval and proper attribution.
    - Using AI tools during quizzes, tests, or assessments unless the teacher specifies otherwise.
    - Entering private, personal, or sensitive information (e.g., full names, passwords, or personal addresses) into any AI prompt.
- **Citation & Transparency:** Whenever students use AI tools to assist with schoolwork, they must properly cite or disclose the tool used in accordance with the teacher's formatting instructions.

Artificial Intelligence (AI) Guidelines & Academic Integrity Contract

We have read and understand the Artificial Intelligence (AI) Guidelines & Academic Integrity Contract. Students understand that if they do not abide by the guidelines, they will face disciplinary action from administration.

_____ _____

Student's signature Date

_____ _____

Parent's signature Date

Granite Hill School

Po Box 25 • Newport, NH 03773

School 603/863-0697

Fax 603/863-1114

Email principal@granitehillschool.org

Website www.granitehillschool.org

PLACEMENT AGREEMENT

All new placements at GRANITE HILL SCHOOL are probationary for a period of 30 calendar days, commencing with the first day. In order to facilitate my child's participation in the educational program at GRANITE HILL SCHOOL, I _____, parent/guardian/Department of Education appointed surrogate parent of _____, consent to the following:

- For GRANITE HILL SCHOOL to receive or release any records concerning my child to/from my local school district, and all other educational or treatment placements where my child has received services
- For GRANITE HILL SCHOOL to photograph my child for identification purposes and for public relations purposes, such as publications in a brochure or media article
- For my child to participate in athletic activities such as, but not limited to biking, basketball, swimming, flag football, canoeing, kayaking, skiing and other similar activities
- For my child to be transported in a motor vehicle for general, educational and recreational purposes
- For my child to attend and be transported to and from in-state and out-of-state field trips
- For GRANITE HILL SCHOOL to provide emergency first aid and to arrange for emergency medical care, in case of accidental injury or illness
- For my child to watch "R" rated movies that have educational or cultural value, under the direction of a teacher
- For GRANITE HILL SCHOOL to perform routine diagnostic and achievement tests and assessments, and for that data to be used anonymously for research purposes
- For GRANITE HILL SCHOOL to facilitate reimbursement to the sending school district from Medicaid, if applicable
- For GRANITE HILL SCHOOL to arrange for counseling psychotherapy, or other ancillary services as indicated in the student's IEP, or to provide such services
- For GRANITE HILL SCHOOL to administer medications prescribed by a licensed physician and provided to the GRANITE HILL SCHOOL by the parent/guardian/foster parent
- For GRANITE HILL SCHOOL to administer Tylenol, Pepto-Bismol or other similar over-the-counter medications for minor, routine illnesses
- For GRANITE HILL SCHOOL to conduct any and other reasonable and prudent activities which are consistent with the operation of a school
- For my child to be monitored (with the exception of restrooms) by continuous video at GRANITE HILL SCHOOL for safety and security reasons while on premises

_____ _____

Signature (Parent/Guardian/Surrogate Parent) Date

Granite Hill School

PO Box 25 • Newport, NH 03773

admissions 603/863-1260
schoolhouse 603/863-0697
fax 603/863-1574

To parents and guardians,

At Granite Hill School, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Granite Hill School, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

What personal information does Google collect?
How does Google use this information?
Will Google disclose my child's personal information?
Does Google use student personal information for users in K-12 schools to target advertising?
Can my child share information with others using the Google Workspace for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a Google Workspace for Education account for your child but will need to have further discussion as Granite Hill School is a Google Platform school.

Thank you,
Granite Hill School

I give permission for Granite Hill School to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

_____

Full name of student

Printed name of parent/guardian

_____ _____

Signature of parent/guardian

Date

Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following "Core Services" offered by Google (described at https://workspace.google.com/terms/user_features.html):

Assignments
Calendar
Classroom
Cloud Search
Drive and Docs
Gmail
Google Chat
Google Chrome Sync
Google Meet
Google Vault
Groups for Business
Keep
Migrate
Sites
Tasks

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following "Additional Services":

Youtube
Google Search
Google Maps
Google Earth

Further, we allow students to access additional third-party services with their Google Workspace for Education accounts. Our school administrator enables access to these third-party services with your student's Google Workspace for Education account, and authorizes the disclosure of data, as requested by the third party services.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at https://workspace.google.com/terms/education_privacy.html You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, Granite Hill School may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as a telephone number for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google core services, Google also collects information based on the use of those services. This includes:

- account information, which includes things like name and email address.
- activity while using the core services, which includes things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.
- settings, apps, browsers & devices. Google collects information about your student's settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student's apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.
- location information. Google collects information about your student's location as determined by various technologies such as IP address and GPS.
- direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support

The Additional Services we allow students to access with their Google Workspace for Education accounts may also collect the following information, as described in the Google Privacy Policy (https://policies.google.com/privacy):

- activity while using additional services, which includes things like terms your student searches for, videos they watch, content and ads they view and interact with, voice and audio information when they use audio features, purchase activity, and activity on third-party sites and apps that use Google services.
- apps, browsers, and devices. Google collects the information about your student's apps, browser, and devices described above in the core services section.
- location information. Google collects info about your student's location as determined by various technologies including: GPS, IP address, sensor data from their device, and information about things near their device, such as Wi-Fi access points, cell towers, and Bluetooth-enabled devices. The types of location data we collect depend in part on your student's device and account settings.

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the Google Cloud Privacy Notice (https://cloud.google.com/terms/data-processing-addendum) for more information.

In Google Additional Services, Google may uses the information collected from all Additional Services to deliver, maintain, and improve our services; develop new services; provide personalized services; measure performance; communicate with schools or users; and protect Google, Google's users, and the public. See the Google Privacy Policy (https://policies.google.com/privacy) for more details.

Does Google use student personal information for users in K-12 schools to target advertising?

No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes.

Some additional services show ads; however, for users in primary and secondary (K12) schools, the ads will not be personalized ads, which means Google does not use information from your student's account or past activity to target ads. However, Google may show ads based on general factors like the student's search queries, the time of day, or the content of a page they're reading.

Can my child share information with others using the Google Workspace for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. For example, if your student shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly, it may become accessible through search engines, including Google Search.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google except in the following cases:

With our school: Our school administrator will have access to your student's information. For example, they may be able to:

- View account information, activity and statistics;
- Change your student's account password;
- Suspend or terminate your student's account access;
- Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;
- Restrict your student's ability to delete or edit their information or privacy settings.

With your consent: Google will share personal information outside of Google with parental consent.

For external processing: Google will share personal information with Google's affiliates and other trusted third party providers to process it for us as Google instructs them and in compliance with our Google Privacy Policy, the Google Cloud Privacy Notice, and any other appropriate confidentiality and security measures.

For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting Sarah Atwood at sarah@granitehillschool.org. Please remember that GHS is a Google Platform school and cannot properly access their education without permission to use this platform. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to access personal information, limit your child's access to features or services, or delete personal information in the services or your child's account entirely. You and your child can also visit https://myaccount.google.com while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact Sarah Atwood at sarah@granitehillschool.org. If you want to learn more about how Google collects, uses, and discloses personal information to provide services

to us, please review the Google Workspace for Education Privacy Center (at https://www.google.com/edu/trust/), the Google Workspace for Education Privacy Notice(at https://workspace.google.com/terms/education_privacy.html), and the Google Privacy Policy at https://www.google.com/intl/en/policies/privacy/), and the Google Cloud Privacy Notice at (https://cloud.google.com/terms/cloud-privacy-notice).

The Core Google Workspace for Education services are provided to us under Google Workspace for Education Agreement (at https://www.google.com/apps/intl/en/terms/education_terms.html) and the Cloud Data Processing Addendum (at https://cloud.google.com/terms/data-processing-addendum).

Granite Hill School **Bullying Policy**

General Statement of **Policy**

Granite Hill School is committed to providing all students a safe school environment in which all members of the school community are treated with respect. This *policy* is intended to comply with RSA 193-**F,** which specifically identifies "bullying" as a form of student harassment.

Definitions

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 ("Interference with educational opportunities" means a single incident or pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, which impedes a pupil's ability to participate in, or access, the educational opportunities offered by Granite Hill School. The determination as to whether an incident or a pattern of incidents interferes with a pupil's educational opportunities shall be made by the person investigating the reported incident(s).);
4. Creates a hostile educational environment ("Hostile educational environment" means a single incident or pattern of incidents that is so severe and pervasive that **it** effectively denies a student equal access to Granite Hill School's educational opportunities. The determination as to whether an incident or pattern of incidents has created a hostile education environment shall be made by the person investigating the reported incident(s),

or

5. Substantially disrupts the orderly operation of the school. (The determination as to whether a single incident or a pattern of incidents causes a "substantial disruption to the orderly operation of the school" shall be made by the person investigating the reported incident(s), and shall be based on the totality of the circumstances, and may include disruptions to curricular activities offered by Granite Hill 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 and based on the other person's characteristics, behaviors, or beliefs.

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.

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

School property: School property means all real property and all physical plant and equipment used for school purposes, including school buses or private vehicles.

In accordance with RSA 193-F:4, Granite Hill School reserves the right to impose discipline for bullying and/or cyberbullying that:

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

Occurs off school property or outside of a school-sponsored activity or event, if the conduct interferes with the school-sponsored activity or event.

Reporting Procedures

Any school employee or employee of a company under contract with Granite Hill School who has witnessed or *has* reliable information that a student has been subjected to "bullying" as defined above on school property or at a school-sponsored event shall report such incident to the principal or their designee. Any complaint regarding administration shall be filed directly with the chair of the Granite Hill School Board.

The principal is initially responsible for receiving oral or written reports of violations of this policy. The principal may designate, in writing, an additional person to receive such reports. If the principal received the information verbally, they shall reduce the report to writing within forty-eight hours of receiving the information, and shall forward it to administration. If the principal received the information in writing, they shall forward what was received to administration within forty-eight hours of receipt.

Granite Hill School will make available forms for reporting incidents of bullying and shall encourage the use of these forms, Granite Hill School's Policy on Bullying is available in the principal's office.

Investigation and
Recommendation.

Upon receipt *of* a report or complaint alleging bullying, administration shall immediately authorize an investigation. This investigation may be conducted by Granite Hill School or by a third party designated by Granite Hill School. The investigating party shall provide a written

report of the status of the investigation within 10 working days to administration. If

administration is the subject of the complaint, the report shall be submitted to the Granite Hill School Board.

Upon receipt of a recommendation that the complaint is valid, Granite Hill School will take such action as appropriate based on the results of the investigation. The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by Granite Hill School. The report will document any disciplinary action taken as a result of the complaint.

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

Granite Hill School 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 cyber-bullying will not be tolerated and is hereby prohibited.

Further, in accordance with RSA 193-F:4, Granite Hill School 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.

Administration is responsible for ensuring that this policy is implemented.

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 be determined in accordance with applicable law, Granite Hill School policies, and procedures.

Reprisal or Retaliation

Granite Hill School 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 principal after consideration of the nature, severity and circumstances of the act, in accordance with law, and Granite Hill School policies.

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 principal or other staff member that they believe they may be retaliated against, the principal 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.

Protection of all Pupils (RSA 193-F:4, II(c))

This policy shall apply to all pupils and school-aged persons on Granite Hill School grounds and participating in school events, regardless of whether or not such pupil or school-aged person is a student at Granite Hill School.

Disciplinary Consequences For Violations of **This** Policy (**RSA 193-F:4, II(d))**

Granite Hill School reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying.

In addition to imposing discipline under such circumstances, Granite Hill School administration and staff are encouraged to find alternatives to traditional discipline, including but not limited to early intervention measures, alternative dispute resolution, conflict resolution and other similar measures.

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. Administration may determine the method of providing the policy (employee handbook, hard copy, etc.)

Administration will ensure that all school employees and volunteers receive annual training on

bullying and related Granite Hill School policies.

Students

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

Administration, in consultation with staff, may incorporate student anti-bullying training and education into Granite Hill School's curriculum, but shall not be required to do so.

Parents

All parents will be provided with a copy of this policy annually. Administration may determine the method of providing the policy (parent handbook, mailing, etc.). Parents 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.

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

At each school, the principal 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 principal. If the student is more comfortable reporting the alleged act to a person other than the principal, the student may tell any Granite Hill School employee or volunteer about the alleged bullying.
2. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the principal as soon as possible, but no later than the end of that school day.
3. The principal may develop a system or method for receiving anonymous reports of bullying. Although students, parents, 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 principal shall commence an investigation consistent with the provisions 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 Granite Hill School 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 volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the principal as soon as possible, but no later than the end of that school *day*.

4. Upon receipt of a report of bullying, the principal shall commence an investigation consistent with the provisions of Section XI of this policy.

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

In order to satisfy the reporting requirements of RSA 193-F:6, the principal 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 principal or designee shall retain a copy for themselves and shall forward one copy to administration. Administration shall maintain said form in a safe and secure location.

Notifying Parents of Alleged **Bullying (RSA 193-F:4, II(h))**

The principal shall report to the parents of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying within 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).

Waiver of Notification Requirement (**RSA 193-F:4, II(1)**)

Administration may, within a 48 hour time period, grant the principal a waiver from the requirement that the parents of the alleged victim and the alleged perpetrator be

notified *of* the filing of a report. A waiver may only be granted if administration deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

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

1. Upon receipt of a report of bullying, the principal shall, within 5 school days, initiate an investigation into the alleged act. If the principal *is* directly and personally involved with a complaint or is closely related to a party to the complaint, then administration shall direct another Granite Hill School 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 principal may ask students and/or parents to provide Granite Hill School 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 principal or other investigator may consider during the course of the investigation, including but not limited to:

    Description of incident, including the nature of the behavior;

    How often the conduct occurred;

    Whether there were past incidents or past continuing patterns of behavior;

    The characteristics of parties involved, (name, grade, age, etc.);

The identity and number of individuals who participated in bullying behavior;

Where the alleged incident(s) occurred;

Whether the conduct adversely affected the student's education or educational environment;

Whether the alleged victim felt or perceived an imbalance or power as a result of

the reported incident; and

The date, time and method in which parents or legal guardians of all parties involved were contacted.

6. The principal shall complete the investigation within 10 school *days* of receiving the initial report. *If* the principal needs more than 10 school days to complete the investigation, a administration may grant an extension of up to 7 school days. In the event such extension is granted, the principal 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 principal.

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

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
In-school
suspension
Out-of-school suspension
Expulsio
n

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 conferences

In support of this policy, Granite Hill School promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. Administration will work collaboratively with all staff members to develop responses other than traditional discipline as a way to remediate substantiated instances of bullying.

Reporting of Substantiated **Incidents to** Administration (RSA **193-F:4, II(1)**

The principal shall forward all substantiated reports of bullying to administration upon completion of the principal's investigation.

Communication With Parents Upon **Completion** of Investigation **(RSA 193-F:4, II(m)**

Appeals

1. Within two school days of completing an investigation, the principal will notify the students involved in person of their findings and the result of the investigation.

2. The principal will notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. The principal will *also* send a letter to the parents within 24 hours again notifying them of the results of the investigation.

3. If the parents request, the principal 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, Granite Hill School will not disclose educational records of students including the discipline and remedial action assigned to those students and the parents of other students involved in a bullying incident.

A parent or guardian who is aggrieved by the investigative determination letter of the principal or their designee may appeal the determination to administration for review. The appeal shall be in writing addressed to administration, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek. Administration shall not be required to re-investigate the matter and shall conduct such review as they deem appropriate under the circumstances.

It is in the best interests of students, families and Granite Hill School that these matters be promptly resolved. Therefore, any such appeal to administration shall be made within ten (10) calendar days *of* the parent/guardian's receipt of the investigative determination letter of the principal or their designee. Administration shall issue their decision in writing.

If the parent or guardian *is* aggrieved by the decision of administration, they may appeal the decision to the Granite Hill School Board within ten (10) calendar days of the date of the parent/guardian's receipt of administration's decision. An appeal to administration shall be a prerequisite to any appeal to the Granite Hill School Board. The appeal to the Granite Hill School Board shall be in writing, addressed to Granite Hill School Board Chair in care of administration, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek.

An aggrieved parent/guardian has the right to appeal the final decision of Granite Hill

School to the State Board within thirty (30) calendar days of receipt of the written decision of the Granite Hill School Board in accordance with RSA 541-A and State of New Hampshire Department of

Education Regulations set forth in ED 200. The State Board may waive the thirty-day requirement for good cause shown, including, but not limited to, illness, accident, or death of a family member.

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

Administration is responsible for ensuring that this policy is implemented.

Capture **of Audio Recordings on School** Buses

Pursuant to RSA 570-A:2, notice is hereby given that Granite Hill School 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. Administration shall ensure that there is a sign informing the occupants of school buses that such recordings are occurring.

Use of Video **or Audio Recordings in** Student **Discipline** Matters

Granite Hill School reserves the right to use audio and/or video recording devices on Granite Hill School property (including school buses) to ensure the health, safety and welfare of all staff, students and visitors.

In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record.

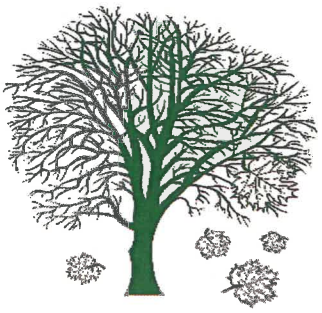
Administration is authorized to contact Granite Hill School attorney *for* a full legal opinion relative in the event of such an occurrence.

Legal References:

RSA 193-*F:3,* Pupil *Safety* and *Violence Prevention* Act
RSA 570-A:2, *Capture* of Audio Recordings on School *Buses Allowed*

NH Code of Administrative *Rules*, *Section* Ed *306.04(a)(8),* Student Harassment

Adopted: March 21, 2020



Granite Hill School

Po Box 25 • Newport, NH 03773

School 603/863-0697

Fax 603/863-1114

Email principal@granitehillschool.org

Website www.granitehillschool.org

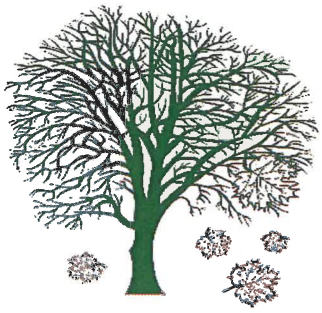
◯ I have read and understand Granite Hill School's Bullying Policy.

_____ _____

Student Signature Date

_____ _____

Parent/Guardian Signature Date



Granite Hill School

Po Box 25 • Newport, NH 03773

School 603/863-0697

Fax 603/863-1114

Email principal@granitehillschool.org

Website www.granitehillschool.org

As part of our ongoing social emotional education, students will be participating in advisory groups with one of their classes. During this time students will be participating in a variety of activities including but not limited to team building games and activities, field games, and low and high ropes course elements. While precautions are taken to mitigate risk, accidents and Injuries may still occur. By signing below, you acknowledge the risk and agree to allow your student to participate in these activities.

_____

Students Name

_____ _____

Parent/Guardian Signature Date

At times we will take pictures of students engaged in these activities. The pictures may be used on our website, in the yearbook, or for other purposes. By signing below, you give permission for your student's picture to be taken and used in this manor.

_____ _____

Parent/Guardian Signature Date

Granite Hill School

Po Box 25 • Newport, NH 03773

School 603/863-0697

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Email principal@granitehillschool.org

Website www.granitehillschool.org

PERMISSION FOR WATER ACTIVITIES

This additional permission is required before the **Granite Hill School** students participate in water activities. *This authorization includes and incorporates the Medical Release from the form "Permission Slip ~ Medical Release".*

PARENT/GUARDIAN AUTHORIZATION

I understand that participation in the water activities is optional and I grant permission for my student to participate. I acknowledge that swimming and water activities have inherent risks. I accept these risks and will ensure that my student is properly prepared for water activities, which will include having proper clothing, equipment, and sun protection.

I understand reasonable measures will be taken to safeguard the health and safety of all participants, but it is the responsibility of each student to stay with the group, to follow all directions given, and to participate in each activity in the manner instructed.

WATER SAFETY

Each student is required to wear a Personal Flotation Device (life jacket) at all times while boating on the water.

"No PFD/Vest = No Boating"

❖ Please indicate, by signature, **whether you accept or decline** your student's participation in the water activities.

ACCEPT: Being fully informed of the risks and the expectations, I hereby consent to my student's participation.

Student's Signature_____Date_____

Parent's/ Guardian's_____Date_____

DECLINE: I specifically request that my student does not participate in the Water Activity.

Student's Signature_____Date_____

Parent's/ Guardian's_____Date_____