

**Somersworth High School &  
Career Technical Center**

**2011-2012**



**PLEASE REVIEW THE AGENDA BOOK, AND RETURN THIS FORM WITH THE REQUESTED INFORMATION**

Student Name: \_\_\_\_\_ Grade: 9 10 11 12  
Last First MI

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Residential Address: \_\_\_\_\_ NH \_\_\_\_\_  
Street City/Town Zip Code

Mailing Address  
 (If different from residential) \_\_\_\_\_ NH \_\_\_\_\_  
Street City/Town Zip Code

Father/Male Guardian's Name \_\_\_\_\_

Mother/Female Guardian's Name \_\_\_\_\_

Parent/Guardian Contact	Home #	Cell #	Work # & best time to call

**Please Print**

**E-Mail Address:** \_\_\_\_\_

FYI: Only administration, guidance and current classroom teachers would have access to this information

The Web2School portal is available for parents and can be accessed online at <http://web2school.sau56.org>. Incoming freshman and new students will be provided user names and passwords to access the web site. All other parents should have a user name and password if you need to get a new one please contact the front office to do so. You can view your students grades, progress, attendance, schedule and other important information on this site.

Student received and read the Student Agenda Book: \_\_\_\_\_  
Student Signature Date

Parent/Guardian received and read the Student Agenda Book: \_\_\_\_\_  
Parent Signature Date

**Somersworth High School & Career Technical Center  
Student Handbook 2011 - 2012**

**Introduction:** Directory Information  
School Cancellation / Delay Information  
Principal's Welcome  
Mission Statement  
School Wide Expectations  
Behavior Expectations for All School Settings  
Sources of More Detailed Information  
Calendar

Section 1: General Information **page 11**

Section 2: Academics (including attendance) **page 14**

Section 3: Behavior Guidelines **page 25**

Section 4: Other Information Policies & Procedures **page 44**

**NOTICE OF DISCRIMINATION**

The Somersworth School District does not discriminate in its educational programs, activities or employment practices on the basis of race, color, national origin, age, sex, or handicap.

Any person having inquiries concerning the Somersworth School District's compliance with the regulations stated above may contact: Bob Marquis, Title IX Coordinator, Age Discrimination Coordinator, Section 504 Coordinator, and Title VI of the Civil Rights Act of 1964 at (603) 692-4450

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Student's Name

Date

## INTRODUCTION

**Somersworth High School & Career Technical Center**  
**11 Memorial Drive**  
**Somersworth, NH 03878**  
**Front Office: 603-692-2431**  
**CTC Office: 603-692-2242**

Sharon R. Lampros: Principal

slampros@sau56.org

Dr. Bette Chamberlain: CTC Director

bchamberlain@sau56.org

Katelyn Rideout: Assistant Principal

kerideout@sau56.org

Principal's Secretary: Ext. 301

Attendance Secretary: Ext. 304

CTC Secretary: Ext. 201

George Heilshorn, Guidance Counselor "A-H": Ext. 309

Lisa Sloan, Guidance Counselor "I-Z": Ext. 308

Guidance Secretary: Ext. 311

Sean Peschel CTC Guidance Counselor: Ext. 219

Krystyna Smith, Athletic Director: Ext. 334

Eric Wind, Truancy Office: Ext. 356

School Resource Officer: Ext. 357

Nan Soule, School Nurse: Ext. 315

**School Fax: 603-692-5041**

**Guidance Fax: 603-692-7326**

**CTC Fax: 603-692-9116**

**Web2School Parent Portal website <http://web2school.sau56.org>**

## **SCHOOL CANCELLATION/DELAYS**

In case of emergency (storms, etc.) when school must be delayed or closed, the following local television and radio stations will be notified.

WMUR TV (Channel 9)

WCSH TV (Channel 6)

WTSN 1270

WPOR 101.9

WOKQ 97.5

WERZ 107.1

WVBB 95.3

## WELCOME!

The administration and staff welcome you to the 2011-2012 school year. This agenda book will help you to be organized and informed about school expectations and policies. Replacements can be purchased through the front office for \$5. The agenda book contains a passport section in the back to be used for travel within the building when classes are in session. Students are expected to have their passport on them at all times and are not allowed to leave class without it. Parents and students are expected to review it at the beginning of the school year.

SHS & CTC is committed to providing a safe environment in which all students have a variety of opportunities to develop and pursue a learning plan which meets your needs and helps you develop the skills to achieve your post secondary goals. Each staff member is dedicated to helping you reach your goals, handle challenges and work towards successfully earning a high school diploma. Please take advantage of the resources available and start now to work to achieve your dreams. We encourage you to share your gifts and talents in a positive manner, and we look forward to working with you to ensure a respectful, responsible, safe, and cooperative learning community for all.

Sharon R. Lampros, Principal

## SHS & CTC SCHOOL INFORMATION

The information within this agenda book summarizes the policies, regulations, and procedures that directly affect high school students. Additional information can be found on the SAU web site, [www.sau56.org](http://www.sau56.org), the high school web site, [www.sau56.org/somersworth-school-district/schools/somersworth-high-school](http://www.sau56.org/somersworth-school-district/schools/somersworth-high-school) and in the SAU#56 Schools' [Policy and Regulation manuals](#). The high school web site will also have the Behavior Matrix which is a listing of Office Referral Definitions. These manuals are available at the SAU Office, and in both the Front Office and CTC Office of the high school. Also available in those locations will be policies for:

- Computer Usage Policy & Contract
- Free and Reduced Lunch Guidelines
- First Student Transportation Guide

Sports Information is available at [www.highschoolsports.net](http://www.highschoolsports.net)

At the beginning of the school year, students will be given information and forms requesting acknowledgement and signatures. (JIC). Students and parents are to return the completed forms following a review of the material.

SAU 56 School Districts 2011-2012 School Calendar

<b>Hilltoppers</b>	<b>August 2011</b>	<b>September 2011</b>
	<p><b>S M T W T F S</b>                  21 22 23 24 TW TW 27                  28 TW 30 31</p> <p>25, 26, 29- Teacher Workshop                  30<sup>th</sup>-1<sup>st</sup> day of school for Students</p>	<p><b>S M T W T F S</b>                  1 X 3                  4 X 6 7 8 9 10                  11 12 13 14 15 16 17                  18 19 20 21 22 23 24                  25 26 27 28 29 30</p> <p>2<sup>nd</sup> - No School                  5<sup>th</sup> - No School Labor Day</p>
<b>October 2011</b>	<b>November 2011</b>	<b>December 2011</b>
<p><b>S M T W T F S</b>                  1                  2 3 4 5 6 TW 8                  9 X 11 12 13 14 15                  16 17 18 19 20 21 22                  23 24 25 26 27 28 29                  30 31</p> <p>7<sup>th</sup>- Teacher Workshop                  10<sup>th</sup>-Columbus Day - No School</p>	<p><b>S M T W T F S</b>                  1 2 3 4 5                  6 7 8 9 TW X 12                  13 14 15 16 17 18 19                  20 21 22 TW X X 26                  27 28 29 30</p> <p>10<sup>th</sup>-Teacher Workshop                  11<sup>th</sup>-Veterans Day-No School                  23 Teacher Workshop                  24<sup>th</sup>-25<sup>th</sup> Thanksgiving Break</p>	<p><b>S M T W T F S</b>                  1 2 3                  4 5 6 7 8 9 10                  11 12 13 14 15 16 17                  18 19 20 21 22 X 24                  25 X X X X X</p> <p>23<sup>rd</sup>-30<sup>th</sup> Holiday Break</p>
<b>January 2012</b>	<b>February 2012</b>	<b>March 2012</b>
<p><b>S M T W T F S</b>                  1 2 3 4 5 6 7                  8 9 10 11 12 13 14                  15 X 17 18 19 20 21                  22 23 24 25 26 TW 28                  29 30 31</p> <p>16<sup>th</sup> Martin Luther King Day                  27<sup>th</sup>-Teacher Workshop</p>	<p><b>S M T W T F S</b>                  1 2 3 4                  5 6 7 8 9 10 11                  12 13 14 15 16 17 18 19                  20 21 22 23 24 25                  26 X X X                  27<sup>th</sup>-March 2<sup>nd</sup></p>	<p><b>S M T W T F S</b>                  X X 3                  4 5 6 7 8 9 10                  11 12 13 14 15 TW 17                  18 19 20 21 22 23 24                  25 26 27 28 29 30 31</p> <p>16<sup>th</sup> Teacher Workshop</p>
<b>April 2012</b>	<b>May 2012</b>	<b>June 2012</b>
<p><b>S M T W T F S</b>                  1 2 3 4 5 TW 7                  8 9 10 11 12 13 14                  15 16 17 18 19 20 21                  22 X X X X X 28                  29 30</p> <p>6<sup>th</sup>-Teacher Workshop                  23<sup>rd</sup> - 27<sup>th</sup> Spring Vacation</p>	<p><b>S M T W T F S</b>                  1 2 3 4 5                  6 7 8 9 10 11 12                  13 14 15 16 17 18 19                  20 21 22 23 24 25 26                  27 X TW 30 31</p> <p>28<sup>th</sup> - Memorial Day-No School                  29<sup>th</sup> - Teacher Workshop</p>	<p><b>S M T W T F S</b>                  1 2                  3 4 5 6 7 8 9                  10 11 12 X X X 16                  17 X X X X X 23                  24 X X X X</p>

## **MISSION OF THE SOMERSWORTH SCHOOL DISTRICT**

"to inspire all students to excel, to develop a thirst for knowledge, and to teach the essential skills necessary to be caring, contributing, and responsible individuals in an ever-changing world."

## **SOMERSWORTH HIGH SCHOOL & CAREER TECHNICAL CENTER MISSION STATEMENT**

THE SOMERSWORTH HIGH SCHOOL COMMUNITY WILL FOSTER INTELLECTUAL CURIOSITY, CRITICAL THINKING, AND LITERACY IN STUDENTS WHILE DEVELOPING RESPECTFUL, RESPONSIBLE, AND ARTICULATE GLOBAL CITIZENS
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### **SCHOOL WIDE ACADEMIC EXPECTATIONS**

- Speak articulately and write effectively.
- Comprehend oral and written communication.
- Use critical thinking to solve social and academic problems.
- Acknowledge the importance of diversity among cultures, people, ideas and opinions.
- Know and understand the rights and responsibilities of citizens within a democratic society.
- Recognize the importance of lifelong wellness activities and healthy lifestyle choices locate, evaluate, and use informational resources to obtain an end result.
- Use mathematics to function successfully as global citizens demonstrate computer competency.

### **SCHOOL WIDE CIVIC EXPECTATION**

- Participate as productive citizens and members of their community

### **SCHOOL WIDE SOCIAL EXPECTATIONS**

- Demonstrate respect for self and others

### STUDENT CONDUCT

Students have a responsibility to know and respect the rules and regulations of the school. Students have the further responsibility to behave in a manner appropriate to good citizenship everywhere. This includes treating all students and staff with courtesy, consideration and respect (JIC).

#### Somersworth High School & Career Technical Center BEHAVIOR EXPECTATIONS MATRIX FOR ALL SCHOOL SETTINGS

<b>Expectation</b>	<b>Arriving/Departing</b>	<b>Hallway</b>	<b>Classroom</b>
Be Safe	Hands and feet to yourself. Drive safely. Use designated entrances/exits.	Hands and feet to yourself. Walk, don't run. Use passports/agenda books. Keep the middle of the halls open for traffic. Keep moving toward your destination.	Chemical free. Weapons free. Hands and feet to yourself. Use equipment as it is intended to be used.
Be Respectful	Use appropriate language. Honor personal and public property. Place phone and other electronic devices in your locker.	Use appropriate language. Walk quietly to and from classes. Respect others personal space.	Dress for learning. Use appropriate language. Listen, speak in turn and respond politely. Keep surfaces graffiti-free. Keep hands off the property of others. Keep classroom materials in the classroom
Be Responsible	Report unsafe behavior. Be on time. Dispose of trash properly. Keep your locker locked.	Dispose of trash properly. Be where you are supposed to be. Report spills and other unsafe conditions. Report unsafe/suspicious behavior. Keep your locker locked.	Do your own work. Be there, be ready (bring pencil, books and other appropriate materials). Stay focused and stays awake. Dispose of trash properly.
Be Cooperative	Park in designated areas. Be courteous and assist others.	Acknowledge the mobility needs of others. Stay out of halls during lunch. Assist others when necessary. Respect classes in progress.	Participate (answer questions when you know the answer and ask questions when you don't). Follow classroom expectations. Work well with others. Be a team member.

**BEHAVIOR EXPECTATIONS MATRIX FOR ALL SCHOOL SETTINGS**

<b>Expectation</b>	<b>Cafeteria</b>	<b>Assemblies/Extracurricular Events</b>	<b>Bathrooms/Locker rooms</b>
Be Safe	Walk, don't run. Keep doorways clear. Keep hands and feet to yourself.	Weapons free. Chemical free. Hands and feet to yourself.	Hands and feet to yourself. Walk, don't run. Use all equipment as intended. Wash your hands. Chemical free.
Be Respectful	Use appropriate language and volume. Wait patiently in line. Be friendly and inviting to others.	Walk quietly to and from assemblies. Use appropriate language. Dress appropriately. Participate appropriately.	Please flush. Use appropriate language and volume. Hands off the property of others. Use paper products efficiently. Use the facility properly. Keep surfaces graffiti-free.
Be Responsible	Enjoy your lunch and finish your food in the cafeteria or Mulligan's Grille. Clear your table and dispose of trash properly. Report spills and other unsafe conditions. Report unsafe behavior	Respond appropriately to presentations and performances. Dispose of trash properly. Report unsafe conditions Report disrespect	Use the nearest bathroom. Return to class promptly. Dispose of trash properly. Report when bathroom supplies are needed. Report spills and other unsafe conditions. Report unsafe /suspicious behavior. Keep your locker locked.
Be Cooperative	Follow staff directives. Assist others when necessary.	Practice sportsmanlike behavior Be an attentive audience member. Give the respect you would want	Leave it cleaner than you found it. Follow staff directives. Assist others when necessary. Practice good hygiene.

## **SECTION 1: GENERAL INFORMATION**

The focus of the school system is on the learner. The goal is to help each student develop to his/her fullest potential and become a contributing member of society.

### **ANNOUNCEMENTS**

Announcements will be read daily during the first few minutes of block two. All notices must be approved by an administrator and signed by the teacher or advisor. Announcements submitted in writing by the beginning of 2nd block and related to school events or academic issues will be typed and posted on the bulletin board outside the front office. Students absent from school during 2<sup>nd</sup> block are expected to check the announcements on the bulletin board daily.

### **SCHOOL CAMPUS/BUILDING**

To and from school the campus is defined as all walkways, access roads, school events, and grassy areas bound by the street curbs and fenced areas around the football, field hockey, and softball fields. This also includes the middle school building and grounds as well as the high school and Career Technical Center complex.

Once students arrive on the school campus, they are expected to abide by all rules and regulations. The school day begins at 7:35am and ends at 2:20pm. *Students are not allowed to arrive on campus before 7:20am or remain on campus after 2:30pm unless they are under the direct supervision of a staff member.*

At Somersworth High School and Career Technical Center, we do not have an open campus. All students must remain in school for the entire day unless legitimately dismissed by school personnel or with parental consent. Students leaving school grounds without authorization will be subject to disciplinary action. Students who have a reduced day schedule are expected to abide by these rules.

### **CAFETERIA**

The cafeteria is open for breakfast from 7 to 7:30am. Lunch is available for purchase during three scheduled lunch periods in block EFG or students may bring lunch from home. Students are expected to dispose of trash and return trays to the kitchen. Food from outside vendors is not allowed in the cafeteria during the lunch periods. *Free and reduced lunch forms are available in the Front Office.*

Lavatories outside of the cafeteria are to be used during lunch periods. Students should not go to lockers during lunch. Students may go to their lockers before and after lunch.

### **FOOD AND BEVERAGES**

During our three scheduled lunch periods the cafeteria, Mulligan's Grill and the Topper Shoppe are the only authorized areas for food and beverages. Mulligan's Grill and the Topper Shoppe are available to students during certain days of the week. Students must obtain the proper permission to use the restaurant. Consumption of food and beverages is prohibited in the hallway at all times. Consumption of food and beverages in the classroom is at the discretion of the individual classroom teacher.

### **STUDENT WELLNESS POLICY**

All food available on school grounds during the school day and at school day sponsored activities will meet or exceed the District's nutritional standards. *The goal is to offer nutrient rich foods from the five food groups while minimizing foods and beverages that are high in calories and low in nutrients.*

### **FUND RAISING**

Student Activity Groups wishing to do fund raising events must complete the Student Activity Form and get approval from the administration and possibly the Superintendent. Students may not sell or purchase any item without prior approval of the administration. Students may not sell any items for personal gain. All monies collected and/or expended must be processed through the Principal or Career Technical Center Director. Student Activity Groups whose fund raising activities involve the use of the school facilities must also complete and get approval from the appropriate administrator on a "Building Use Form." Authorization on facility use depends on the location to be used.

<b>Location to use</b>	<b>→</b>	<b>Approval Administrator</b>
Career Technical Center	→	CTC Director
Gymnasium and Athletic Fields	→	Athletic Director
Somersworth High School	→	Assistant Principal

### **LOST OR MISSING BOOKS OR MATERIAL**

If materials or books belonging to the school have not been returned in reasonable condition, or paid for by the end of the year, final report cards and diplomas may not be issues until bills are paid. **School Board Policy (JICB)**

### **ITEMS DROPPED OFF BY PARENTS**

Quite often parents drop off homework, special projects, lunches, money, permission slips or other items needed by our students. Students should make an effort to check the office during passing times to see if items have arrived.

### **LOST AND FOUND**

A lost and found area is located in the main office. Students are encouraged not to bring valuables to school unless it is absolutely necessary. The School is not responsible for stolen items.

### **HALL LOCKERS/GYM LOCKERS / SCHOOL PROPERTY**

Lockers, desks, and storage areas are the property of the school district. Each student is assigned a locker and a lock by the administration. The student is responsible for the lock and locker while he or she is a student at the high school. A student who loses their lock will be charged \$5 replacement cost. The student may be subject to a fine for any willful damage to school property. A lock or locker that does not function properly should be brought to the attention of the administration. Wellness classes also have locks available for student use in the locker room and we strongly encourage students to use the locks to secure their personal stuff. **The school is not responsible for items not secured in a locker.**

The school reserves the right to inspect students' lockers. School authorities may conduct a search of student and school belongings if they believe evidence of a violation of school policies, state, federal or local statutes are suspected. Administrative inspections may be conducted at any time. Valuable possessions should not be stored in lockers even with locks attached. **School Board Policy (JIH)**

#### **PASSES**

Students will not be allowed to leave any classroom (except in extreme emergencies) without a signed passport, located in the back of the agenda book, from the teacher in charge. Failure to report to the specified destination will result in loss of pass privileges.

#### **POSTERS**

All posters should have prior approval of the administration. Posters placed on walls must be removed promptly after the activity. Please use masking tape and not scotch tape and secure all edges.

#### **SCHOOL ACCIDENT INSURANCE**

Students are urged to purchase school accident insurance. This insurance is relatively inexpensive and can be very beneficial.

#### **STUDENT PARKING**

Student parking on school property and Memorial Drive, during regular school hours is prohibited. School property includes parking facilities around the Somersworth High School and Career Technical Center. Memorial Drive is Permit Parking only and Somersworth Parking Enforcement will ticket cars on Memorial Drive without permits. Students may park in the Somersworth Middle School parking lot or on Cemetery Road.

**>> *Unauthorized vehicles are subject to ticketing by the Somersworth Police Department and/or Parking Enforcement Division and will be towed at owner's expense.***

#### **SENIOR PRIVILEGES**

Seniors in good standing can request late arrival or early dismissal, or earn the right to leave school during a free block through administration. Parents must approve the senior privilege and appropriate paperwork must be on file in the main office. This privilege will be rescinded for class failure or misbehavior. Seniors approved for senior privileges will receive a green sticker which identifies the specific block, including the lunchtime, they may leave the building. This sticker must be on the students' handbook and present when using. All seniors with this privilege must sign in and out in the main office. Seniors are not allowed to leave the building for lunch unless their free block includes the lunch block or is adjacent to their lunch block. For example, a senior with 2<sup>nd</sup> block free and E (first lunch) may leave for lunch but the senior with 2<sup>nd</sup> block and G (last lunch) is not able to leave for the lunch. No other students are allowed to leave school for lunch. Leaving school without permission will result in an in-school suspension.

##### **Criteria for good standing**

- No office referrals in the previous quarter

- Earned minimum number of credits to be a senior
- Was not placed on academic sanction

**Students who turn eighteen years of age are required to follow all school rules**

**VISITORS/TRESSPASSORS**

Parents of student in the schools are encouraged to visit the school. We do request that parents make arrangements in advance in order to be assured that school personnel will be available to meet with them. Students are not allowed to have friends visit the school during the school day. All In order to protect the students, staff, and property, visitors during the school day shall first report to the front office for authorization to be in the building or on the grounds. The visitor must wear an identification badge while in the school. Law enforcement officers may be called upon to enforce this policy in cases of uncooperative violators.

**Outside of regular school hours, it is unlawful for any person, without the consent of an authorized person, to enter school grounds, premises, or property for any purpose other than to attend an event/meeting held at the school. Violators may be charged.**

**WORKING PAPERS**

Students who are required by their employer to have working papers may obtain them in the Career Technical Center office.

**SECTION 2: ACADEMICS (including attendance)**

**PROGRESS REPORTS**

Progress reports are available 24-7 through the Parent Portal through Web2Scool. All parents with internet access at home are expected to regularly review the Attendance Data (both Daily and Class attendance) and Course Progress at <http://web2school.sau56.org>, using the username and password issued by the school. Parents of incoming freshmen will be mailed a username and password no later than the end of September along with directions for accessing the Parent Portal. Parents of students new to the school should be issued usernames and passwords upon registration through the guidance department. Teachers will identify parents who do not have access to the internet and provide their students with a hardcopy of their progress reports at the mid-quarter mark for each course. For students whose parents have internet access, a “Notice of Grade” form will be sent home via the student to confirm that the parent has recently reviewed the available grades and is aware of his/her teenager’s status in the class. Students will be expected to return the “Notice of Grade” form to the issuing teacher no later than 3 days from the issue date. Parents may call guidance to request the scheduled date for the report. Progress Report review dates will also be posted in the Hilltopper Newsletter.

## REPORT CARDS

Report cards are issued at the end of each marking period and will be mailed to the primary address on file in the front office. If parents have different addresses and both wish to receive a report card, please contact Guidance at ext. 311 to make arrangements. The letters A, B, C, D, and F are used to indicate the student's academic standing in a given subject.

The numerical equivalents are as follows:

A	4.00	(94 – 100)	C	2.00	(73 – 76)
A-	3.67	(90 – 93)	C-	1.67	(70 – 72)
B+	3.33	(87 – 89)	D+	1.33	(67 – 69)
B	3.00	(83 – 86)	D	1.00	(63 – 66)
B-	2.67	(80 – 82)	D-	0.67	(60 – 62)
C+	2.33	(77 – 79)	F	0.00	(0 – 59)

A four-point (4.0) scale based on quality of achievement is used in computing class rank EXCEPT honors courses. They are weighted as follows: A – 5, B – 4, C – 3, D – 1, F – 0.

## HONOR ROLL

Students are eligible to qualify for the Honor Roll on a term-by-term basis. Scores are not rounded up for Honor Roll or grade point averages.

The criteria for Honor Roll are as follows:

1. A senior must carry a minimum of six credits per year. Underclassmen must carry a minimum of four credits per semester or eight credits per year. Exceptions will be made for Band, Chorus, and students traveling to other schools.
2. A student must receive a letter grade for his/her subjects, and no student is eligible if he/she receives a letter below a C-.
3. The Following cumulative scores must be earned to achieve the given level of honors:

<u>Level</u>	<u>Cumulative GPA score between</u>
Highest Honors	3.67 and 4.0
High Honors	3.33 and 3.66
Honors	3.0 and 3.32

## TOP TEN RANKING

The Top Ten of a graduating class is based on class ranking at the end of the 3<sup>rd</sup> term of the senior year, and includes cumulative GPA through the end of the junior year plus GPA based on grades earned through term 3 of the senior year.

## CLASS MARSHALS

Class marshals for a graduating class are the highest ranked male and female based on class ranking at the end of 3<sup>rd</sup> term of the junior year, and includes cumulative GPA through the end of the sophomore year plus GPA based on grades earned through term 3 of the junior year.

### **GUIDANCE SERVICES & PROGRAMMING**

The guidance department is an essential component to the total instructional program through which all students have maximum opportunity for development. School Counselors develop and deliver counseling programs and services which provide all students with the knowledge and skills for success in the academic/technical, career, and personal/social domains.

#### **SCHEDULE ADJUSTMENT – ADDING/DROPPING OF COURSES**

All requests for course changes are made through the Guidance Office. Any schedule adjustment must be done within the first week of classes based on course and space availability. After the first week of classes, course changes will be considered only under extenuating circumstances and based on course availability. The classroom teacher, the student, or the parent can initiate a request. Students who wish to change their schedule can make an appointment in guidance during lunch or before and after school. **A student who drops a course after the third week of the course will receive a WF** (withdrawal failing) final grade for that course unless the classroom teacher agrees that the student lacks academic ability in that subject. In the case where a student is unable to complete the course based on medical reasons, no grade penalty will be assigned. A student who receives a WF will not qualify for the honor roll during the term the course is dropped. Students who drop a course before the third-week period will not receive a grade. Seniors must carry a minimum of six credits.

#### **STUDENT WITHDRAWAL PROCEDURE (From School)**

The following procedures must be followed before a student will be officially dropped or transferred. The student must:

1. Meet with the guidance counselor to receive a withdrawal form and discuss the student's future education plan.
2. Return books to his/her teacher and have them enter his or her grade up to the time of withdrawal and sign the form.
3. Obtain the signature of the librarian to indicate all library books have been returned.
4. Obtain the signature of the attendance secretary to verify that the school lock has been returned and all lost book fees are paid.
5. Obtain the Principal's permission and signature on the bottom of the form.
6. Return the withdrawal form to the secretary in the Guidance Office. No marks will be forwarded unless this information has been completed and returned to the Guidance Office.

#### **STUDENT TRANSFER TO GED-OPTIONS PROGRAM**

Somersworth students, who are between the ages of 16 and 20, and are significantly deficient in high school credits, and reading at least an eighth grade level, may be eligible for the GED Options Program. Students are expected to adhere to the SHS&CTC Behavior Expectations and Behavior Matrix as well as all other school policies.

## **GRADUATION REQUIREMENTS**

Somersworth High School requires a minimum of 26 credits for a diploma. The only means to obtain a waiver of the physical education requirement is to obtain a medical excuse signed by a physician. Somersworth High School also has an agreement with Dover Adult Education Program (S-DAP) to participate in their diploma program.

**»Any senior who does not satisfy the academic requirements for graduation will not be allowed to participate in commencement exercises.**

## **CLASS STANDING**

The total number of credits earned by a student will determine what class the student will be a member of for the following year.

### **TOTAL NUMBER OF CREDITS TO BECOME A:**

Sophomore	- 6 credits
Junior	- 13 credits
Senior	- 18 credits

Credit status is determined during the summer and not re-evaluated until the following summer.

## **JUNIOR PROM**

3rd year students wishing to attend the Junior Prom must have either already earned 13 credits at beginning of school or present sufficient evidence to the school principal that he/she will have earned the necessary number of credits needed to be a senior by the end of the current school year,

## **NECAP (State Assessment)**

All students are required to participate in the New England Common Assessment Program in the fall of their junior year in the areas of English and Mathematics and in the spring of their junior year in the area of Science. Seniors who have not yet taken their NECAP will be required to take them during the senior year unless they were not residents of the State of New Hampshire during their prior schooling.

## **HOMEWORK**

The School Board recognizes homework as a constructive tool in the teaching/learning process. Further, the Board recognizes homework as a shared responsibility among parent/guardian, student, and teacher. Homework not only extends knowledge and skill, but reinforces habits of self-discipline and perseverance necessary for life-long learning. To this end, students should be assigned homework on a regular basis as one means of extending learning beyond the classroom and the school day.

### Effective homework assignments...

1. are relevant and clearly linked to the curriculum
2. are appropriate to the learning needs of the student
3. fulfill a variety of purposes (reinforce newly acquired skills through practice and repetition, prepare students for classroom discussion and assignments, relate knowledge and skills to home and community settings),

4. Receive prompt attention and response.

Consistent with these guidelines, each class within the district shall develop a written homework policy, establishing guidelines related to the frequency and length of the assignments, and how homework assignments are related to the grading system. The homework policy will be published in each class syllabus or class policy and procedures. **(IKB)**

### **COURSE COMPETENCIES**

High school credit for a course includes demonstrating mastery of required competencies of the course, as approved by certified school personnel. Competencies will be identified in each course syllabus and demonstration of mastery of competencies will be required for earning high school credit for some courses.

Course competencies include:

- The expected content, concepts and skills to be mastered in a course.
- The process by which a student demonstrates sufficient evidence of learning.
- What a student must demonstrate to attain required competencies.

### **COURSE FAILURE**

Subject to review by principal and the academic appeals committee, no freshmen or sophomore who fails a required course will be allowed to repeat the course in the same school year. Whenever possible, freshmen and sophomores who have failed a course may be eligible to make up the failed course through credit recovery or summer school.

\*If student fails the same required course, the student is expected to meet with department head and guidance to develop an alternative plan for earning credit for the course.

### **CREDIT RECOVERY**

Students may participate in the Credit Recovery Program if their average is at least 55 and they have not exceeded 7 unsanctioned absences. The teacher will recommend either a personalized learning plan or specific sections for the computer based PLATO program to complete credit for the course. Students are expected to complete the Credit Recovery in the allotted time frame

### **SUMMER SCHOOL**

Students will not be eligible for summer school without administrative approval. A minimum grade of 50 is required to attend and students earning credit through summer school will earn a Pass grade. Students can not miss more than one day of class for any reason and credit will not be issued until payment is received.

### **EXPRESS COURSE RECOVERY**

Students may enroll in an express version of a course that they have failed with the goal of mastering competencies of the course. Student's passing course competencies with will earn a Pass.

## **STUDENTS WISHING TO USE THE NETWORK ARE SUBJECT TO THE FOLLOWING GUIDELINES**

Somersworth is fortunate to have a computer network available to students as a wonderful learning tool. In order to ensure that this resource remains up and running efficiently, there are certain rules that must be followed regarding its use. These rules must and will be strictly enforced. In order to gain access to the computer network, a *Computer Usage Contract* must be signed by both parents and student.

*»If network privileges are necessary for completing course requirements, loss of those privileges could result in failure of the course.*

### **COMPUTER LAB**

The computer lab has twenty workstations and two printers with over 50 network software packages in science, math, social studies, and English. It is an important support for instructional activities as well as an important vehicle to reinforce the school goal of writing. Staff may use the lab for classroom instruction by making prior arrangements the Librarian and must supervise the lab at all times.

*»Illegal use of the network may result in permanent or temporary loss of network privileges, suspension, and/or restitution made for damages caused by the illegal use (i.e. repayment of cost per hour for the service of a technician hired to rectify the problem, purchasing computer paper for wasted paper caused by negligence.)*

### **LIBRARY/MEDIA CENTER**

The Library Media Center welcomes all students and is open during the full school day. Classes are scheduled for specific projects but students are encouraged to use the library individually. Online databases, internet access, and interlibrary loan are some of the resources linking this library to educational resources of the state, nation and the world. The Library Media Center offers a wide range of books, magazines, newspapers, videos, and other materials and equipment for borrowing, to make the high school years both successful and enjoyable. See the Library web site at: <http://somersworthslmc.wikispaces.com>.

### **POLICY OF ACADEMIC STANDARDS FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES**

Effective during the first semester of the 1998-99 academic year, the academic standard for participation in extra-curricular activities shall have the following core requirements:

1. This policy shall be applicable to students beginning with the seventh grade. However, with regard to incoming ninth grade and seventh grade students, there shall be no carry over from prior academic years.
2. Extra-curricular activities sponsored or sanctioned by the school or school district, include but are not limited to athletics, student government, clubs, social groups, dances, or other social events, and/or drama. For the purpose of this policy, the High-School Prom, Senior

Class trip, and graduation activities shall not be considered extra-curricular activities.

3. Students wishing to participate in extra-curricular activities sponsored or sanctioned by the school or school district may not, in any marking period, receive any failing (F or AF) grades or two grades at the D level or lower.
4. The first time any student who does not meet the requirements of this policy, the student will be placed on warning status also referred to as probation. The only exception to this is for a student who violates NHIAA student standards and has more than 2 failing grades.
5. In subsequent violations of the policy, the student will be suspended from all described activities until it is clearly established that the student has returned to a level of performance in compliance with the policy.
6. Any student placed on warning status/probation or who is suspended from participation in extra-curricular activities will be required to meet with the guidance counselor. If the student's performance includes one or more failing grades, the student and guidance counselor will develop a written plan to improve the student's academic performance. The written plan will be signed by the student, parent/guardian, guidance counselor, and the teacher(s) in each class where the student is receiving the failing grade.
7. Any student who is placed on sanction status or suspended from participation in extra-curricular activities may request a hearing of a review panel. The Extracurricular Appeal Review Panel members will consist of a non-involved teacher, a school level administrator, and a School Board representative. The review panel will be empowered with the authority to grant a one-term reinstatement of eligibility. The review panel, however, cannot grant any reinstatement in any situation where a student's performance does not meet the current NHIAA student standard or includes more than two failing grades. Except when a student is in violation of the NHIAA student standard, a student may continue participation during the appeal process.
8. The building administrator and his/her designee shall have the authority to grant a one-term reinstatement of this eligibility without approval of the review panel in the following circumstances:
  - a) when a student is designated as a "special needs" participant;
  - b) when a student currently on a one-term reinstatement has demonstrated improved performance, even if such performance has not yet met the standards set in this policy.
9. Any student may appeal the decision of the review panel to the full School Board through the Superintendent of Schools.

**APPROVED:** August 27, 1996                      **REVISED:** December 8, 1998  
**RE-APPROVED:** April 9, 2002                      By the Somersworth School District

## **ATTENDANCE POLICY AS IT RELATES TO EXTRACURRICULAR ACTIVITIES**

According to the Somersworth School Board attendance policy students who have an excused absence, who are dismissed because of illness, are serving an out of school suspension, or who have an unexcused absence in one or more classes are ineligible for participation in school activities that day. School activities shall be defined as those under the direction and supervision of the school. This includes all sports. (SB policy JH)

### **SHS & CTC ATTENDANCE RULES**

**Approved by Faculty vote on April 13, 2005**

Consistent class attendance is essential to maintain the integrity of the high school educational experience. Much of what occurs in the classroom cannot be duplicated through make-up work. Absent students miss in-depth explanations, important discussions, hands-on instruction, exchange of concepts, and participation in the required program. State law requires that persons of school age attend school on days public schools are in session. (**New Hampshire State Law: RSA 193:1**)

State law requires that student attendance be taken and recorded accurately during each school day. "Attendance" means present in school, in class, and in all other assigned activities. Attendance also means being on time. Attendance is reported on quarterly grade reports and on progress reports.

### **Definitions**

**As required by RSA 189:34 II, the School Board Policy JH defines EXCUSED ABSENCE as the following:**

- Sick at home (verified by doctor's note)
- Recovery from an accident (verified with doctor note)
- Verified Doctor, Dental and Counseling Appointments (if possible schedule these for after school);
- Bereavement;
- Verified required Court attendance;
- Observation or celebration of a bona fide religious holiday.
- The Principal may require parents to provide additional documentation in support of their written notice.

Please be aware that

- It is not acceptable to be absent from school for special events such as: going skiing, babysitting, hunting, shopping for a formal dance, etc. \*Please Note: Under the Compulsory Attendance Law these activities are not sanctioned. These activities should be scheduled outside of school hours.
- Please plan vacations around the school calendar.
- **EXCUSED ABSENCES** are absences which do not count toward truancy under any conditions and are allowed by the school. All absences must be reported by a phone call or written notification within 24 hours of the

absence. Call the main office at 692-2431 ext 304 to report all absences or send an e-mail to [drobison@sau56.org](mailto:drobison@sau56.org). Parents have an obligation to avoid whenever possible disruptions of the academic year by planning medical appointments and vacations at times that will not require students to be out of school.

- If parents wish for their child to be absent for a reason not listed above, the parent must provide a written explanation at least 2 weeks prior to with the reason for such absence, including why the student will be absent and for how long the students will be absent. The Principal will make a determination as to whether the stated reason for the student's absence constitutes good cause and will notify the parents via telephone and writing of his/her decision. If the Principal determines that good cause does not exist, the parents may request a conference with the Principal to again explain the reasons for non-attendance. The Principal may then reconsider his/her initial determination. However, the Principal's decision will be final.

#### **Additional Excused Absences**

- All school related functions.
- College visitations, supported by official documentation within 2 days of the student returning to school.
- Dismissal by a school official (nurse, guidance, administrator).
- In-School-Suspension or Out-of-School Suspension unless student's action was done to earn ISS or OSS.

**TRUANCY** according to RSA 189:35-a means unexcused absence from school or class (if student skips class or leaves school grounds without permission from a parent or school authorities) or an absence which doesn't meet the school board definition of excused absence. Absences, even with the approval of the parents, which are excessive and/or interfere with the student's educational process, will be interpreted as truancy as defined by RSA 189:35a

»**follow-up procedures may include parent contact by the truancy officer, attendance plan intervention, including summons to truancy court, fines, contempt of court/ warrant and filing of a CHINS petition. City Ordinance: RSA 193:1, 2, 7, and 16**

**TARDIES** Students are expected to be in their classes on time. For every 3 unexcused tardies exceeding 5 minutes, students will receive one unsanctioned absence. Tardy, for this particular attendance policy ONLY, will be considered as more than 5 minutes late to class.

Students who arrive 30 minutes after the start of class are considered absent for that class period, unless documentation is provided.

**Parent Verified Absences** are absences in which the parents have notified the school by phone or by written note within 24 hours of the absence verifying the parent is aware of and authorizes the absence. **These absences are limited to 5 per quarter.** Absences, even with the approval of the parents, which are excessive and/or interfere with the student's educational process, will be interpreted as truancy as defined by RSA 189:35a

**DISMISSAL** Students need prior parent permission before they can leave campus. The dismissal notes must include a telephone number where the parent/guardian may be reached. Upon his/her return to the building, the student is expected to sign back in through the main office. Students may not be dismissed by telephone except in an extreme emergency and only with an administrator's approval.

In the case of a student illness while at school, a student must first see the nurse, who will, if appropriate, contact parents/guardians for dismissal approval.

In the case of a student displaying extreme emotional or mental distress, a student must first see a guidance counselor, who will contact a parent or guardian before a dismissal approval.

**ATTENDANCE NOTIFICATION** There are many ways that parents and students will be notified of attendance activity. These notifications are designed to keep parents and students informed of all attendance issues. Such notification may occur by phone (autodialer), discipline referrals, staff contact, letters, and parent/student access to Web2School. If you have any questions about any notifications, please call the school for clarification. When parents are monitoring their student's attendance on Web2School, please look at BOTH daily and class attendance marks.

**COMPULSORY ATTENDANCE** In compliance with The Compulsory Attendance Law, upon the SIXTH unexcused absence in 3 or more classes within any quarter during the school year or upon the ELEVENTH unexcused absence in 3 or more classes within one or more semester during the school year, Somersworth High School will summons the student to Truancy Court. A referral to the court may lead to disciplinary action by the court.

#### **Administrative Failure (AF) due to Absences**

Any student receiving a passing grade in a course, but who exceeds the number of allowed absences will receive an Administrative Failure (AF) designation on his/her report card. **An Administrative Failure occurs when a student reaches 6 or more unexcused absences in a quarter.** Students who have passed the quarter, but fail due to absences will have their grade in that course reduced to a 59. In a semester course, the grade of 59 from the first quarter will be averaged with the second quarter grade to determine the average for the semester. The same procedure applies for a year-long course. If a student earns below a 59 in a course, then he or she will keep that grade, regardless of absences. If a student earns an AF for both quarters in a semester course, no credit will be awarded. If a student earns an AF for a quarter long course the grade for the course will be AF. Students will have the right to apply for an absence waiver or appeal the loss of credit. The following explains the specific steps and consequences for the various levels of absenteeism.

- **Waiver:** Student can apply for an absence waiver if he/she feels a planned absence is due to extenuating circumstances. The application can be obtained from your administrator. The waiver application must be submitted to your administrator at least 2 weeks before the date of the absence whenever

possible. All waivers will be reviewed by the principal, or designee, for consideration. If a waiver is disapproved, a student can apply for an appeal.

- **Appeal:** Students can choose to appeal a loss of credit. An Appeals Application can be obtained from the main office or your truant officer. The Appeals Application must be returned to your administrator by the end of the quarter in question or no later than 1 week after receiving report cards. An appeals committee will review all appeals and make a determination regarding credit loss or credit reinstatement. Students will only be allowed one appeal per semester. Student will be notified by letter of the appeals committee decision.

### **HELPFUL HINTS FOR WAIVER AND APPEAL APPLICATIONS**

Whether requesting a waiver or an appeal you must address every absence. Specifically indicate why you were absent. For example:

- Address each and every day you were absent.
- Being able to cite one of the five reasons for excused absences is very helpful.
- Make sure you attach the latest copy of your attendance to your appeal. Ensure all dates you were absent are addressed in your rationale for being absent.
- Provide an academic progress report from your teachers. This report should reflect your current grade and status of work completion.
- If the absence is an approved pre-arranged absence, ensure you provide documentation of the approved pre-arranged absence.
- If the absence was due to illness, providing medical documentation and/or statements will be helpful.

### **PARENT, STUDENT, AND SCHOOL RESPONSIBILITIES**

The following procedures are required for any absence:

#### **PARENTS OR GUARDIANS MUST:**

- Call the main office at 692-2431 ext 304 before 7:35 on the morning of an absence. Voice mail is available 24 hours a day.
- Notify the school ahead of time for any anticipated absences.
- Contact the school if they plan to have their son/daughter out of school for any extended period of time. They must submit a request in writing to the principal two weeks in advance of the expected absence(s).
- Keep a record of the absences for personal reference

#### **STUDENTS MUST:**

- Present all excuse notes to the attendance secretary and/or obtain an admit slip before first block. These notes should contain:
  - A reason for absence, tardiness, and/or dismissal
  - The parent's or guardian's signature
  - A phone number where the parent/guardian can be reached .
- Report to the front office prior to leaving the building and returning.

#### **SCHOOL RESPONSIBILITIES:**

- Faculty members will record all absences from or tardiness to class. After the 3rd unexcused absence the faculty member will contact the truant officer.

- Following the third unexcused absence, the parents may be notified by the truant officer and may be required to attend a meeting to discuss their child's absence the following school day.
- Staff members in the main office will collect all notes prior to 7:35 am.
- Staff members in the main office will maintain a sign in/out day sheet

#### **ATTENDANCE APPEALS COMMITTEE**

A standing Appeals Committee will be established each year consisting of an administrator, a guidance counselor, a classroom teacher and/or nurse. The Committee will consider each appeal on an individual basis. Student may file an attendance appeal form through the main office. *Appeal forms are in the front office and must also include the attendance records for the classes whose grades are being appealed*

### **SECTION 3: BEHAVIOR GUIDELINES**

#### **GUIDELINES FOR THE DISCIPLINARY SYSTEM**

1. School is a place for learning, working, and cooperating with others.
2. Each student is responsible for his/her actions and is expected to control his/her behavior so that learning can take place.
3. Respect for others and for property should be the basis for all relationships within the school. All students have a right to learn in a safe environment -- an environment free from verbal or physical harassment.
4. Parents will be contacted when their son/daughter's behavior is interfering with the learning environment.

#### **BEHAVIOR MANAGEMENT**

SHS & CTC uses a **positive behavior intervention system** (PBIS) as a method for addressing behavior issues. PBIS places an **emphasis on proactive strategies** for defining, teaching and supporting appropriate student behaviors to create a positive student environment. **Introducing, modeling and reinforcing positive social behavior** is an important part of a student's educational experience. The Universal Team (a group of teachers, students and parents) has set school wide behavior expectations and office referral behavior definitions with a goal of **creating common vocabulary for all students, teachers, and parents**. The Universal Team regularly reviews data from SWIS (School Wide Information System) to identify behaviors that are school-wide issues which need to be addressed. The Universal Team develops scenarios called 'roll-outs' which are designed to **teach students the expected behavior**, develop school wide goals, and establish a school recognition program for achieving that goal.

School wide expectations are behaviors that teachers are willing to consistently TEACH and MODEL, as well as behaviors they are willing to give pre-corrects, positive feedback and corrective feedback, for, to any and all students, anywhere, at any time.

### **MINOR OFFICE REFERRAL DEFINITIONS**

- Behaviors that do not require an administrator
- Behaviors that are managed by the teacher, paraprofessional, custodian, cafeteria or other staff.
- Behaviors that do not violate other's rights/properties
- Behaviors that are not chronic

**Include Procedures to:**

- Inform student of the behavior violation
- Describe expected behavior
- Seek student input as to his/her version of the behavior and the cause of behavior.
- Complete staff matrix sheet if level 2 intervention or provide student with a copy of the completed Minor component of the Office Discipline Referral Form.

**Take into consideration such as:**

- Does the student understand the expected behavior?
- Does the parent/guardian need to be contacted?
- Does the behavior expectation need to be taught?
- Is a consequence necessary?
- Could the behavior be diminished by using positive feedback?

**Identify possible interventions/consequences such as:**

**Level 1:**

- Verbal Cue to change behavior
- Redirect
- Conference with student or parent
- Relocate to a brief "time-out"
- Re-teach school-wide behavior expectation
- Refer to Guidance, Peer Mediator, Mentor, Student Advocate

**Level 2:**

- Parent Contact (required for loss of grade related to plagiarism or cutting class)
- Loss of Privileges (leaving the room, free block, computer privileges.)
- Grade Loss (Truancy, Cheating or Plagiarism)
- Assign Detention

**MAJOR OFFICE REFERRAL DEFINITIONS**

**Behaviors that:**

- Are Chronic Minor Behaviors
- Significantly Violate the Rights of Others
- Are Violent Acts
- Require an administrator as consequences could involve in or out- of-school suspension, or expulsion

**Includes procedures to:**

- Fill out the ODR(Office Discipline Referral) Form
- Inform student of the rule violated
- Describe expected behavior

- Seek student input as to his/her version of the behavior and the cause of it
- Complete Office Referral Form, including consequences and provide student or parent a copy of the referral form
- Follow additional Due Process Guidelines for consequences

**Identify possible interventions/consequences such as**

**Level 3:**

- Detention
- Restitution / Community Service
- In-School Suspension
- Denial of Field Trip Opportunity
- Mediation
- Counseling
- Recommendation to Targeted Team
- Loss of driving privileges
- Loss of senior privileges

**Level 4:**

- Out-of-School Suspension

**Level 5:**

- Expulsion

**The administration has the prerogative to adjust penalties**

**OFFICE REFERRAL BEHAVIOR DEFINITIONS 6/02/2011**

The office referral behavior definitions identify behaviors which need to be addressed and could involve several levels of intervention. The following matrix defines Major behaviors which would be grounds for a referral to an administrative office in the school. Also provided are a range of recommended interventions for both Minor and Major behaviors.

<b>BEHAVIOR</b>	<b>MINOR – Office Referral</b> <b>&gt;&gt;Level 1 – Level 2 interventions unless noted otherwise</b>	<b>MAJOR – Office Referral</b> <b>&gt;&gt;Level 3 to Level 5 interventions unless otherwise noted</b>
<b>Abusive Language/ Inappropriate Language/ Profanity</b>	Student uses a low intensity swear or near swear or offensive gesture which is not directed toward an individual	Student uses swears, racial slurs, near swears, offensive gestures or sexually oriented comments directed towards an adult or about another. <b>&gt;&gt;2 to 5 day suspension</b>
<b>Disruption</b>	Student engages in brief or low intensity behavior that causes an interruption in the educational process of an activity	Student engages in purposeful or persistent behavior that interrupts or significantly disrupts the educational process of the activity or classes <b>&gt;&gt;1 to 2 day suspension</b>
<b>Defiance/Disrespect</b>	Student engages in brief or low- intensity failure to respond to adult request, or responds inappropriately to request.	Student engages in a prolonged or high intensity failure to respond to peer or adult request <u>or</u> to repeatedly not follow school wide expectations <b>&gt;&gt;1 to 2 day suspension</b>
<b>Tardy</b>	Student repeatedly fails to have entire body over the threshold of the classroom door when the bell stops ringing but is in the class within 30 minutes of the bell ringing without authorization to be late. • Student is repeatedly tardy to class. Less than 5 minutes is still tardy. <b>&gt;&gt;Intervention: teacher detention.</b> <b>&gt;&gt;Three unsanctioned tardies (over 5 minutes late) count as one unsanctioned absence</b>	Student is repeatedly tardy to class and does not comply with the classroom teacher interventions.

BEHAVIOR	MINOR – Office Referral >>Level 1 – Level 2 interventions unless otherwise noted	MAJOR – Office Referral >>Level 3 to Level 5 interventions unless otherwise noted
<b>Cheating</b>	Students copying work from another person or source Student knowingly takes, receives, or gives work to someone else and presents it as their own in regards to homework and class exercises <b>&gt;&gt; grade of zero for all parties involved and parent notification.</b>	<ul style="list-style-type: none"> <li>• Two or more minor offenses</li> <li>• Test/Quizzes/Major Projects</li> <li>• Resubmitting or using class binders from previous students as your own work</li> </ul> <b>&gt;&gt; grade of 0 for all parties involved and parent notification</b> <b>&gt;&gt;NHS/NTHS members– removal from Society</b> <b>&gt;&gt;Cheating on Course Competency, student will fail to attain course credit</b>
<b>Plagiarism</b>	No Minor	Student knowingly submits someone else’s written work, ideas, and intellectual property, (Internet, books, magazines, on-line databases, etc) as their own without proper citing of sources. <b>&gt;&gt; grade of 0 and parent notification</b> <b>&gt;&gt;NHS/NTHS members – removal from Society</b> <b>&gt;&gt;Course Competency – lose credit for course</b> <b>&gt;&gt;Junior/Senior – must complete a 2 page paper on pertinent topic decided by teacher. An Incomplete will be given until the paper meets established guidelines.</b>
<b>Physical contact/ Fighting/ Physical Aggressions</b>	Student engages in low intensity mutual horseplay involving contact with another person such as kicking, hitting, pushing or play.	Student engages in physical contact with another person with the intent to harm or contact resulting in unintentional significant physical injury; Student employs mannerisms or language which conveys a challenge to fight <b>&gt;&gt;minimum of a 2 day suspension, and possible expulsion if it meets the criteria within the SAFE SCHOOL ZONE POLICY</b>

BEHAVIOR	MINOR – Office Referral >>Level 1 – Level 2 interventions unless otherwise noted	MAJOR – Office Referral >>Level 3 to Level 5 interventions unless otherwise noted
<b>Dress Code</b>	<p>Student wears bandanas, durags or 'hoodies' (hoods) on the head or head gear (including sunglasses) that make student identity difficult to determine. Hats are at the discretion of the individual classroom teacher.</p> <ul style="list-style-type: none"> <li>▪ Student has <u>any</u> portion of breast or cleavage visible.</li> <li>▪ Student wears underwear not covered by outer clothing, including boxers.</li> <li>▪ Student has skin between shirt and pants/skirt which is visible</li> <li>▪ Student has any portion of buttocks visible.</li> <li>▪ Student wears apparel which, through words or design, is sexually suggestive; promotes the use or consumption of alcohol, drugs, or tobacco, including drug paraphernalia; suggests intolerance or lack of respect to others on the basis of gender, race, religion, or ethnic, social, or economic background; promotes violence.</li> <li>▪ Student wears, carries or displays gang paraphernalia;</li> <li>▪ Student wears apparel, (including jewelry,) which, through normal use, is destructive to school property, is inherently dangerous or poses a threat; to the student or others; or could threaten the safety of the student or others in the performance of science labs, career technical classes, athletics or other schoolwork or activities.</li> </ul> <p><b>&gt;&gt;Request to turn clothing inside out, change clothes or go home for a change of clothing</b></p>	<ul style="list-style-type: none"> <li>▪ Three minor incidences.</li> <li>▪ Images/content that is blatantly pornographic, profane, intolerant or disrespectful towards others.</li> </ul> <p><b>&gt;&gt;1 to 2 day suspension</b></p>
<b>Truant/Skip Class</b>	<ul style="list-style-type: none"> <li>• Student fails to attend class, arriving to class more than 30 minutes late, or leaving class without permission and/or proper documentation (staff authorized absence or parent validates absence).</li> <li>• Student leaves class with permission for an unreasonable amount of time.</li> </ul> <p><b>&gt;&gt;intervention: grade of 0, parent contact &amp; detention</b></p>	<p>3 failures to attend class or arriving to class more than 30 minutes later without permission and proper documentation</p> <p><b>&gt;&gt;Recommended intervention: notification of truancy officer</b></p>

BEHAVIOR	MINOR – Office Referral >>Level 1 – Level 2 interventions unless otherwise noted	MAJOR – Office Referral >>Level 3 to Level 5 interventions unless otherwise noted
<b>Misuse of Property</b>	<ul style="list-style-type: none"> <li>▪ Student marks another’s paper, hides or moves peer’s materials or supplies with the intent to disrupt.</li> <li>▪ Student fails to use materials/items for its intended use or causes harm to them but does not impair the use of the items.</li> <li>▪ Student unintentionally causes damage or destruction to school resources, another person’s work or an item of high personal or monetary value, which result in the impairment, or injury of the materials/items.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Student unknowingly participates in the planning and/or delivery of an activity that results in substantial destruction or disfigurement of property.</li> <li>▪ Student deliberately or repeatedly causes damage to school resources, another person’s work or items of high personal or monetary value, which could or does result in the impairment or injury of the materials/items.</li> </ul>
<b>Forgery/Theft</b>		<ul style="list-style-type: none"> <li>▪ Student is in possession of, has passed on, or is responsible for removing someone else’s property without the person’s permission.</li> <li>▪ Student has signed another person’s name, without her/his permission.</li> <li>▪ Student misrepresents himself/herself</li> </ul> <p><b>&gt;&gt;possible notification of law enforcement and possible expulsion if it meets the criteria of SAFE SCHOOL ZONE POLICY</b></p>
<b>Inappropriate Display of Affection</b>	Student engages in minor consensual inappropriate verbal and/or physical gestures/contact of a sexual nature with another student (non-brief hugging and kissing)	Student engages in non-consensual inappropriate verbal and/or physical gestures/contact of a sexual nature with another student/adult, or in consensual excessive or illegal contact of a sexual nature with another student or adult. <b>&gt;&gt;notification of law enforcement and possible expulsion if it meets the criteria of SAFE SCHOOL ZONE POLICY</b>

BEHAVIOR	<p style="text-align: center;"><b>MAJOR – Office Referral</b>  <b>&gt;&gt;Level 3 to Level 5 interventions unless otherwise noted</b></p>
<p><b>Harassment/ Bullying</b></p>	<ul style="list-style-type: none"> <li>• <b>“Bullying”</b> means a single significant incident or a pattern of incidents involving a written, verbal or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student which: <ul style="list-style-type: none"> <li>A. Physically harms a student or damages the student’s property;</li> <li>B. Causes emotional distress to a student. For the purposes of this policy, the term “emotional distress” means distress that materially impairs the student’s participation in academic or other school-sponsored activities. The term “emotional distress” does not include the unpleasantness or discomfort that accompanies an unpopular viewpoint;</li> <li>C. Interferes with a student’s educational environment;</li> <li>D. Creates a hostile educational environment; or</li> <li>E. Substantially disrupts the orderly operation of the school.</li> </ul> </li> <li>• “Bullying” shall also include actions motivated by an imbalance of power based on a student’s actual or perceived personal characteristics, behaviors or beliefs, or motivated by the student’s association with another person and based on the other person’s characteristics, behaviors or beliefs if those actions cause one or more of the results in paragraphs (A) through (E) above.</li> <li>• Cyber bullying is conduct described in the above bullying definition that takes place through the use of electronic devices including but not limited to telephones, cell phones, computers, pagers, electronic mail, instant messaging, text messaging and websites including social media websites.</li> <li>• Bullying or cyber bullying of a student on the basis of sex, sexual orientation, race, color, ancestry, national origin, religion, age, marital status, familial status, pregnancy, physical or mental disability may constitute illegal discrimination under federal and/or state laws. Complaints regarding such conduct may be processed through the title x1 coordinator. (Policy JICFB)</li> <li>• Students are prohibited from bullying and cyber bullying actions or communications directed towards other students which occurs on, or are delivered to, school property or a school-sponsored activity or event on or off school property</li> <li>• Students are prohibited from bullying and cyber bullying actions or communications directed towards other students which occurs off school property or outside of a school-sponsored activity or event, If the conduct interferes with student’s educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.</li> </ul>

<p><b>Harassment Continued</b></p>	<ul style="list-style-type: none"> <li>• Students are prohibited from retaliating against or making false accusations against a victim, witness or anyone else who in good faith provides information about an alleged act of bullying or cyber bullying.</li> <li>• <b>Harassment</b> - Student engages in conduct, actions, writings, or comments based upon an individual's gender, race, national origin, sexual orientation, religion, age or disability, that is carried out with the intention of, or has the effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. (Policy GBAA and JBAA)</li> <li>• Sexual harassment - Student makes unwelcomed sexual advances, requests for sexual favors, sexually motivated conduct or communication of a sexual nature which severely and pervasively creates an intimidating, hostile or offensive employment or educational environment. (Policy GBAA and JBAA)</li> <li>• Hazing/Intimidation-Student engaging in activity which recklessly or intentionally endangers the mental or physical health or safety of a student OR causes personal degradation or disgrace resulting in physical or mental harm. <ul style="list-style-type: none"> <li>▪ Two or more minor offenses</li> <li>▪ Student delivers message that is untrue which creates a disruption in a classroom or school</li> </ul> </li> </ul> <p><b>&gt;&gt;Level 3 to Level 5 interventions unless otherwise noted</b>  <b>&gt;&gt;Reports of Bullying are to be submitted in writing to a Building Administrator by the end of the school day, with an investigation to be initiated within five school days. All substantiated incidents of bullying will be reported to the Superintendent of Schools.</b></p>
<p><b>Bomb Threat/False Alarm</b></p>	<p>Student participates or plans in the delivery of a message of possible explosive materials being on school property, near school property and/or pending explosion.  <b>&gt;&gt;notification of law enforcement and possible expulsion if it meets the criteria of SAFE SCHOOL ZONE POLICY</b></p>
<p><b>Arson</b></p>	<p>Student participates or plans in the malicious burning of school property.  <b>&gt;&gt;notification of law enforcement and possible expulsion if it meets the criteria of SAFE SCHOOL ZONE POLICY</b></p>
<p><b>Vandalism</b></p>	<ul style="list-style-type: none"> <li>▪ Student knowingly participates in the planning and/or delivery of an activity that results in substantial destruction or disfigurement of property.</li> <li>▪ Student deliberately or repeatedly causes destruction to school resources, another person's work or items of high personal or monetary value.</li> </ul> <p><b>&gt;&gt;notification of law enforcement and possible expulsion if it meets the criteria of SAFE SCHOOL ZONE POLICY</b></p>

BEHAVIOR	<p style="text-align: center;"><b>MAJOR – Office Referral</b>  <b>&gt;&gt;Level 3 to Level 5 interventions unless otherwise noted</b></p>
<p><b>Possession, distribution and/or sale of unsafe or illegal items on school property or school sanction event</b></p>	<p>Student possesses (Including internal possession) or uses tobacco.  <b>&gt;&gt;2 day in school suspension(Policy JICH, JICHI)</b>  Violation of the Substance Abuse Policy includes:</p> <ul style="list-style-type: none"> <li>▪ Student possesses (including internal possession) alcohol, drug, or other unsafe substance or item which could harm or does harm an individual or property. (Policy JICG, JICH, JICHI) <ul style="list-style-type: none"> <li>»for any student who appears to be <u>under drug influence</u>, <b>parent/guardian will be notified to come and remove him/her to his home or to medical facilities.</b></li> <li>»<b>minimum of a 5 day suspension will be given to any student</b></li> </ul> </li> <li>▪ Student distributes or sells alcohol, drug, tobacco or other unsafe substance or item which could harm or does harm an individual or property. (Policy JICG, JICH, JICHI) <ul style="list-style-type: none"> <li>»<b>Minimum of 10 day suspension at once and possibly more pending School Board Action.</b></li> <li>»ineligible to participate in any extracurricular events for remainder of school year, and needs to petition school board for reinstatement of privileges for the following year or seasonal period.</li> <li>»any student found selling, distributing or giving away drugs or drug paraphernalia will be turned over to police authorities</li> <li>»student who violates the substance/chemical abuse policy in the sport or club/class activity in which the student is a direct participant will be removed from said activity for the duration of the seasonal period. (JICHI)</li> <li>»any student who abuses the Substance/Chemical Abuse policy at a school sponsored field trip will be removed from future field trip activities for the duration of the seasonal period. Seasonal periods will end with the completion of seasonal varsity sports. (JICHI)</li> <li>»an athlete who abuses the substance/chemical abuse policy at a practice or an interscholastic events in which he/she is an active member, will be removed from this sport</li> <li>»any student who violates the Substance/Chemical Abuse policy will be ineligible to participate in any extracurricular event for the remainder of that school year. Extra-curricular events include, but are not limited to: proms, dances, Project Graduation, graduation ceremonies, clubs, and sports (JICHI). Student will also need to</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>▪ Student is in possession of knives or guns (real or look alike), or other objects readily capable of</li> </ul>

		<p>causing bodily harm. (JICI, JICDA)</p> <p>»dangerous weapons involve notification of police and school disciplinary action including suspension and expulsion (JICI)</p> <p>»any student who brings a firearm (as defined in 18 US 921) will be expelled for not less than one year. This suspension \ may be modified by the Superintendent upon review of the specifics case in accordance with other applicable law (JICI)</p>
<b>BEHAVIOR</b>	<p><b>MINOR – Office Referral</b></p> <p><b>&gt;&gt;Level 1 – Level 2</b></p>	<p><b>MAJOR – Office Referral</b></p> <p><b>&gt;&gt;Level 3 to Level 5 interventions unless otherwise noted</b></p>
<b>Electronic Technology Violation</b>	<p>* Student possess or uses cell phone, pager, music/video player, electronic game, cameras during school hours (7:35am to 2:20pm) other than for sanctioned educational activity i.e. field trips(JICJ)</p> <p>* Text messaging/phone calls</p> <p>*Taking pictures</p> <p><b>&gt;&gt;confiscated and turned over to the Assistant Principal and returned to a parent/guardian</b></p> <p>*Use of school computer system for recreational, personal or commercial purposes</p> <p>* Use of other’s passwords or allowed use of own password by others</p>	<ul style="list-style-type: none"> <li>▪ 2<sup>nd</sup> electronic technology violation with cell phone the parent and student must meet with the Assistant Principal.</li> <li>▪ 3<sup>rd</sup> cell phone violation the phone is to be brought to the Assistant Principal's office each morning and can be picked up at the end of the school day.</li> <li>▪ Student repeatedly violates electronic technology possession expectation.</li> </ul> <p><b>&gt;&gt; cancellation of account and denied access for all coursework, which could result in removal or failure of course</b></p> <ul style="list-style-type: none"> <li>▪ Sending or posting harmful materials or engaging in other forms of social cruelty by using the Internet or other digital technologies which substantially interfere with the work of the school or prevents a safe and positive educational environment or impinges on the rights of others.</li> <li>▪ Inappropriate use of school network as defined by Acceptable Use Policy including: <ul style="list-style-type: none"> <li>--participate in the transfer or storing of materials which are treasonous, subversive, obscene, sexually explicit or pornographic</li> <li>--involvement with cyber bullying which creates a disruption within the school environment</li> <li>--transferring or storing of illegal materials</li> </ul> </li> </ul> <p><b>&gt;&gt; 2 to 5 day suspension</b></p> <p><b>&gt;&gt; cancellation of account and denied access for all coursework, which could result in removal or failure of course</b></p>

	>>loss of computer access privileges, cancellation of account and restitution for cost in such as inappropriate use of paper/ink	>> Possible restitution made for damages caused by the illegal use of system <ul style="list-style-type: none"> <li>▪ Sexting – sending or posting sexually suggestive text messages and images, include nude and semi-nude photographs, via cellular phones, over the Internet or through other electronic means.</li> </ul> >> Interventions for cyber bullying >>Possession or distribution of pictures, videos, images of children (anyone under 18) in sexually explicit material must be reported to local law enforcement regardless of whether it occurred on or off school property.
BEHAVIOR	NO MINOR	MAJOR – Office Referral >>Level 3 to Level 5 interventions unless otherwise noted
Inappropriate Location		<ul style="list-style-type: none"> <li>▪ Student is located inside the building other than the student’s scheduled location without their passport.</li> <li>▪ Student loiters anywhere inside the building during free periods other than library, cafeteria or supervised classroom</li> <li>▪ Student is not in assigned lunch period locations (cafeteria, library, Mulligan’s Grill or Topper Shoppe) with the Grill and Shoppe for paying customers only</li> <li>▪ Students authorized to arrive to school late fail to sign into the building</li> <li>▪ Student leaves school building without authorization</li> <li>▪ Student leaves school building for lunch and does not have a green card authorizing the departure.</li> <li>▪ Student authorized to leave the school building fails to sign out through the main office and or in upon his/her return to school.</li> <li>▪ Student is located in an area of school during student’s scheduled class time which is not authorized by supervising teacher or administration and is involved in damage or disruption to surrounding class environment, participates in the planning and/or delivery of an activity that results in substantial destruction or disfigurement of property.</li> <li>▪ Student deliberately or repeatedly causes destruction to school resources, another person’s work or items of high personal or monetary value.</li> </ul> >>minimum ISS

### **DETENTION**

Detention can be assigned by classroom teachers, the Assistant Principal, the Career Technical Center Director and the Principal. Classroom teacher detentions are determined by classroom teachers and include, but are not limited to, full lunch period, before or after school, and/or revocation of classroom privileges. Failure to serve a detention will result in a major office referral and an In-School suspension.

#### **Recommended Intervention for:**

- Repeated Tardiness including less than 5 minute tardies
- Cutting class
- Disrupting class or being asked to leave class
- Failure to report to the office when directed to do so by a staff member

### **IN-SCHOOL SUSPENSION**

In-school suspension allows a student to remain in school but he/she does not participate in his/her normal academic day. It is the student's responsibility to go to his/her teachers and get work for the day. In-School Suspension can consist of teams of teachers serving as 'hosts' for the day. The students will work independently in the back of the assigned classrooms. The student will be escorted to each of their assigned classrooms by the supervising teachers and will have lunch in the cafeteria with the supervising administrator. In-School Suspension can also consist of the student going to one room for the entire day with only the teacher and other In-School Suspension students. Student will also be scheduled to meet with his/her respective guidance counselor during the school day and will not be allowed social time throughout the school day. Students assigned to ISS must turn in an attendance sheet to the front office at the end of the day. In School Suspension students are not considered truant from school unless their behavior had a goal of earning the ISS. They will be allowed to participate in practices and will not be allowed to participate in any scheduled game but are expected to be part of the bench. Students who are on In School Suspension are expected to report to the office at 7:30 with their assignments for the day.

**>>Failure to complete the ISS form means the ISS was not completed, the class absences will be unexcused, and the student will be suspended the next day.**

#### **Recommended Intervention for**

- Leaving School without Permission
- Cutting Detention
- Creating a significant disruption in class or in the hallway

### **OUT-OF-SCHOOL SUSPENSION**

Students suspended Out-of-School are restricted to their homes during school hours or must be under the direct supervision of their parent/guardian. (City Ordinance 6-05, 13:7) Students who are on either In-School or Out of School

Suspension are not considered truant unless their behavior had a goal of getting ISS or OSS. Students will be allowed to make up work while on suspension according to individual teacher make-up policy. They are ineligible for participation in school activities during the period of suspension. (JH). In addition, they are not to be on school property at any time during the period of suspension or allowed to participate in any activities under the direction and supervision of the school (JH). **The suspension time frame includes from the moment of suspension to 7:30am of the first day of the student's return to school. Suspensions involving a Friday includes all week end activities, with the suspension terminating on the following Monday at 7:30am. Suspended students are allowed to make up schoolwork** in accordance with their teachers' make- up policies. Any suspension exceeding 10 days must be approved by the Superintendent.

**Recommended Intervention for:**

- Fighting (2 to 5+ days)
- Disrespect / Swearing directed at staff member
- Violation of Tobacco Policy (2 days)
- Drug/Alcohol Violations (at least 5 day suspension & Police contact)
- Harassment, bullying or hazing
- Violations of Technology Policy involving harassment or inappropriate content
- Possession of knives/weapons (minimum of 5 days with possible expulsion)

**EXPULSION**

Expulsion results in a student being removed from school permanently or for a period of time. The Principal needs to recommend the expulsion to the Superintendent, who in turn, would recommend expulsion to the School Board. In order to return to school, the student must gain approval from the School Board.

**Possible Intervention for:**

- Violation of Safe School Zone Act
- Sale of Drugs/Alcohol
- Repeated Substance Abuse
- Possession of firearms – minimum of 12 months
- Gross Misconduct
- Repeated violation of school rules
- Repeated harassment, bullying or hazing

**POSSESSION OR SALE OF UNSAFE, STOLEN OR DANGEROUS ITEMS**

Possession of unsafe, stolen or dangerous items by students is prohibited at Somersworth High School and Career Technical Center. The administration may designate any item as unsafe or dangerous depending upon the nature of the item or how the item is being used by a student.

## **DRUG AND ALCOHOL USE BY STUDENTS**

(Policies JICH, JICHI)

Taking of illegal drugs and/or possession of the same, in any form, is not permitted at any time. Alcoholic beverages are not allowed on school property at any time. Drugs for which a student has a prescription and carries onto school property for ingestion as prescribed by a doctor must be kept in the nurse's office. **>>any student convicted in court for illegally selling drugs on or off school property will be suspended from school pending School Board Action**

## **TOBACCO PRODUCTS**

No student, employee or visitor shall **AT ANY TIME** use tobacco products in any facility, in any school vehicle or anywhere on school grounds maintained by the Somersworth School District. Any school district employees may report violations to the local police department.

## **UNLAWFUL HARASSMENT AND VIOLENCE POLICY (JBAB)**

The Somersworth School District is committed to providing all students with a school environment that is free of unlawful harassment. Actions, writings, or comments based upon a person's race, color, religion, sex, sexual orientation, marital status, national origin, citizenship, pregnancy, veteran's status, age, mental or physical disability, or any other personal characteristic protected under the law will not be tolerated. **Harassment** (both open and hidden) is a form of misconduct that is unkind and demeaning to others and is strictly prohibited by state and federal law.

### **Sexual Harassment**

Sexual harassment is defined as unwelcome sexual or gender-based conduct that creates a hostile, intimidating or offensive school environment. Sexual harassment includes verbal, physical or visual conduct of a sexual nature. Sexual harassment can take many forms. Examples include obscene gestures, excessive flirting, and leering, unnecessary physical contact or touching, repeated requests for dates, comments about a person's body or physical appearance, crude jokes, dirty e-mails, gossip, sexual pictures, and graffiti.

Whether or not conduct is sexual harassment depends upon the perception of the target of the of the actions or bystanders and **not** upon whether the harasser intended to hurt or harass anyone. People can harass others of the same sex or the opposite sex. All sexual harassment, whether it occurs among students or between administrators, teachers or staff and students, is against the law and will not be tolerated. At the Somersworth School District, freedom from sexual harassment is not only a legal commitment; it is a moral commitment as well.

### **Other Forms of Unlawful Harassment**

While it is not always easy to identify precisely what conduct is unlawful harassment, **prohibited conduct certainly includes slurs, derogatory comments, unwelcome jokes, teasing, and other similar verbal or physical conduct.** Any student with questions or concerns about any type of harassment in school is encouraged to bring these issues to the attention of the appropriate School District officials The School District encourages but does not require that

reports and complaints be submitted in writing. Harassment report forms are available from the Building Principals, Superintendent's office; the School Nurse, the School Guidance Counselors, or the School District's designated Title IX Coordinator. In accordance with the law, the Somersworth School District must take action if it learns of allegations of unlawful harassment, even if a student does not wish to file a formal complaint.

**Bullying** (Ref: JICFB)

The Somersworth School Board is committed to providing all students a safe and secure environment. Students are expected to conduct themselves with respect for others. This policy shall apply to all pupils and school-aged persons on school district grounds and participating in school district functions, regardless of whether or not such pupil or school-aged person is a student in a school within this District. Any student who believes he/she has been the victim of bullying or cyber bullying should report the alleged act(s) to the Principal. If the student is more comfortable reporting the alleged act to a person other than the Principal, the student may tell any school district employee or volunteer about the alleged bullying. Any school employee or volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of that school day. Parents and other adults are also encouraged to report any concerns about possible bullying or cyber bullying of students to the building principal. The building principal or designee shall notify the parents/guardians of the alleged victim(s) and perpetrator(s) that a bullying/cyber bullying report has been made within 48 hours of the report and in accordance with applicable privacy laws. An investigation of the bullying/cyber bullying report will be initiated by the building principal or designee within five school days. Guidelines for reporting, report handling and investigation will be done in accordance with the procedures specified in Policy JICIB. All substantiated incidents of bullying or cyber bullying will be reported to the superintendent of schools or designee. Administrators have the discretion to determine appropriate disciplinary consequences and/or interventions for violations of this policy based upon the relevant facts and circumstances in a particular case, including but not limited to the age and maturity of the students involved; the type and frequency of the behavior; a student's willingness to cooperate in the investigation and correct behavior; and the student's prior disciplinary record. In addition as deemed appropriate offer assistance to the victim or perpetrator. The full policy is available at the SAU56 website.

**Gang Activity (JICF) / Hazing (JICFA)**

It is the policy of the Somersworth School District that membership in secret fraternities and sororities, or in other clubs or gangs not sponsored by established agencies or organizations is prohibited. The use of hand signals, graffiti or the presence of any apparel, accessory or manner of grooming which, by virtue of its characteristics indicates or implies membership with such a group, and such a group presents a clear and present danger to the school environment are forbidden. Incidents involving initiations, hazing, intimidation, and/or activities of such group affiliations are prohibited. For this purpose, hazing includes any activity for the purpose of initiation or admission into affiliation with any organization sanctioned

or authorized by the Board of Education. Any student exhibiting such behavior or causing or participating in activities that intimidate or affect the attendance of another student will be subject to disciplinary action, including suspension and expulsion.

#### **SAFE SCHOOL ZONE (JICDA)**

It is the policy of the Somersworth School District that all school buildings, all premises including any location of a school sponsored activity, vehicles used for school purposes, and any associated areas shall be safe environments for students, free of danger posed by the presence of weapons or objects used as weapons, and that the provisions of RSA 193-D: 2 (Safe School Zone Act) be carried out in all school areas.

Any pupil may be expelled from school by the local school board for:

- Gross misconduct or for neglect or refusal to conform to the reasonable rules of the school (intentional behavior that interferes with or disrupts the teaching or learning process, threatens the safety of pupils or staff, or is self-destructive).
- Repeatedly committing acts which are grounds for suspension.
- An act of theft, destruction or violence as defined in RSA 193-D: 1, which includes:
  - Homicide under RSA 630;
  - Simple, first or second degree assault under RSA 631, which includes knowingly, purposely or recklessly causing bodily injury
  - Felonious or aggravated felonious sexual assault under RSA 632, criminal mischief under RSA 634,
  - Arson under RSA 634,
  - Burglary under RSA 635,
  - Robbery under RSA 636,
  - Theft under RSA 637
  - Illegal sale or possession of a controlled drug under RSA 318-B.
- Possession of a firearm, pellet or BB gun, rifle, or paint ball gun without written authorization of the Superintendent. Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the US Code (“any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive”) into a Safe School Zone without written authorization of the Superintendent **shall be expelled from school by for a period of not less than twelve months.**

#### **DUE PROCESS**

Due process and equal protection of the law shall be afforded to any pupil in all cases of discipline (RSA 193:13). The degree of due process is directly related to the seriousness of the discipline issue.

For **ALL** major office discipline referrals (ODR),

The administrator will meet with the student in order to:

- A. Inform the student of the behavior at issue in writing (ODR) and verbally.
- B. Inform the student of the facts pertinent to the issue.

- C. Provide the student an opportunity to respond to the issue, and to provide his/her own version either verbally or in writing.
- D. Provide the student with a written notice of the proposed disciplinary action and request the student to sign the ODR form.
- E. Give a copy of the ODR to the student or the parent. A second copy will be placed in the student file and entered into the SWIS Referral System. The third copy will be returned to the referring staff member.
- F. The student has the right to appeal the decisions to the Principal.
- G. If the student refuses to participate in the meeting, the administrator will execute steps d and e.

**ADDITIONAL DUE PROCESS RIGHTS (JICD)**

**In school suspension due process procedures shall also include**

- If the assistant principal or the Career Technical Center Director assigns an in-school suspension; the student has the right to appeal to the Principal.
- If the Principal assigns an in-school suspension, the student has the right to appeal to the Superintendent

**1-5 day out of school suspension due process procedures shall also include**

- Written notice of the charges and explanation of the evidence to will be provided the parent or guardian as well as contacting the parent or guardian by phone.
- Written recommendation for student disciplinary action will be provided to the student and parent/guardian.
- If the Assistant Principal or the Career Technical Center Director assigns an out of school suspension, the student has the right to appeal to the Principal.
- If the Principal assigns an out-of-school suspension, the student has the right to appeal to the Superintendent.
- A short suspension by the superintendent may be appealed to the school board under RSA 193:13, I.
- A manifestation hearing will be called on any student with a learning disability who had accumulated 10 days of suspension.
- Any student identified as educationally disabled will be eligible for one hour of tutoring per suspended day once the student has accumulated 10 days of suspensions.

**6-10 day out of school suspension due process procedures shall also include**

- The principal will submit written notice of charges and explanation of the evidence and written recommendation for disciplinary action to the student, parent/guardian and the superintendent.
- The student and his/her parents/guardian have the right to meet with the superintendent and review the charges and explanation of the evidence against the student before the 6<sup>th</sup> day of suspension.
- The student, together with a parent or guardian, may waive the right to a hearing and admit to the charges made by the superintendent.

- The Superintendent will notify the student and his/her parents of her recommendations and provide written notice of the recommendation to the student and parent/guardian.

**Extensive out of school suspension (11+ days) due process procedures shall also include**

- Student will be provided with written communication of the evidence against the student and an identification of any witness to the alleged witness (unless revealing witness identity will endanger the witness's safety)
- The superintendent will make written recommendations to the school board detailing any disciplinary action options to be considered by the School Board.
- The superintendent will provide at least one parent/guardian with written notice of the superintendent's action, which will include the evidence and witnesses (if possible), and written recommendations given to the school board.

**Due Process procedures for expulsion by the School Board**

Written notice to the student and at least one parent of the following information will include:

- Date, time and place of a hearing in person before the School Board.
- Statement of the evidence against the student and the names of witnesses (if possible) who will testify.
- Superintendent's written recommendation for School Board action and a description of the process used by the Superintendent to reach his/her decision.
- An opportunity for a hearing at which the student can have his/her side of the story represented.
- Written notice to all parties that the following hearing procedures shall apply:
  - The student, together with a parent or guardian, may waive the right to a hearing and admit to the charges made by the Superintendent.
  - The formal rules of evidence shall not be applicable at the hearing held by the School Board to determine whether a student will be expelled and upon what terms.
  - The hearing shall be either public or private, and the choice will be that of the student or the student's parent(s)/guardian(s).
  - During the hearing, the pupil and/or parent or counsel representing the student shall have the right to present evidence on behalf of the student and to cross examine any and all witnesses called by the school district.
  - A complete copy of the Safe School Zone/Discipline Policy JICDA which will include due process procedures, notification protocol, waivers, appeals and review; reporting procedures and

students with learning disabilities will be provided to the parent/guardian upon request.

- Any expulsion by the School Board may be appealed to the New Hampshire State Board of Education.
- Any expulsion is subject to review if requested prior to the start of the next school year.

#### **SECTION 4: OTHER PROCEDURES**

##### **DANCES**

1. Students must meet the school wide behavior expectations.
2. Students are not to loiter in autos before, during, or after the dance.
3. Students may leave the dance at any time but a student leaving the building before the close of a dance cannot re-enter.
4. Students may not bring beverages of any kind to the dance.
5. Administrator reserve the right to inspect any bags brought into the dance.
6. All guests must have a guest pass signed at least 24 hours beforehand by an administrator and initialed by the attendance secretary.
7. Students who were absent from at least one class during the school day are not eligible to attend the dance.
8. All dances will be scheduled from 7:30 to 10:00 p.m.
9. Admission to the dance will terminate one-hour after the dance begins, unless student has received prior permission from an administrator or student arrives late due to extra-curricular commitment.
10. Chaperones for any dance with include one administrator, a police officer and at least 4 other adult chaperones.

##### **ATTENDANCE AT SCHOOL ACTIVITIES**

1. Students who were absent from at least one class during the school day are not eligible to participate or attend the activity (sporting event, dance, concert, fundraiser, etc) The only exception are school sanctioned field trips, early dismissal due to athletics or students serving In-School Suspension
2. Each student is responsible for his/her actions and is expected to control his/her behavior so that it adheres to the school behavior expectations.

##### **FIELD TRIPS**

A field trip is a visit to an off-site location whose purpose is to enhance, motivate and support the instructional practices of the classroom or school group. All field trips must have the prior approval of the School Principal. School-wide behavior expectations are in effect for the duration of the field trip. Parents must sign the Field Trip Permission Slip at least one week before the departure on the trip. Staff will be provided with a list of students participating in the trip at least one week prior to the trip and the student's absence from other classes will be a sanctioned absence (authorized by administration). Students participating in the field trip will be expected to get the assignments for the missed classes and have the work completed upon their return to class.

### **Overnight Field Trips**

All rules above apply to overnight field trips. In addition there are additional forms to be signed by parent and student including warning and consent form. All medication (both prescription and over the counter) is to be bagged and given to the chaperone prior to the field trip. Prior to leaving for an overnight field trip all bags will be searched by administration and the state police drug dog may be walked through..

### **SCHOOL HEALTH SERVICES**

A school registered nurse is available to students for health services from 7:30am to 2:20pm, with treatment limited to first aid. Any student not in class due to an illness must report to the nurse. Any accidents occurring on school property are to be reported to the School Nurse and the School Principal immediately.

### **MEDICATIONS**

Students are NOT permitted to carry ANY medications on their person. ALL medications and prescriptions MUST be checked in with the nurse before school.

At the beginning of the school year, a list of common over –the-counter (OTC) medications will be sent home with the student seeking written parental permission. If this permission form is not returned to the nurse, no OTC medications will be given. (NH DOE Rule 311.02)

Any OTC medication on the list is available to students, with parental permission, and should not be brought into the school. If a student needs to take an OTC medication that is not on the list, the medication must be in its original container and the student must have a parent note explaining what is to be taken and when.

Prescription medication must be in a prescription labeled bottle with the student's information on the bottle. State law requires a physician's note include the detailed name of medication, dosage, & times to be given in order for it to be administered by the school nurse. A parent's note must also accompany this. Only prescription medication that needs to *be taken four times a day* should be taken at school, unless specifically ordered otherwise by the physician.

By law, no exchange of drugs, in any form, for any reason, will be permitted. ANY PERSON FOUND VIOLATING THE RULES IN ANY WAY SHALL BE SUBJECT TO DISCIPLINARY ACTION BY THE SCHOOL AND/OR THE ENFORCEMENT AUTHORITIES.

### **STATE REQUIREMENTS-IMMUNIZATIONS**

The New Hampshire State Law requires that every student entering a New Hampshire school be immunized according to the recommendations of the State Public Health Agency. A record from your health provider showing each dose of vaccine and date administered MUST be presented upon entering school.

The law provides that children not in compliance with these requirements will be excluded from school until such time that the documentation showing that they are up to date has been received.

#### **REQUIRED IMMUNIZATIONS**

- 4 doses DTP/DT/DTaP/Td/Tdap, 4<sup>th</sup> dose on or after the 4<sup>th</sup> birthday
- 3 doses of an ALL IPV or ALL OPV schedule. Last dose must be administered after the 4<sup>th</sup> birthday
- 2 doses of measles-mumps-rubella. Dose 1 on or after 12 months, does 2 a minimum of 4 weeks after the first dose.
- 3 doses of Hep B vaccine born on or after 1/1/1993
- Varicella (Chicken Pox) Vaccine 1 dose administered on or after age 12 months. If the student received the first dose on or after their 13<sup>th</sup> birthday, then a second dose is required. History of disease as reported by parent or health care provider is acceptable.
- 1 Tetanus Booster ten years after last dose. Tdap Vaccine When a child is 11 years of age or older, and it has been 5 years or longer since the last documented dose of a tetanus toxoid-containing immunization, the child shall receive a booster dose of tetanus, diphtheria, acellular pertussis (Tdap) vaccine, except if the child has a medical contraindication to pertussis vaccine, in which case the child shall receive tetanus diphtheria toxoid (Td) vaccine.

**These are the immunization requirements for school year 2011/2012.**

#### **FIRE DRILLS /EMERGENCY EVACUATION DRILLS**

All students are to follow the fire instructions posted in individual rooms. Exit should be swift and orderly. Teachers are to bring rank books with them to verify attendance once the class has gathered at the pre-identified location.

If the alarm should go off during a passing time all persons are to go to the nearest exit. Students should stay with the closest available teacher. Do not re-enter the building until directed by an administrator or teacher. In the event of a bomb threat, students are expected to follow the same evacuation procedures as a fire drill. >>**Students failing to follow these procedures will receive consequences for truancy/cutting class.**

Our campus is closed during all drills and emergency situations, except for emergency personnel. No one will be allowed to enter or exit the campus during those times. **IF THERE IS AN EMERGENCY SITUATION WHEN THE CAMPUS IS CLOSED, PARENT INFORMATION WILL BE CONVEYED VIA TELEVISION AND RADIO STATIONS.**

#### **LOCK DOWN**

**DAILY LOCK DOWN PROTOCOL:** All exterior doors will be locked after the 2<sup>nd</sup> morning bell. Only the entrance by the main office is to be used for access or egress into/from building Classroom doors are required to be locked. Windows are not required to be locked. Students pass within building as usual

**SOFT LOCK DOWN:** A soft lock down will occur when an emergency situation occurs within the building in which student movement would impede efforts to address the situation. All students are expected to remain in their classrooms. Students in the hall should return to their assigned classroom. Students will remain in classroom until an administrator announces otherwise

**EMERGENCY LOCK DOWN PROTOCOL:** All students will remain within the classroom. Students in the hall should report to the closest available known classroom teacher. Students and staff will remain in the classroom until an administrator announces otherwise.

#### **DRESS CODE**

Our students come from many different social, economic, racial, religious and ethnic backgrounds. They come to public schools to learn not only about academic and technical subjects, but also about tolerance and respect. This dress code is based upon our desire to enhance the learning process and our need to develop respect for each other. All items and regulations regarding proper attire are outlined in the School Board Policy section labeled “Dress Code.” (Policy JICA and JICF). Students who violate this policy will be given an opportunity to correct the situation by either changing the clothing, removing the clothing (if appropriate), wearing it inside-out, or other means as determined by the principal so the student is in compliance with this policy. Students who repeatedly violate this policy may face more severe punishment, including detention, in-school suspension, or out-of-school suspension.

#### **SCHOOL ACTIVITIES AND ATHLETICS**

Many clubs, athletic teams and organizations are offered at Somersworth High School and Career Technical Center and students are encouraged to participate. Behavior expectations and definitions remain in effect. Repeated failure to obey school rules may result in removal from the organization.

Academically, students are expected to meet all guidelines set forth by the School Board Policy (JJJ) labeled “Academic Standards” on page 20 for participation in extra-curricular activities.

#### **SHS & CTC ATHLETIC CODE OF CONDUCT**

The SHS & CTC Athletic Department interscholastic program is an important and integral part of the total school program; however participation in this program is a privilege and not a right. In order to contribute to the welfare of the team the athletic program as a whole, the athlete is required to and must be willing to assume the following obligations. In addition, SHS & CTC is a participating member of the New Hampshire Interscholastic Athletic Association (NHIAA) and SHS & CTC athletes are required to adhere to establish NHIAA rules as well as those of SHS & CTC

Academic Standards - Students may not, in any marking period, receive any failing (F) grades, AND may not receive more than one grade at the D level or lower. Student athletics may request a waiver of this standard in accordance with the policy of academic standards found in the SHS student handbook on page 19.

Unsportsmanlike behavior will result in discipline which may include either game (s) suspension or expulsion from the program, depending upon the seriousness of the infraction.\*

All Students/athletes must travel to and from contests by way of transportation provided by the school unless:

Injury to a participant requires alternate transportation

Prior arrangements have been made between the student athlete's parent/guardian and the coach.

Exceptions to a or b must be approved by the Principal and/or Athletic Director.

Any student athlete suspended out of school by the administration from attending classes will not participate or play on the day(s) of suspension. Student athletes serving in –school suspensions will be allowed to participate in practice but must sit on the bench for any games.

Theft or malicious destruction of a school's property or to an individual's property is forbidden.

>>**first offense — suspension from participation in at least one scheduled contest with full restitution.**

>>**second offense –suspension from participation for the remainder of the season**

There will be no use or possession of tobacco, alcoholic beverages or use or possession of illegal drugs in any form during the sports season on or off school property.

>>**Consequence—sports season suspension**

Team members must be in school during the date of a contest unless excused (sanctioned) by the administration. Athletic participation on that day will be left to the discretion of the administration.

Athletes who have been injured and whose injury requires medical attention cannot participate again until the date indicated by the student athlete's doctor or the athletic trainer. Whenever a student athlete is suspended from participating in a certain number of contests during a season, he/she is still required to participate in practice and attend contests (*even though he/she cannot participate in said contests*)

**\*All program expulsions require Principal notification and approval.**

#### **DIRECTORY INFORMATION**

##### **NOTICE CONCERNING STUDENT RECORDS**

Notice is hereby given to all parents and guardians of students attending the Somersworth Schools and students 18 years of age and older.

Directory Information, which is information that is generally not considered harmful or an invasion of privacy if release, can also be disclosed to outside organizations without a parent's prior written consent. Such information will be made available for publication through Somersworth School District news releases. The District designates the following items a Directory Information:

Student name and address

Grade level

Major field of study  
Participation in officially recognized activities and sports  
Dates of attendance, degrees and awards received  
Most recent educational agency attended.

The Somersworth School District will institutes of higher learning, upon request, with three directory information categories – names, addresses and grade level— unless the parent have advised the District, in writing, that they do not want their student’s information disclosed without their prior written consent. Such request by parents or guardians of Somersworth students and students 18 years of age and must be filed with the principal in writing, dated and signed by the parent or student (if 18 or older). Each such request will expire on the first of October of the following year.

Effective September 2002, directory information will be released to US Military recruiters as required by federal law and regulation. In Addition to directory information, telephone numbers will be released to military recruiters.