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*Cover bear drawing by Brittany Shaw

**Welcome to Winnisquam Regional High School
District and School Website: www.wrsdsau59.org**

To Students, Parents and the School Community:

It is a pleasure to join WRHS and welcome you to the 2009-2010 school year. As the class of 2010 prepares for the 70th graduation ceremony at WRHS, we look back on their many accomplishments over the last four years and look forward to working with them on their college/career goals. It is an exciting time in their lives and we hope this will be a great senior year for them.

We are thankful that the people in Tilton, Northfield and Sanbornton continue to support our efforts in providing a quality educational experience for our students. Together, the students, teachers, parents and administration, will continue to make a positive difference in the culture and climate of WRHS.

This handbook is presented as a guide for members of the WRHS school community as they interact with the school and each other on a daily basis. It contains important information on all aspects of our educational programs as well as guidelines for behavior and student management. We urge all parents and students to read this document carefully in order to avoid any confusion over policies and procedures. There is also information on co-curricular activities and athletics. We encourage you to take advantage of all that WRHS has to offer. Again, welcome to a new school year.

Goooooo Bears!

Dr. Ronna Cadarette, Principal

**WINNISQUAM REGIONAL HIGH SCHOOL
MISSION STATEMENT AND STUDENT EXPECTATIONS**

Winnisquam Regional High School is a community of learners committed to promoting a sense of PRIDE:

- P**roductive citizenship
- R**espect for Self and community
- I**ndividual growth and achievement
- D**etermination to succeed
- E**xcellence in education

We are committed to a comprehensive system of support to assure these outcomes in a safe environment.

Expectations for Student Learning:

- Develop skills in literacy across the curriculum
- Develop critical thinking skills across all content areas
- Develop problem solving skills across all content areas
- Develop communication skills across all content areas
- Develop skills for productive use of technology and information resources
- Develop career, educational and life-planning skills
- Understand the role of arts in society
- Demonstrate civic responsibility and environmental stewardship
- Demonstrate knowledge and behaviors that will foster the adoption of healthy lifestyles
- Practice civil, non-violent methods of communicating differences, resolving conflicts and collaboration.

“BEAR PRIDE”

RESPECT YOURSELF AND OTHERS

HAVE THE COURAGE TO DO WHAT IS RIGHT

SHOW LOYALTY TO YOUR SCHOOL, YOURSELF, AND YOUR COMMUNITY

HAVE TOLERANCE FOR ALL

ACCEPT RESPONSIBILITY FOR YOUR WORDS AND ACTIONS

CIVILITY POLICY

Members of the Winnisquam Regional School District staff will treat parents and other members of the public with respect and expect the same in return. The district must keep schools and administrative offices free from disruptions and prevent unauthorized persons from entering school/district grounds.

Accordingly, this policy promotes mutual respect, civility, and orderly conduct among district employees, parents, and the public. We do not intend this policy to deprive any person of his or her right to freedom of expression. Rather, we seek to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting teachers and other employees as positive role models, we encourage positive communication and discourage volatile, hostile, or aggressive actions. This district seeks public cooperation with this endeavor.

1. **Disruptive Individual Must Leave School Grounds.** Any individual who disrupts or threatens to disrupt school/office operations, threatened the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language that could provoke a violent reaction or who has otherwise established a continued pattern of unauthorized entry on school district property will be directed to leave school or school district property promptly by the school’s principal or other chief administrative officer.
2. **Directions to Staff in Dealing with Abusive Individuals.** If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely warn the speaker to communicate civilly. If the abusive individual does not stop the behavior, the district employee will verbally notify the abusing individual that the meeting, conference, or telephone conversation is terminated; and, if the meeting or conference is on

district premises, the employee shall direct the abusive individual to leave promptly. If the individual continues to be abusive, the employee has the right to inform the individual that the police will be notified to deal with the problem immediately.

3. **Provide Policy and Report Incident.** When a staff member determines that a member of the public is in the process of violating the provisions of this policy, the staff member should provide a written copy of this policy at the time of occurrence. The staff member will then immediately notify his or her supervisor and provide a written report of the incident.

*It is understood that school personnel are to abide by the same principals enunciated in this policy as provided in school board policies GBAA, GBE, GBEBB, KEB.

**Students are expected to abide by the same principals enunciated in this policy as provided in the K-12 WRSD Student Discipline Procedures.

WRSD SCHOOL CALENDAR IMPORTANT DATES

FRESHMAN ORIENTATION: Thursday, August 27, 2009

OPENING DAY: Tuesday, September 1, 2009

GRADUATION: Friday, June 11, 2009 (tentative)

LAST DAY OF SCHOOL: June 16, 2009 if no “snow days” needed for make-up.

SCHOOL DAY

Students will be allowed to go to their lockers at 7:25 First period will start at 7:42 with the Pledge of Allegiance. Students not present at this time will be marked absent. The school day closes at 2:30 pm.

Bell Schedule

Period 1	Period 2	Period 3	Period 4	Mentor/HR	Period 5	Period 6	Period 7
7:42-8:31	8:35-9:24	9:28-10:17	10:21-11:10	11:13-11:26	11:29-12:44	12:48-1:37	1:41-2:30

2-Hour Delay Schedule:

9:25 First Bell

9:42 – 10:30 Period 1 / Period 3 *

10:34 – 11:22 Period 2 / Period 4 *

Regular Schedule Period 5 – Period 7

***These alternate: Ex: 1st delay, start with Per. 1 & 2; 2nd delay, start with Per. 3 & 4**

Students will be allowed to leave the cafeteria at 7:25 a.m. Students in the hallways after classes begin should have appropriate passes.

End of Day: It is important that all students remain in the building until all of the busses arrive from the Middle School to avoid problems in the parking lots.

SCHOOL CLOSED 1st Semester

Sept. 7 – Labor Day

October 9 – Teachers Workshop

October 12 - Columbus Day

November 11 – Veterans Day

November 25-27 Thanksgiving

Dec. 24 – Jan 2 – Holiday Recess

SCHOOL CLOSED 2nd Semester

January 18 – Martin Luther King Day

January 22 – Teacher Workshop

Feb. 22-26 – Winter Recess

April 26- 30 – Spring Recess

May 31 – Memorial Day

SCHOOL ALERT NOTIFICATIONS

The Winnisquam Regional School District uses the ALERTNOW Rapid Notification Service to enhance parental communication. This service allows us to send a voice and/or email message to ALL of our student’s parents on ALL of their contact numbers within minutes, if an emergency occurs at a school. The ALERTNOW service will also assist us for informing you directly when school cancellations, delays, or early releases occur due to inclement weather. At a later time, it may be used to help schools reduce the resources needed to pass along key information regarding school events or reminders.

It is imperative that each school has and maintains all contact information about every student. Parents and guardians are responsible for submitting this information at the beginning of each school year and whenever there is a change.

The district communication system will be tested a couple of times a year with prior notification to parents and guardians. To find out more information about the district alert notifications please see the website: www.wrsdsau59.org.

Calling off school - The decision will be made by 6:15 am. No-school announcements will be made by the area radio and television stations (WFTN, WMUR & WRSD Website). Please do not call the radio stations, but listen to the radio or watch channel 9 for no-school announcements. Should a storm develop during the morning of a school day and conditions indicate weather and road conditions will become worse during the day, students will be sent home earlier than usual. The decision will be made around 11:00 am if schools are to be dismissed early and will be announced by the area radio stations. School lunch will be served prior to dismissal.

Delayed opening - Delayed-opening procedures would be used as an alternative to closing schools for the whole day when there is indication that weather and road conditions may improve. The decision will be announced on the area radio stations listed above around 6:15 am. Bus transportation will start two hours later than usual and students who walk to school should start for school two hours later than usual. Schools will close at the usual time. There will be no further announcements. However, under delayed-opening, if weather and road conditions do not improve as anticipated, by 8:15 am another announcement would be made on the radio stations in the area, canceling school for the day

ACADEMIC INFORMATION

CREDIT REQUIREMENTS

Students must carry 6 credits per year with the exception of those students scheduled for a lab science in which case they must carry 5 ½ credits per year. To PASS from one grade level to the next, students must have earned:

- 6 credits to enter 10th grade
- 11 credits to enter 11th grade
- 16 credits to enter 12th grade

GRADUATION REQUIREMENTS

TOTAL 21.5 units

Although needs, abilities, and future plans of high school students vary greatly, the following minimum programs shall be successfully completed in order to graduate:

- English.....4 units
- Social Studies.....3 units*
- Mathematics.....3 units*
- Science.....2 units
- Physical Ed.....1 ½ units
- Information and Communication Technology Requirement***
- Health..... ½ unit
- Arts..... ½ unit
- Freshman Seminar..... ½ unit
- Electives.....6 ½ units**

* Social Studies must include: World History & Geography 1 credit, US History 1 ½ credits, Economics ½ credit. Math must include: Algebra I
 **Electives (any subjects offered). Students are required to take courses in more than one area.
 ***Competency may be met by completing an upper level computer technology course (1/2 credit), taking a senior ICT Portfolio course (1/2 credit), or by completing a digital portfolio on their own – no credit will be given for students using this option.

GRADING POLICIES

Academic subjects will carry greater weight in determining class ranks. If you have any questions about the formula for this weighting, please check the Program of Studies or see your guidance counselor. Semester and final exams: The weight given to final exams will be determined at the department level with no exam exceeding 20%. Students will be informed of the weight of the final exam in writing at the beginning of the course. Students who have an A average for the school year may be exempted from the final exam, at the teacher’s discretion. A student who deliberately cuts a final exam will fail the course.

GRADING SYSTEM

- A +/- Excellent
- B +/- Good
- C +/- Fair
- D +/- Poor
- F +/- Unacceptable
- I Incomplete
- WF Withdrawn w/failing grade

Quality Points

Grades	Levels 1, 2, 3	Level 0
A	4.0	Multiply by 1.09
A-	3.67	
B+	3.33	
B	3.0	
B-	2.67	
C+	2.33	
C	2.0	
C-	1.67	
D+	1.33	
D	1.0	
D-	0.67	
F	0	

Student’s rank in class is computer on the GPA (grade point average) as outlined above using the weighted points assigned to each level. GPA is defined as the total points earned divided by the credits attempted.

Classes which are not figured into the GPA include: Academic Skills and Freshman Seminar. Students have the responsibility with the guidance of their parents, teachers and counselors to select those courses which best meet their needs, aptitudes and abilities. However, teacher and department recommendations are considered when assigning courses that are taught at more than one level. Prerequisites must also be met.

Juniors and Seniors can request the option of excluding from the GPA a maximum of one credit of elective courses a year (total of two credits). These must be electives beyond the state and local requirements. This choice must be made before the course begins.

Courses taken at other schools are assigned values after comparing them with similar courses offered at Winnisquam. The class ranking system will not affect student's eligibility for the honor roll.

CHEATING/PLAGIARISM

It is considered plagiarism when a student uses another's work without using quotation marks around and/or giving credit to the ideas of others. (MLA Documentation Style or content area specified for course). Students should be especially careful when using internet resources, as direct cutting and pasting and even paraphrasing will be recognized as plagiarism, unless correct citation is used. An incident of plagiarism or cheating may result in a zero grade for the entire work or project, and suspension from the course for the rest of the year.

HOMEWORK

Homework is a normal and expected part of school life. Whether it involves reading, computing, written responses to questions, essays, projects or self disciplined review and study, time spent outside the classroom on school work will be a necessary component of academic achievement. The amount of homework may vary from course to course. All students, along with their parents/guardians should realize the importance of homework and plan home study accordingly.

HONOR ROLLS

High Honors – all A's or not more than one B.

Honors – Combination of A's and B's and not more than one C. No D's or F's are allowed.

INCOMPLETE GRADES

Incompletes may be issued at the discretion of the teacher. The student and teacher should complete the "Request for Incomplete" form that must be signed by the teacher, student and parent. This form represents a contract between the student and teacher to complete the necessary work for the course within a reasonable period of time. Copies must be provided to the student, teacher and guidance. Failure to complete the required work within the specified period of time, without an extension, will result in the grade changing as indicated. All incompletes must be resolved prior to the next mid-term period. If a student withdraws from school prior to completing the required work, the grade will be changed as indicated on the form or as indicated by the teacher on a change of grade form. A change of grade form must be completed by the teacher in order for grades to change from an incomplete.

INDEPENDENT STUDY

Independent study provides the opportunity for students to either take an existing course outside the normal school offerings or develop a course proposal to explore aspects of specific learning topics outside the normal curriculum. Students will work with an area-certified supervising teacher who will guide your studies and evaluate your assignments and assessments. Depending on the nature of the course, the supervising teacher may require attendance during a study hall/class or allow the student to work independently during the student's free time. Students must recognize that they generally will not receive the level of assistance that they would if they were enrolled in a regular classroom setting.

The teacher and student will complete the "Request for Independent Study" form, attach either a course proposal or syllabus and obtain the necessary approvals as indicated on the form. Guidance will not enroll a student in an independent study until the form has been signed and returned to them. All independent study forms must be submitted within 2 weeks of the start of the semester/year as appropriate.

Course proposals shall include the following:

- A written outline of the course and a description of the requirements for said course including goals and objectives, methods, materials and evaluation criteria or a class syllabus.
- A written grading criteria (similar to what is in the syllabus of current courses)

- A written explanation by the supervising teacher of the credit (½ credit or 1 credit) to be received by the student upon successful completion of this course (follow the Carnegie units as criteria to determine this)
- A written explanation by the supervising teacher of the level (0, 1, 2, 3) of this course.
- The course name will be determined by both department and area of study such as "Independent study: Business: CAD/CAM applications".

MAKE-UP WORK FOR ABSENCES

It is the responsibility of the student to see that all work missed from an absence is made up. Students will have two days for each day missed to complete make-up work. Grading will be done at the teacher's discretion. Students are encouraged to make up the missed work to maintain continuity of the subject matter.

MID-TERM REPORT

A written statement of academic progress will be at approximately the mid-point of each marking period. It will be the responsibility of students to make this information available to their parents. Students should be aware that failure may occur following the mid-point of any marking period. A student can fail the marking period even though a warning has not been given.

GUIDANCE SERVICES

Each student is assigned a Counselor for the duration of their high school experience. The Counseling Department at WRHS provides guidance and counseling services to all students from the time they enter the high school until graduation. Counseling supports the academic component of the high school with the goal being to meet the individual needs of each student and to help students achieve a productive high school experience. Counseling services are designed to help students with their educational, social and career development and students are encouraged to meet with their counselors to access the following services:

Academic Counseling: Counselors assist students in becoming aware of their academic strengths and weaknesses; assist students in selecting subjects that are consistent with their personal abilities, interests and goals; and work with students to help them achieve in the classroom, develop sound study habits and cope with teacher expectations.

Personal Counseling: The counselor helps the student discover those opportunities which can best guarantee the fulfillment of the student's personal needs and aspirations. This includes consideration of development or situational adjustment problems that may interfere with effective functioning. As a result of this personal counseling, the students will develop a sense of personal worth and responsibility, improve their ability for self-understanding and self-direction and will develop realistic, personal, social, vocational and educational plans.

Career Counseling: Throughout high school, counselors assist students in developing career awareness and decision-making skills. Through the use of interest inventories and career exploration focused websites, counselor's assist students in exploring interests while considering past performance, present potential and future opportunities. Future career and educational goals are of prime consideration in course selection.

College Counseling:

Self-assessment and college identification – A variety of college information and resources are available in the Guidance Department to assist the student in choosing the best schools for him or her.

Application Process - Counselors are available to assist students through the college application process. Requests for transcripts and letters of recommendation should be submitted to the counselor at least two weeks prior to the deadline in order for the Guidance Department to process the requests.

Scholarship/Grants – Information regarding the financial aid process can be obtained in the Guidance Department, as well as information on local and national scholarships. Additional information can be found on a variety of websites. See your counselor for details.

RECORDS

Student permanent records are confidential documents. The Guidance Office is required to have a signed release before sending copies of documents to any individual or other institutions. Students and parents may request to review student records by making an appointment with the appropriate counselor.

ADD/DROP COURSES

Parents will be advised of the courses their children take and will sign a course selection sheet. Parents are encouraged to call the Guidance Office (286-3998) or administration if they have any questions about courses or class schedules. Changes in courses for the 2nd semester will not be made after the first week of a course. A written request from a parent/guardian is required in order for a student to drop or change a course. Schedule changes not recommended by the school staff may not be made without a parental conference. Every effort will be made to schedule conferences at a time convenient to parent's work schedules.

EARLY GRADUATION

It is possible for students to complete requirements for graduation at the end of the first semester of their senior year. Students will be considered for early graduation if they meet the following requirements:

- All requests for early graduation must be made before the end of semester 1 of their junior year.
- The student will request of the principal, in writing, that his or her request for early graduation be considered. Requests should include reasons for desiring permission to graduate at the earlier date. If reasons include early admission to a post-secondary school or full-time employment, the name of the school or name of the prospective employer should be stated.
- Parent(s) or guardian(s) are required to submit, in writing, approval of their child's request.
- The principal, guidance staff and teachers who know the student will consider the request and certify all of the graduation requirements can be met.
- Based on this consideration by the staff, the principal will forward recommendation to the Superintendent.
- If the principal's recommendation is favorable, (s)he is to state what was done to counsel the student about the disadvantages of early graduation and the advantages of remaining in school (in the case of marginal grade reports).
- If the principal's recommendation is not favorable, (s) he is to state reasons for this decision. A short explanation should include what the school can offer to motivate this student not to "drop out" and make the remaining months a rewarding experience.
- The Superintendent will then grant or deny the request.
- The Board will receive an annual report regarding the individual requests and their disposition.
- With the exception of graduation exercises and senior activities (prom, awards night, banquet, Chem. Free), students granted early graduation will not be allowed to participate in co-curricular activities when their course work is completed.

PASS PROGRAM

This program is designed to help students with credit recovery through the A+ program. Permission to access this program for any reason is left up to the teacher in the program, and must be approved by the student's parents, guidance counselor and the building principal.

ALTERNATIVE EDUCATION

ADULT HIGH SCHOOL DIPLOMA

Under the following guidelines, a student may be allowed to earn credits (up to 5) through alternative settings:

- The adult diploma program in which the student enrolls must be endorsed by the State Department of Education.
- The student must seek approval in writing from the principal before enrolling in a course of study for which he/she is seeking credit.
- If the student is not 18 years of age or older before enrolling in such a course, the parent or guardian must submit a written approval to the principal.
- The adult diploma programs must be designed so as not to be competitive with the regular school program.
- A student may enroll in the program only if scheduling for day-time courses to complete requirements is not possible.
- A student may not receive more than one credit during a semester.
- A student's course load may not exceed six subjects in any given semester.
- Requests by students will be reviewed by the principal and Guidance Department.
- A written recommendation will be sent by the high school principal to the local director of the adult program outlining the circumstances.
- Credits earned in the approved adult diploma program will be applied towards earning the standard WRHS diploma.

HOME SCHOOLING Policy IHBGA

The Winnisquam Regional School District believes the awarding of a diploma from WRHS should be meaningful to all concerned – students, parents, employers and colleges. To that end, we have developed a program of studies that insures the community that students will leave with minimal competencies to be successful in life and challenged to learn as much as possible within their abilities. This same philosophy applies to students who have been home schooled and are seeking entrance into and a diploma from WRHS. All WRHS students must meet the requirements for a diploma set forth in the Program of Studies booklet. It is the intent of this policy to encourage communication between the home school and the school department. If there is a possibility of re-entry into the high school for the purpose of receiving a diploma, early contact with the school is advised to insure issuance of credits. Parents/students interested in more information should contact the school principal for a copy of School Board Policy IHBGA.

POST GRADUATE and ADULT EDUCATION

The WRSD provides the opportunity for members of the community to continue their education following secondary graduation. This provision is also made for adult members of the community beyond the age of twenty-one regardless of educational achievement. Basic education is available on a tuition-free basis. Residents of the community may attend assigned classes during the regular school day provided:

- The student registers with the principal of the school
- The student accepts the responsibility for regular attendance to classes assigned.
- The student provides his/her own materials (book, paper, pencils, etc.)
- Space is available in the classroom.
- The student does not loiter in the building before or after assigned classes or in any way detract from the educational atmosphere of the school.
- The student realizes the teacher's obligation to undergraduate students and does not become a burden to the teacher.

The student shall not be classified as a regular student and will not be carried on the state register. Attendance may be terminated if the principal feels it is a detriment to the school. Completion of

courses will be recorded on a permanent record in the Guidance Office and appropriate high school credits will be granted.

SUMMER PROGRAM

To receive credit through a summer program, the following criteria must be met:

- The student must have failed the course at WRHS the previous school year and had an average of 50% or better.
- The summer program attended must be approved by the State Department of Education.
- The course taken in the summer must be compatible in content to the course failed. The compatibility of the content will be determined by the school administration of Winnisquam Regional High School before credit is awarded.
- A written statement must be forwarded to the principal of WRHS from the summer program director stating the course was satisfactorily completed.

TUTORIAL PROGRAM

To receive credit through a tutorial program, the following criteria must be met:

- Tutors must have at one time been certified as teachers in the State of New Hampshire.
- Tutors must follow the course outline as submitted by the appropriate department to the principal.
- Final exams must be reviewed by the appropriate department and tutor prior to the examination and the results reviewed by same before the final grade is assigned.
- A written statement as to the satisfactory completion of the course must be sent to the school by the tutor.
- The student must receive a minimum of ten hours for tutoring plus an additional five hours for each quarter failed. Requests for exceptions will be reviewed by the department chairman and administration.

The Guidance Department generally assists students in locating tutors: however, the responsibility for doing so rests with the student and/or parents. Having completed the aforementioned requirements, appropriate credit will be recorded as make-up work. The original failing grade will remain on the permanent transcript. These credits will be applied toward the attainment of a WRHS diploma.

ACADEMIC IMPROVEMENT POLICY

The objective of this policy is to give students a chance to 1) improve their skills in an area by re-taking a course for a better grade and/or 2) improve their grade point average by re-taking a failed or low-grade course for a better grade. If a student wishes to re-take a course, after consulting with their guidance counselor and the department chair, the following conditions will apply:

1. A course may be re-taken only if:
 - a. The grade earned was equal to a "C-" or lower.
 - b. The course is a prerequisite, with a minimum grade requirement, for another course.
 - c. A higher grade is necessary for post secondary school acceptance.
 - d. Space is available in the course.
2. No credit is earned if previous credit has been received.
3. The course may only be re-taken once.
4. Both incidents of the course will show on the student's transcript. The lower of the two grades will show an indication that the course has been re-taken.
5. Quality points will be calculated based on the higher of the two grades earned.

EXPECTED BEHAVIORS

The following guidelines will help promote a safe, healthy, productive environment for all school activities at Winnisquam Regional High School:

Accountability: Taking responsibility for one's actions and decisions is an important characteristic that will promote his/her credibility and standing in life.

1. The following will be expected for every student:
 - Be where he/she is supposed to be
 - Provide appropriate documentation for absences, tardies, dismissals
 - Explain his/her decisions and behaviors
 - Be proactive in communicating his/her location and activities in the building (where he/she is going and what he/she is doing)
 - Sign in and out of his/her destinations (study hall, media center, etc)
 - Accept interventions and redirection when one makes poor choices or acts inappropriately
 - Follow through on consequences
2. Parents will communicate with the school when their son or daughter is absent, tardy or needs to be dismissed for legitimate, necessary reasons that cannot be conducted outside of school time.
3. If absences or behaviors become an issue, the school will communicate with the students and the parent when necessary.
4. Parents, teachers, students and administration will attend meetings deemed necessary for the student's success.

Appropriate area: The following areas and behaviors are acceptable for WRHS:

1. Passing in hallways:
 - Hallways are used for getting to and from appropriate classrooms and areas
 - Be in class before the bell rings
 - Walk
 - Use appropriate language (tones, decibels and vocabulary)
 - All students are expected to have a pass when in the hallway during class time. Students who fail to follow this procedure may receive disciplinary action.
2. Parking Lot/Car
 - Only permissible when arriving at school and leaving school.
 - All materials for the day need to be removed from the car before entering the building. Students will not be allowed to go to the parking lot without staff escort.
3. Lunch areas:
 - Clean up after eating or drinking
 - Assist those who are maintaining the area and keeping it clean
 - Food and drink is only for consumption
 - Conduct conversations or activities that are not disruptive, harmful or threatening
 - No food is to leave the cafeteria
4. Study halls:
 - Will be scheduled when students are not scheduled for an academic class
 - Are a place to work and study and are to be silent
 - Are an opportunity for assistance, support and growth
 - Need to have an environment conducive to learning and studying
 - Students are expected to arrive on time and prepared to work.
 - Students may obtain passes to use the media center, see guidance, or see teachers before reporting to the study hall.
 - Students should sign in and out of their designated areas and destinations.

- Students are not allowed to use cell phones during study halls.

5. Lockers:

- Locks can be rented for \$5.00 (this money is given back at the end of the year)
- Are used to store personal belongings
- Are used to store school property
- Should be kept clean and free from writing
- Can be decorated with appropriate, tasteful material
- Students should use a lock to increase the security of the locker's content
- If the situation warrants, lockers may be searched
- Need to be completely cleaned out at the end of each school year

6. Food & Drink:

- Students are allowed to carry drinks in screw-top containers only to classrooms and areas other than the cafeteria.
- Food is allowed in the classroom **ONLY with the teacher's permission.**

Socially responsible: In order to be a productive member of WRHS, people are expected to demonstrate certain humanistic qualities that support, nurture, and benefit everyone in all activities and events. The following positive characteristics will be demonstrated by all students, faculty, staff and parents:

- Be kind: a smile goes a long way
- Be patient: listen more, speak less
- Be respectful: treat others as you would like to be treated
- Be honest: it builds character
- Be considerate: think before you speak or act
- Be helpful: take the initiative and you will receive the benefits
- Be courteous: it leaves a good impression and eases tension
- Show self restraint: it will only make matters better

Tolerance for differences: It is important to realize no two people are the same. We must take the time and make the effort to learn about our differences in order to better understand, respect and accept each other as equals. Therefore, Winnisquam school members must:

- See things from all points of view: there are two sides to every story
- Respond and not react to situations: be logical instead of emotional
- Be a positive role model: be the better person
- Deflate instead of escalate: just walk away
- Let knowledge, not fear or ignorance, influence your decision: seek the truth in a positive, proactive way
- Have an open mind: do not be quick to judge

SCHOOL POLICIES

DISPLAY OF AFFECTION

There is a time and place for everything. This is a public building where we must be considerate of others and promote a comfortable environment for everyone. Use common sense and courtesy when displaying affection. Certain types of intimate behaviors, which might include kissing, caressing or embracing, should be conducted in private. Continued offenses will receive appropriate disciplinary action.

OFF CAMPUS PRIVILEGES

Seniors who qualify may arrive late to school or leave school grounds early with prior parental permission for up to two periods a day (Periods 1, 2 or 6, 7). ***ALL OTHERS, INCLUDING***

INDEPENDENT STUDENTS WHO ARE NOT ELIGIBLE FOR SENIOR PRIVILEGES, ARE NOT ALLOWED TO LEAVE SCHOOL GROUNDS.

Senior requirements include:

- Students must have earned 16 academic credits.
- Students must have their class dues paid in full.
- A Senior Privilege Disclaimer form must be on file in the main office and signed by student's parent/guardian releasing the school from responsibility while the student is off campus.
- Senior privileges for the start of the school year will be based on 4th quarter grades from the previous school year.
- The Student must have no "F's", "WF" or "Incompletes" and no more than one "D" on the previous quarter report card.
- There will be no senior privileges on school days with 2 hour delays or early dismissals. The Principal may suspend privileges for the day at his/her discretion.
- Seniors may lose use of the card if they do not abide by the following rules:
 1. Failure to maintain the academic requirements stated above.
 2. Any senior who receives a suspension will lose their card for 15 days starting upon return to school from the suspension.
 3. Any senior who receives a FED will lose their card for 10 school days.
 4. Seniors who fail to sign in or out of the office will lose the card for 5 school days.
 5. Seniors who take other students without senior privileges **out of the building** will lose their card for 10 school days.
 6. Habitual abusers of senior cards will be subject to administrative actions not listed.
 7. Penalties are not restricted to those listed in the outline.

STUDENT DRESS

The responsibility for appropriate school dress rests with students and parents. Students attending WRHS will be expected to maintain a clean and neat personal appearance. Appearance and dress should be in good taste and such it adds to the decorum of the individual and the school. The student dress code is based on the philosophy that students will exercise reasonable judgment regarding appropriate school dress. In the event a particular dress style detracts from the educational process/atmosphere, constitutes a threat to the safety and health of self or others, or is in violation of lawful statutes, the school will take corrective action. It is the responsibility of the staff, administration and student body to make this dress code a workable policy. The following list provides a general guideline for items that do not meet dress code:

1. All head coverings will be allowed to be worn in the halls and cafeteria only. They will be removed upon entering classrooms/office and library areas.
2. Sunglasses
3. Bare feet or shoeless
4. Clothing with inappropriate or suggestive language or graphics. Clothing and other items worn by students promoting the use of alcohol and other drugs, violence and sexually explicit pictures, words or innuendos will not be allowed in school.
5. Any clothing that may cause health and/or safety problems (spiked jewelry, chains, etc.)
6. Any clothing that disrupts the learning environment and distracts from learning and will be up to the discretion of the administration. (low cut shirts and shorts, strapless clothes, spaghetti straps, clothes that reveal midriff, undergarments or could be considered an undergarment). Shorts and skirts should be fingertip length or longer. This includes physical education attire.
7. Students will refrain from wearing clothing containing words, symbols or pictures that are inherently offensive (such as a swastika) or violate the school's anti-discrimination or harassment policies. Clothing containing any material that has the effect of substantially

disrupting order in the school will also not be allowed. Additionally, any type of speech or symbol that is designed, used or has the effect of provoking violence, will be considered disruptive and will not be tolerated.

9. Students may be sent home for inappropriate clothing.

ELECTRONIC EQUIPMENT: Use of CD players, MP3 players, cell phones, beepers, or any other electronic equipment, which disrupts the educational environment, is not permitted. The school will not be responsible for loss, theft, or damage to these items. Appropriate use of electronic devices is allowed in the cafeteria and during passing from classes as long as it does not disrupt the educational environment. Tardiness to class caused by use of electronics will not be excused. The content of the audio/visual material must be appropriate. Cell phone use during school hours needs to be pre-authorized. Any violation of this policy will result in confiscation of the item and/or disciplinary action according to WRSD discipline policy. If a student fails to follow the request to turn over the electronic device, they will be subject to further disciplinary action.

BICYCLES, SKATEBOARDS AND ROLLERBLADES (WRHS Policy JICBA): Bicycles may be ridden to and from school where permitted. Bicycle riding students must walk their bicycles to the bike racks located at each school. For their protection, students are encouraged to lock their bikes securely. The school district is not responsible for bikes stolen from the racks.

Skateboards and rollerblades are not allowed on school grounds at any time. Violators will be disciplined and/or the local police will be called.

The only exception for skateboards to be on school property is if there is an approved after school extra-curricular activity that will be held off school grounds. Skateboarders, then, will be able to bring the skateboards to school and they will be placed in a secure spot as determined by the principal. On such days where there will be skateboarding, extra-curricular activities there will be no skateboarding on school property. Students are to bring their skateboards into the school upon arrival on school grounds.

STUDENT PARKING

Parking permits are issued on a space available basis due to the limited number of parking spaces.

Seniors have first priority. Juniors may drive to school for reasons, which include but are not limited to, participation in after school activities/athletics, certain job-related situations, and/or special needs as determined by the administration. Sophomores may obtain parking permits on a limited basis. Sophomores who have extenuating circumstances that would require them to be able to park on site may appeal to the Assistant Principal for a temporary pass. The following regulations apply to all students parking on school grounds:

- Each student must register his/her vehicle each school year and purchase a parking permit. Class dues must be paid. Registration forms may be obtained in the Main Office.
- Due to the limited number of spaces, parking will be issued based on availability.
- Each student must park in the appropriate, designated parking area. If someone is parked illegally, please report it to the APO.
- Students will not be permitted in or on parked vehicles before school, during the school day, or during school social activities.
- Poor driving such as “leaving rubber”, speeding (in excess of 5 MPH), disobeying directional signs, will result in a call to local police and may result in a traffic violation.
- A student’s privilege to drive to and park at WRHS may be revoked or suspended if he/she fails to meet the behavioral expectations that promote a safe, healthy, productive learning environment.
- Any student’s car may be booted if he/she has parked in a unauthorized/ inappropriate area or if he/she does not have a parking permit displayed.

- Booting or towing will be done at the student's expense. A \$25.00 fee will be issued for the first offense and \$40.00 for subsequent offenses of booting a vehicle.
- If administration finds it necessary, towing may be done at the students' expense.
- If the situation warrants such action, administration reserves the right to search any vehicle parked on school grounds.
- If students no longer require their issued parking permit, they must turn in their parking permit to the main office. **Permits are not transferrable to another student.**

SEARCH OF STUDENT AUTOMOBILES ON SCHOOL PROPERTY (WRSD Policy JIHB)

Students recognize that parking their automobiles on school property is a privilege and not a right. As part of this privilege, the district may search students' automobiles while parked on school property if the district has reasonable suspicion that a violation of school rules or policy has occurred. It is implied that students consent to having automobiles searched by parking in school parking lots.

In the event that an employee of the school district has reason to believe that drugs, drug paraphernalia, or weapons are present in a student's automobile, that employee will inform the building principal or designee, who will then conduct a search of the automobile. The principal shall fill out a vehicle search form, which will be maintained by the district.

EMERGENCY MANAGEMENT AND DRILLS

The school holds regular safety drills, including fire drills, lock downs, building evacuation, bus evacuation, shelter in place, and other drills, which are conducted for your child's safety. Students are expected to be on their best behavior during these drills. All outside doors to the school are locked during the school hours for the safety of all. Visitors will have to identify themselves at the front door before being buzzed in.

FIELD TRIPS

Parent-teacher permission slips are required of all students who take part in field trips. These slips are to be turned in a minimum of two days in advance. Students must be passing class to participate in field trip.

FUNDRAISING

All fund-raising activities need to be approved in advance by the Co-Curricular Director.

LOST AND FOUND

Lost articles are collected and made available to the student body. Lost clothing articles will be turned into the nurse. A student may request permission to review these articles through the Assistant Principal.

NURSE

The school nurse is available Monday through Friday. Students who become ill or who wish to be dismissed need to report to the nurse's office. Parent permission must be obtained before a student is dismissed for illness.

VISITORS

Any student wishing to have a visitor must request permission from the Assistant Principal at least two days prior to the day of his/her guest's visit, and state the reason for the visit. Students will need to meet with all of their teachers to gain their approval for having a visitor in the class. All visitors must register in the office and obtain and wear a visitor's pass when arriving to school. Administration reserves the right to be restrictive in granting permission to people who wish to visit WRHS. Students from other high schools may only visit WRHS if their own school is not in session.

Military Recruiters on High School Campus

It has been several years since the Department has provided any technical assistance to districts concerning the right of military recruiters to provide information about military service as a post secondary option. If a high school provides an opportunity to colleges and businesses to come onto its campus to recruit students, it must provide recruiters the same opportunity. High schools are also required to provide military recruiters with the names, addresses and telephone numbers of their junior and senior class students. The school should omit the name, address and telephone number of any student who has either by parental notification, if a minor, or personal election if 18 or older opted out of this notification.

Schools are required annually to notify parents regarding their policy of providing directory information to third parties without prior parental/student consent. In the past, the Department has suggested that high schools use this notice to also inform parents/students right to opt out of this program.

ACTIVITIES & ATHLETICS

All co-curricular activity events requiring the use of the school building or grounds needs to be scheduled two weeks in advance with the Co-Curricular Director. A detailed account of the activity must be submitted two days prior to the event. This must include: names of chaperones, names of police officers and approval from the facilities manager.

A complete list of coaches, class advisors and student council/class officers are available in the main office or through the Athletic Director.

ATHLETIC POLICIES

At any time, on or off school property, the following training rules will be in effect for all students participating in athletics during the season in which they participate:

- **Attendance:** School attendance for the complete day of a game is required. School attendance for the full day is required on the Friday before a Saturday game. Attendance for the complete day following a midweek game is required, or participation will not be allowed the following game. Exceptions to the above will be made at the discretion of the Athletic Director when the violation of the rule is verified as out of the control of the student (i.e. verification with a doctor's note, subpoena, dismissal by the school nurse, etc.).
- **Alcohol and Drugs:** Use of alcohol and drugs is strictly prohibited. Any member who has participated in the use or is knowingly in the presence of alcohol or drugs at any time will be suspended from the team for one school week. Parents will be notified. The same punishment will apply if alcohol or drugs is discovered in an athlete's possession. A second offense will result in suspension from all athletics for the remainder of the year.
- **Eligibility:** WRHS offers a wide variety of athletic opportunities. Students entering from the 8th grade are automatically eligible for the first quarter of the year. After the first quarter, all eligibility rules will apply. In order for a student to be eligible to participate in athletics, s/he must:
 1. be a registered student carrying a full credit load,
 2. pass four units of work in the previous quarter,
 3. not be more than 19 years of age prior to September 1st of the current school year,
 4. not be enrolled for more than 8 semesters, and
 5. have passed a pre-participation physical prior to their high school career. Any athlete, who has had a significant illness or injury since their last participation in a sport, must be re-examined.
- **Game, Practice and Bus Behavior:** Misbehavior at practice, games, or on the bus, referred by the coach to the office, will be treated as misbehavior in school.

- **Travel:** All team members will travel to and from the game on the bus. Parents must speak personally with the coach involved and sign them out if athletes wish to ride with their parents. Athletes will not be allowed to ride with anyone other than their parents unless permission is granted 48 hours in advance of the game by the Athletic Director.
- **Use of Middle School Facilities:** Members of the athletic teams using the middle school facilities are not to arrive at the middle school until 2:35 or 15 minutes prior to a scheduled practice. They are also not to enter the building until their coach is present.
- **Use of Tobacco:** Any member who is found using tobacco of any kind (i.e. cigarettes, chewing tobacco, snuff, etc.) at any time will be suspended from the team for one school week. Parents will be notified. The same punishment will apply if tobacco is discovered in an athlete's possession. A second offense will result in suspension from the team for the remainder of the season.

GOOD SPORTSMANSHIP CODE

High School Athletics are designed to foster leadership and a spirit of competition among the athletes participating in these games. Their efforts will be lessened if the audience shows poor sportsmanship before, during, or after the game.

Spectators are encouraged to adhere to the following rules of good sportsmanship:

- Members of the opposing team and their student body are our guests. Please accord them every gesture of hospitality you would a visitor in your home.
- Students and visitors are encouraged to remain in their seats while the game is in progress and leave the building immediately after the game.

Violation of the above rules will result in your being asked to leave the game and will carry appropriate school disciplinary action.

STUDENT ACTIVITIES & ORGANIZATIONS (WRSD Policy JJA)

It is the policy of the Board to allow opportunities for all students to participate in co-curricular activities designed to meet their needs and interests.

Such activities must supplement and enrich regular academic instruction, provide opportunities for social development, encourage participation in clubs, athletics, performing groups, or encourage service to the school and community.

Any student organization must be recommended by the Principal and approved by the Board.

Eligibility

To participate in co-curricular and extra-curricular activities, all students must meet eligibility requirements, and understand that such participation is a privilege, not a right. The superintendent is directed to establish eligibility standards and procedures for acceptable academic performance, good citizenship/sportsmanship, parental permission, fees, and physical exams/health requirements. The eligibility standards and procedures will be published in the student/parent handbooks.

In addition, students who choose to participate in interscholastic sports will be governed by Policy JJIB, Interscholastic Athletics, and by the eligibility standards of the New Hampshire Interscholastic Athletic Association (NHIAA).

Participation

The district allows students enrolled in other schools - including charter schools, non-public schools, and home schools - to participate on an equal basis in any activity offered by the district that is not offered at a student's school of attendance, provided they meet the eligibility requirements for participation. This applies to:

1. Students who are residents of this school district but who are being educated in a home school may participate provided they comply with all laws governing non-public home-based education.
2. Students who are residents of the district by who are being educated in an independent

or parochial school if the school in which the student is enrolled does not sponsor the activity.

The superintendent is directed to establish procedures for application and appeal to implement this participation allowance.

Participation Fees

Non-enrolled students participating in district co-curricular and extra-curricular activities are subject to the same fees charged enrolled students for the activity.

STUDENT ACTIVITIES

Students must remain at the event once they enter. Students will not be permitted to re-enter the area once they leave. Dances and indoor athletic events are included in this regulation. Pupils from other schools will not be admitted to school dances unless permission is granted by the principal or assistant principal in advance; permission is at the discretion of the principal. No guests 21 years or older or is a dropout will be permitted to attend school dances. This will apply to Winter Carnival Ball and the Senior Prom. Students need to be in attendance the day of the activity. Dance hours – 7:00 – 10:00 pm. These hours affect all dances except the Winter Carnival Ball and the Senior Prom. Admission to the dances will not be allowed after 9 pm.

SCHOOL ATTENDANCE

ATTENDANCE

Regular school attendance is essential to academic and life success. There is a direct, positive correlation between student attendance and student achievement. Time lost is essentially a loss of educational opportunities and growth. The same causal effect exists between student academic achievement and socioeconomic status. It has been estimated high school graduates earn over \$6,000 more each year than those who do not complete their education. Making good attendance a priority will perpetuate one's success in school and in life.

RSA 193:1 “A parent of any child at least 6 years of age and under 18 years of age shall cause such child to attend the public school to which the child is assigned in the child's resident district. Such child shall attend full time when such school is in session unless:

- (a) The child is attending a New Hampshire public school outside the district to which the child is assigned or an approved New Hampshire private school for the same time;
- (b) The child is receiving home education pursuant to RSA 193-A;
- (c) The relevant school district superintendent has excused a child from attendance because the child is physically or mentally unable to attend school, or has been temporarily excused upon the request of the parent for purposes agreed upon by the school authorities and the parent. Such excused absences shall not be permitted if they cause a serious adverse effect upon the student's educational progress. Students excused for such temporary absences may be claimed as full-time pupils for purposes of calculating state aid under RSA 186-C:18 and equitable education grants under RSA 198:41; or
- (d) The child is attending a public or private school located in another state which has been approved by the state education agency of the state in which the school is located.

RSA 193:3 “Every person having the custody of a child shall cause the child to attend such a school during all the time the public schools are in session.” Students must attend the school in the district in which their parent(s) or legal guardian(s) resided

ATTENDANCE PROCEDURES

The following guidelines will enhance communication and improve the documentation process required for keeping accurate, student attendance:

1. Parents **MUST** call the main office (MO) (286-4531 x100), to notify and verify their son/daughter's absence.
2. Upon return from an absence, written documentation needs to be brought to the MO for verification.
3. School attendance will be taken at the beginning of first period.
4. Students who arrive late to school need to sign in at the MO.
5. Seniors, with first period senior privileges, must sign in at MO upon arriving to school.
6. Students, who wish to be dismissed, must bring a valid note to the MO by 7:42 am and then sign out at the appropriate time.
7. Teachers and /or administration will evaluate attendance each semester, but communicate with parents and students throughout the marking period.

DISMISSALS AND TARDINESS

Students may only leave school for medical appointments, emergencies, or court appearances. Students must provide a written note to the **MO by 7:42** am and obtain a dismissal slip. Before leaving, students need to sign out of school in the MO. School begins at 7:42 am. Students arriving after 7:42 am must sign in the main office and are considered late to school. Every 9th tardy to school will result in the FED. Three tardies to class will be counted as a class absence.

CLASS ATTENDANCE

To receive credit for a course, the student must fulfill the course requirements set forth by the teacher and meet the attendance requirements set forth by the school board policy.

ATTENDANCE PRACTICES

Attendance Requirement

- Full year, one credit course: Credit may be held if a student exceeds 16 absences.
- Semester, ½ credit course: Credit may be held if a student exceeds 8 absences.
- Regardless of the reason for any class absence, it is the student's responsibility to meet with his/her teachers at an appropriate time to obtain assignments.

Absences

The following causes for an absence **will** count against the hours required for attendance and credit:

- Leave of absence (family vacations, emergencies, etc.)
- Regular illness not needing medical attention

The following documented causes for an absence **will not** be counted against the number of hours required for attendance:

- Medical appointments and medically treated illness (**documented** by a note from the Dr.'s office or appointment cards).
- Pre-approved Educational Activities.
- Court involving subpoena/summons or custodial matter. (**documented** by a copy of a subpoena/summons)
- Death in the immediate family (**documented** by letter from parent/guardian)
- Up to the first 5 days, whether single or multiple occurrence, of a student's out of school suspensions will count against the allowed total absences from a class. For all out of school suspensions, the student will be required to meet with the classroom teacher upon return. The student and teacher will develop a timeline for the completion of the missed work and for everyday of suspension the student will be allowed 2 days to complete the assignment but not to exceed a maximum of 20 days.
- Other out of ordinary event may be approved at the discretion of the Principal.

All documentation for above excused absences must be received in the main office **no later than 2 weeks** from the date of occurrence. **If documentation is not provided within the 2 week time, it will not be accepted.**

Leave of absence (to be completed 2 weeks prior to absence): Students and parents /guardians are advised that leave of absences WILL count toward a student's total number of absences. When taking such a leave, students need to:

- Bring in a note from the parent/guardian to the Assistant Principal's Office prior to the dates to be missed.
- Obtain, complete, and return "Prior Notification" form

A letter will be sent home by the APO regarding the leave.

Appeal Process – Consideration for appealing absences for credit

Upon notification of excessive absences the student's will begin the appeals process by:

- Collecting required documentation
- Setting up a meeting with the committee
- Meet with the committee as required

Loss of credit

Students who are passing academically but fail to produce the required documentation and reasoning for excessive absence will lose the credit for that course. Students may not have to repeat that specific course but will have to make up a credit either in a specific content area or in an elective.

INTERVENTION PROCEDURES

As a community of learners, we are all committed to assessing situations on an individual, personal basis and making the appropriate decisions based on respect, understanding and fairness. It is of utmost importance teachers, students, parents and administrators communicate and interact effectively in order to promote positive experiences and change negative behaviors.

TEACHER OPERATING PROCEDURES

When addressing inappropriate behaviors, teachers are asked to follow the guidelines listed below:

1. Confer with the student regarding the incident
2. If necessary, give a consequence
3. Contact parents, guidance or administration
4. If behavior is severe or chronic, file a behavior report to the assistant principal

ADMINISTRATIVE OPERATING PROCEDURES

Behavior reports will be handled as soon as possible and depending on the severity of behavior.

When a report is made, the assistant principal will meet with the student, discuss the concern and make a decision. The action taken will be written on the report. The following consequences are options for addressing behaviors:

1. Office Detention(s)- Students will be issued a 45 minute detention to be served after school in a supervised area. Detentions run from 2:30-3:15 Monday through Thursday. Students are encouraged to bring work to complete during this time. There will be no talking, food, drink or music. Students cannot enter the detention late, but may arrive early. Students who fail to show for their detention may receive a Friday Evening Detention.
2. Friday Evening Detention (FED)- Students will be issued a three-hour detention on Friday Evening from 2:30-5:30 pm. This is a more significant penalty for chronic behaviors or more serious infractions. FED's are designed to deter reoccurring behaviors and prevent Out of School Suspensions. Student must arrive on time and are encouraged to bring work and reading materials that will foster learning. There will be no talking, food, drink or music during the FED. Transportation is provided or arranged by the student's parent/guardian. Breaks will be given periodically. Students who are late will be asked to leave immediately and will be addressed by the assistant principal. Students who fail to show to the FED will be placed in in-school suspension until a meeting between the parent and Assistant Principal can be arranged. Students will still be required to serve the original FED.

3. In School Suspension – In-school suspension will be used as a disciplinary action when the infraction warrants a more severe consequence than a Friday Evening Detention. Students serving an in-school suspension will be required to report to the Main Office at the beginning of the school day and remain until the end of the school day at 2:30.
4. Out of School Suspension - The suspension is the most serious consequence a student faces for repeated offenses and/or for single incidents of gross misconduct or illegal infractions. This will be used when all other forms of interventions and consequences have been exhausted, or to remove students who are a threat to themselves or others. Due process (see district policies) will be given and a decision will be made by administration. The first five days of out-of-school suspension will not count toward the allowed number of absences from class. Student will be allowed to make up all work missed during out-of-school suspensions.
 Within one week of returning to school from an out-of-school suspension of ten (10) days or less, it is the student's responsibility to meet with his/her teacher. The purpose of this meeting will be to determine the extent of the schoolwork and to establish a timeline for its completion. Students will be granted a minimum of one day's time per each day of suspension to make-up their schoolwork, not to exceed a maximum of twenty school days from the date the assignment was provided by the teacher. Failure to complete the assigned make up work may result in a zero for course work.
 During the suspension, students will not be permitted to attend any school functions or be on school property. This includes before and after school hours. If a student is on school grounds or at a school function during the time of his/her suspension, it will be considered trespassing and become a police matter.
5. Re-entry Meetings- This request is a strong attempt to get parental involvement to assist in presenting a united front towards changing a student's behavior. A meeting may be required prior to the student's return from a suspension involving gross misconduct or chronic offenses. It will be arranged by administration at the parent's best convenience.
6. Referral to the Superintendent- Whenever a student's behavior reaches the point where the school administration has exhausted all alternatives to modify a student's behavior, the student will be referred to the Superintendent of schools for additional action. The Superintendent has the option to further suspend or refer the student to the school board for long-term suspension or expulsion.
7. Parent Conference- This is the most important tool for intervention to promote behavior change. In all situations above, parents will be informed as soon as possible and asked to be involved as much as possible. Parents will be contacted by phone, email and/or mail when a consequence has been given.

PROCEDURAL DUE PROCESS

The following procedures will be used when processing behaviors to ensure one's basic constitutional rights:

1. The Superintendent of schools or his/her representative is authorized to suspend pupils from school for misconduct, provided:
 - a. Prior to any suspension of ten school days or less, the student shall be given oral or written notice of the charges against him/her. If the student denies the charges, the student will be given an explanation of the evidence and an opportunity to justify his/her actions.
 - b. Notification will be made by phone that day. Written notice will be mailed home whenever a student is suspended.
2. In all suspensions beyond ten days and in all expulsions, "procedural due process" shall be conducted. "Procedural due process" shall include a meeting and shall include a written notice of the charge and, if desired, the opportunity to secure counsel, the opportunity to

confront and cross examine witnesses to verify the student's version of the incident or clarify circumstances which cause the suspension or expulsion.

3. All notice of suspension or expulsion to parents or guardians should note the specific offenses and/or violations pertinent to the cause for suspension or expulsion.
4. A student may be expelled from school by the WRSB for misconduct or for refusal to conform to reasonable rules and regulations of the school and said student shall not attend school until restored by the school board. All expulsions will be subject to review if requested by a student eighteen years of age or older and parents or guardians prior to the start of each school year.
5. All students eighteen years of age or older and parents or guardians have the right to appeal any suspension lasting beyond ten school days to the school board. Any request for an appeal must be made in writing within five school days of the effective date of suspension.
6. All students eighteen years of age or older and parents or guardians have the right to appeal any expulsion to the State Board of Education.
7. Students must understand although they have a right to a public education, they do not have the right to disrupt or interfere with the education of other students. Students who continually violate school rules and disrupt the education of others will be held accountable for their actions.

The principal and assistant principal will be responsible for determining when cases are referred to the Superintendent's office. As a guideline, the third suspendable offense may be referred to the principal's office for further action. That action can range from additional days of suspension to referral to the Superintendent for further action.

SEARCH AND SEIZURE (WRSB Policy JIH)

The superintendent, principal, teacher, or school personnel may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the students' person or property alcohol, dangerous weapons, electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of school rules and regulations.
2. School lockers and school desks are the property of the school, not the student. 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. Lockers, desks, and other storage areas, or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any thing that should not be at school. Students shall not exchange lockers or desks or use any lockers or desk other than those assigned to them by the principal. A shared locker or storage area implies shared responsibility.
3. Authorized personnel conducting a search have authority to detain the student or students and to preserve any contraband seized.
4. Student searches will be conducted by an authorized person who is the same sex as the person being searched.
5. Strip searches are forbidden. No clothing except outer garments will be removed before or during a search.
6. Authorized personnel are permitted to arrange for the use of trained canines to aid in the search process.
7. Items that may be seized during a lawful search, in addition to those listed in Paragraph #1, include, but not be limited to any item, object, instrument, or material commonly

recognized as unlawful or prohibited. For example: prescription or non-prescription medicines which have not been authorized; switchblade, knives, brass knuckles, billy clubs, or other weapons; pornographic material; unlawful or prohibited items; items which may pose a threat of injury or harm to students. Such items shall be seized, identified as to ownership if possible, and held for release to proper authority.

The student has exclusive control over property in his/her immediate possession. However, such possession may not be exclusive against the school and its officials. When reasonable suspicion arises, on the part of administration, that use or possession of a student's property is illegal, illicit, disruptive, or a danger to the general welfare of students and staff, a search may be made of the student's person or personal property.

Reasonable suspicion: A search of a student will be justified when there are reasonable grounds for suspicion that the search will turn up evidence the student has violated or is violating the law or the rules of the school. Considering factors such as the following may form reasonable suspicion:

1. Eyewitness observations by school personnel
2. Information received from reliable sources
3. Suspicious behavior by the student

Reasonable scope: A search will be permissible in its scope when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope may be determined based on factors such as the following:

1. The age of the student
2. The sex of the student
3. The nature of the infraction
4. The exigency requiring the search without delay

Conducting the search: If the principal, or his/her designee determines there is reasonable grounds to search a student's clothing, personal effects, desk, locker, assigned storage area or automobile, the search shall be conducted as follows:

1. The student shall be present during a search of property in his/her immediate possession.
2. A second staff member will be present during a search.
3. When deemed appropriate, parents may be asked to be involved.
4. The search shall be conducted as discreetly as possible.
5. If a student leaves school grounds without permission after the start of school, upon returning they may be searched.

Confiscation of material: The confiscation of items located in a student's immediate possession and /or on a student's person shall be accomplished in the following manner:

1. The confiscation shall be witnessed by the student and a second staff member.
2. The School Resource Officer (SRO) will be immediately notified.
3. The SRO will see the student before he/she leaves school.
4. The material will be handed over to the SRO for possible legal action.

DISTRICT POLICIES

GUARDIANSHIP: When there are court orders pertaining to a child's guardianship, parent will provide the school with a copy of the court order.

VOLUNTEERS - IJOC

The District recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, a District staff shall clearly explain the volunteer's responsibility.

The Superintendent is responsible for developing and implementing procedures for the utilization of volunteers. The selection of volunteers will be consistent with those policies and procedures under the direction of the Superintendent or his/her designee.

The voluntary help of citizens should be requested by staff through administrative channels to assist in conducting selected activities and/or to serve as resource persons. Staff members shall receive training in assignment of duties and supervision and evaluation of volunteers.

Designated Volunteers

At the beginning of each school year, building principals will identify a pool of people who will routinely volunteer as their designated volunteers.

Designated volunteers will be required to undergo a background investigation and a criminal records check. The District will reimburse the designated volunteer for the cost of the background check.

“Designated volunteer” means any volunteer who:

1. Comes in direct contact with pupils on a daily basis;
2. Meets regularly with students;
3. Meets with students on a one-on-one basis;
4. Any other volunteer so designated by the School Board or Superintendent.
5. Attends and chaperones field trips.

Designated volunteers are subject to the provisions of Policy GBCD – Background Investigation and Criminal Records Check.

Volunteer Duties

- A. Complete an application form describing their skills, interests and availability.
- B. Serve in the capacity of assistants and not be assigned to roles which require specific professional training. Instructional services shall be rendered under the supervision of certified staff.
- C. Sign a confidentiality agreement, and refrain from discussing the performance or actions of a student except with the student's teacher, counselor or Principal.
- D. Refer any student problem that arises, whether of an instructional, medical or operational nature, to a regular staff member.
- E. Receive orientation, including (1) general job responsibilities; (2) information about school facilities, routines, and procedures, including safety and evaluation; (3) work schedule and place of work; and (4) expected relationship to regular staff.
- F. Receive appropriate training at the building level, consistent with their tasks and existing District standards. This training shall be developed under the leadership of the Principal in consultation with the volunteer coordinator.
- G. The school district employee with whom the volunteer is working is should have assignments and activities clearly defined and in writing.
- H. Receive evaluation and acknowledgment for their services.
- I. Volunteers may be terminated when:
 1. Program and/or duties are no longer needed;
 2. They are replaced by paid staff; or
 3. In the sole judgment of the administration, their conduct does not meet the standards of the District.

Coaches

Volunteer coaches of individual sports must be certified in that sport and be in compliance with the standards set by NHIAA.

Volunteers should only function under direct supervision of a school employee.

ADMINISTERING MEDICATION TO STUDENTS- (WRSD Policy JLCD)

General Guidelines – Whenever a student has health needs which require taking medication during the school day, it will be considered as a program adjustment. Prescribed medication should not be taken during school hours if it is possible to achieve the medical regimen at home during other than school hours. Non-prescribed medication will not be encouraged for use by students.

Specific Guidelines - Policies and regulations in the matter of medication in schools:

- For the purpose of clarification, the school nurse may administer medical prescriptions. In the absence of the school nurse, a designee of the building principal may assist* the student in taking medication.
- Physician's orders for medicinal preparation for use by the student shall specify in writing the duration of the order, name of the drug and the dosage. Physician's orders shall be renewed each school year if long term (or more often if a change in medication) dosage or time schedule is indicated.
- Upon receiving requests from the parent or physician relative to a particular student's need for medication during schools hours, the school nurse may contact the parent and family physician and give due consideration to whether the student should remain at home, or whether the medication can be taken at home before and after school is in session.
- In those instances when medication must be taken during the school day, arrangements will be developed to accomplish this.
- The prescribing physician will be responsible for the medical care of the student, but assistance in his assessment of the student's health/condition/program will be given upon request by the physician from the classroom teacher and/or school nurse on the appearance, behavior and classroom achievement of the student.
- The school nurse may obtain additional information regarding medication, such as side-effects of the drug, results of possible refusal by the child to take medication, etc.
- The medication should be delivered directly to the school nurse, principal or assistant principal by the parent or guardian.
- The medication should be delivered in a container properly labeled with the student's name, the physician's name, the date of original prescription, name and strength of medication and directions for taking by the student.
- All prescribed medication shall be stored in a designated and secure place. The principal or his/her designated representative shall be responsible for the key or combination of a locked cabinet.
- Unused medication shall be picked up by a parent or guardian within ten days, or disposal by the school nurse will be carried out and such recorded.
- **Clarification** – having the required medication available to the student as needed, and observing the student as he takes, or does not take his own medication. The nurse and school personnel give only emergency first aid. Serious injuries such as fractures and cuts requiring sutures are not treated except for emergency measures until parents can be notified. When it is not possible to locate the parent, the child will be referred to his family doctor. If there is no family doctor, the child will be referred to a doctor on call at the hospital. Students who are ill may be dismissed from school, and it shall be the responsibility of the parent to come and pick them up. Should it be necessary for an ill child to go home, he/she may not go home alone, but only in the company of a parent or an adult designated by the parent. Children who are in school are expected to attend physical education classes unless for medical reasons, not covered above, a doctor indicates that the child should refrain from such activity. In such cases, an alternate activity may be provided.

ALCOHOLIC BEVERAGES, DRUGS AND NARCOTICS

A student, during school hours, on school property, or in the approximate vicinity, shall not buy, sell, possess on his/her person or in his/her desk, locker, or any other place, use, transmit, give or be under the influence or knowingly in the presence of, any narcotic drug, controlled drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, counterfeit drug purported to be controlled, alcoholic beverage, or intoxicant of any kind.

"No person shall drink or have in his possession, any intoxicating beverage while in attendance as a spectator or otherwise, at any place where a school interscholastic contest is being conducted.

Whoever violates the provisions of this section shall be fined not more than fifty dollars or imprisoned for not more than thirty days or both” RSA 570:24

A student shall not possess on his/her person or in his/her desk or locker or any other place, any drug or any kind of drug paraphernalia (including, but not limited to roach clips, pipes, rolling papers, bong). Use of drugs authorized by a medical prescription from a registered physician must be registered with the school nurse and would not be considered in violation of this rule.

All factual information pertaining to any alleged offense will be presented to the student’s parents and the local police authorities. The student will be suspended from school for up to 10 days.

Serious cases will be referred to the Superintendent for further action.

TOBACCO

Under New Hampshire state law, no person shall use any tobacco product in or on the grounds of any public educational facility. Any person caught smoking in or on the grounds of any public educational facility shall be fined a maximum of \$100 for each offense. No person under 18 years of age shall purchase, use, or possess tobacco products. The use or possession of tobacco or tobacco products by students in any form is prohibited on the school grounds RSA 78:12-b. Possession of lighters or other incendiaries devices are prohibited on school grounds.

The school administration shall consider the use of tobacco to be:

- Holding a lighted cigarette
- Disposing of a lighted cigarette
- Inhaling or exhaling smoke
- Holding a cigarette in the process of being lit
- Chewing tobacco
- Other judgment situations considered to be smoking, i.e. one or more people in a bathroom stall with smoke rising above

WEAPONS (WRSD Policy JICI)

Weapons are not permitted on school property, in school vehicles or at school-sponsored activities. This policy applies to students and members of the public alike. Student violations of this policy will result in both school disciplinary action and notification of local law enforcement authorities. Members of the public who violate this policy will be reported to local law enforcement authorities. The term “weapons” includes, but is not limited to, firearms (rifles, pistols, revolvers, pellet guns, BB guns, etc.) knives, slingshots, metallic knuckles, firecrackers, billy-clubs, stilettos, switchblade knives, swords, canes, pistol canes, black jacks, daggers, dirk knives, explosives, incendiaries, martial arts weapons or self-defense weapons (as defined by RSA 159:24 and RSA 159:20 respectively), or any other object or substance 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 U.S.C. 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.

All students will receive written notice of this policy at least once each year.

CHILD FIND

As mandated by Public Law 94-142, Education for All Children Act, and the NH Standards for the Education of Children with Disabilities, public school must provide special education for all children determined to be educationally handicapped. The law also requires a school district to identify such children from birth through 21 years of age. This law applies to all children including those in non-public schools, pre-schools and hospital settings. Parents or service providers who suspect a child might have an educationally handicapping condition are encouraged to contact that child’s school. The principal will provide information on the procedures for determining if a child is educationally handicapped and in need of special education services. For more detailed information

about policies, procedures, services, and building contact persons established in SAU #59 for special education, you may also contact the Director of Pupil Personnel Services at (603) 286-4116.

STUDENT BEHAVIOR STANDARDS

Good behavior and classroom discipline are mandatory if learning is to take place. The purpose of the Winnisquam Regional School District's **Student Behavior Standards** is to ensure that a safe and orderly environment is maintained for everyone. These rules are in effect for all Winnisquam Regional School District students at any school function, school sponsored event, or bus ride.

As students grow and mature, they are expected to accept greater behavioral responsibilities. These standards are designed to guide students through the process of learning good discipline and to outline the consequences of disruptive behavior. There are situations that will warrant minor disciplinary responses at the elementary level (grades K-5), while the same situation will result in a more severe response at the middle (grades 6-8) and high school (grades 9-12) levels. Although the responses may differ, the **Student Behavior Standards** remain constant. **Students should be aware that, in addition to the violations listed, other infractions may be included as part of the individual school rules and regulations.** These rules and regulations will be communicated to parents and students in writing annually.

HAZING (WRSD Policy JICFA)

It is the policy of the District that no student or employee of the District shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the Board of Education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.

"Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug or controlled dangerous substance; or any forced physical activity which could adversely affect the physical health or safety of the individual.

"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the Board of Education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive School District authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

BEHAVIOR CHART: The behavior chart (see page 29) outlines student violations and the proper response to those violations. The chart is made up of four (4) major columns. The first major column is the student violation. The second, third, and fourth major columns are the responses for those violations by grade level: Elementary, Middle School, and High School. At times the response will be the same for more than one grade level and more than one violation; in this case the grade level column may appear as one. In other cases the response will refer you to a higher offense class such as Class II or Class I, at which time you need to refer to the appropriate chart. When more than one

response is available, the school administrator will use the most appropriate choice according to the severity of the offense(s) and all other factors involved in the incident.

Class III offenses

Class III Offenses usually occur in the classroom or other setting under the teacher's supervision. Occasionally, the teacher will have to call on other people for assistance, the responses at this level usually do not require the intervention of a building administrator.

Procedural responses to class III offenses

A. Discuss the matter with the student, and inform the student that the continued misbehavior will result in the loss of certain privileges.

B. The teacher may then proceed as appropriate, with any of the following corrective actions:

- Isolate the student within the classroom *when practical*. Contact parent/guardian by telephone/note
- Have the student present when calling a parent/guardian at home/work to explain the misbehavior.
- Have student write a letter to parent/guardian explaining his/her misbehavior: require parent guardian to sign the letter
- Develop a student behavior contract. Assign an after-school detention
- Withhold privileges (no student may be denied the right to eat lunch or snack). Initiate a pre-arranged alternative classroom setting
- Consult with principal, guidance counselor, case managers, or other appropriate staff concerning future strategies
- Any other acceptable action as adopted by the school staff

C. If the student does not respond to the above attempts, the student shall be removed from the classroom for at least the remainder of the class period and/or up to the remainder of the school day, and the parent/guardian will be notified.

D. When a student is sent to the office, a discipline referral form will be submitted by the teacher as soon as practical. The office will maintain these forms as part of the student's disciplinary files. When necessary teachers will be responsible for providing summary information of corrective actions attempted prior to referring the student to the office.

E. Repeated Class III Offenses as reviewed by appropriate staff may be treated as Class II Offenses.

F. A singularly severe incident may be treated as a Class II Offense by the principal.

Class II offenses (Intermediary)

By their nature, these acts are considered as significant violations of the student behavior standards. Class II Offenses require that a building administrator be involved in the disciplinary action.

Procedural responses to class II offenses

A. Immediate removal of the student for the rest of the class period or for the school day if the student's presence is detrimental to the classroom or poses any danger to others.

B. The school administrator shall make every reasonable effort contact the parent as soon as possible. A conference shall be scheduled as needed.

C. According to the severity of the offense(s):

Middle and High Schools: The administrator will use one or more of the following corrective actions:

- Notices, and/or detention(s) will be assigned
- Friday Evening Detention(s) will be assigned
- Parent notification will take place (mail, email or phone). Parent conferences will be held
- Suspensions of 1-10 days will be assigned

D. Depending on the severity and the nature of the offense, law enforcement officials may be contacted and the student may be subject to prosecution.

E. Restitution for damages to school or private property may be required.

*Singular **severe** incidents and/or **repeated** Class II Offenses may be **treated at Class I Offenses**.

Class I Offenses

In accordance with RSA 192-D:2, the Safe School Zone Act, violence, weapons, and crime will not be tolerated on Winnisquam Regional School District property or at any Winnisquam Regional School District sponsored event. These acts are the most severe violations of the behavior code. Offenses at this level usually go beyond the school discipline system almost always draw upon law enforcement authorities. Most students involved in Class I Offenses will be removed from school immediately.

Procedural responses to class I offenses

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

- Up to a Ten (10) day out-of-school suspension from the Principal or Assistant Principal. Alternative program offered (i.e. Youth Assistance Program)
- Additional out-of-school suspension from the Superintendent, and a possible recommendation for an extended suspension by the School Board
- Expulsion from school by the Board of Education. When applicable, restitution for damages

If a student is recommended for an extended suspension or expulsion, then a building team shall meet to determine if there is an educational disability of a regular student undiagnosed or to determine whether the event causing disciplinary action was a manifestation of a special education student's educational handicap.

BEHAVIOR CHART

<u>Student Offense</u>	<u>EI</u>	<u>MS</u>	<u>HS</u>
1 An inappropriate behavior or improper act	3	3	3
2 Class Cut	3	2	2
3 Knowingly disrupting or distracting others	3	3	3
4 Refusal to bring materials to class	3	3	3
5 Possession of over the counter drugs	3	3	2
6 Deceiving or lying to a staff member	3	3	3
7 Leaving class without teacher's permission	3	2	2
8 Failure to follow any staff member's reasonable request to carry out school rules	3	3	3
9 Any inappropriate display of affection	3	3	3

10	Pushing/shoving or running in hallways	3	3	3
11	Littering	3	3	3
12	Disrespectful behavior toward others	3	3	2
13	Tardy to class	3	3	3
14	Any other violations which the administrator considers reasonable to fall into this category	3	3	3
15	Forgery	2	2	2
16	Reckless behavior/endangering others	2	2	2
17	Bullying	2	2	1
18	Stealing	2	1	1
19	Repeated Class 3 offenses	2	2	2
20	Use of profanity and/or obscene language or gestures	2	2	2
21	Repeated tardiness to school	NA	2	2
22	Truancy/skipping school	2	2	2
23	Possession of any demeaning publications or materials including, but not limited to the following areas: race, color, ethnic origin, religion, sex, sexual orientation, and disability	2	2	2
24	Belligerence toward staff	2	2	2
25	Destroying, pirating (copyright infringement), altering or any other misuse of computer software or hardware belonging to students, the school system or school employee, or volunteer	2	2	2
26	Harassment directed to any faculty, staff, and/or student (See handbook for policy)	2	2	1
27	Permanent defacing, vandalizing, or destroying school property or the property of others	2	2	1
28	Leaving the school building and/or grounds without permission	2	2	2
29	Persistent disruptive behavior which repeatedly interrupts the educational environment	2	2	2
30	Cheating and/or Plagiarism	2	2	2
31	Gambling	2	2	2
32	The threat by word or action to do violence to another	2	2	1
33	Intentional aggressive behavior such as fighting, pushing, or shoving on school property	2	2	1
34	Any other violation which the administrator considers reasonable to fall into this category due to its severity	2	2	2
35	Extortion	2	2	1
36	Possession of own prescription drugs	2	2	2
37	Possession of a toy weapon (guns, swords, knives, etc) which is not designed to inflict injury	2	1	1
38	Distribution, exchange, or sale of over the counter or prescription drugs	1	1	1
39	Bringing or possessing a firearm, as defined in Sect 921 or Title XVIII of the US Code on school grounds or within the "Safe School Zone"	1	1	1
40	Possession of a pellet, BB gun, or paintball gun on school grounds or within the Safe School Zone	1	1	1

41	Starting or attempting to start a fire on school property	1	1	1
42	Possession of any dangerous object, weapon, fireworks, destructive device or any other instrument which might be capable of inflicting bodily harm	1	1	1
43	Using or threatening to use any dangerous object, weapon, destructive device, or any instrument which might be capable of inflicting bodily injury: and/or assaulting or threatening to cause physical injury with or without any dangerous object to any staff or student	1	1	1
44	Possession of alcohol, illegal drugs, or any substance purported to be an illegal drug, or drug paraphernalia or being under the influence of alcohol or illegal drugs	1	1	1
45	Possession or the use of tobacco products	1	1	1
46	Possession of Lighter	2	2	2
47	Any other violations which the administrator considers reasonable to fall into this category due to its severity	1	1	1
48	Causing a false fire alarm or bomb scare	1	1	1
49	Any act of sexual violence	1	1	1

DISCRIMINATION, HARASSMENT, BULLYING (WRSD Policies: JICK, JICD, JBAA, AC)

It is the position of the Winnisquam Regional School Board to maintain a school district in which students, staff, and faculty are free to exist in an environment void of discrimination and harassment, i.e. sexual, racial, religious, and/or personal. Offensive, intimidation and hostile behaviors, conscious or otherwise, will not be tolerated. All issues involving harassment should be reported to administration. Complaints will be handled in the following manner:

- *Informal* – seek help from the building principal, and, if it is possible for the student to do so, the following informal process should be followed:
 - Tell the harasser the behavior is unwanted
 - Keep a journal
 - Seek assistance through a third party (supervisor, principal, assistant principal, guidance counselor, teacher, nurse, etc.)
- *Formal* – file a complaint with the Title IX Coordinator (Larry Prince, HR, located in SAU Office). The complaint shall state a specified alleged situation. It should also state forth the names, dates and other related facts, which provide a sound basis for the complete understanding of the situation.

Bullying is conduct which subjects a person to intentional and repeated negative actions, insults, taunts, or challenges, whether verbal, nonverbal, or physical in nature which are likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner. Any incident must be reported to the principal or assistant principal.

DRUG FREE SCHOOL ZONE

It is the policy of the Winnisquam Regional School District it shall be unlawful for any person to manufacture, sell, prescribe, administer, dispense, or possess with the intent to sell, dispense or distribute any controlled drug or an identical item, within a drug-free school zone at any time during the school year.

HANDICAP LEGISLATION -Public Law 94-142

The Education for All Handicapped Children Act of 1975 (public law 94-142) guarantees all children the right to an education. Its primary goal is to give every child the learning opportunities he/she needs to become as self-sufficient and productive as possible. This law goes further than any other legislation in our history in effecting the lives of handicapped children. Its aim is “to assure that all handicapped children have available to them a free and appropriate education which emphasizes special education and related services designed to meet their unique needs.” A parent or

guardian who has a handicapped child or who feels that their child is handicapped can become informed about the rights and responsibilities concerning the education of his or her child by contacting the school principal, resource room teachers, or the Superintendent.

INFORMATION NETWORK ACCEPTABLE USE POLICY

The intent of this document is to serve as a statement on the proper and acceptable use of computer technology and the WRSD Information Network (WRSD IN) for all users in the school district.

Definition: The definition of "Information Network" is any configuration of hardware and software that connects users. The network includes all of the computer hardware, operating system software, application software, stored text and data files. This includes the Internet, electronic mail, Web pages, 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.

Educational Purpose: The purpose of the WRSD IN is educational. Users are responsible for ensuring that their activities adhere to generally accepted educational standards. Within reason, freedom of speech and access to information will be honored. We believe the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages.

It is the purpose of the WRSD IN to enhance established school curriculum. While there will be some need to instruct learners in the skills needed to make use of the network, its purpose will be to serve as a resource for improving, extending, and enriching teaching and learning in the Winnisquam Regional School District.

Internet: One component of the Information Network is a connection to the Internet. The Internet is a vast, global information network, linking computers at universities, high schools, science labs and other sites. Through the Internet one can communicate with people all over the world and obtain files and programs of educational value. The WRSD does not provide or typically allow Email accounts for students. For educational purpose an exception may be made with an instructor's request, full monitoring and responsibility. Students should not access any other Email accounts through the use of the WRSD IN. Chat rooms, gaming sites and personal blogs/journal sites are not allowed. Educational classroom related blogs/journal sites may be allowed with instructors request, full monitoring and responsibility.

Due to the Internet's limitless access to computer systems located all over the world, the potential for abuse exists. Users and parents/guardians of users who are minors must understand that neither the WRSD nor any district staff member controls the vast content of the information available on these other systems. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. The Winnisquam Regional School District does not condone the use of such materials. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to or accidentally access other material. For this purpose, and in compliance with the CHILDREN'S INTERNET PROTECTION ACT, Pub. L. 106-554, we do maintain current filtering and logging technology that can and does reduce this occurrence. The filtering system is updated continually to block sites that are harmful or inappropriate for students. As with any filtering system websites emerge constantly that may not be immediately identified by the software. If a student comes across a site that is suspicious they should immediately report it to a teacher or supervisor. Students who attempt to circumvent the filter will be disciplined under the terms of this policy. Log files are maintained and monitored for a two (2) week period after which time they are purged from the system and no longer available.

Responsibilities: All users shall assume full liability – legal, financial or otherwise – for their actions when using the WRSD IN. Users are expected to report policy violations that they observe to the appropriate authority, teacher/supervisor or administrator.

Behaviors that can result in disciplinary action or limitation of access include, but are not limited to:

- involvement in any activity prohibited by law
- using profanity, vulgarity, obscenity or other language which tends to be offensive to or degrade others
- using the network for financial and/or personal gain or for political lobbying except as expressly allowed during a school activity
- intentional use of invasive software such as "viruses", "worms", and/or other detrimental activities such as hacking, "spamming" or attempts to override the systems in any manner.
- attempts to log-on to the network as the system administrator or user other than oneself
- viewing, storing or transferring obscene, sexually explicit or pornographic materials
- "chain" type letters, hate mail, anonymous messages, threatening messages, harassment, racial, sexist, or discriminatory remarks or other antisocial behaviors
- sharing passwords or using someone else's password
- transferring, utilizing or storing material in violation of copyright laws or license agreements
- intentionally infringing upon the intellectual property rights of others in computer programs or electronic information including plagiarism and/or unauthorized use or reproduction
- trespassing in another's folder, work or files
- using or attempting to use any of the systems when privileges have been revoked

Responsible use of the network requires that users NOT:

- interfere with the normal and proper operation of the network, computers, printers or the Internet
- change computer settings, displays, or any other configurations without appropriate authority
- download files or programs without express permission from an instructor or supervisor
- load unauthorized programs or files onto the computers (e.g. games, video clips, wav files, unlicensed software, etc.)
- adversely affect the ability of others to use equipment or services
- conduct themselves in ways that are harmful or deliberately offensive to others
- use the network for illegal purpose
- change computer files that do not belong to the user
- store / download or transfer unnecessarily large files
- create, transfer or otherwise use any text, image, movie, or sound recording that contains pornography, profanity, obscenity, or language that offends or tends to degrade others

The WRSD reserves the right to include additional activities that can result in disciplinary actions or limit access privileges.

All users of the network will be held fully responsible for the use of their account to transfer or store materials. Any inappropriate activities carried out will be considered to be the actions of the account holder. Therefore, passwords must not be shared or transferred.

Students are not to reveal their name, personal home address, home phone number, or other personal information about themselves or any other individual on the Internet. Students must notify a parent/guardian and the system administrator or teacher immediately if anyone is trying to contact them for illicit or suspicious activities.

Copyrighted and other proprietary materials: All users shall respect copyright and ownership rights of any materials accessed through the WRSD IN. Users may not duplicate copyrighted software, including school owned software, without permission from the copyright holder, whether for personal use or the use of others. Duplicating copyrighted materials or the use of such materials are offenses subject to criminal prosecution.

Disciplinary actions: The use of WRSD IN is a privilege and not a right. Inappropriate use will result in disciplinary actions. These actions will be determined by factors such as the actual incident of inappropriate use, the particular user (grade level/staff position). Violation of this Acceptable Use Policy may result in one or more of the following disciplinary actions:

Students:

- Suspension / revocation or limitation of access privileges
- Removal from a class activity
- Removal from a course
- Student detention, suspension or expulsion
- Financial retribution for damages
- Referral to the appropriate legal authorities for possible criminal prosecution

Staff:

- Incident(s) referred to appropriate district administrator(s) for further action, which may lead up to and include dismissal.
- Referral to the appropriate legal authorities for possible criminal prosecution.

Privacy: The WRSD IN is maintained and managed by the system administrator in such a way as to insure its availability and reliability in performing its educational mission. Users have no reasonable expectation of privacy concerning any materials transferred over or stored within the network. These total materials remain the property of the WRSD. The WRSD will cooperate fully with legal services that may require this information.

Liability: The responsibility of the user is to familiarize himself/herself with, understand and abide by the rules of the Acceptable Use Policy and make appropriate use of the available resources. The school district shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use District networks and resources.

Internet Access and Parent/Guardian permission: This policy is in place to insure an understanding of the correct use of technology in the school district by all users and to assure its respected and educational purpose. It is standard that the WRSD allows all students full privilege of the WRSD IN including access to the Internet unless he/she is under a previous restriction or limitation. However, parents/guardians have the right to prohibit their student's access to the Internet. **If you want your student's Internet access denied, you must appropriately indicate so and return a signed form.**

References and acknowledgments: This Acceptable Use document is a product of the WRSD, edited policies from the Bow School District, NH "Acceptable Use Policy" and the New Hampshire School Board Association.

NO CHILD LEFT BEHIND ACT of 2001 (NCLB) Parents right to know (section 1111 (h)(6)(A-c)
The Winnisquam Regional School District is a recipient of Title I funds. As such, the district hereby notifies parents that they may request, and that the schools will provide the parents on request (and in a timely manner) information regarding the professional qualifications of the student's classroom teachers. These include at minimum the following: whether the teacher has met State qualifications for the grade levels and subject areas in which the teacher provides instruction; whether the teacher is teaching under emergency or other professional status that the state has waived; the degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree; and whether the child is provided services by paraprofessionals and if so their qualifications. The school must also provide parents with the following information: information on the level of achievement the child has made on all state assessments; and timely notice if a child has been assigned or taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

NON-DISCRIMINATORY POLICY UNDER TITLE VI AND TITLE IX

It is the policy of SAU #59 – WRSD not to discriminate in their educational programs, activities or employment practices on the basis of race, color, national origin, religion, language, sex, age or handicap. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination.

Inquiries may be directed to:

Title IX Coordinator
433 West Main St.
Tilton, NH 03276 Tel: 603-286-4116

or to:

U.S. Commissioner of Education
330 C Street
Washington, DC 0200

Grievance procedures are available which provide for prompt and equitable resolution of complaints alleging violations of Title VI and Title IX. These may be obtained at the Office of the Superintendent of Schools 433 West Main St., Tilton, NH 03276

NOTIFICATION OF DISCLOSURE DIRECTORY INFORMATION

Parents, or students 18 years of age or older, have the right to inspect the student's school records. Otherwise, information found in the school record is regarded as confidential except for the student's name, address, telephone number, date of birth, school attendance, degrees and awards, major field of study and participation in sports and activities. This information will be released by the schools unless you, parent or student (18+) refuse such release. This must be done in writing to the Superintendent of Schools, WRSD, 433 West main St., Tilton, NH 03276. Policy JRA

504 SERVICES

It is the policy of the Winnisquam Regional School District, SAU #59, that no otherwise qualified person shall, solely by reason of his/her disability, be excluded from participation in or denied the benefits of, any program or activity sponsored by this district. The intent of the Winnisquam Regional School District is to meet the obligations of Section 504 of the Rehabilitation Act of 1973. As used in this policy and any implementing regulations, "handicapped persons" means a person who has, or had, or is regarded or was regarded, as having a physical or mental impairment that substantially limits one or more of person's major life activities. This term may include students identified as disabled and students found to be eligible for services under IDEA as educationally disabled.

Notice of the District's policy on non-discrimination shall be stated in the local School Board policy manual, posted throughout the district, and published in any district statement regarding the availability of education services. The educational program of the District shall be equally accessible to all students at each grade level. Barrier-free access to school facilities shall be provided to the extent that no handicapped person is denied the opportunity to participate in a District program available to non-handicapped persons. Information as to the existence and location of services, activities, and facilities that are accessible to and usable by handicapped persons is available through the district 504 Coordinator and building principals.

A free and appropriate public education shall be provided for each child determined to be in need of services. Such services or programs shall be provided in the least restrictive environment in barrier-free facilities comparable to those provided to non-handicapped students. No otherwise qualified student with handicaps will be denied participation in co-curricular, intramural, or interscholastic activities or any of the services offered regularly to student sin this District.

The Director of Pupil Personnel Services is designated as the Section 504 Coordinator. A complaint regarding violation of the law and this policy shall be subject to the District's adopted grievance procedure, which provides for prompt and equitable resolution of disputes.

Eligibility for services will be established by the provision of appropriate documentation by the concerned party, identification through the special education process, child find activities, or other reasonable alternatives. Once eligibility is established, the building principal will assign a case coordinator. A team is then established to develop a reasonable accommodation/modification plan. This plan will adhere to the district policy of non-discrimination, providing a free and appropriate public education for all students.

For further information regarding 504 accommodation plans, please notify the Director of Pupil Personnel Services at (603) 286-4166.

Inquiries regarding Section 504 may be directed to:

Superintendent of Schools
433 West Main St.
Tilton, NH 03276
Tel. 603-286-4116

Or the director of the Regional Office of Civil Rights, Dept. of HEW, 140 Federal St., Boston, MA 02110.

Grievance procedures are available which provide for the prompt and equitable resolution of complaints alleging violations of Section 504. These may be obtained at the Office of Superintendent of Schools, 433 West Main St., Tilton, NH 03276.

TRANSPORTATION

Pupils transported in a school bus shall be under the authority of the school district and under control of the bus driver, a legal representative of the School Board. The safety of pupils riding school buses cannot be left to chance, and it is imperative that good order and discipline be maintained on each bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied the privilege of transportation in accordance with the regulations of the schools board and RSA 189.9a. The driver of the bus shall be held responsible for the orderly conduct of the pupils transported. Each driver has the support of the school board in maintaining good conduct on the bus. The rules adopted by the School Board are as follows:

- Once a student has entered the school bus, they are now considered be on school grounds and therefore subject to all school rules and policies.
- All pupils will be picked up and/or dropped off only at predetermined stops approved by the school board. Pupils must be ready to board the bus when it arrives. Drivers are not to wait for pupils who are not ready. Students must not crowd onto the street or road when waiting for the bus. Students should line up and enter the bus in an orderly fashion when it arrives.
- Pupils must board the bus in an orderly and courteous manner, go immediately to a seat, and sit down. The driver may assign definite seats to pupils.
- Pupils will be expected to ride only on the school bus assigned to them. Emergency situations will be handled at the discretion of the building principal.
- Pupils wishing to use a different bus or get off at a different location must have a note from the parent/guardian to the bus driver, pre-approved by the school office. Approval will be given only if space is available.
- Pupils must remain seated at all times when the bus is moving; arms and heads must be inside the bus at all times.
- Pupils must not throw anything within the bus or outside the windows of the bus.
- Aisles are to be left free of books, lunch boxes, coats and other objects at all times. Musical instruments should be placed under the seat.
- Talking should be carried on in conversational tones – never shouting or making loud noises that may distract the driver.

- Eating or drinking is prohibited on school buses during regular bus routes to and from school.
- Pupils loading and departing from the bus will do so from the front of the bus. Emergency doors are for emergencies only.
- Pupils will always cross the street in front of the bus when loading or departing the bus.
- Pupils must obey instantly any request or suggestion from the bus driver pertaining to safe pupil transportation.
- Animals of any kind are not allowed on the bus.
- Pupils must not fight, shove or molest others on the bus or while waiting for the bus.
- Defacing or destroying any area of the bus will not be tolerated.
- Profanity, obscene or vulgar language will not be tolerated.
- Smoking is prohibited on school busses.
- Igniting any combustible material is prohibited.
- Anything that would create a safety hazard, e.g. knives, razor blades, any sharp instruments, are not allowed on the bus.
- Bus violations are subject to the same disciplinary action as school offenses and consequences will be left to the discretion of the building administrator(s). (re. Student Behavior Standards).

Where applicable, the above rules apply to both bus and bus stop.

Disciplinary Action – Severe cases may result in immediate bus/school suspension.

First time violations of these rules will result in parent notification by the assistant principal. If a bus suspension results, the parents are responsible for transportation of pupils to school. Second violations may result in an automatic suspension of up to five days from the privilege of riding the bus. Third violations may result in a suspension of up to ten days. Fourth violations may result in a suspension of up to twenty days. Repeated violations may result in suspension of bus riding privileges for the remainder of the school year, at the discretion of the School Board and in compliance with RSA 189:9a.

Procedures for violations:

- Drivers are to report violators immediately (in writing) to the building principal involved, including the date, the trip (morning or afternoon) and the specific violation.
- The principal is to notify parents of first offenders by a warning letter stating that the next violation will result in suspension of bus riding privileges.
- The principal must notify the parents immediately if the student is a second offender and is to lose his bus privilege. Copies of this notification will be forwarded to the Superintendent of Schools and others concerned.

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. A complete description of the Safe School Policy may be picked up in the Principal's Office or the office of the Superintendent of schools.

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Jasen Stock, ViceChair Sanbornton 286-4763
Jonathan Dupuis Northfield 286-7740

Julie Lonergan Sanbornton 286-8776
Cynthia Chapin Northfield 286-2324

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Superintendent
Cheryl Somma, 286-4116
Business Admin.

Suzan Gannett, 286-4116

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Kevin Washburn	Tilton	286-7589	Ronna Cadarette,	286-4531
Sean Goodwin	Sanbornton	524-7783	Principal	
Lynn Chong	Sanbornton	934-6486	Assistant Principal	286-4531

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