

# **SAU #23-HAVERHILL COOPERATIVE SCHOOL DISTRICT**

## ***Woodsville High School***

9 High Street  
Woodsville, NH 03785  
(603) 747-2781

**Hayden Coon, Principal**  
**Michael K. Strauch, Dean of Students**  
**Rosalie N. Farr, School Counselor**

### **DISTRICT SCHOOL BOARD**

David Robinson-Chairman  
Anthony Daniels - Vice Chairman  
Sabrina Brown, Alexandra Keeler, Don LoCasio,  
Robert St. Pierre, Michael J. Thompson

2975 Dartmouth College Highway  
North Haverhill, NH 03774  
603- 787-2113



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|                           |                       |                |                 |
|---------------------------|-----------------------|----------------|-----------------|
| <b>Butler Bus</b>         | <b>787-6925</b>       |                |                 |
| <b>French Pond School</b> | <b>747-3725</b>       | <b>HCMS</b>    | <b>787-2100</b> |
| <b>King Street School</b> | <b>747-2703</b>       | <b>SAU 23</b>  | <b>787-2113</b> |
| <b>Woodsville Elem.</b>   | <b>747-3363</b>       | <b>WHS</b>     | <b>747-2781</b> |
| <b>WYKR WEATHER</b>       | <b>(802)-757-2773</b> | <b>WHS fax</b> | <b>747-2766</b> |

## HCSB Statement of Purpose

The Haverhill Cooperative School Board wants to develop well-prepared young people by providing a challenging program of studies and extra-curricular activities that encompass the varied learning styles of our children. It is our expectation that the graduates from our school system:

1. Are confident and have good social skills.
2. Are connected to and serve their communities.
3. Have demonstrated a mastery of their chosen course of study.
4. Are responsible, ethical citizens.
5. Have developed strong work habits and organizational skills.
6. Are effective communicators in both written and oral skills.
7. Are technologically proficient.

## HCSB Nondiscrimination Policy

The Board is committed to a policy of nondiscrimination in relation to age, race, color, religion, country of origin, marital status, and gender. In keeping with the requirements of federal and state law, the district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel; on educational opportunities and services offered students, in their assignments to schools and classes and in their discipline; in location and use of facilities; and in educational offerings and materials.

### District Title IX Coordinator

Name: Dr. Laurie Melanson, Superintendent of Schools

Telephone: 603-787-2113

Email Address: [lmelanson@sau23.org](mailto:lmelanson@sau23.org)

### District 504 Coordinator

Name: \_\_\_\_\_, Student Special Services Administrator

Telephone: 603-787-2113

Email Address: \_\_\_\_\_





# Woodsville High School

|                 |                    |
|-----------------|--------------------|
| Perseverance    | Self-Awareness     |
| Community Focus | Knowledge & Skills |

Portrait of a Graduate

# Academic

## **Critical Thinkers:**

A critical thinker analyzes facts logically to make an informed judgment or decision.

## **Independent Learners:**

An independent learner has a sense of the world based on personal observations, perceptions, and experiences.

## **Creative Maker:**

A creative maker looks at problems and solutions with a fresh perspective to produce something new or original.

# Character

**Perseverance:** Has persistence in doing something despite difficulty or delay in achieving success.

**Community Focus:** A feeling of fellowship with others, as a result of sharing common attitudes, interests, and goals.

**Self-Awareness:** A conscious knowledge of one's own character, feelings, motives, and desires.

**Knowledge & Skills:** An awareness or familiarity gained by experience of a fact or situation.

**Regular Day Bell Schedule**

| <b>Bell Schedule 22-23</b>    |                     |                               |                     |
|-------------------------------|---------------------|-------------------------------|---------------------|
| <b>Green Day</b>              |                     | <b>White Day</b>              |                     |
| Doors Open                    | <b>7:25</b>         | Doors Open                    | <b>7:25</b>         |
| Report to class               | <b>8:10-8:15</b>    | Report to class               | <b>8:10-8:15</b>    |
| <b>Block 1<br/>8:15-9:33</b>  |                     | <b>Block 1<br/>8:15-9:33</b>  |                     |
| <b>Block 2<br/>9:36-10:54</b> |                     | <b>Block 2<br/>9:36-10:54</b> |                     |
| FLEX 1 10:57-11:24            | Junior/Senior Lunch | FLEX 1 10:57-11:24            | Junior/Senior Lunch |
| FLEX 2 11:24-11:51            | Sophomore Lunch     | FLEX 2 11:24-11:51            | Sophomore Lunch     |
| FLEX 3 11:51-12:18            | Freshman Lunch      | FLEX 3 11:51-12:18            | Freshman Lunch      |
| <b>Block 3<br/>12:21-1:39</b> |                     | <b>Block 3<br/>12:21-1:39</b> |                     |
| <b>Block 4<br/>1:42-3:00</b>  |                     | <b>Block 4<br/>1:42-3:00</b>  |                     |
| Student Assistance            | <b>3:00-3:30</b>    | Student Assistance            | <b>3:00-3:30</b>    |

# Early Release Bell Schedule

22-23

## Green/White Day

Doors Open

7:25

Report to class

8:10-8:15

Block 1

8:15-9:17

Block 2

9:20-10:24

Block 3

10:27-11:29

Junior/Senior Lunch 11:32-11:57

Sophomore Lunch 12:03-12:28

Freshman Lunch 12:35-1:00

Block 4

11:32- 1:00



# Delayed Opening Bell Schedule

22-23

## Green/White Day

Doors Open

9:25

Report to class

10:10-10:15

Block 1  
10:15-11:17

Junior/Senior Lunch 11:20- 11:45

Sophomore Lunch 11:53- 12:18

Freshman Lunch 12:25-12:50

Block 2  
11:20-12:50

Block 3  
12:53-1:55

Block 4  
1:59- 3:00

## Part 1: Academic Rules and Regulations

### Academic Grades and Work Study Practices

All courses have an overall final course grade that is generated from academic grades that are recorded throughout the course. Academic grades are communicated separately from academic behaviors (also known as work study practices) on report cards and transcripts.

**Academic Grades:** Each course at Woodsville has specific *big ideas*, known as competencies. Course competencies answer the question: *What is it we want our students to know and be able to do?* Each competency is broken down into a subset of specific skills and learning targets known as performance indicators. Teachers give assessments throughout the course, linked to performance indicators which are then linked back to specific competencies. Students must receive a *passing* grade in each competency in order to receive credit for a course.

**Work Study Practices:** Throughout the year, teachers grade students on four work study practices in all courses at Woodsville. These practices measure communication, creativity, collaboration and self-direction. These are communicated separately on report cards and the final transcript.

### Work Study Practices Rubric

|   | 4-Exceeding Competency  | 3-Meeting Competency   | 2- Partially Meeting Competency   | 1-Progressing Toward Competency   |
|---|---|--|---|---|
| <p><b>Communication</b></p> <p>I can use various media to interpret, question, and express knowledge, information, ideas, feelings, and reasoning to create mutual understanding.</p> | <p>I demonstrate all practices in the proficient category at a high level and/or consistently over multiple projects.</p> | <p><i>I demonstrate all of the following:</i></p> <ul style="list-style-type: none"> <li>* I communicate effectively using multiple modalities.</li> <li>* I interpret information using multiple senses.</li> <li>* I demonstrate ownership of the work.</li> </ul> | <p>I demonstrate some but not all practices in the proficient category.</p> | <p>I demonstrate one or none of the practices in the proficient category.</p> |
| <p><b>Creative Makers</b></p> <p>I can use original and flexible thinking to communicate my ideas or construct a unique product or solution.</p>                                      | <p>I demonstrate all practices in the proficient category at a high level and/or consistently over multiple projects.</p> | <p><i>I demonstrate all of the following:</i></p> <ul style="list-style-type: none"> <li>* I think originally and independently.</li> <li>* I take risks.</li> <li>* I consider alternate perspectives.</li> <li>* I incorporate diverse resources.</li> </ul>       | <p>I demonstrate some but not all practices in the proficient category.</p> | <p>I demonstrate one or none of the practices in the proficient category.</p> |

|  | <b>4-Exceeding Competency</b>  | <b>3-Meeting Competency</b>   | <b>2- Partially Meeting Competency</b>   | <b>1-Progressing Toward Competency</b>   |
|--|--|---|--|--|
| <p><b>Collaboration &amp; Community Focus</b></p> <p><i>I can work in diverse groups to achieve a common goal.</i></p>   | <p><i>I demonstrate all practices in the proficient category at a high level and/or consistently over multiple projects.</i></p> | <p><i>I demonstrate all of the following:</i></p> <ul style="list-style-type: none"> <li>* I contribute respectfully.</li> <li>* I listen and share resources and ideas.</li> <li>* I accept and fulfill roles.</li> <li>* I exercise flexibility and willingness to compromise.</li> </ul> | <p><i>I demonstrate some but not all practices in the proficient category.</i></p> | <p><i>I demonstrate one or none of the practices in the proficient category.</i></p> |
| <p><b>Independent and Self-Aware Learners</b></p> <p><i>I can initiate and manage my learning and demonstrate a "growth" mindset, through self-awareness, self-motivation, self-control, self-advocacy and adaptability as a reflective learner.</i></p> | <p><i>I demonstrate all practices in the proficient category at a high level and/or consistently over multiple projects.</i></p> | <p><i>I demonstrate all of the following:</i></p> <ul style="list-style-type: none"> <li>* I persevere in completing complex, challenging tasks.</li> <li>* I use self-reflection to complete work and goals.</li> <li>* I engage stakeholders to gain support.</li> </ul>                  | <p><i>I demonstrate some but not all practices in the proficient category.</i></p> | <p><i>I demonstrate one or none of the practices in the proficient category.</i></p> |

### Formative and Summative Assessments

**Formative Assessments** capture a student’s progress through the learning process and explain to what extent a student is learning a concept or skill. These assessments are considered *practice*, and therefore are weighted 10% of an overall course grade. Examples include class work, homework, and quizzes.

**Summative Assessments** are comprehensive, performance-based measures that demonstrate what a student knows and is able to do. These assessments are linked to one or more of the course competencies and are weighted 90% of the overall course grade. Examples include research projects, presentations, labs, writings, tests, simulations, and inquiry tasks.

### Reassessment

We recognize that students learn at different speeds. Every effort is made to allow students the opportunity to demonstrate their understanding of concepts and skills to achieve mastery. These procedures advocate for students having the opportunity to truly grasp the learning of material through mastery of classroom work. All students may redo/retake a summative assessment to achieve competency. Students have two weeks (**except at the end of the semester when ALL work must be completed**) from the date of the initial assessment to develop a teacher-approved plan of relearning and complete the reassessment. (*Running Start & AP courses are excluded from this policy*).

- The teacher will require the student to provide a written or verbal plan of relearning before work can be redone.
  - Plans must be approved by the teacher before a redo/retake can occur. Relearning plans may include, but not limited to:
    - A calendar in which students list day-by-day what they will do to prepare for the redo
    - Day(s) they may stay late /arrive early to be re-taught the material by their teacher

- Reflections
- Other additional requirements determined by the teacher
- Summative assessments may be retaken **no more than twice** if relearning requirements are not met **and the student does not meet** competency (“3”).
  - ⊖ **If the relearning plan has not been adequately followed, the teacher has the discretion to not allow a re-take until it has been, or when the two-week window closes.**
- Once competency has been achieved on a summative assessment, the student may have one more re-do to try to improve the grade. The student initiates the process by indicating a desire for a reassessment.
  - ⊖ This must be done within 5 school days and an appropriate relearning plan must be completed satisfactorily.
    - Students will be allowed one re-write for a summative essay
      - Drafts will be graded as a formative assignment
- Teachers reserve the right to give alternative versions of the original assessment for the redo/retake.

### Grading Scale

|            |  |   |                    |
|------------|--|---|--------------------|
| <b>4</b>   | The student consistently exceeds the competency requirements for the course level. Performance indicators show that the student, with relative ease, grasps, applies, generalizes, and extends key concepts, processes, and skills consistently and independently.                               | <b>Exceeding Competency</b>                           | <b>Passing</b>     |
| <b>3</b>   | The student consistently meets the competency requirements for the course level. Performance indicators show that the student, with limited errors, grasps key concepts, processes, and skills for the course level and understands and applies them effectively.                                | <b>Meeting Competency</b>                             |                    |
| <b>2.5</b> | The student is progressing toward meeting the competency requirements for the course level. Performance indicators show that the student, is beginning to grasp key concepts, processes, and skills for the course level but demonstrates inconsistent understanding and application of content. | <b>Partially Meeting Competency- Course Credit</b>    |                    |
| <b>2</b>   |  | <b>Partially Meeting Competency- No Course Credit</b> | <b>Not Passing</b> |
| <b>1</b>   | The student is making some progress toward meeting the competency requirements. Performance indicators show that the student is not demonstrating understanding of course-level key concepts, processes and skills and requires additional time and support.                                     | <b>Progressing Toward Competency</b>                  |                    |
| <b>IWS</b> | The student has not produced enough evidence to determine whether competency has been met or not.  | <b>Insufficient Work Shown</b>                        |                    |

## Grading Scale Conversion for GPA & Transcripts

| 4 Pt. | %   | 4 Pt. | %  |
|-------|-----|-------|----|
| 4     | 100 | 2.45  | 79 |
| 3.9   | 99  | 2.40  | 78 |
| 3.8   | 98  | 2.35  | 77 |
| 3.7   | 97  | 2.30  | 76 |
| 3.6   | 96  | 2.25  | 75 |
| 3.5   | 95  | 2.20  | 74 |
| 3.4   | 94  | 2.15  | 73 |
| 3.3   | 93  | 2.10  | 72 |
| 3.2   | 92  | 2.05  | 71 |
| 3.1   | 91  | 2.00  | 70 |
| 3.0   | 90  | 1.90  | 69 |
| 2.95  | 89  | 1.80  | 68 |
| 2.90  | 88  | 1.70  | 67 |
| 2.85  | 87  | 1.60  | 66 |
| 2.80  | 86  | 1.50  | 65 |
| 2.75  | 85  | 1.40  | 64 |
| 2.70  | 84  | 1.30  | 63 |
| 2.65  | 83  | 1.20  | 62 |
| 2.60  | 82  | 1.10  | 61 |
| 2.55  | 81  | 1.00  | 60 |
| 2.50  | 80  | IWS   | 0  |

### Mandatory Assessments and Deadlines

Students are expected to complete all major summative assessments in a timely manner. Students who refuse to complete an assessment on time will receive classroom and/or school-level disciplinary consequences. The grade for that assignment or the overall course will be recorded as Insufficient Work Shown (IWS) until the student completes the work. The teacher will work with the student and their parents to resolve the issue as soon as possible. Ten school days after the assignment's due date, if the student does not submit the work, the grade for that assignment may remain, at teacher discretion, as an IWS and carry a weight of zero. All assessments must be complete by the end of the semester. This may impact both competency scores and the overall course grade. An IWS final grade equals no credit for a course.

### One Term (Rolling) Grading

A student's final overall course grade is cumulative over the entire length of a course; it is not an average of quarter grades.

### Grading Types

There are three types of grading calculations utilized at WHS. This depends on the type of class in which the student is enrolled.

Competency-based classes use the Weighted Mean (which means average of the last three grades earned in that competency). These are reported on a four-point scale. The average of the last three summative assessments make up 90% of the grade and the average of the last three formatives make up 10% of the grade. Grades prior to the last three have no impact on the grade; they would be considered "practice" once newer assessments were done to gauge the students' level of competency. Summatives may be retaken based on the development of a learning plan (pg. 11). Formatives may not be retaken. Soft skills such as class participation or turning in work on time are addressed through work study habits grades only and are not considered as part of the overall competency grade.

Running Start & AP use traditional percentage grading and are reported as such on progress reports and report cards. Retakes are not a component, as these classes must be aligned to the college's grading practices. Soft skills can be factored into grade.

PASS/FAIL is used in a very small number of classes such as JAG.

### Receiving Course Credit

A student will receive credit for a course when both of the following two conditions have been met:

- They receive a passing overall course grade (numerical grade of 2.5 or higher),
- They receive a passing grade for each competency (grade of PMC, MC, or EC).

If one or both of these conditions are not met, the student will need to do credit or competency recovery. Both of these programs are managed by a guidance counselor who works with the teacher for the course.

**Credit Recovery:** If a student does not receive a passing overall course grade, they will have to recover the credit for that course by repeating it either at Woodsville or by registering for an approved online program.

**Competency Recovery:** If a student does not receive a passing grade on one or more of the competencies for that course, they will receive a final course grade of Not Yet Competent (NYC) and they will need to recover each failed competency using an alternative method such as an online module or a teacher-directed project. Once completed successfully, the NYC grade will be replaced with the actual final course grade earned and the competency recovery will be noted in the transcript.

**Cheating** is if a student furnishes or receives information from someone other than the instructor during tests, examinations, or certain assignments, he/she will receive a "0" for that work and be disciplined for cheating.

**Plagiarism**, which is, according to Webster's Ninth New Collegiate Dictionary, "the stealing and passing off as one's own the ideas or words of another." The use of online translators falls under this last statement, since that work is not one's own.

It is expected that all assignments submitted to classes be solely the student's own work. A student will, therefore, in no way, either partially or wholly copy from another source without **proper credit** to the source. Without proper credit to the source, it will be considered plagiarism. Sources include but are not limited to websites, peers, publications, or online translators. It is the student's responsibility to check with the teacher regarding the proper citation of sources.

First time offenders will have the opportunity to participate in a one-hour educational session with a designated Woodsville High School faculty member. The session will cover what constitutes plagiarism, how to properly craft in line citations, and work cited entries. The session will also cover paraphrasing and note taking techniques.

The student will have the choice to participate in the next scheduled educational session. A student who chooses to forgo this opportunity or fails to attend the scheduled session will be assigned an In-School Suspension. If a student chooses not to participate in the educational session the student will serve an In-School Suspension the next school day. A student who agrees to attend a session but fails to attend will be assigned an In-School Suspension the next school day.

The educational session will only be offered to first time offenders. Repeat offenders will not be given the opportunity to participate in the educational session, and they will serve a one day Out of School Suspension.

## Credit and Graduation Requirements

**1 full unit of credit** is earned for successfully completing, with a grade of 2.5 or better, one semester-long 78-minute class.

**1/2 unit of credit** is earned for successfully completing, with a grade of 2.5 or better, one quarter-long 78-minute class that meets every other day.

All students will enter WHS with the expectation that they are working toward a Woodsville High School Academic Diploma, which requires 27 credits accrued through successful completion of the specific course work outlined below.

|   |           |
|---|-----------|
| • English   | 4 Units   |
| • Mathematics   | 4 Units   |
| • Science – Physical Science, Biology, and one elective   | 3 Units   |
| • Social Studies – US History, World, Government/Civics   | 3 Units   |
| • Economics   | 1 Unit    |
| • Personal Finance  | .5 Units  |
| • Physical Education  | 1 Unit    |
| • Career and Technical Education  | 1 Unit    |
| • Computer Literacy –Keyboarding proficiency plus Computer Apps and/or Unit Advanced Computer Studies | 1         |
| • Fine Art  | .5 Unit   |
| • Health  | .5 Unit   |
| • Electives ***   | 7.5 Units |

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\*\*\* Electives include any courses from the school curriculum guide that are not already being used to meet other distribution requirements.

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**Students who during sophomore year and beyond challenge themselves** with a college-preparatory or higher level curriculum in core classes distributed over course work outlined as follows, and who complete their high school career with 27 or more credits and no failing final grades will be deemed **New Hampshire Scholars** and awarded a **Woodsville High School Academic Diploma with Distinction**. *After careful review of policies and procedures at other high schools and colleges throughout New England, Woodsville High School has elected not to weight grades, but instead to select the top four achieving students from among the candidates for the Diploma with Distinction.*

|   |          |
|---|----------|
| • English   | 4 Units  |
| • Mathematics   | 4 Units  |
| • Science – Physical Science, Biology, and 2 electives with lab   | 4 Units  |
| • Social Studies – US History, World, Government/Civics   | 3 Units  |
| • Economics   | 1 Unit   |
| • Personal Finance  | .5 Units |
| • World Language  | 2 Units  |
| • Physical Education  | 1 Unit   |
| • Career and Technical Education  | 1 Unit   |
| • Computer Applications –Keyboarding proficiency plus Computer Apps Unit and/or Advanced Computer Studies | 1        |
| • Fine Art  | .5 Unit  |
| • Health  | .5Unit   |
| • Electives ***   | 5 Units  |

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\*\*\* Electives include any courses from the school curriculum guide that are not already being used to meet other distribution requirements.

**Students who are judged at risk** of not successfully completing Woodsville High School's graduation requirements after at least two years of traditional study may be offered the option of pursuing an alternative diploma which would allow them to graduate from high school by acquiring the **20 credits** necessary to meet **New Hampshire's Minimum State Requirement for a High School Diploma** (outlined as follows).

|   |           |
|---|-----------|
| • English   | 4 Units   |
| • Mathematics   | 4 Units   |
| • Science – Physical Science, Biology                                 | 2 Units   |
| • Social Studies – US History, World, Government/Civics               | 3 Units   |
| • Economics*  | 1 Unit    |
| • Personal Finance  | .5 Units  |
| • Physical Education  | 1 Unit    |
| • Career and Technical Education                                      | 1 Unit    |
| • Computer Applications –Keyboarding proficiency and/or Computer Apps | .5 Unit   |
| • Fine Art  | .5 Unit   |
| • Health  | .5 Unit   |
| • Electives ***   | 2.5 Units |

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\*\*\* Electives include any courses from the school curriculum guide that are not already being used to meet other distribution requirements.

*Students offered the 20-credit diploma option must be deemed at risk, must have a solid goal for after graduation, as well as employability skills acquired through current vocational-technical training or work experience, and must go through an application and interview process with administration. The 20-credit diploma is not an early completion or early graduation option; it is an option for at-risk students.*

### **Early Graduation**

Students wishing to complete all requirements for a Woodsville High School Academic Diploma by the end of their junior or third year must submit an application justifying the request and outlining the plan for completing all 27 required credits to the Principal by May 1<sup>st</sup> of the sophomore year.

### **Enrollment and Diploma Policies**

With the exception of district students who are enrolled in an approved alternative placement, or students who have returned to WHS for a fifth year to complete one to two courses necessary to obtain a diploma, all students seeking a Woodsville High School diploma must be enrolled as full-time students at Woodsville High School. A full-time student is defined as one who is enrolled in a full day of programming at Woodsville High School or a full-day in combination with another pre-approved and contracted educational provider, such as River Bend Career and Technical Center. Only full-time students will be considered for inclusion on the Principal's List or Honor Roll.

A student who has been a full-time student at Woodsville High School but who because of special circumstances, health reasons or pre-approved extended learning opportunities cannot fully complete his/her senior year at Woodsville High School can appeal to the administration for the privilege of receiving a Woodsville High School diploma or marching with the respective class at graduation if he/she can present a detailed and documented plan for meeting specific graduation requirements via pre-approved options prior to graduation.

Students who transfer credits in from other high schools, approved home-school programs, and/or other accredited secondary or post-secondary institutions to count toward WHS graduation requirements must be enrolled as full-time students (as defined above) at Woodsville High School for their final three consecutive quarters in order to be ranked within their class.



The traditional top four honors students for the graduating class will be selected from those full-time students meeting the criteria for an Academic Diploma with Distinction and the New Hampshire Scholars program. The class valedictorian and salutatorian shall be the student with the highest grade point average provided he/she completed at least six (6) quarters in residence at the high school, three (3) of which were in the senior year.

To enroll at Woodsville High School as a full-time or diploma-seeking student, transferring students must present an official transcript from an approved or accredited high school or home-school program. This transcript will then be reviewed to assess transferable credits. WHS reserves the right to deny the acceptance of any credit or competency that cannot be substantiated.

District students who are placed in alternative programs that provide a structured educational curriculum (e.g. King Street, Becket) can apply to receive a Woodsville High School diploma as long as they can document that they have met the specific WHS graduation requirements.

All graduation requirements must be met and successfully completed/graded by the end of the school day on the Friday before Baccalaureate in order for a student to participate in graduation ceremonies with his/her class.

It is not Woodsville High School policy to allow a student to take outside course work to replace a class that is offered at WHS. Exceptions to this policy may be made on a case by case basis. Enrollment in any outside course(s) must be pre-approved. If not pre-approved, the course(s) will be counted for elective credit, but will not be considered as meeting diploma distribution requirements.

A full-time Woodsville High School student can transfer in outside credits to apply toward graduation requirements as long as the requisite course has been pre-approved, aligns with WHS standards, and is provided by an accredited agency or institution. The credit awarded and the numerical grade earned will be reflected on the WHS transcript and will be included in the student's GPA.

Credit-recovery, correspondence, or on-line courses not taught by a credentialed school or instructor will be graded on a P/F basis and not figured into the student's GPA; however, the grade will have an impact on consideration for the school's honor roll system if the actual grade in the class is less than the standard 3.0 or above required for honor roll.

### **Special Graduation Titles**

At the end of grade 12, the top four honors are awarded to the students who have a class rank of 1 (valedictorian), 2 (salutatorian), 3, and 4 respectively in their graduating class. The following titles are awarded at graduation to any student who meets one of the following sets of criteria:

- Summa Cum Laude: Cumulative GPA of 4.0
- Magna Cum Laude: Cumulative GPA of 3.8-3.9
- Cum Laude: Cumulative non-weighted GPA of 3.5-3.7

### **Promotion**

The standards for promotion to the next grade level are as follows:

|                   |   |
|-------------------|---|
| Sophomore status: | 5 credits plus successful completion of one unit in English   |
| Junior status:    | 12 credits plus successful completion of a second unit in English   |
| Senior status:    | Passed English during the previous year and can successfully complete the remaining graduation requirements within the regular upcoming school year |

### **Credit- Recovery**

To be eligible for credit-recovery in summer school or through the Distance Learning Lab (DLL) a student must have completed the seat-time in a class but failed the course with a **1.7** or better.

The **Distance Learning Lab** is a supervised computer laboratory that allows WHS students to use school time to recover credits, earn credits in classes that are not offered at Woodsville High School (or that present scheduling conflicts), or to take on-line enrichment classes. Currently, students cannot enroll in more than one class period of DLL per semester and, if enrolled in OdysseyWare, can work on lessons and projects at home, but must take all test and quizzes under supervision. Students enrolled in a DLL class who finish before the end of the semester will be required to begin another DLL class until the semester ends.

### **Drop/Add Policy**

Once classes have started, students will only be allowed to drop or add a class at the teacher's recommendation or the discretion of the school administration. Schedule changes will only be made with the approval of the student, parent/guardian, and instructor. Students adding classes should make the change before the tenth hour of class meeting time and will be required to make-up any missed work in a timely manner.

### **Examinations**

Assessments will be given in every academic subject at the end of each semester during regularly scheduled class time.

### **Extended Learning Opportunities**

The School Board encourages students to pursue extended learning opportunities (ELO) as a means of acquiring knowledge and skills through instruction or study that is outside the traditional classroom methodology. Extended learning opportunities may include, but are not limited to, independent study, private instruction, performing groups, internships, community service, apprenticeships, online courses/distance education, or other opportunities approved by the Superintendent or his/her designee, in conjunction with Board policies.

The purpose of extended learning opportunities is to provide educational experiences that are meaningful and relevant, and that provide students with opportunities to explore and achieve at high levels. In order to maximize student achievement and meet diverse pathways for learning, this policy permits students to employ extended learning opportunities that are stimulating and intellectually challenging, and that enable students to fulfill or exceed the expectations set forth by State minimum standards and applicable Board policies.

Extended learning opportunities may be taken for credit or may be taken to supplement regular academic courses. Extended learning opportunities may also be used to fulfill prerequisite requirements for advanced classes. If the extended learning opportunity is taken for credit, the provisions of Policy IMBC, Alternative Credit Options, will apply. The granting of credit shall be based on a student's mastery of course competencies, as defined by Policies ILBA, Assessment of Educational Programs and ILBAA, High School Competency Assessments. Highly Qualified Teachers must authorize the granting of credit for learning accomplished through extended learning opportunities.

WHS' Extended Learning Coordinator is Scott Nichols ([snichols@sau23.org](mailto:snichols@sau23.org) or 747-2781 ext. 229)

### **Graduation Participation**

Students who are aware that they will not meet graduation requirements prior to the scheduled date of graduation will not be permitted to participate in any commencement exercises from that point on, nor receive a diploma until requirements have been met. A diploma for that particular graduation year will only be issued if the requirement is fulfilled before the start of the next academic year.

## Home-Schooled Students

To enroll at WHS as full-time diploma-seeking students, home-schooled students must present an official transcript from an approved or accredited home-school program. This transcript will then be reviewed to assess transferable credits. WHS reserves the right to deny the transfer of any credit or competency that cannot be substantiated.

Home-schooled students wishing to enroll in classes on a part-time basis at WHS must abide by all WHS rules and regulations, including attendance, while on campus at WHS. They will not be considered WHS students, but must, for safety and health reasons, provide emergency contact information and a copy of immunization records to the school nurse. Home-schooled students will be seen as choosing to enroll in classes at WHS only for enrichment purposes. They will not receive WHS credit. They will receive a Pass/Fail grade plus a "Certificate of Completion" upon serving successful seat-time in a course. Students wishing to receive credit for classes taken at WHS must go through whatever process is necessary to have the credit reflected on their home-school transcript.

## Honor Roll and Principal's List

An honor roll is posted at the end of each semester. The Principal's List recognizes any student who has attained at least a 3.5 in all academic subjects for the marking period. Honors are awarded to any student who has attained at least a 3.0 in all academic subjects for the marking period. **Students must also have no grade less than a "3" in work/study habits in more than one class.** Students with an IWS at the end of a marking period are ineligible for Honor Roll or Principal's List.

## Parent/Guardian Teacher Conferences

Teachers are available for parent/guardian conferences during the school year by appointment. We encourage you to take advantage of this opportunity to discuss your child's/children's progress.

## Progress Reports/Report Cards

A student will be issued a progress report eight times in each academic year, two of which are report cards (P4 & P8). Neither parental signature nor the return of the report card is required. Final report cards will be mailed to parents from the school approximately one to two weeks after school has ended for the year.

## Promotion and Graduation

Promotion and graduation are not automatic; they are earned. A student will not be promoted and will not graduate if he/she does not meet the academic and graduation requirements of WHS.

## Study Hall

Study Halls are a component of FLEX Block and are for studying purposes. Each student is expected to bring sufficient work to keep busy for the entire block. A study hall is not a social period or a time for napping. HOMEWORK that is assigned daily in all academic subjects has several functions:

- To reinforce skills learned in the classroom.
- To review and summarize material learned.
- To prepare for quizzes and tests.
- To complete long-term assignments.

Time in study hall is available for some of this work but such time is not always sufficient to do all of it. It is recommended that each student study at least two (2) additional hours every day outside of school time in order to maintain a satisfactory academic standing. **All students who sign up for a study hall are responsible for having materials to keep them busy. Every student is encouraged to have some sort of reading material at all times. Failure to stay on task during study halls will result in disciplinary action being taken by the teacher and /or administration.**

## **Part 2: Conduct Policies**

### **Woodsville High School Code of Student Conduct**

**The purpose, or goal, of the Code of Student Conduct is:**

- To provide an atmosphere in which learning can best take place.
- To assure the welfare and security of all members of the school community.
- To provide staff with a resource for encouraging academic and social responsibility.
- To provide a structured means of equitable and fair treatment of students when dealing with disciplinary problems.
- To avoid punishing the majority of students for the acts of the minority.
- To assure students the right to be informed of the rules, regulations, and procedures by which the school is governed.

#### **Student Rights**

- The privileges and rights of all students shall be guaranteed without regard to race, religion, gender, creed, sexual orientation or national origin.
- All students have the right to receive an education.
- All students have the right to attend school in the district in which they reside or as assigned by the School Board.
- All students have the right to expect that the school will be a safe and healthy place to gain an education.
- All students have the right to be informed of the school rules and procedures by which the school is governed.
- All students, in matters of discipline are entitled to treatment that is fair, consistent, and appropriate to the action or offense.
- All students have the right of due process in disciplinary matters resulting in suspension from school.
- All students shall have the right to peaceably advocate change of any law, policy, or regulation.

**Students may present complaints to teachers or administration. Adequate opportunities shall be provided for students to exercise this right through channels established for considering such complaints.**

#### **Student Responsibilities**

- All students have the responsibility to attend school daily and to be punctual reporting to class.
- All students have the responsibility to assist the school staff in running a safe and healthy school environment.
- All students have the responsibility to apply themselves to their school work, complete assignments on time, respect school property, conduct themselves properly, and to be willing to work for self-improvement.
- All students have the responsibility to be aware of all rules and regulations for student behavior and to conduct themselves in accordance with these rules and regulations.
- All students have the responsibility to dress and appear in a manner that is both neat and clean, and which does not create a distraction for himself/ herself or others.
- All students are responsible for exercising their rights of due process and to pursue their grievances according to the orderly process established by the school for those purposes.
- All students exercising their rights to freedom of expression through speech, assembly, petition and other lawful means must not interfere with the rights of others. Freedom of expression may not be utilized to present material that is obscene or slanderous, or to defame character, or advocate violation of federal, state, and local laws, or official school policies, rules, and regulations.

## **Disciplinary Responsibilities**

### **Administration**

**The responsibilities of the administration in dealing with student discipline should include one or more of the following steps:**

- Conference with student.
- Conference with referring teacher (if applicable).
- A joint conference of student, teacher, administration (if warranted).
- Contact of parent/guardian via phone or notice.
- Assignment of general detention or punishment fitting the infraction.
- Social probation (removal) from extracurricular activities.
- Suspension up to five (5) days in-school- all missed work is required to be made up in a timely fashion
- Suspension up to ten (10) days out-of-school - all missed work is required to be made up in a timely fashion
- Referral to Superintendent of Schools for suspension of up to twenty days.
- Referral to School Board for suspension of more than twenty days or for expulsion from school.
- Student suspended from River Bend Career and Technical Center will also be suspended from academic classes at WHS as a reciprocal policy.
- Possible police notification depending on the infraction.

### **Classroom Teacher**

Detention may be assigned at the discretion of a teacher for any unacceptable student conduct. Each student fully understands that any staff member at WHS has the authority and the responsibility to correct misconduct at any time. Teachers will assign initial detention for minor infractions. Teachers will attempt to notify parents/guardians if a detention is given.

**Disciplinary action on the teacher's part should include the following:**

1. Warning/reprimand of the student.
2. Parent/guardian contact via phone or mail.
3. A half-hour teacher detention with 24 hours' notice to the student.

**All three steps should be taken depending on the infraction.**

Teachers may make referrals to the administration via discipline report forms regarding those students who have not responded to disciplinary action. Teachers sending students to the office for immediate attention by the administration should notify the office that the student has been removed from the class AND follow up with a discipline report ASAP. Teachers may also refer to the administration students who violate school rules at school- sponsored functions and on school grounds before, during, and after school even though the student may not be under his or her direct supervision.

### **Disciplinary Actions**

#### **Administrative Detention**

Detention is Monday through Friday of each week from 3:00 – 4:00 P.M. Detention will be held in the library as designated by administration. Failure to report to detention will result in automatic In-School Suspension (ISS). Students may be assigned detention by an administrator for tardiness, disciplinary reasons, or for being removed from a classroom

by a teacher. A student receiving detention is given one (1) days' notice and is expected to make arrangements to stay on the following day. Transportation is not the responsibility of WHS. Study Hall standards prevail at all times in detention areas. All disciplinary rules and regulations shall apply to all students at Woodsville High School. However, the consequences for student infractions will function on a continuum. Repeated infractions will result in more severe consequences. Students on different levels of a continuum may receive different consequences for similar offenses.

### **Repeat Offenders**

Students who have completed the last day of Out-of-School Suspension (OSS) may be required to meet with the Superintendent of Schools, or her designee, accompanied by their parents/guardians before they are allowed to return to school.

### **Suspension from School**

**Students who receive an ISS or OSS are required to complete all missed work and submit it to their teachers in a timely fashion.** A suspended student will not be allowed to participate in, or attend, any school activities or functions until the day of his/her return to school. Parents/Guardians may be required to accompany their child to school in order to readmit their student after OSS.

The administration is authorized to use an ISS in place of OSS when it is determined that such action is in the best interest of the school and student. Parents/Guardians will be notified when students are under suspension. A student serving an ISS shall be isolated from their peers and will not be allowed to participate in or attend any school activities or functions until he/she serves his/her period of suspension.

### **Behavior Expectations**

### **Acceptable Use Policy**

#### Definition

The definition of "information networks" is any configuration of hardware and software, which connects users. The network includes, but is not limited to, all of the computer hardware, operating system software, application software, stored text and data files. This includes electronic mail, local databases, externally accessed databases, CD-ROM, recorded magnetic or optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. Stand-alone workstations are also governed by this acceptable use procedure.

#### The School District Services

The School District provides resources for teaching and learning, communication services, and business data services by maintaining access to local, regional, national, and international sources of information. The School District information resources will be used by members of the school community with respect for the public trust through which they have been provided and in accordance with policy and regulations established by the School District. These procedures do not attempt to articulate all required for proscribed behavior by its users.

Successful operation of the network requires that all users conduct themselves in a responsible, decent, ethical and polite manner while using the network. The user is ultimately responsible for his/her actions in accessing network services.

#### Guidelines

1. Access to the networks and to the information technology environment within the District is a privilege and must be treated as such by all users of the network and its associated systems.
2. Information networks will be used for the purposes of research, education, and school-related business and operations.
3. Any system which requires password access or for which the District requires an account, such as the Internet, will only be used by the authorized user. Account owners are ultimately responsible for all activity under their accounts.
4. The resources of the District are limited. All users must exercise prudence in the shared use of this resource.

#### Unacceptable Use

The District has the right to take disciplinary action, remove computer and networking privileges and/or take legal action, for any activity characterized as unethical and unacceptable. Unacceptable use activities constitute, but are not limited to, any activity through which any user:

1. Violates such matters as institutional or third-party copyright, license agreements or other contracts. The unauthorized use of

and/or copying of software is illegal.

2. Interferes with or disrupts other network users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer worms or viruses, distributing quantities of information that overwhelm the system, and/or using a District network to make unauthorized entry into any other resource accessible via the network.
3. Seeks to gain or gains unauthorized access to information resources.
4. Uses or knowingly allows another to use any computer or computer system to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
5. Destroys, alters, dismantles or otherwise interferes with the integrity of computer based information and/or information resources.
6. Invades the privacy of individuals or entities.
7. Uses the network for commercial or political activity.
8. Installs unauthorized software for use on District computers.
9. Uses a network to access inappropriate materials.
10. Submits, publishes or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either publicly or privately.
11. Uses a District network for illegal harassing, vandalizing, inappropriate or obscene purposes, or in support of such activities.

#### School District Rights

The District reserves the right to:

1. Monitor all activity. Notwithstanding FERPA and other related laws, students have no expectation of privacy regarding their use on the school district computer network.
2. Make determinations on whether specific uses of a network are consistent with these acceptable use procedures.
3. Log network use and monitor storage disk space utilization by users.
4. Determine what is appropriate use.
5. Remove a user's access to the network at any time it is determined that the user engaged in unauthorized activity or violated these acceptable use procedures.
6. Cooperate fully with any investigation concerning or relating to the District's network activity.

#### School District Internet Code of Conduct

Use of the Internet by students and staff of the District shall be in support of education and research that is consistent with the mission of the District. Internet use is limited to those persons who have been issued District-approved accounts. Use will be in accordance with the District's Acceptable Use Procedures and this Code of Conduct. Users are expected to abide by the following terms and conditions:

1. Protect their Internet log from information from others.
2. Respect the privacy of other users. Do not use other users' passwords.
3. Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors.
4. Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.
5. Treat information created by others as the private property of the creator. Respect copyrights.
6. Use any network in a way that does not disrupt its use by others.
7. Do not destroy, modify or abuse the hardware or software in any way.
8. Do not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, "chain" messages, etc.
9. Do not use the Internet to access or process pornographic or otherwise inappropriate material.
10. Do not use the Internet for commercial purposes.

The District reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

### **Electronic Device Policy**

WHS is committed to creating a learning environment that optimizes student achievement. With that said, we realize the ever increasing importance of electronic devices in our society and the potential benefits associated with using them in our classrooms. We are also conscious of their ability to distract the owner and the potential for mis-use during the school day. As such:

- Students will be allowed to have electronic devices such as cell phones, iPads, **Smart Watches** or other similar devices for **educational activities at the discretion of the classroom teachers only**. Otherwise:
  - **Students are not to have their devices on their person during class time. Devices must be left in the cell phone holder provided in each classroom or in the student's locker.**

- **Devices are not to leave the holder until the end of the class period (i.e. the student may not sign out to use the rest room and take their phone with them).**
- If a student fails to comply with the above, the following steps will be taken:
  - 1<sup>st</sup> offense- Student will be directed to put the device **in the holder** by the classroom teacher
  - 2<sup>nd</sup> offense- Student will surrender the device to the classroom teacher for the remainder of the period
  - 3<sup>rd</sup> offense- Student will surrender the device to the classroom teacher, who will send it to the Dean of Students. The Dean of Students and the student will process the issue at the end of the day and the device will be returned to the student. Additional consequences may be issued at this time.
  - 4<sup>th</sup> offense- Student will surrender the device to the classroom teacher, who will send it to the Dean of Students. The Dean of Students and the student will process the issue at the end of the day and the device will be returned to the student's parent/guardian. Additional consequences **will** be issued at this time.
  - Failure to adhere to the above procedure will result in an office referral for insubordination and refusing to comply with the reasonable request of a staff member. Consequences will be applied with regard to the student's placement on the disciplinary continuum. **(Please note that the corridors are monitored by cameras and students observed using cell phones during class time in the hallways will be subject to disciplinary consequences).**
  - Students using their phones in violation of this rule will have their phone confiscated by administration for the remainder of the day.
- Electronic devices are very expensive and fragile. Students have the sole responsibility for these devices. WHS will not be responsible for or investigate any damage, loss or theft of these items.

### **Title IX Sexual Harassment and Grievance Process**

Per Board policy AC, Title IX of the Education Amendments Act of 1972 ("Title IX"), as well as RSA 193:38, among others, the District does not discriminate on the basis of sex in its educational programs and activities, including employment and admissions. All forms of sex-based discrimination, including sexual harassment are prohibited in the District.

#### Title IX Coordinator

The Title IX Coordinator for Woodsville High School is Eric Chase, Principal. He can be contacted at 9 High St., Woodsville, NH 03785 or [echase@sau23.org](mailto:echase@sau23.org), or through the school office at 747-2781.

#### Complaints

At a minimum, a formal complaint must:

- contain the name and address of the complainant and the student's parent or guardian if the complainant is a minor student;
- describe the alleged sexual harassment,
- request an investigation of the matter, and
- be signed by the complainant or otherwise indicate that the complainant is the person filing the complaint.

The complaint may be filed with the Title IX coordinator in person, by mail, or by email. Complaint forms may be obtained from the Title IX Coordinator or on the District and school websites.

- The Title IX Coordinator will examine the allegations in the formal complaint, to determine whether even if assumed true, the allegations are sufficient to sustain a finding of sexual harassment under this Policy. If the Title IX Coordinator was not involved with preparing the formal complaint, the Title IX Coordinator will contact the complainant to discuss the complaint and whether amendment is appropriate, in which case the process of Sec. III.C.4 will apply.
- If the formal complaint fails to satisfy the definition of sexual harassment in this Policy, the complaint shall be dismissed as provided in Sec. III.G, below.



- If the complaint is not dismissed, then Title IX Coordinator will consult with the Superintendent as to whether the Title IX Coordinator should act as the investigator or whether a different District or other employee shall act in that capacity. At the same time, the Title IX Coordinator and the Superintendent shall appoint the person who shall make the initial determination of responsibility.

All Title IX inquiries may be referred to the Title IX Coordinator or to the Assistant Secretary for Civil

## **Bullying and Harassment Policy**

### Statement of Purpose, Intent and Scope

All pupils have the right to attend school and school-sponsored activities that are safe, secure and peaceful environments. Pupils should be protected from all forms of physical, emotional, and psychological bullying and cyberbullying.

Bullying in schools has historically included actions shown to be motivated by a pupil's actual or perceived race, color, religion, national origin, ancestry or ethnicity, sexual orientation, socioeconomic status, age, physical, mental, emotional or learning disability, gender, gender identity and expression, obesity, or other distinguishing personal characteristics, or based on association with any person identified in any of the above categories.

It is the intent of this policy to protect children from physical, emotional and psychological harm by addressing bullying and cyberbullying of any kind in our district/school, and to prevent the creation of a hostile educational environment. All pupils are protected under this policy, regardless of their legal status.

This policy applies to pupils, school district employees, regular school volunteers, coaches, and persons who have contact with pupils in connection with school classes, activities and programs. Bullying and cyberbullying outside of school activities or off school premises is subject to this policy as set forth herein.

### Bullying, Cyberbullying and Retaliation Prohibited

It shall be a violation of this policy to engage in, or cause others to engage in, the bullying or cyberbullying of a pupil.

It shall be a violation of this policy to engage in retaliation or false accusations against a victim, witness, or anyone else who in good faith provides information about an act of bullying or cyberbullying.

There shall be disciplinary consequences or interventions, or both, for a person who commits an act of bullying or cyberbullying, falsely accuses another of the same as a means of retaliation or reprisal, or otherwise violates this policy.

### Definitions

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

- physically harms a pupil or damages the pupil's property;
- causes emotional distress to a pupil;
- interferes with a pupil's educational opportunities;
- creates a hostile educational environment; or
- substantially disrupts the orderly operation of the school.

"Bullying" shall 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" means conduct defined in paragraph 1 of this section, undertaken through the use of electronic devices.

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

“Perpetrator” means a pupil who engages in bullying or cyberbullying.

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

“Victim” means a pupil against whom bullying or cyberbullying has been perpetrated.

#### Actionable Incidents of Bullying or Cyberbullying

“Bullying” or “cyberbullying” shall occur when an action or communication as defined in the above “Definitions” section:

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

#### Reporting

A pupil may report bullying or cyberbullying to any school district employee or agent.

Any school employee or agent who receives a complaint of bullying or cyberbullying, or is otherwise aware of such conduct, must immediately report it to the principal.

The principal or a designee must report the incident to the parents or guardians of both the alleged victim and perpetrator within 48 hours of the report, and in a manner that protects the child’s privacy rights, unless the superintendent grants the principal or his designee a parental notification waiver in writing after determining that a waiver is in the best interests of either the alleged victim or perpetrator.

The principal or designee must promptly report all substantiated incidents of bullying or cyberbullying to the superintendent or designee.

Within ten (10) school days of completion of an investigation of alleged bullying or cyberbullying, the principal or designee shall provide a written communication to the parents or guardians of the victim and perpetrator regarding the school’s remedies and assistance, within the boundaries of applicable law.

The school district shall annually report substantiated incidents of bullying or cyberbullying to the Department of Education using the Department’s standard form. Such reports shall not contain any personally identifiable information pertaining to any pupil.

#### Investigation

The principal or designee must initiate an investigation within five (5) school days of the reported incident of bullying or cyberbullying. The investigation shall be completed within ten (10) school days of the reported incident, and should include speaking with the alleged victim, alleged perpetrator, known witnesses, and reviewing other evidence available through reasonable good faith efforts. The results of the investigation shall be documented in writing and preserved in accordance with laws governing retention of educational records.

The superintendent or designee may grant in writing an extension of the time period for the investigation and documentation of reports for up to an additional seven (7) school days, if necessary. The superintendent or superintendent’s designee shall notify in writing all parties involved of the granting of an extension.

#### Remediation and Discipline

The principal or designee shall develop a response to remediate any substantiated incident of bullying or cyberbullying, including but not limited to imposing discipline, if appropriate, to reduce the risk of future incidents and to offer assistance to the victim or perpetrator, if appropriate. When indicated, the principal or designee shall recommend a strategy for protecting all pupils from retaliation.

## Appeal/Due Process

For non-disciplinary remedial actions where no other review procedures govern, the parents of the pupils involved in the bullying shall have the right to appeal the principal's decision to the superintendent in writing within five (5) school days. The superintendent shall review the principal's decision and issue a written decision within ten (10) school days. If the aggrieved party is still not satisfied with the outcome, the aggrieved party may file a written request for review by the School Board within ten (10) school days of the superintendent's decision. The School Board will adhere to all applicable New Hampshire Department of Education Administrative Rules.

## School Bus Audio/Video Recordings

The owner or operator of a school bus may make an audio recording in conjunction with a video recording of the interior of the school bus while students are being transported to and from school or school activities, provided that the school board authorizes audio recording, the school district provides notification of such recording to the parents and students as part of the district's pupil safety and violence prevention policy, and there is a sign informing the occupants of such recording prominently displayed on the school bus.

## **How to Deal with Bullying**

The administration, teachers, guidance department and support staff are committed to providing a safe learning environment at Woodsville High School. Bullying is clearly at odds with this goal, and, therefore will not be tolerated at WHS. However, we cannot do anything to prevent bullying if we do not know about it.

What to DO if you are bullied:

- Do get real about bullying and how it makes you feel.
- Do learn to say and believe good things about yourself.
- Do speak confidently when telling a bully not to bother you
- Do work on developing at least one good relationship with a classmate, neighbor, teacher or older mentor.
- Do walk or run away if a bully tries to hurt you.

If it feels safe, try to STAND UP to the person who is bullying you or for the person that is being bullied. If the person who is bullying you thinks you won't do anything about it, they are more likely to keep picking on you. This doesn't mean you should fight back or bully them back. Instead, tell the person bullying you that you don't like it and that they should stop! Keep it simple. You might just say, "**STOP!**" and then walk away. If possible, try to talk to them in a calm voice, because people who bully like to see that they can make you upset, if you don't act upset they will tire of it and leave you alone. If you're afraid to talk to the person who is bullying you by yourself, then you should ask someone else to be there with you. Bullies are more likely to listen, and less likely to bully you, when you're with someone and not alone. If you're not comfortable standing up to someone who has bullied you, that's definitely OK! Just walk away. But be sure to tell an adult!! You don't need to deal with this alone!!

Stay in a group: Kids who bully like to pick on kids who are by themselves a lot because it's easier and they're more likely to get away with their bad behavior. If you spend more time with other kids, you may not be an easy "target" and you'll have others around to help you if you get into a difficult situation!

If you are being bullied on-line, don't reply: Replying may actually make the bullying worse. Instead, be sure to tell a family member or another adult you trust. If possible, block any more communications from this person. (For example, it might be a good idea only to accept messages from people you know.) Save evidence of the bullying. If you get a nasty e-mail, print it out or save it so that you can show it to an adult.

**Join Clubs/Activities:** Join clubs or take part in activities where you'll meet other teens. Sometimes, it can help to join clubs or take part in activities that interest you. Think about joining a sports team, taking an art class, or joining a club for example. You can meet other teens who share your interests and you might make some good friends!

**If you are being bullied** - Always tell an adult: It's hard to talk about serious things with adults sometimes, but they can help put a stop to bullying. Tell an adult that you trust and can talk to: your parents, a teacher, guidance counselor, your coach, your neighbor. If you've already told an adult, and they haven't done anything about it, tell someone else. If you're afraid to tell an adult that you have been bullied, get another person such as a friend or a sister or brother to go with you. Having someone else there to support you can make it less intimidating. Tell the adult exactly what has happened, who did the bullying, where and when it happened, how long it's been happening to you, and how it has made you feel. If you talk with an adult at your school, ask them what they will do to help stop the bullying. It is their job to help keep you safe. Most adults really care about preventing bullying and will do everything they can to help you.

**What NOT to do if you are bullied:** Don't think it's your fault and don't believe the insults about you. Nobody deserves to be bullied! Don't fight back or bully a person back. This probably won't make things any better and it might get you into big trouble. Besides, you should try to act better than the person who bullies you.

Don't keep it to yourself and just hope the bullying will "go away." It's normal to want to try to ignore bullying and hope that it will stop—or hope that the person will start to pick on someone else. But, often, bullying won't stop until adults and other kids get involved. So, be sure to report the bullying. Don't skip school or avoid clubs or sports because you're afraid of being bullied. Missing out on school or activities that you enjoy isn't the answer. You have a right to be there! Don't think that you're a "tattle tale" if you tell an adult that you've been bullied. Telling is NOT tattling! It's the right thing to do. Don't get into a fistfight with a bully or try to retaliate in other ways. Don't hurt yourself. Some kids who are bullied get so sad and depressed that they may try to hurt themselves because they think there is nothing else they can do. This definitely isn't the answer. Talk with an adult immediately and tell them how you are feeling. They can help stop the bullying. Don't overestimate how much power a bully has over you. Don't waste time in places online where bullies target you. Don't be afraid to think of new ways to solve the conflict.

**How to REPORT bullying or harassment at WHS:**

- **Write it down: who, what, where and when**
- **Find witnesses**
- **Report the bullying or harassment, immediately, to an administrator, guidance counselor, teacher, or other staff member at Woodsville High School**

What is the **HARM** in being a bystander?

- Bullies feed off the power they have over a victim. By not intervening when you witness bullying or harassment, you are passively condoning and supporting the behavior, which gives the bully an even stronger sense of power and might lead to an increase in bullying

You can stop bullies in their tracks by:

- Refusing to participate, even passively, in bullying behavior, not laughing at or accepting comments that make fun of or hurt others
- Telling the bully on the spot that the behavior is wrong and makes you feel uncomfortable
- Standing up for the victim

**Do YOU bully or harass others?** If you're not sure if what you're doing is really bullying, or harassment, then think about how you treat others: If you are hurting or threatening others in some way and using your size, strength, power or popularity to do it ... you're probably bullying someone!

**Think about what you're doing** ... and how it affects others. If you think calling others names is really funny, or if you think pushing, hitting or stealing from others is harmless, you've forgotten what it feels like to be hurt yourself! Teasing, hitting, keeping others out of a group - all of these things can hurt someone. All of us have been hurt at one time or another and we all know how it feels! So the next time you are about to bully someone:

- **Think about how it must make them feel**
- **Don't do it.**
- **AND get yourself some help!!**

Making other people feel badly should never make you feel good. If it does, or if you're not really sure why you bully others, you need to talk to someone about it. Whether it is your parent, a teacher, a coach, a club advisor, guidance counselor or another trusted adult, you should tell someone how you've been acting so that they can help you deal with it and how to change the way you treat others.

**Work Cited:** Olweus, Dan. Bullying at School: What We Know and What We Can Do. Cambridge, MA: Blackwell Publishing, 1993. Bitney, James and Title, Beverly. **No-Bullying Program: Preventing Bullying at School** Hazelden Foundation. 2001. Center City, MN. Watson, Heidi. "Governor Urges Legislature to Act on Anti-Bullying Legislation". Michigan.gov. 21 March 2006. <[http://www.michigan.gov/gov/0,1607,7-168-39899\\_39903-138876--,00.html](http://www.michigan.gov/gov/0,1607,7-168-39899_39903-138876--,00.html)>. Take Action Against Bullying. Bully Beware: Bully B'Ware Productions.

<<http://www.bullybeware.com/>>. Olweus, Dan. Bullying at School: Understanding Children's Worlds. Blackwell Publishing. Victoria: Australia, 1993. Special thanks to Wall High School, Wall Township NJ Anti Bullying Policy

### **A Word about Bullying Procedures at WHS**

The administration, teachers, guidance department and support staff are committed to providing a safe learning environment at Woodsville High School. Bullying is clearly at odds with this goal, and, therefore will not be tolerated at WHS. However, we cannot do anything to prevent bullying if we do not know about it.

Having said that, I think it is important that everyone involved in the process (teachers, students and parents) understand what the school can and cannot do about bullying. It is also important to understand that the investigations and any subsequent action by administration is prescribed by both **State RSA 193:13** and **HCS D Policy JICK** and are not simply the whim of the administration or the school.

#### **Criteria for Bullying:**

Not all negative interactions between students qualify as "bullying". Sometimes they are simply disagreements between students where, though unfortunate, both are mutually involved in a conflict. Whomever "did it first" or "started it" is not a factor if the other party is similarly engaged.

In order to meet the criteria for bullying we must have 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:

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

"Bullying" shall 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.

#### **Bullying Report Procedures:**

- A teacher, counselor, nurse or any other staff member receives a report of an alleged case of bullying.
  - This must be **immediately** reported to the building Principal or designee (The Dean of Students is the designee to receive bullying reports at WHS).

- The principal or a designee must report the incident to the parents or guardians of **both** the alleged victim and perpetrator within **48 hours of the report**, and in a manner that protects the child’s privacy rights. Anything that could potentially be considered “criminal” would be reported to the police (simple assault, criminal threatening etc.).
- The principal or designee must initiate an investigation within **five (5) school days** of the reported incident of bullying or cyberbullying.
- The investigation must be completed within **ten (10) school days** of the reported incident.
  - Should include:
    - Speaking with the alleged victim
    - Speaking with the alleged perpetrator
      - Who is entitled to due process under law
    - Speaking with known witnesses
    - Reviewing other evidence available through reasonable good faith efforts.
  - The results of the investigation shall be documented in writing and preserved in accordance with laws governing retention of educational records.
- Upon the completion of the investigation, the principal or designee must promptly report all **substantiated** incidents of bullying or cyberbullying to the superintendent or designee.
- **Within ten (10) school days of completion** of an investigation of alleged bullying or cyberbullying, the principal or designee shall provide a written communication to the parents or guardians of the victim and perpetrator regarding the school’s remedies and assistance, within the boundaries of applicable law.
- The parents of the pupils involved in the bullying shall have the right to appeal the principal's decision to the superintendent in writing within **five (5) school days**.
- The superintendent shall review the principal's decision and issue a written decision within ten **(10) school days**.
- If the aggrieved party is still not satisfied with the outcome, the aggrieved party may file a written request for review by the School Board within **ten (10) school days** of the superintendent's decision.
- The School Board or its designee will inform parents of their right to appeal to the New Hampshire State Board of Education.

So, from the initial report of alleged bullying to the appeals process, this can run up to **52 days**. Even longer if the students are unavailable for interview and extensions need to be provided under the authority of the Superintendent. During this time, and even afterward, the school cannot share any pertinent information with the public, nor with anyone else not directly involved in the case. We may not share the consequences imposed on the perpetrator, even to the victim.

Unfortunately, these legal constraints often make it appear that the school is unresponsive or “doesn’t care about bullying” simply because the work we must do around these incidents must be done privately and in a manner that preserves all of the rights of our students under the law. Those rights apply in equal measure to the perpetrator as well as the victim.

Woodsville High School reiterates its commitment to investigate and remediate any and all accusations of bullying on our campus, our buses, or at our functions. Substantiated allegations will warrant a range of consequences depending on the student’s placement on our disciplinary continuum.

If you need to report an incident that you believe is bullying, please contact the WHS Main Office (747-2781) or email Mr. Strauch ([mstrauch@sau23.org](mailto:mstrauch@sau23.org)) or Mr. Coon ([hcoon@sau23.org](mailto:hcoon@sau23.org)).

## ANTI-HAZING POLICY (JICFA)

The District prohibits hazing. "Hazing" means any act on school grounds, on a school bus or at a school event, which is directed against a student by one or more persons, and which endangers the mental or physical health or the safety of a student for the purpose of being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include other students. Hazing includes, but is not limited to:

- Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body or similar activity.
- Any type of physical activity, such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity, that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance that subjects the student to unreasonable risk of harm or that adversely affects the mental or physical health or safety of a student.
- Any activity that intimidates or threatens the student with ostracism; that subjects the student to extreme mental stress, embarrassment, shame or humiliation; that adversely affects the mental health or dignity of the student; or that discourages the student from remaining in school.
- Any activity that induces, cause or requires the student to perform a duty or task that involves a violation of District policy, school rules, state law or federal law.

The following actions shall be included in the offense of hazing. Students who engage in any of these actions violate District policy and may be subject to criminal prosecution:

- Engaging in hazing.
- Soliciting, encouraging, directing, aiding or attempting to aid another in hazing.
- Intentionally, knowingly or recklessly permitting hazing to occur.
- Having firsthand knowledge of the planning of a specific hazing incident involving a student, or firsthand knowledge that a specific hazing incident has occurred, and knowingly failing to report that knowledge in writing to the school principal or the principal's designee.

Any person that believes he or she has been the victim of hazing, and anyone with knowledge of conduct which may constitute hazing, shall report the alleged act(s) immediately to the school principal or the principal's designee.

If the District receives a complaint or report of hazing, it shall undertake or authorize an investigation by school district officials or a third party designated by the District. Upon completion of the investigation, the District will take appropriate action. Such action may include, but is not limited to, warning, suspension, expulsion, or discharge.

## WHS Dress Code (At WHS and any school-related functions)

Woodsville High School is an institution that tries to maintain a professional atmosphere at all times. Inappropriate dress and appearance can detract from this atmosphere and disrupt the learning process. Proper attire and grooming are the responsibility of the students and their parents and/or guardians. A student's manner of dress, grooming and/or appearance will not be allowed to disrupt the normal educational process. As a guideline, acceptable dress is an ***uninterrupted line of clothing covering the body from the top of the shoulders to mid-thigh.***

Students should not wear:

- Clothing that reveals underwear.
- Clothing that does not completely cover the midriff.
- Clothing with text or pictures that are offensive and/or communicate or imply messages about drugs, alcohol, sex, tobacco, vaping.
- Pajamas and slippers.

Suitable footwear must be worn at all times. Other styles or types of clothing or makeup not mentioned above may also be inappropriate. When possible, students found in violation of these guidelines will be permitted to stay in school if they change out of or remove the inappropriate attire. Students who continue to violate the dress code, or who refuse to change, may be sent home and/or subject to detention and/or suspension.

### **Drugs – Alcohol – Tobacco**

A student who is found in possession of, selling, exchanging, or under the influence of, drugs and/or alcohol and/or tobacco at school and/or at a school-sponsored activity will be suspended from school for a minimum of three (3) days. In addition to the above disciplinary action, any student committing such an offense will be suspended from participation in all extracurricular activities for **thirty (30) school or activity days**. If there is a second offense, the student will be suspended from participation in all extracurricular activities for **sixty (60) school or activity days**.

There will be no smoking or using tobacco of any form (including chewing tobacco) allowed on school property, outside or inside of any school building, or at any school sponsored activity on or off school grounds, this includes e-cigarettes and related paraphernalia. Students found in possession of any form of tobacco product who are under 18 years of age will be suspended from school for three days minimum and subjected to a \$100.00 fine as per state law.

### **Relating to Extracurricular Events and Sports**

In addition to being a health hazard, any form of tobacco product is contrary to all athletic training programs. Offenses with this policy are cumulative for their entire high school career.

- The first time offenders will be suspended from all athletic participation for 40% of the season. The suspension may be reduced to 20% if certain criteria listed in the Athletic Handbook is met.
- The second offense will result in the athlete being suspended from athletic participation for the remainder of the season.
- Additional offenses of this policy will result in an athlete meeting with his/her coach and the athletic director to determine further disciplinary action.
- The Administration reserves the right to modify this plan in certain very specific situations. In these specific situations, a suspension day may be reduced by a verified appointment with a licensed drug and alcohol counselor. Community service can also be substituted for suspension days. The maximum substitution will be no more than five (5 days of the total number of suspension days).

### **Public Displays of Affections**

Public displays of affection will be limited to hand-holding or an occasional “friendship hug”. Students will be asked to stop behaviors that are deemed inappropriate. If inappropriate behaviors continue, parents will be notified and discipline steps will be taken. Students, please remember that this is a community setting and your behavior should reflect WHS student behavior expectations. Remember, final penalties for all infractions rest with the faculty and administration.

### **Weapons Policy**

Weapons are not permitted on school property, in school vehicles or at school sponsored activities. Student violations of this policy will result in both school disciplinary action and notification of the police. Suspension or expulsion from school could result. The term "weapons" includes, but is not limited to, firearms (rifles, pistols, revolvers, pellet guns, BB guns, etc.) knives, slingshots, metallic knuckles, firecrackers, billies, stilettos, switchblade knives, sword canes, pistol canes, black jacks, daggers, dirk knives, explosives, incendiaries, martial arts weapons (as defined by RSA 159:24), self-defense weapons (as defined by RSA 159:20) or any other substance, object or thing which, in the manner it is used, or threatened to be used, is known to be capable of producing death or bodily injury. In addition, any student who is determined to have brought a firearm (as defined by 18 US 921) to school will be expelled for not less than one year (365 days). This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law. Weapons under control of law enforcement personnel are permitted. This constitutes the annual notice of this policy.



## Behavior Consequences

Depending on the severity of the infraction disciplinary action can bypass the warning stage and go directly to a suspension. **All final disciplinary decisions rest with the administration.** Students are subject to disciplinary action for the following infractions:

| Infraction   | Verbal Warning                   | Detention       | ISS  | OSS             | Possible Expulsion | Notify Police |
|--|----------------------------------|-----------------|--|-----------------|--------------------|---------------|
| Bomb Scare/<br>Terrorist Threat                          |                                  |                 |  | 1 <sup>st</sup> | 1 <sup>st</sup>    | Yes           |
| Bullying   |                                  |                 | 1 <sup>st</sup>                            |                 | Yes                | Possible      |
| Cheating   |                                  |                 | 1 <sup>st</sup>                            | 2 <sup>nd</sup> |                    |               |
| Cut Class/Study Hall                                     |                                  | 1 <sup>st</sup> | 2 <sup>nd</sup>                            | 3 <sup>rd</sup> |                    |               |
| Disrespect /<br>Insubordination                          |                                  | 1 <sup>st</sup> | 2 <sup>nd</sup>                            | 3 <sup>rd</sup> | Yes                |               |
| Disruption   |                                  | 1 <sup>st</sup> | 2 <sup>nd</sup>                            | 3 <sup>rd</sup> |                    | Possible      |
| Dress Code Violation                                     | 1 <sup>st</sup> with<br>write up | 2 <sup>nd</sup> | 3 <sup>rd</sup>                            |                 |                    |               |
| Bus Referral   | 1 <sup>st</sup> with<br>write up | 2 <sup>nd</sup> | 3 <sup>rd</sup>                            |                 |                    | Possible      |
| Failure to Report to<br>Detention                        |                                  |                 | 1 <sup>st</sup>                            | 2 <sup>nd</sup> |                    |               |
| Fighting and / or<br>Assault                             |                                  |                 |  | 1 <sup>st</sup> | Yes                | Possible      |
| Inappropriate Behavior<br>for School Environment         | 1 <sup>st</sup> with<br>write up | 2 <sup>nd</sup> | 3 <sup>rd</sup>                            | Yes             | Yes                | Possible      |
| Leaving school<br>without permission                     |                                  |                 | 1 <sup>st</sup>                            |                 |                    | Yes           |
| Littering  | Possible                         | 1 <sup>st</sup> | 2 <sup>nd</sup>                            |                 |                    |               |
| Misusing school<br>passes                                |                                  | 1 <sup>st</sup> | 2 <sup>nd</sup>                            | 3 <sup>rd</sup> |                    |               |
| Non ISS compliance                                       |                                  |                 |  | 1 <sup>st</sup> | Yes                |               |
| Obscene Language   | Possible                         | 1 <sup>st</sup> | 2 <sup>nd</sup>                            | 3 <sup>rd</sup> |                    |               |
| Racist or Culturally<br>Insensitive Language             | Possible                         | 1 <sup>st</sup> | 2 <sup>nd</sup>                            | 3 <sup>rd</sup> | Yes                | Possible      |
| Plagiarism   |                                  |                 | 1 <sup>st</sup> or<br>education<br>session | 2 <sup>nd</sup> | Yes                | Possible      |
| Possession of/under the<br>influence of<br>drugs/alcohol |                                  |                 |  | 1 <sup>st</sup> | Yes                | Yes           |

|  |                               |                 |                 |                 |                 |          |
|--|-------------------------------|-----------------|-----------------|-----------------|-----------------|----------|
| Weapons violation  |                               |                 |                 |                 | 1 <sup>st</sup> | Yes      |
| Public displays of affection                                       | 1 <sup>st</sup> with write up | 2 <sup>nd</sup> | 3 <sup>rd</sup> | Yes             |                 |          |
| Repeated offenses  |                               |                 | Yes             | Yes             | Yes             | Possible |
| Tardy  | Possible                      | Possible        |                 |                 |                 |          |
| Theft  |                               |                 |                 | 1 <sup>st</sup> | Yes             | Yes      |
| Throwing objects and/or snowballs                                  |                               | 1 <sup>st</sup> | 2 <sup>nd</sup> | 3 <sup>rd</sup> | Yes             | Possible |
| <b>Truant*</b>   |                               |                 |                 |                 |                 | Yes      |
| Use of tobacco products on school grounds/school related functions |                               |                 |                 | 1 <sup>st</sup> | Yes             | Yes      |
| Destruction/damage school property                                 |                               |                 |                 |                 | Yes             | Yes      |

Truancy is not tolerated—see Woodsville High School Attendance Policy

**ALL FINAL DISCIPLINARY DECISIONS REST WITH THE ADMINISTRATION!**

|  |  |   |   |
|--|--|---|---|
| <b>Attendance Policy</b>                 |  |   |   |
| <b>Unexcused Absence “A”<br/>OSS “O”</b> | <b>Excused Absence “E”<br/>ISS “I”</b> | <b>Tardy “T”<br/>Leave Early “L”<br/>Restored Absence “R”</b> | <b>Dismissal “D”<br/>Admin. Excused “O”</b> |

Instructional time is critically important to the success of a high school student. As a result, students’ credits will be penalized for missing excessive class time.

When absent, a student has two school days to submit a note from a parent to the main office explaining the absence.

- Students who accrue more than 6 half days of unexcused absences (3 full days) will have parents notified via a letter sent home.
- Students who accrue more than 10 half days of unexcused absences (5 full days) will be required to have a meeting with parents and school administration and to develop a plan to address the student's truancy.
- Continued truancy or failure to follow the aforementioned plan will result in notification of Haverhill Police Department and the Division of Child, Youth, and Families.
- Students who accrue excessive excused absences may put themselves at risk for not meeting competencies or in grade progression.

To receive full credit for a one-credit course, students must not exceed 10 absences. Students who are absent from a class more than 10 times during its duration (excused or unexcused) will receive only 50% of the credit for those classes. Students who are absent from a class more than 20 times during its duration will not receive any credit for those classes.

To receive full credit for a half-credit course, students must not exceed 5 absences. Students who are absent from a class more than 5 times during its duration (excused or unexcused) will receive only 50% of the credit for those classes. Students who are absent from a class more than 10 times during its duration will not receive any credit for those classes.

**Students who exceed the maximum number of days in any course, and whose absences are otherwise ineligible for restoration, must attend the Homework Club three times for each day they are over. Failure to do so will result in the aforementioned credit reductions.**

**Tardiness/Cutting Class:** Students are expected to be in school and their classes on time. **For every 5 tardies to school or class, the student will receive one absence for that class and owe 1 afternoon in the Homework Club.**

Certain absences are considered for restoration provided the parent or guardian submits the appropriate documentation for consideration. These exceptions include:

1. Medical visits with documentation from the doctor or school nurse within two (2) days;
2. A death in the family;
3. Pre-approved college visits (through the WHS guidance department);
4. Up to three days per year for pre-approved family vacation (Contact the administration for assistance before any time is missed);
5. Any out of the ordinary event may be approved at the discretion of the administration.

Any decision made regarding attendance by the administration can be appealed by the student, parent or guardian to an "Attendance Review Committee" that is a group made up of volunteer faculty and administration members to make recommendations to the administration after further evidence is considered.

### **Attendance Rules and Regulations**

For days to be excused and/or restored, students must report to WHS main office **before** 8:15 AM with a parent/guardian note explaining reason(s) for the absence, tardy, or early dismissal.

#### **Restorable days include:**

1. **Medical Visit:** A student must present a note signed by medical personnel stating the date and time of the appointment as well as the days the student should be excused from school. When a medical appointment note is presented, the time of the appointment needs to be documented in order for the appointment time to be restored. This note must be presented **within two days** of the student's absence.
2. **A death in the family:** A student must present a note from a parent/guardian.
3. **A family trip:** For attendance purposes, family trips are limited to **three (3) days per year** – a note is to be presented to the main office at least one week prior to the trip. Students are responsible for notifying their teachers in advance of their trip.
4. **College visits** and military registration appointments are to be **pre-approved** by a guidance counselor.
5. Any out of the ordinary event may be approved at the discretion of administration.

### **Attendance Procedures at WHS**

Attendance procedures (HCS D Policy JH-R) changed during the 2017-2018 school year. The purpose of this change was to be better able to track the impact that a student's absences might have on their success in any given class.

Basically, a student is allowed no more than 10 absences in a one-credit class and 5 absences in a half-credit class. Once a student hits a certain threshold, attendance letters are sent home to be sure that parent/guardians are fully aware.

The first type of attendance letter deals with **unexcused absences**. The State of NH defines "truancy" as having 10 half-days of unexcused absences and that law drives this section of the procedures. To excuse an absence, and to ensure that a parent/guardian is aware of each absence, a note from a parent/guardian (or student if over age 18) must be presented to the office within two (2) days of the student's return to school stating a legitimate reason for excusing the specific absence(s).

- **The first letter will be sent home once a student accrues 6 half-days (3 full days) of unexcused absence.**
- **When students accrue 10 half days of unexcused absences (5 full days) they will be required to have a**

meeting with parents and school administration and to develop a plan to address the student's truancy. The second type of attendance letter deals with excused absences.

- **A letter is sent home when a student accrues 8 absences in a one-credit class or 3 absences in a half-credit class.**

### **The Appeal Process**

Any parent/guardian or student, who does not feel that the attendance policy has been administered fairly by the high school administration, may appeal the Principal's ruling to the Superintendent of Schools. The parent/guardian or student should then write a formal letter stating the reason for such an appeal and present a copy to the Superintendent (or a person designated by the Superintendent). Any parent/guardian or student who is not satisfied with the Superintendent's ruling may request a hearing, in writing, with the School Board which shall state why such a hearing may be necessary.

**Again, the purpose of these procedures is to better monitor student time in the classroom and to be pro-active in helping our students succeed. It is our hope that no student ever lose partial credit for a class due to excessive absence. We are committed to assisting them to the greatest extent possible if circumstances necessitate an attendance review.**

### **Athletic Events or Field Trips**

Students who miss class for an approved school-related activity will not be penalized for that absence. It is the student's responsibility to confer before the event with the teachers of those classes from which he or she will be excused in order to make up the work that will be missed.

### **Dismissal**

A student may only be dismissed from school with a note from a parent/guardian stating legitimate reason(s) for dismissal. This note must be presented to the office before 8:15 A.M. on the day of dismissal. The administration will approve legitimate notes and issue appropriate passes before students will be allowed to leave. If the dismissal is for part of a school day, the student must report to the office upon returning to the school. If a student is dismissed from school for emergency reasons, the office will contact a parent/guardian before releasing him/her from school. In the case of students 18 or older, the administration will approve legitimate notes before the student is dismissed. The notes, as with all others, must be presented to the office before 8:15 A.M. on the day of dismissal.

### **School Functions**

Students must attend school on the day of an after-school activity in order to be eligible to attend it. This includes all dances, concerts, plays, field trips, and athletic events. Exceptions will be granted only with prior approval of the Principal. Any student who cuts class on the day of such an activity will not be permitted to attend the activity.

### **Tardy**

Students coming tardy to school must present a note from a parent/guardian excusing the late arrival. A tardy without a note will not be excused and may count as an absence. Excessive tardiness may result in disciplinary action.

### **Truancy**

A student that accrues more than 10 half days or 5 full days of unexcused absence will be considered truant. The administration may file a CHINS (Child in Need of Services) petition if the student is habitually truant.

## **Bus Regulations**

**Riding a school bus is not a right; it is a privilege.  
The following bus regulations will be enforced:**

- ***Be at the designated stop 5 minutes before scheduled pick-up.***
- Follow the driver's directions the first time they are given.
- Observe all school rules at all times.
- Be courteous to each other and the bus driver while boarding, while on the bus, and while leaving the bus.
- Do not eat or drink on the bus.
- Waste paper and other articles are not to be thrown on the floor or out the windows.
- Do not smoke or use tobacco products.
- Do not damage or tamper with bus equipment.
- Stay seated.
- Keep hands, head, and legs inside the bus at all times.
- Do not push, shove, or fight.
- No pets, open glassware, flammables or oversized projects are allowed on the bus.
- Alcoholic beverages and/or illegal drugs are not allowed on the bus.
- Loud, vulgar and other improper language is not tolerated.
- Lunch boxes, books and other bundles will be kept on the seat or put in a driver- designated location.

Bus riders need to be on time at the designated school bus stop to keep the bus on schedule. Bus riders need to stay off the road, at all times, while waiting for the bus and wait until the bus comes to a complete stop before attempting to board the bus.

The Board authorizes use of video and/or audio surveillance on school buses to ensure the health, welfare, and safety of all students while riding on school buses. Use of such surveillance will be in accordance with RSA 570-A:2.

### **Misbehavior on Bus: Consequences**

All students who ride a school bus are subject to the above regulations until they get off the bus at school or at their bus stop. Any misbehavior that distracts the bus driver is a very serious hazard to the safe operation of the vehicle, and as such, jeopardizes the safety of all passengers. Any misbehavior will be subject to administration review and consequences.

## **Part 3: Athletic Policies**

Athletes are expected to dress properly for all home and away contests. Jeans, shorts, and T-shirts are not permissible on the day of a game. Coaches will inform their athletes of the attire expected of them on the day of a game. Failure to comply may result in ineligibility for the contest.

### **Drugs - Alcohol – Tobacco: See Student Conduct policy & Athletic Handbook**

Athletes must complete a "Permission of Participation in Interscholastic Athletics" form each year of participation.

### **Physicals**

In order for a student to participate in interscholastic athletics, they shall have a physical examination by a licensed medical provider annually, and the record must be provided to the school to be kept on file in the nurse's office. Only religious exemptions in writing shall be accepted in place of an athletic exam. A licensed medical provider may provide a note with the date of the upcoming physical exam stating that the student has had no history that would limit

participation in athletics and may participate until the exam is completed. Once the exam has been completed the medical provider will provide documentation that the student has been cleared for all physical activities.

### **Uniforms**

Athletes will return cleaned uniforms at the end of the season. Athletes are financially responsible for any missing uniforms, or parts thereof.

### **Disqualification from an Interscholastic Athletic Event adopted from NHIAA. Bylaw Article XXVIII Section .5**

Any player who is disqualified from a game at the junior varsity, varsity level for exhibiting unsportsmanlike conduct shall not participate in the next scheduled inter- scholastic athletic event, including NHIAA contests. If a n y player received a second game disqualification during the season, that player will be required to forfeit any participation in that interscholastic sport, at any level, for the balance of that season, including playing in a tournament. (Adopted from NHIAA Bylaw Article XXVIII Section 2F) Any player who physically assaults an official before, during or after any NHIAA sanctioned contest, both regular season and tournament play, shall be expelled from the game immediately and banned from further participation in all sports for up to one (1) calendar year (365 days) from the date of the offenses.

### **NHIAA Code of Ethics for Secondary School Athletics**

The ideals of good sportsmanship, ethical behavior and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior, which are characterized by generosity and genuine concern for others. An awareness is expected of the impact of an individual's influence on the behavior of others. Good Sportsmanship is viewed as a concrete measure of the understanding and commitment to fair play, ethical behavior, and integrity. In order to promote desirable behavior and enhance the overall quality of secondary school athletic programs, for which the NHIAA has assumed responsibility, the following Code of Ethics is in effect: It is the duty of all concerned with secondary school athletic programs to:

- Cultivate awareness that participation in high school athletics is part of the total educational experience.
- Emphasize the proper ideals of sportsmanship, ethical conduct and fair play as they relate to the lifetime impact on participants and spectators.
- Develop an awareness and understanding of all rules and guidelines governing competition, both in letter and intent, and to comply with them in all activities.
- Recognize that the purpose of athletics in school programs is to develop and promote the physical, mental, moral, social and emotional well- being of individual participants.
- Avoid any practice or technique that would endanger the present or future welfare or safety of a participant.
- Avoid practices that force students to specialize or which restrict them from participation in a variety of athletics.
- Refrain from making disparaging remarks to opponents, officials, coaches, or spectators in any aspect of school athletics.
- Encourage the development of proper health habits and vigorously discourage the use of chemicals, including alcohol and tobacco.
- Exemplify proper self-control at all times and accept adverse decisions without public display of emotion or dissatisfaction.
- Encourage everyone to judge the true success of the athletic program on the basis of the attitude of the participants and spectators, rather than on the basis of a win or loss.
- Treat opposing team members and officials respectfully and encourage behavior that will create positive relationships between schools.

## NH Interscholastic Athletic Association Code of Ethics for Spectators

- Exemplify the highest moral character, behavior, and leadership so as to be worthy examples.
- Maintain and exhibit poise, self-discipline, and restraint during and after the sport event.
- Conduct oneself in such a manner that attention is not drawn to you but to the participant playing the game.
- Regulate your actions at all times so that you will be a credit to the team you are supporting knowing that the school gets the praise or blame for your conduct since you represent this school the same as the athlete.
- Support all reasonable moves to improve good sportsmanship
- Treat the visiting team and spectators as guests. Be courteous and fair.
- Avoid actions that will offend the individual athlete.
- Accept the judgment of the coach.
- Honor rights of visitors in a manner in which you expect to be treated.
- Respect the property of the school.
- Display good sportsmanship by being modest in victory and gracious in defeat.
- Pay respect to both teams as they enter for competition.
- Appreciate the good plays by both teams.
- Show sympathy for an injured player.
- Regard officials as guests and treat them as such.
- Direct energy to encouraging home team rather than booing officials.
- Believe that the officials are fair and accept their decisions as final.
- Consider it a privilege and duty to encourage everyone to live up to the spirit of the rules of fair play and sportsmanship.
- Realize that privileges are invariable associated with great responsibilities and that spectators have great responsibilities.

### Part 4: Extracurricular Activities

#### Expected Conduct

1. Each student shall report promptly to scheduled activities and transportation. The particular times and places will be announced by the adviser and/or coach.
2. A student participating is expected to give his or her commitment to WHS and the activity.
3. Poor student behavior or decisions on bus trips, at destinations of field trips, home and away athletic contests and performances, restaurants, host schools, and WHS, will result in disciplinary action.
4. Any student who maliciously destroys, damages, or steals equipment or property may be suspended from a team, an activity and/or school and will be subjected to possible referral to police.
5. Every student shall board the bus at WHS or at bus stops designated by the bus service and shall return by bus to WHS. Any stops on the return route will be made at the sole discretion of the contracting bus service. An advisor/coach shall consider extenuating circumstances individually providing that the student presents a note to his or her advisor and/or coach one day or more prior to the trip.
6. No student is to be on the bus at any time unless supervised by a staff member and/or a member of the contracting bus service.
7. Students are responsible for removing their trash from the bus before exiting.

#### Policies Governing Student Participation in Extracurricular Activities

Aside from the obvious advantages and enjoyment of extracurricular activities, it is recognized that students participating in these activities influence other students. Whether in athletics, music, clubs, politics, dramatics, or other inter-scholastic activities, students play a leadership role, which brings additional responsibility. These students represent the school and depict its character. Policies are, therefore, intended to govern the behavior of these student leaders. The Principal shall determine what an extracurricular activity is in the event of a controversy.

**Extracurricular activities include but are not limited to:**

Clubs and Organizations, Concerts, Band, All-State, North Country Festivals, Athletics (varsity and junior varsity), and Spectators (at extracurricular activities).

**Academic Requirements and Procedures for Extracurricular Activities (add DLL language)**

**Academic requirements and restrictions apply only to the following activities:** Clubs/ Organizations, Athletics and Dances, and Day field trips: (unless the trip is required as part of the student’s grade). A student must be passing in at least three academic courses and not failing more than one course on his or her report card in order to participate in any extra-curricular activity. Co-curricular participants are deemed academically ineligible when they are not passing at least 3 classes and/or failing more than 1 class. **Grade checks are conducted weekly on Monday mornings. If a co-curricular participant is ineligible, they are withdrawn from all team/group activities until the next grade check. If a co-curricular participant becomes ineligible a second time during a particular semester/season, they are removed from the team/group for the remainder of that season or semester.**

**Attendance Requirements for Extracurricular Activities:**

A student must be in school a minimum of half the day in order to be eligible to participate in an athletic event, practice, or extracurricular activity. **A student may not be dismissed earlier than their team to attend a game of practice unless proper documentation of an immediate or legitimate reason. Those who do not provide said documentation will be ineligible to attend the game or practice.** The Principal may waive this attendance policy for appropriate and/or extenuating circumstances. Such request should be made prior to a student’s absence, except in emergencies, and should be for immediate and legitimate reasons (i.e. medical appointment, court appointment) and not frivolous reasons (i.e. too tired, overslept etc.).

- Each student is expected to comply with all rules and regulations of WHS. Any infraction committed by a student while on a field/activity trip will be subject to punishment as per the code of student conduct.
- In order to be eligible not for extra-curricular overnight trips, students must be passing all classes.

**Extracurricular Activities Award Rules and Regulations:**

A student is eligible to receive one letter throughout their high school extracurricular activities. Subsequent achievements will be recognized through the awarding of certificates and pins.

- Junior Varsity Level - Sports and Cheerleading: Any participant may be awarded certificate. If a senior is involved at the Junior varsity level, he/she may receive a letter at the discretion of coach and/or advisor.
- Varsity Level - Sports and Cheerleading: Any participant in a varsity level eligible for a certificate, letter, or pin at the discretion of coach and/or advisor. A letter must be issued before a pin. A freshman or sophomore is not eligible for a letter or pin unless he/she has participated at the level for the entire season.

| <b>Woodsville High Organizations</b>         |
|--|
| Athletic Leadership Council                  |
| National Honor Society                       |
| Student Council                              |
| Future Business Leaders of America<br>(FBLA) |



| <b>Woodsville High School Clubs</b>    |
|--|
| Drama Club                             |
| Environmental Club                     |
| Cribbage Club                          |
| The Geek Club                          |
| French Club                            |
| Math Team                              |
| Mountain Biking Club                   |
| Students Against Destructive Decisions |
| Tutoring Club                          |

## **Part 5: General School Policies**

### **Accidents – Illnesses**

Woodsville High School will make every effort to inform parent/guardian of an accident or illness occurring at school that might need observation at home. No student, however, will be sent home unless a responsible adult is present at home. In the event of illness or an accident, school personnel will administer emergency care only. The parent/guardian is responsible for any additional care needed. The high school will transport a student to the hospital when the situation requires such action. If a Parent/Guardian/Relative is unavailable to sign the admittance forms of the hospital, the school will do so but accepts no liability.

### **Roundhouse**

Each student will be assigned to an advisor, a member of the faculty who will work with a small group of students during their four years at WHS. Roundhouse will be used for re-teaching, competency recovery and, once per week, as an advisory to schedule FLEX Block for the following week. Students will be grouped by grade level. Roundhouse will not occur on Early Release or Delayed Opening days.

### **FLEX Block**

FLEX Block is divided into three 25-minute periods each day. These mix study hall, enrichment, small group, one-on-one, and open lab access for each student. It will additionally include lunch. Students will be able to choose their own FLEX Block activities but this can be overridden by administration or staff based on academic circumstances (can't do an enrichment activity if behind in a class or have a failing grade etc.). Each semester's schedule will be largely static.

Students will work with their roundhouse teachers each Friday to sign up for the following week's schedule. Fridays will serve as an advisory period.

A scheduling program will be used to keep track of everything. This includes teachers requesting students, students being allowed in activities based on current grades, etc. The functionality will be similar to what currently exists.

### **Assemblies**

Assemblies are a scheduled part of the curriculum and, as such, are designed to be educational as well as an entertainment experience. Assemblies provide one of the few opportunities in school to learn formal audience behavior. Courteous and appropriate behavior is expected at all times. A student will sit with his/her fellow students and his/her teacher. Attendance is required. Skipping an assembly will result in disciplinary action.

## **Restrooms**

A student is requested to respect the facilities in the restrooms. These rooms are not for loitering. Students will be issued a pass and should use the restroom closest to the classroom that they are currently in. Taking excessive time or using the restrooms as an excuse to just get out of class will result in the student being restricted to class for a period of time determined by the teacher or administration.

## **Breakfast/Lunch - Cafeteria Regulations**

A breakfast program is available to students prior to the school day. A regular hot lunch/a-la-carte program is offered daily to every student. Milk is available. A reduced/free lunch program is available to any family who meets the financial guidelines established by the federal government. Qualification forms are available in the office. Students are encouraged to pay for their meals in advance, preferably a week at a time. Students will be allowed to charge up to \$13 for meals only. The Abbey Group is our subcontracted food service provider.

Students are expected to eat lunch properly. This includes picking up their trash and disposing of it whether inside or outside. Students must remain in the designated areas until the bell rings at the end of their lunch period.

## **Bus Evacuation**

State law requires bus evacuation drills. Woodsville High School conducts such drills twice each year. The bus driver will provide specific instructions. Students should remain quiet and exit swiftly. Safety is our biggest priority. Students are to remain together after evacuating the bus. Although the drills are practice, a student should keep in mind that the next bus evacuation might be an emergency.

## **Cancellation Policy for Activities and Sports**

The School Board recognizes the fact that when school has been closed for the day, especially due to inclement weather, it is possible conditions would improve enough during the day for the after-school activity or sport to still take place. Therefore, it will be the responsibility of the school Principal and/or Athletic Director to request from the Superintendent a decision on allowing the after school activity or sport to take place. This request must be made no later than 1:00 P.M. on the day in question and the decision of the Superintendent will be final. If the decision is to allow the activity/sport to take place, the Superintendent will notify the Principal or Athletic Director and then the school personnel will notify participants via our "School Messenger" system. Local radio stations will also be notified.

## **Care of School Property**

Proper care of school property helps keep maintenance costs (and hence taxes) down. School equipment, furniture, lockers, and books, are for the students' use. Do not abuse them. A student is not to mark school furniture, walls, or equipment with pen, pencil, or any other implement. Because considerable care and much expense have gone into the upkeep of school grounds, each student is expected to use the sidewalks on school ground. Anyone who destroys or damages school property will be required to pay for the loss or damages and may be suspended or expelled from school.

## **Residency Status**

The New Hampshire State Department of Education requires correct addresses for all students. The school district of residence for a student is defined by RSA 193:12. II. Additionally, our board-adopted policy (JFAA), defines information required to admit students into our school. Parents and/or guardians are required to annually complete an "SAU 23 Residency Statement" to ensure our records are accurate and current.

## **Change of Phone Number/email**

The Guidance and/or Main Office should be notified of any phone number change so that parent/guardian can be contacted, if necessary, during the school day. If the number is changed to a non-listed number, it is required that this number be given to the office in case of an emergency. Confidentiality of the number will be respected. It is also important that a parent/guardian provide a working email address (if available) to receive emailed messages and school newsletters. We are careful not to overuse the "School Messenger" phone system unless in case of emergency.

## **Class Picture**

All students must have their picture taken each year. Student pictures may be used for WHS permanent records. Students are under no obligation to purchase photographs. Sale of photographs is provided as a yearly convenience to students who wish to take advantage of this service. The photographer will provide information regarding the costs and dates. Checks will be made payable to the authorized company, not to WHS.

## **Class Ring**

Class rings may be purchased by upper-classman each year. A student is not obligated to purchase a class ring. WHS provides ring service only as a convenience to the student. All checks are to be made payable to the authorized class ring company, not to W H S .

## **Supervision**

No student is permitted in the building without proper adult supervision. Students waiting for after- school transportation are to remain outside of the building until transportation arrives. During inclement weather students may wait in the building.

## **Corridor Behavior**

It is necessary for each student to pass from one class to another in an orderly, reasonable manner. Three minutes should be adequate time for arrival to the next class. There should be no congregating on steps or ramps in the buildings. A student is not to litter, loiter, eat food, or drink in the corridors and/or classrooms. Students returning from morning River Bend programs are to report directly to their assigned room where attendance will be taken daily.

## **Lockers**

All students will be assigned hallway lockers for storage. Lockers are the property of the school and are provided to students as a convenience. Students must obtain and use a lock for their locker from the school. Students are responsible for these locks and will be charged for replacement if the lock is not returned. Students are expected to leave their backpacks in their lockers and only take what they need for a specific class with them. Passing time between classes has been increased for this purpose. With increased class size moving to a four-block schedule, this procedure is for student safety in being able to evacuate the building in emergency situations.

The users of lockers, desks and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. The administration may search lockers at any time without student consent or reasonable suspicion. Students are not to use any school area or property to store anything that should not be at school. Students shall not exchange lockers or use any lockers other than those assigned them by the Principal. A shared locker implies shared responsibility.

Lockers are not totally secure; valuables such as money or jewelry should not be stored in them; the school is not responsible for lost or stolen articles and will not investigate missing items if taken from lockers left unlocked. The inside of lockers may be decorated in a temporary and appropriate fashion. No stickers should be used in decorating the lockers.

## **Dance Rules and Regulations**

1. Admittance to a school dance is for WHS students and one (1) guest who is enrolled in a high school or is a WHS alumnus. All guests must have a visitor's pass signed by the office. A pass may be obtained through

Thursday of the week of the scheduled dance.

2. No visitor's pass will be issued on the date of the dance.
3. No student, or guest, is to be on the stage at any time.
4. All school rules and regulations for behavior apply.

### **Field Trips**

Students under age 18 must have a parent/guardian sign a "WHS Informed Consent Permission Form" in order to participate in any school related field trip activity. They must also have teacher permission for each class that they will be missing while on the field trip. Students are under WHS Behavior Policy while attending the field trip.

### **Fire Drill**

Fire drills will be held frequently during the year. The signal shall be the ringing of the fire alarm. Instructions are posted in each room and will be discussed with each class by the teacher. Absolute quiet and a swift and orderly evacuation are essential. A student must remain with his or her class and walk to the designated area. Students must keep in mind that when the fire alarm rings neither he/she nor the teacher can be sure whether it is a drill or an emergency. Everyone should walk within appropriate walkways when leaving the school buildings. **The use of any cell phone during an evacuation is strictly prohibited.**

### **Graduation Photographs**

This service is provided as a courtesy to seniors. A senior is not required to have a graduation picture taken. He/she may choose to have his/her portrait taken by another photographer. The yearbook staff determines the size of portraits and the date on which the portrait must be submitted. The yearbook staff and administration will determine the appropriateness of all photographs printed in the yearbook and released to the press.

### **Nurse's Office**

The purpose of the nurse's office is to address our students' medical needs during the school day. As these needs are personal and private, no student or staff member should loiter there for socialization purposes. A pass is required for admittance to the nurse's office and a counter-signed pass is required to return to class. The duration of any visit to the nurse's office should be as brief as possible so as not to take away from instructional time.

### **Health**

Any student with special health problems is to report such to the nurse in the school health office at the beginning of the school year and/or when a problem arises. Special problems include vision and hearing impairments, diabetes, epilepsy, rheumatic fever, recent surgery, medication, or anything that might limit the student in school. Parents/guardians are urged to provide the school with updated information. Students may return to school 24 hours after experiencing fever, vomiting, or diarrhea.

### **Health Requirements for Admission**

According to the New Hampshire Code of Administrative Rules He-P301.12 (a). "every parent/guardian of a child to be admitted or enrolled in a NH school or child care agency shall, prior to his admittance, provide documentary proof of acceptable immunization of the child to the admitting official of the school or child agency." All students grade 7-12 will be required to show proof of two doses of measles vaccine. Older students must have had a tetanus-containing vaccine within the last 10 years and/or must have a booster or be excluded from attending school. NH law requires any new student who enters a NH school from out of state to have a physical (including Foreign Exchange students).

### **Communicable Disease**

Students with a contagious or infectious disease will be excluded from school for the period of time the disease may be passed on to others. The school nurse or principal may require an examination by a doctor to determine the condition or the liability of transmitting the disease as follows:

- Chicken Pox/Shingles: All lesions scabbed over.
- Head Lice: No live lice present and treatment has been completed.
- Strep Infections: At least 24 hours after starting prescribed medication.
- Conjunctivitis (Pink Eye): At least 24 hours after starting prescribed medication.
- Fever, Diarrhea, and Vomiting: Students absent from school with a fever of 100 degrees or higher should remain at home until they are fever free without the use of medication for 24 hours. Students with diarrhea and/or vomiting should remain at home until they have not vomited or had diarrhea for 24 hours.

Students with any of the communicable diseases list above and/or other illnesses that are contagious cannot remain at school. The decision to require a child to be sent home will be at the discretion of the school nurse and/or the school administrator.

### **Environmental**

Sunscreen and insect spray will not be stocked at the school. You will need to provide your own for your child to use.

### **Screenings**

Student's vision, hearing, height and weight will be screened per District Policy. These screenings will be done by the School Nurse or designee (Lion's Club) and results sent home as deemed necessary.

### **Health Information**

Students, parents, and guardians are asked to provide the school with health information. A health form is part of the beginning of year paperwork that goes home to each child. Any chronic health conditions, allergies, medications and requests for over-the-counter medications should be documented there.

Parents/Guardians should alert the school about any health problems their child may have.

Prior to, or at the time of school entry, all children at Woodsville High School must be immunized against diphtheria, polio, pertussis, tetanus, mumps, measles, rubella, hepatitis B, and chicken pox in accordance with New Hampshire State Law RSA: 141-C. Each child's immunization record must be provided to the school to be kept on file in the nurse's office. Notarized exemptions are the only exception to this State mandated policy. Physical exams done by a licensed medical provider must be provided to the school upon enrollment at WHS and/or entry into 9<sup>th</sup> grade.

### **Insurance**

Every WHS student is offered low-cost accident insurance as a school service. The policy may be written for school-day coverage or 24-hour coverage. It is strongly suggested that any student participating in extracurricular activities be covered by this insurance policy, or by a family insurance policy. If a student is injured while under the supervision of a staff member, that staff member will file a report with the office. The Principal will then give the student a claim form that is to be submitted to the insurance company.

### **Late-Bus Arrivals**

Students arriving by a late bus must report to the office upon his/her arrival for attendance purposes. No points will be assigned if the student checks in and the bus is verified as late.

### **Lost and Found**

All articles found in the buildings or on school property should be brought to the office. Inquire at the front office for lost-and-found items.

## Medication

Internal medication shall not be dispensed or administered to any child by school personnel except the school nurse. In his/her absence a person designated by the nurse or building Principal may administer medication, and only then upon written order of the physician who examined and prescribed for that particular child. In all cases, written permission of the parents is required. All prescribed medication and over-the-counter medications shall be brought to the nurse's office and stored in a designated and secure place. The medication must be delivered in a container properly labeled with the student's name, the physician's name, the date of the original prescription, name and strength of medication, and directions for taking the medication by the student. At the discretion of the school nurse, students may carry and use their inhaler medication. The school nurse shall keep physician's written orders and the written authorization of parents/guardians for three years.

The school nurse's office is stocked with common OTC medications (Tylenol, Ibuprofen, Tums, etc.) A consent for OTC medications must be filled out for each child prior to the administration of any medications. The consent for these medications is in the beginning of year registration paperwork that is given to each student.

## No-School Announcements Delayed Openings /Emergency Closing

If school is canceled or delayed, the School Messenger system will call the student's contact phone number on record at WHS. There will also be an announcement on WYKR. During inclement weather or if other emergencies threaten the health or safety of students or personnel, there may be an early release. The School Messenger system will again call the number on record and an announcement shall be broadcast over local radio stations.

## Passes

**INCLUDING using the rest room or getting a drink of water, a student is not to be out of their assigned room at any time without a pass.** If a student wishes to see a teacher, they must arrange for this in advance. The teacher will then give them a pass, permitting them to be excused from class. When the student arrives at their destination, the pass should indicate the time they left the assigned area. Students will refrain from "stopping by" the nurse's office, library or any other location not indicated on the class' sign-out sheet or the written pass. **A non-specific physical pass may be utilized for rest room use or water. Only one student is allowed to be signed out of the classroom for rest room use or water at one time.**

## PowerSchool Access

Students and parents can access grade and attendance information for the current school year on the Internet at [powerschool.sau23.org](http://powerschool.sau23.org). An ID and password are needed to access the information. Please contact the school if you need log on assistance.

## Student Fees – Dues – Library Late Fees

Class/Organization Fees are voted at the discretion of each class and/or organization. Before departing for the year, each student is expected to meet all academic, organizational, and financial obligations. Also, report cards are not issued until overdue books are returned to the library and all obligations are met.

## Student Publications

All publications shall explicitly state on the editorial page that the opinions expressed are not those of the school or school district. Only publications that are published by persons attending the school or a member of the school district staff may be distributed on school premises unless permission is granted by the school administration 48 hours in advance. All revenue from the sale of these publications must be used to meet publication expense or used to support other school activities. Unacceptable items in student publications include but are not limited to: so-called "hate" literature which attacks ethnic, religious and racial groups; other irresponsible items aimed at creating hostility and violence; materials denigrating specific individuals in or out of school; plus, pornography, obscenity, alcohol, drugs, tobacco and/or other similar materials not suitable for distribution in school. Acceptable items are those not

proscribed above, unless the Principal should be convinced that the items would materially disrupt class work or involve disorder or invasion of the rights of others. Students denied approval by the Principal may choose to appeal the decision to the Superintendent of Schools. Student denied approval by the Superintendent have the right to appeal to the School Board. Students who edit, publish and distribute unofficial school publications must assume full responsibility for the contents. Editorial freedom entails the same obligations as under the rules of responsible journalism and regulations of the Federal Communications Commission. These publications may not be distributed on school grounds unless permission is granted by the school administration 48 hours in advance.

### **Textbooks**

Each student is issued textbooks for each subject requiring them; these books are to be covered and kept free from all marks and defacing. If a book is lost, the office will determine the charge. Report cards will be held at the end of the school year until books are returned.

### **Vehicles**

Students who have valid driver's license may obtain a parking pass from the office. The number of parking spaces is limited and will be assigned the first week of school. Speed limit is 10 M.P.H. Police will be informed of unauthorized vehicles on school property and of speeding violations. Irresponsible use of vehicles and improper driving techniques will not be excused under any conditions and may result in suspension of student's right to bring a vehicle onto school property.

### **Visitors**

**All persons entering the building must report to the main office and sign-in.**

Parents/Guardians wishing to meet with a teacher for the purpose of discussing a particular problem shall do so only at a time when it does not interrupt the normal school program. Parents/Guardians wishing to make such arrangements may do so by securing an appointment by direct contact with the teacher or through the main office.

Students may not bring visitors to the school while school is in session.

## **Part 6: Guidance Services and Programs**

The Guidance Department is an integral part of the educational system and one that provides numerous services to the individual student, including: student registration, academic, career and personal counseling, and student and parent advocacy.

### **Maintenance of Student Records**

The federal Family Educational Rights and Privacy Act of 1974 and regulations adopted by the U.S. Department of Education grant parents of students, along with "eligible students" (students who have attained eighteen years of age or who are attending institutions of post-secondary education), certain rights relative to education records maintained by the school district. These rights include the following:

1. Parents may inspect and review the education records of their children, and eligible students may inspect and review their own education records.
2. Upon request, parents or eligible students will receive reasonable explanations and interpretations of records.
3. A parent of a student, or an eligible student, may request that the student's education records be amended and may request a hearing if the records are inaccurate, misleading, or invade the privacy or other rights of the student.

## The District designates the following items as Directory information

Student name, town of residence, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, and photograph. The district may disclose any of those items without prior written consent, unless notified in writing to the contrary. For more details, see Haverhill SB policy JRC (2).

### Directory Information

Except in certain specified situations as stated in the policy and those items identified as directory information, personally identifiable education records will not be disclosed without prior written parental consent or prior written consent by the eligible student. Policy JRA "Student Records and Access" (available for at each school, the central office, and on our district website) details the following:

- The type of records kept.
- The procedure for inspecting and copying records.
- The right for interpretation.
- The right to challenge data thought to be erroneous, the procedures for correcting or expunging erroneous data or inserting a rebuttal statement.
- The right to lodge a complaint with the U.S. Department of Education if mandates are not adequately implemented.

The federal statute and regulations are enforced by the Family Education Rights and Privacy Act (FERPA) Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C., 20202, which is empowered to investigate timely written complaints.

### Records Storage

WHS maintains student records for five (5) years after a student's class graduates. Student transcripts, however, will be permanently stored at the High School in the Guidance Department. Health records will be kept for seven (7) years past the student's age of majority. Medical majority for this purpose is age 21. Part 7: Library and Media Center

The library/media center provides print and electronic resources, audio-visual equipment, computers, and related services for the Woodsville High School community. Our collection includes non-fiction, fiction, a reference section, books on tape, DVD's, magazines and newspapers. The library is open from 7:30 to 5:00 on all full school days, Monday through Friday. Circulating materials may be signed out for a period of two weeks, and renewed for another two weeks if item is not on a reserve list. Users are responsible for the replacement cost of any item that is lost or damaged.

### Internet Resources:

<https://www.woodsvillehighschool.com/lc/>

**Our catalog:** You can search by title, author, subject, etc. at [www.libraryworld.net/opac](http://www.libraryworld.net/opac)

**Library name:** WHS Library **Password:** engineers

**EBSCO:** Contains a wealth of resources, many containing full-text articles. MAS Ultra-School Edition is specifically designed for high school libraries and contains almost 500 magazines, 350 full-text reference books, 80,000+ biographies, 100,000+ primary source documents, and 235,000+ images. Other databases include Health Source, Newspaper Source, MasterFile Premier, Funk & Wagnalls Encyclopedia, Business Source Premier, and Academic Search Premier. <http://search.ebscohost.com/login.asp>

**Username:** WoodsvilleH **password:** 03785

**NoodleTools:** MLA and APA format tools [www.noodletools.com](http://www.noodletools.com)

**Username:** Woodsville **Password:** engineers



Each user must create a "personal folder" (i.e., select a personal ID and password) by clicking the "Create a Personal ID" button on the login screen.

## Part 8: NHS and Student Pledge

The G. Hampton McGaw Chapter of the National Honor Society recognizes students who exhibit high standards of scholarship, character, leadership, and service within the school and the community. Selection for honor society membership is a rigorous process as detailed below. Prospective members must meet the following eligibility requirements: Junior or Senior class standing at least 1 semester of attendance at WHS with a cumulative GPA of at least 88%.

Eligible students will be notified in the fall and invited to complete an information sheet in order to pursue their NHS candidacy. All faculty members are asked to rate the eligible students in the categories of scholarship, character, leadership, and service and to share pertinent comments. Faculty ratings and comments are compiled for consideration by the 5-person faculty selection committee appointed by the Principal. In addition, each student's information sheet, academic transcript, and disciplinary record are provided for the committee's consideration. After discussion of the information provided, the committee, by majority vote, chooses to accept or reject the student for NHS membership.

Students are notified by mail of their acceptance or rejection. Any student whose candidacy is rejected is welcome to discuss areas of concern with the NHS advisors and to seek membership in succeeding years (provided he/she remains eligible). Accepted students will be inducted into the chapter at a formal ceremony held in the evening in October. Once inducted, students must continue to uphold high standards of scholarship, leadership, character, and service as well as actively taking part in meetings and chapter projects. Failure to do so may lead to probation, corrective measures, or, in the case of a serious infraction or continuing offense, dismissal. Details about expectations and disciplinary procedures are provided to incoming members prior to their induction.



### Woodsville High School Student Pledge

*by the Latin III/IV students (April MMXI)*

As a member of the Woodsville High School Community,

- I will stand by, honor, and not disgrace my school nor my fellow classmates and their beliefs.
- I will treat my teachers with respect, for upon me they bestow knowledge.
- I will work to succeed academically, morally, and physically.
- I will reflect upon all that I have been taught and will be taught.
- I will use said teachings and knowledge to become a contributing member of society.

And both alone and with all to help me, I will build up my world to be greater and better than before.

# Woodsville High School Faculty and Staff

## Office Staff

|                    |         |                      |                    |
|--------------------|---------|----------------------|--------------------|
| Hayden Coon        | ext 200 | Principal            | hcoon@sau23.org    |
| Michael K. Strauch | ext 200 | Dean of Students     | mstrauch@sau23.org |
|                    | ext 247 | Athletic Director/PE |                    |
| Johnna Bishop      | ext 200 | Admin. Assistant     | jbishop@sau23.org  |
| Denise Reardon     | ext 244 | Finance Secretary    | dreardon@sau23.org |
| Kendra L. Strout   | ext 235 | Nurse                | kstrout@sau23.org  |

## Guidance

|                 |         |                       |                      |
|-----------------|---------|-----------------------|----------------------|
| Rosalie N. Farr | ext 230 | School Counselor      | rfarr@sau23.org      |
| Deborah Movizzo | ext 232 | Guidance Secretary    | dmovizzo@sau23.org   |
| Joseph Mitchell | ext 237 | SAP Counselor (M-W-F) | jmittchell@sau23.org |

## Teachers

|                   |         |                           |                       |
|-------------------|---------|---------------------------|-----------------------|
| Jared Grace       | ext 225 | English                   | jgrace@sau23.org      |
| Amanda LaFond     | ext 223 | English                   | alafond@sau23.org     |
| Jessica Quinn     | ext 224 | English                   | jquinn@sau23.org      |
| Allen Cummings    | ext 211 | Math                      | acummings@sau23.org   |
| Jaline Mulliken   | ext 213 | Math                      | jmulliken@sau23.org   |
| Rebecca Chase     | ext 215 | Math                      | rchase@sau23.org      |
| Rachael Brown     | ext 218 | Science                   | rbrown@sau23.org      |
| Janine Eck        | ext 217 | Science                   | jeck@sau23.org        |
| AJ Fleteau        | ext 216 | Science                   | aflateau@sau23.org    |
| Ashley Hanson     | ext 207 | Social Studies            | ahanson@sau23.org     |
| Scott Nichols     | ext 229 | Library/ELO Coord.        | snichols@sau23.org    |
| Bob Scianna       | ext 206 | Social Studies            | bscianna@sau23.org    |
| Linda Haggarty    | ext 222 | World Language            | lhaggarty@sau23.org   |
| Lori MacPherson   | ext 210 | Special Education         | lmacpherson@sau23.org |
| Jodie Maccini     | ext 209 | Special Education         | jmaccini@sau23.org    |
| Scott Simano      | ext 209 | Special Education         | ssimano@sau23.org     |
| Jennifer Mroczko  | ext 203 | Business/Computer         | jmroczko@sau23.org    |
| Glen Page         | ext 220 | Tech Ed./CISCO            | gpage@sau23.org       |
| Philip Tuite      | ext 221 | Distance Learning         | ptuite@sau23.org      |
| Stephanie Marston | ext 201 | Art                       | stmarston@sau23.org   |
| Christina Fleteau | ext 212 | Family & Consumer Science | cflateau@sau23.org    |
| Claire McIver     | ext 246 | Music                     | cmciver@sau23.org     |
|                   | ext 248 | Abbey Group               | foodservice@sau23.org |
| Jill Nichols      | ext 208 | JAG                       | jnichols@sau23.org    |

| Moria DeBois             |  | School Psychologist | mdebois@sau23.org      |
|--------------------------|--|---------------------|------------------------|
| Sara Lang                |  | OT                  |                        |
| Mary Opalinski-Girard    |  | Speech Therapy      |                        |
|                          |  | Mentoring           |                        |
| Instructional Assistants |  |                     |                        |
| Michael Bonano           |  |                     | mbonano@sau23.org      |
| Karen Cox                |  |                     | kcox@sau23.org         |
| Deb Lundin               |  |                     | dlundin@sau23.org      |
| Jennifer Mattoon         |  |                     | jmattoon@sau23.org     |
| Kellie Quackenbush       |  |                     | kquackenbush@sau23.org |
| Janitta Richardson       |  |                     | jrichardson@sau23.org  |
| Joshua Peltonovich       |  |                     | jpeltonovich@sau23.org |
| Alyssa Hunsicker         |  |                     | ahunsicker@sau23.org   |
| Sue Dimick               |  |                     | sdimick@sau23.org      |
| Leslie Houghton          |  |                     | lhoughton@sau23.org    |

| Custodians    |         |           |                     |
|---------------|---------|-----------|---------------------|
| John Fraser   | ext 245 | Lead/Days | jfraser@sau23.org   |
| Bill Townsend | ext 249 | Night     | wtownsend@sau23.org |
| Alvin Murtagh | ext 245 | Night     | amurtagh@sau23.org  |



# 2022-2023 SCHOOL YEAR CALENDAR

BENTON, HAVERHILL COOPERATIVE, KSS & FPS

| AUGUST |    |    |    |    | 3 |
|--------|----|----|----|----|---|
| M      | T  | W  | TH | F  |   |
|        |    |    |    |    |   |
| 1      | 2  | 3  | 4  | 5  |   |
| 8      | 9  | 10 | 11 | 12 |   |
| 15     | 16 | 17 | 18 | 19 |   |
| 22     | 23 | 24 | 25 | 26 |   |
| 29     | 30 | 31 |    |    |   |

8/22 New Staff Orientation  
 8/23 -25 Professional Dev.  
 8/29 First Day of School

| SEPTEMBER |    |    |    |    | 19 |
|-----------|----|----|----|----|----|
| M         | T  | W  | TH | F  |    |
|           |    |    | 1  | 2  |    |
| 5         | 6  | 7  | 8  | 9  |    |
| 12        | 13 | 14 | 15 | 16 |    |
| 19        | 20 | 21 | 22 | 23 |    |
| 26        | 27 | 28 | 29 | 30 |    |

9/3 No School  
 9/6 Labor Day - No School  
 9/14 Haverhill Data Day - No School

| OCTOBER |    |    |    |    | 19 |
|---------|----|----|----|----|----|
| M       | T  | W  | TH | F  |    |
|         |    |    |    |    |    |
| 3       | 4  | 5  | 6  | 7  |    |
| 10      | 11 | 12 | 13 | 14 |    |
| 17      | 18 | 19 | 20 | 21 |    |
| 24      | 25 | 26 | 27 | 28 |    |
| 31      |    |    |    |    |    |

10/7 Professional Dev.  
 10/10 Columbus Day - No School

| NOVEMBER |    |    |    |    | 19 |
|----------|----|----|----|----|----|
| M        | T  | W  | TH | F  |    |
|          | 1  | 2  | 3  | 4  |    |
| 7        | 8  | 9  | 10 | 11 |    |
| 14       | 15 | 16 | 17 | 18 |    |
| 21       | 22 | 23 | 24 | 25 |    |
| 28       | 29 | 30 |    |    |    |

11- Veterans Day  
 23 - Early Release Day  
 24-25 Thanksgiving Recess - No School

| DECEMBER |    |    |    |    | 15 |
|----------|----|----|----|----|----|
| M        | T  | W  | TH | F  |    |
|          |    |    | 1  | 2  |    |
| 5        | 6  | 7  | 8  | 9  |    |
| 12       | 13 | 14 | 15 | 16 |    |
| 19       | 20 | 21 | 22 | 23 |    |
| 26       | 27 | 28 | 29 | 30 |    |

12/22 Haverhill Data Day - No School  
 12/23-12/31 Holiday Recess - No School

| JANUARY |    |    |    |    | 20 |
|---------|----|----|----|----|----|
| M       | T  | W  | TH | F  |    |
| 2       | 3  | 4  | 5  | 6  |    |
| 9       | 10 | 11 | 12 | 13 |    |
| 16      | 17 | 18 | 19 | 20 |    |
| 23      | 24 | 25 | 26 | 27 |    |
| 30      | 31 |    |    |    |    |

1/2 Holiday Recess - No School  
 1/17 Martin Luther King Day - No School

| FEBRUARY |    |    |    |    | 17 |
|----------|----|----|----|----|----|
| M        | T  | W  | TH | F  |    |
|          |    | 1  | 2  | 3  |    |
| 6        | 7  | 8  | 9  | 10 |    |
| 13       | 14 | 15 | 16 | 17 |    |
| 20       | 21 | 22 | 23 | 24 |    |
| 27       | 28 |    |    |    |    |

2/20 - President's Day - No School  
 27-28 Winter Vacation - No School

| MARCH |    |    |    |    | 19 |
|-------|----|----|----|----|----|
| M     | T  | W  | TH | F  |    |
|       |    | 1  | 2  | 3  |    |
| 6     | 7  | 8  | 9  | 10 |    |
| 13    | 14 | 15 | 16 | 17 |    |
| 20    | 21 | 22 | 23 | 24 |    |
| 27    | 28 | 29 | 30 | 31 |    |

1-3 Winter Vacation - No School  
 3/22 Haverhill Data Day - No School

| APRIL |    |    |    |    | 15 |
|-------|----|----|----|----|----|
| M     | T  | W  | TH | F  |    |
|       |    |    |    |    |    |
| 3     | 4  | 5  | 6  | 7  |    |
| 10    | 11 | 12 | 13 | 14 |    |
| 17    | 18 | 19 | 20 | 21 |    |
| 24    | 25 | 26 | 27 | 28 |    |

4/24-4/28 Spring Vacation - No School

| MAY |    |    |    |    | 22 |
|-----|----|----|----|----|----|
| M   | T  | W  | TH | F  |    |
| 1   | 2  | 3  | 4  | 5  |    |
| 8   | 9  | 10 | 11 | 12 |    |
| 15  | 16 | 17 | 18 | 19 |    |
| 22  | 23 | 24 | 25 | 26 |    |
| 29  | 30 | 31 |    |    |    |

5/29 Memorial Day - No School

| JUNE |    |    |    |    | 12 |
|------|----|----|----|----|----|
| M    | T  | W  | TH | F  |    |
|      |    |    | 1  | 2  |    |
| 5    | 6  | 7  | 8  | 9  |    |
| 12   | 13 | 14 | 15 | 16 |    |
| 19   | 20 | 21 | 22 | 23 |    |
| 26   | 27 | 28 | 29 | 30 |    |

6/16 Last day of school - Student Early Release All Schools  
 6/16 - Afternoon Teacher In-Service  
 6/19 - Professional Dev. Day  
 6/20-23 - Snow Day Make Up Days  
 6/10 Tentative WHS Graduation

Snow Day Make Up Days

| Days/Month           |
|----------------------|
| 3 August             |
| 19 September         |
| 19 October           |
| 19 November          |
| 15 December          |
| 20 January           |
| 17 February          |
| 19 March             |
| 15 April             |
| 22 May               |
| 12 June              |
| 180 Instruction Days |

- Early Release Days
- Holidays
- Professional Dev. Days
- Vacation Days
- Data Days for Teachers
- Early Release - Parent Conferences

## APPENDIX

### **POLICY DEVELOPMENT SYSTEM (BGA)**

The Board endorses for use in this district the policy development, codification, and the dissemination system of the National School Boards Association. This system may be modified to meet local needs.

#### System Maintenance

A member of the administrative staff is to be charged with the responsibility to maintain the Board's policy reference files, to provide for the proper coding of new policy statements, to maintain the Board's policy manual, and to serve as liaison between the Board, and the NHSBA, State Board of Education, and other principals of policy research information.

### **LUNCH PROGRAM CHARGE POLICY (EFG)**

All food purchased from the Food Service Program will be paid for at the time of purchase, either in cash, or by deduction from a prepaid account. Advance payments should be made by check or by using the district's online pre-payment system.

At the elementary and middle school level; in the event a student forgets or misplaces their money for their lunch, a meal will be provided to them and be charged to their account. Unpaid meal charges are considered delinquent debt when the meal account continues to be unpaid for more than five (5) days. If their lunch bill has gone unpaid for more than five (5) days, the information will be referred to the building administrator for review and possible phone call to the home. Letters will be sent home with account information as necessary. Delinquent account information will be referred to the Superintendent's Office.

If by the end of the school year there is a negative balance on a student account, the parent will have until June 30<sup>th</sup> in which to bring the account up to date or face possible legal action. SAU #23 reserves the right to pursue legal action on any unpaid balances.

Bad debt is defined as delinquent debt that is deemed uncollectable at the end of the school year. If all collection resources have been exhausted, the Superintendent will evaluate all delinquent debt for conversion to bad debt. Bad debt will be restored to the school nutrition program from the General Fund prior to year-end.

At no time will students be allowed to charge any snack or Ala Carte items. At the high school level, students will be allowed to charge up to \$13.00 for meals only. At no time will staff be allowed to charge.

### **STUDENT PLACEMENT PROMOTION AND RETENTION OF STUDENTS (IKE)**

Students will be placed at the grade level to which they are best adjusted academically, socially, emotionally, and developmentally. Every effort possible will be made to ensure that all children encounter successful experiences throughout their school years. Students will usually progress annually from grade to grade, spending one year in each grade. However, some children will profit by staying an additional year in the same grade, while others might benefit from an advanced grade level placement. Criteria for placement would include: academic performance, attendance, and/or developmental maturity.

The final decision on grade level and program placement will rest with the superintendent or his/her designee. Parental input will be considered in the decision making process.

### **STUDENT CONDUCT ON SCHOOL BUSES (JICC)**

Students using District transportation must understand that they are under the jurisdiction of the school from the time they board the bus until they exit the bus.

Students transported in a school bus shall be under the authority of the District and under the control of the bus driver. The driver of the bus shall be held responsible for the orderly conduct of the students transported. Each driver has the support of the Board in maintaining good conduct on the bus.

Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reasons for a student to be denied the privilege of transportation in accordance with the regulations of the Board. If a student is to lose the privilege of riding the bus, advance warning will be given, except for extreme misconduct.

The Superintendent or his/her designee will develop rules and regulations for conduct on buses, and these shall be printed in the Parent-Student Handbook.

## BUS RULES AND REGULATIONS (JICC-R)

The right of all pupils to ride in a school bus is conditioned on their good behavior and observance of rules and regulations. The privilege of riding the bus can be revoked by the school for misconduct and parents will then be responsible for transportation to and from school in accord with the New Hampshire Statutes.

The bus driver and bus contractor are responsible for the safety, welfare, conduct and control of the pupils whom they are transporting. Therefore, the following rules and regulations will be strictly enforced:

1. Drivers will maintain posted schedules as closely as possible. Students must be ready to take the bus when it arrives. Drivers will not wait for students who are not ready.
2. Students must wait for the bus in an orderly manner and must remain well out of the roadway or parking lot.
3. Students who must cross the road to board or leave the bus, will cross only in front of the bus and only after the driver signals that it is safe to cross the roadway.
4. Students will enter or leave the bus in an orderly and courteous manner.
5. Students must take a seat upon entering and remain in it until the bus arrives at school or home. Students cannot stand up while the bus is in motion. The driver may assign definite seats to pupils.
6. Students must not throw anything in the bus or out of the bus.
7. Students will not engage in disruptive behavior. Shouting, profanity, abusive language, fighting, or any other major disturbances will not be tolerated.
8. Students must not put head, hands or arms out of the windows of the bus.
9. Aisles are to be kept free of books, lunch boxes and other objects. (Musical instruments will be placed under a seat, or held during the trip).
10. Students will not eat or drink on the bus.
11. Smoking or use of tobacco is prohibited on the school bus at all times.
12. Footwear must be worn on the bus at all times.
13. Students shall not knowingly possess, use, transmit, or be under the influence of any alcohol or unlawful drug, nor possess any dangerous weapon.
14. Only authorized riders will be permitted on the bus.
15. Students will only ride the bus assigned to the pupil and will be discharged at their regular bus stop unless a written parental request is approved in advance. Approval is contingent on space availability.
16. Students will be discharged only at a designated bus stop.
17. Students will be held responsible for any and all damage to the bus perpetrated by them.
18. The school bus is an extension of the school, and all rules and regulations of the school must be observed on the bus.
19. No student shall be put off the bus while traveling to and from school. Parents shall be notified and the daily trip completed before the students can be removed from transportation service.
20. The bus drivers are in charge of the bus, and pupils are expected to obey their requests or decisions pertaining to safe pupil transportation.
21. Permission to ride on the school bus may be taken away for lack of pupil cooperation or unsatisfactory conduct, and parents/guardians will be responsible for transportation to and from school.

### MISBEHAVIOR ON THE BUS

All students who ride a school bus are subject to the above regulations until they get off the bus at school or at their bus stop. Any misbehavior which distracts the bus driver is a very serious hazard to the safe operation of the vehicle, and as such, jeopardizes the safety of all passengers.

- First Offense: will result in a warning to the student and a report to his/her parents. It is expected that parents will help prevent a reoccurrence of the offense. A serious offense may result in the suspension of riding privileges.

- Second Offense: may result in the suspension of riding privileges, the length of time to depend on the seriousness of the infraction. A report will be made to the parents, to the Superintendent, and to the Transportation Contractor.
- Third Offense: will result in the suspension of riding privileges, the length of time to depend on the seriousness of the infraction. A report will be made to the parents, to the Superintendent, and to the Transportation Contractor.

RSA 189:9A

Notwithstanding the provisions of RSA 189:68, the superintendent or his/her representative as designated in writing, is authorized to suspend the right of pupils from riding a school bus when said pupils fail to conform to the reasonable rules and regulations as promulgated by the school board. Any suspension to continue beyond twenty (20) school days must be approved by the school board. Any suspension shall not begin until the next school day following the day notification of suspension is sent to the pupil's parent or legal guardian.

1. If a pupil has been denied the right to ride a school bus for disciplinary reasons, the parent or guardian of that pupil has a right to appeal within 10 days of the suspension to the authority that suspended this pupil's right.

2. Until the appeal is heard, or if the suspension of the pupil's right to ride the school bus is upheld, it shall be the parents' or guardians' responsibility to provide transportation to and from the school for the period of the suspension.

**REPORTING CHILD ABUSE (JLF)**

If a staff member suspects that a child is being abused or neglected, a report will be made immediately to DCYF and second notification to the school principal that a report has been made.

The Principal will notify the Superintendent and will report to the office as required by law.

All school employees having reason to suspect that a child has been abused or neglected shall report to DCYF the same as required by law.

An oral report shall be made immediately by telephone and followed within 48 hours by a report in writing, if so requested, by DCYF Central Intake. Such report shall, if known, contain the name and address of the child suspected of being neglected or abused and the person responsible for the child's welfare, the specific information indicating neglect or the nature and extent of the child's injuries (including any evidence of previous injuries), the identity of the person or person suspected of being responsible for such neglect or abuse, and any other information that might be helpful in establishing neglect or abuse or that may be required by the Division of Children Youth and Family Services.

Staff training is recommended at the building level.

