

**STUDENT &
PARENT
HANDBOOK
2011-2012**



EPPING HIGH SCHOOL
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WELCOME!

The faculty and staff of Epping High School welcome students and parents/guardians as active participants in the school community. This handbook contains information about our high school community and is meant to reflect our guiding principles of Respect, Involvement, and Knowledge. If there is information that is not in the handbook that you feel should be, please suggest changes. We value your input and want to make this handbook as useful and helpful as possible.

EPPING HIGH SCHOOL MISSION STATEMENT

The Epping High School Community educates and empowers students within a safe environment to become Respectful, Involved, and Knowledgeable citizens.

EQUAL OPPORTUNITY POLICY STATEMENT

It shall be the policy of the Epping School District to comply with all applicable state and federal laws and regulations of the State Board of Education pertaining to equal educational opportunity and discrimination on the basis of sex, race, creed, color, marital status or national origin.

All educational programs, services, instructional practices and facilities shall be in compliance with the relevant state and federal laws and regulations of the State Board of Education. (Please see Epping School District Policy: Equal Opportunity for the School Community in APPENDIX A)

SCHOOL COMMUNITY RIGHTS AND RESPONSIBILITIES

Our goal is to provide rigorous learning opportunities for all members of our school community in a personalized learning environment. To achieve this, our strategy is to implement a learning community of disciplined people, who are focused on high expectations for teaching and learning. We expect all of our school community, including students to:

- Support the individual in determining his or her learning purposes and means for achieving them.
- Provide a rigorous educational program to promote success for all learners.
- Balance the educational program with real world and service learning.
- Be engaged in the learning process by setting high expectations and collaborating with others to meet those expectations.
- Respect the right to learn for all at all times.
- Be responsible for one's own learning and encourage the learning of others.
- Behave in an appropriate manner considerate of one's self and community.
- Be accountable for one's actions and choices.
- Be truthful, courteous and take pride in one's work.
- Be present and on time.

These principles guide all members of the school community. All members of the school community have the responsibility to know and respect the rules and regulations of the school and to behave in a manner appropriate to one's self as well as other members of the school community. The school community includes students, parent/guardians, teachers, staff, administration, and community members.

TABLE OF CONTENTS

<u>ACADEMICS</u>	- 7 -
Seacoast School of Technology (SST)	- 7 -
Homework.....	- 7 -
Block Schedule.....	- 7 -
Make Up of Failed Courses.....	- 7 -
Report Cards and Progress Reports.....	- 7 -
Semester Exams.....	- 7 -
Academic Honesty.....	- 8 -
<u>ATTENDANCE</u>	- 9 -
Philosophy.....	- 9 -
School Notification.....	- 9 -
Parent/Guardian Notification	- 9 -
Attendance Policy.....	- 9 -
Appeals Process.....	- 10 -
Tardy Policy	- 10 -
Truancy.....	- 11 -
Cutting Class	- 11 -
Extended/Discretionary Absence Policy	- 12 -
Attendance and Extracurricular Activities.....	- 12 -
Dismissals	- 12 -
<u>STUDENT CONDUCT</u>	- 13 -
Philosophy.....	- 13 -
Safe School Zones	- 13 -
Tobacco Products Ban	- 14 -
Drug and Alcohol Use by Students.....	- 14 -
Weapons.....	- 15 -
Discrimination and Harassment.....	- 16 -
Lockers and Personal Items.....	- 16 -
Campus Search	- 17 -
Prohibited Items	- 17 -
Electronic Devices	- 17 -
Driving on the Epping High School Campus	- 18 -
Student Parking	- 18 -
Dress Code.....	- 18 -
Public Displays of Affection.....	- 19 -
Eating and Drinking in the Classroom	- 19 -
Student Obligations	- 19 -
<u>DETENTIONS AND SUSPENSIONS</u>	- 19 -
Teacher Detentions.....	- 19 -

Administrative Detention	- 20 -
Saturday Detention	- 20 -
Suspension	- 20 -
<u>ADDITIONAL PROCEDURES</u>	- 22 -
Before and After School Procedures	- 22 -
Epping Middle School Building	- 22 -
Epping High School Campus	- 22 -
Senior Privileges	- 22 -
Visitors	- 23 -
Delayed Opening/School Closing	- 23 -
Tours/Trips Sponsored by Teachers	- 23 -
Field Trips	- 23 -
Guest Procedures for Dances and Other After-School Events	- 24 -
Fire Drills and Emergency Evacuation	- 24 -
Office Telephones	- 25 -
Residency	- 25 -
Posters	- 25 -
Sales	- 25 -
<u>STUDENT ACTIVITIES</u>	- 26 -
Philosophy	- 26 -
Academic Eligibility	- 26 -
Organization Officers	- 26 -
Clubs/Organizations	- 27 -
<u>ATHLETICS</u>	- 30 -
Athletic Philosophy	- 30 -
Athletic Code and Handbooks	- 30 -
Athletic Eligibility	- 30 -
Suspension	- 31 -
Attendance Code	- 31 -
Use of Illegal Substances	- 31 -
Care of Equipment/Student Obligations	- 32 -
<u>SCHOOL SERVICES</u>	- 33 -
Accident Insurance	- 33 -
Cafeteria	- 33 -
Guidance Services	- 33 -
Health Services and Procedures	- 33 -
Dismissals	30
Computer Access and Use	- 34 -
Media Center	- 35 -
Students with Disabilities	- 35 -
English Speakers of Other Languages (ESOL)	- 35 -
Homeless Students	- 35 -

Bus Transportation.....	36 -
Employment Certificates.....	37
<u>Appendix A: JBA – EQUAL OPPORTUNITY FOR THE SCHOOL COMMUNITY.....</u>	38
<u>APPENDIX B: JBAA- SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY.....</u>	39
<u>APPENDIX C: JICK- BULLYING POLICY FOR PUBLIC SAFETY & VIOLENCE PROTECTION.....</u>	42
<u>APPENDIX D: JFA – RESIDENCY.....</u>	48
<u>APPENDIX E: JICL-R - ACCEPTABLE INTERNET USE FOR STUDENTS.....</u>	50

ADDITIONAL POLICIES:

AC - NON-DISCRIMINATION.....	56
EEA - STUDENT TRANSPORTATION SERVICES.....	57
ECAF - AUDIO AND VIDEO SURVEILLANCE ON SCHOOL BUSES.....	61
IMG - ANIMALS IN SCHOOL & ON SCHOOL GROUNDS.....	62
JBAA - SEXUAL HARASSMENT AND SEXUAL VIOLENCE.....	65
JG - ASSIGNMENT OF STUDENTS TO CLASSES AND GRADE LEVELS.....	69
JJJ - STUDENT EMPLOYMENT ELIGIBILITY AND GUIDELINES.....	71
JKA - CORPORAL PUNISHMENT.....	73

ACADEMICS

Please refer to the **Epping High School Program of Studies** for a more information about academic expectations and procedures.

Seacoast School of Technology (SST)

Epping High School students have the opportunity to enroll in programs offered at the Seacoast School of Technology (SST) located in Exeter. Students who enroll in these programs are bused to and from SST during their school day. Classes at SST are scheduled into the student's Epping High School schedule. In order to be eligible to attend SST, students must be in good academic standing and have a good attendance record. Enrollment is limited at SST and, as a result students may be placed on a waiting list or enrollment may be denied. Because SST classes are scheduled during the regular school day, students who attend SST may not be available to also attend some classes offered at Epping High School. Students and parents/guardians are encouraged to consider potential schedule conflicts when making the decision to enroll at SST.

Homework

The term homework refers to an assignment to be prepared during a period of supervised study in class, outside of class or which requires individual work in the study hall or at home. The purposes of homework are to improve the learning processes, to aide in the mastery of skills and to create/stimulate interest on the part of the student. Homework assignments are valuable components of course curriculum and should be completed as assigned in a timely manner. Students who do not complete homework assignments may be required to attend after school tutoring or detention as directed by teachers and administration.

Block Schedule

Epping High School classes run on a block schedule. Student schedules consist of four class blocks scheduled each day. Blocks run on an "A-day/B-day" schedule, meaning that the classes meet every other day, with the exception of block 4 which is a shorter class block that is scheduled to meet every day. A-day/B-day schedules for the year are available in the Main Office or on the school website <http://www.sau14.org/EHS/>. This schedule does not change during the school year. If school is cancelled for a day due to inclement weather, the day students return to school will be consistent with the schedule. For example, if school is cancelled on a B-day, the students return the next day and follow an A-day schedule.

Make Up of Failed Courses

A failed class during the school year may be made up by attending Summer School, the NovaNET Program, or another credit recovery alternative at the student's own expense. Credit will be granted once the school has received notification of a student's successful completion of the course/credit. Offerings, enrollment procedures, and other information may be obtained through the Guidance Office and the Program of Studies.

Report Cards and Progress Reports

Report Cards are mailed home at the end of each quarter. Progress Reports are issued to students at the mid-point of each quarter.

Semester Exams

Exams given at the close of each semester provide an opportunity to assess student achievement. Preparing for an exam allows students and teachers to synthesize/analyze the semester's learning. Preparing for and taking exams helps students refine study/test-taking skills. Exams count for 20% of the semester grade. Semester average calculation is as follows: quarter grade 40%, quarter grade 40% and semester exam 20%.

Exam schedules and procedures are given out to students prior to the week of exams. During semester exams, students should follow their regular class schedule.

During exams, students are only expected to attend blocks during which exams are scheduled. Students are not expected to attend study halls or lunch blocks. Buses run at regularly scheduled times. **Parents who expect their child to attend a full day of school, including study halls and lunch must notify the Epping High School main office so that attendance for that student will be tracked for the entire day.** Unless Epping High School is notified, student attendance will only be tracked for blocks with scheduled exams on exam days.

Academic Honesty

At Epping High School we take pride in our work. Tests, quizzes, projects and assignments must be representative of our own efforts. Cheating and plagiarism are dishonest. A student determined to be cheating or plagiarizing will receive academic and behavioral consequences. Plagiarism is defined as using another person's ideas or work without giving credit to that person. Plagiarism and academic cheating will result in the following consequences:

First offense:

- No credit for the assignment
- Teacher/parent/student conference
- One (1) day of suspension
- Letter of Apology to the teacher

Second offense (same as above, plus):

- No credit for the assignment
- Teacher/parent/student conference
- Three (3) days of suspension

Third offense (same as above, plus):

- Teacher/parent/student conference
- Five (5) days of suspension
- No credit for the class
- Referral to the Superintendent

ATTENDANCE

Philosophy

The philosophy of Epping High School is that regular school attendance is an integral part of a meaningful educational program. Thus, our purpose in implementing the following procedures is to maintain a high rate of daily attendance, minimize day-to-day disruptions in the instructional process, and maximize the time students are engaged in learning.

School Notification

Parents/guardians are asked to call the school to report a student's absence as early as possible. This will allow Epping High School staff to more accurately track student attendance. Students should always provide documentation (i.e. note from a doctor or documentation of a college visit) to the main office when they have been absent from school. This documentation should include the date of the absence and the reason for the absence. This documentation may be helpful in particular when a student's absences become excessive. Documented absences do not count toward the total number of absences allowed by the Attendance Policy.

Parent/Guardian Notification

In an effort to keep parents/guardians informed, a courtesy call will be made to notify parents/guardians when their student is absent from his or her first class and a call has not been received notifying Epping High School of the absence. Letters that notify parents of the number of days students have been absent are periodically mailed home. Absences from each class are also documented on progress reports and report cards. Parents/guardians who have questions regarding their child's attendance and/or the attendance policy should contact the attendance secretary at the Epping High School main office or the Dean of Students.

Attendance Policy

Time spent in the classroom is used by teachers to convey important information to students through activities and lectures. When a student is absent from class he or she misses valuable instruction that at times cannot be duplicated in another setting. Students who are excessively absent from class put themselves at risk of poor academic performance due to lost opportunities for interaction with teachers and peers. Absences from school and classes should not be viewed as time which students are entitled to take, but each absence should be considered carefully and only used when no other alternative is available. Absences may occur for reasons including, but not limited to, personal illness, medical appointments, family emergencies, college or career planning, and educational enrichment opportunities. In some cases, students may require time during scheduled classes to see to personal obligations and, as a result, will miss classes or entire school days. Families should make every attempt to plan family vacations so that students are not absent from school. When it is necessary for extended absences (three days or more), parents/guardians must submit a written request to the Principal at least two (2) weeks in advance of an anticipated extended absence (see Extended/Discretionary Absence Policy).

Absences from class are categorized as follows by Epping High School:

Truant - The student is absent from school. There has been no communication from the parent/guardian regarding the absence (i.e. no telephone call, no note).

Excused Absence - The student is absent from school. There has been communication between the parent/guardian and Epping High School regarding the absence, but no formal documentation has been provided. *This absence will be counted as one of the five days permitted by the attendance policy (see below).*

Documented Absence - The student is absent from school. Formal documentation regarding this absence has been provided to Epping High School (i.e. Doctor's note or documentation of college visit). *This absence is not counted toward the five days allowed by the attendance policy.*

In order to encourage students to attend school regularly and to make informed decisions about missing classes, Epping

High School has an attendance policy that requires students to present documentation as to why they have been absent from school and/or class. When students are absent they should make every effort to maintain their academic standing by communicating with teachers about work they will or have missed and to schedule study time to fulfill any academic obligations that are missed due to an absence. The following are guidelines to assist students and/or parents/guardians with this attendance policy:

- Students are encouraged not to exceed five (5) days* of absence per semester.
- Students who do exceed five (5) days or 10 half days of undocumented absence (truancy, ,excused absence) from a class during a semester will not earn credit for that class regardless of the grade that is earned.
- An appeal process is in order for students to request that credit be restored in classes from which there have been more than five absences (see Appeals Process).
- Students who have been absent more than five (5) days and who do not appeal, will not earn credit for that class. This loss of credit may result in the student being required to take the class again at his or her own expense.
- All absences (with the exception of documented absences), regardless of the reason for the absence, count toward the total number of absences each semester.
- It is important that the students make every effort to maintain their academic standing in class. This effort is taken into consideration during the Appeals Process. In addition, if credit is restored the student's grade will reflect their effort as if the absence never happened. If credit is not restored, the grade the student earned will appear on the transcript, but no credit will be earned for that class.
- *Please note: Ten (10) tardies to class during a semester will count as one undocumented absence from class.

Appeals Process

When a student has been absent from a class or classes more than five (5) days (with the exception of documented absences, college visits and school field trips), the student should use the appeal process to provide information as to the reason for the absences and to request that credit be granted for the course(s) from which he or she has been excessively absent. The appeal process begins with the use of an Appeal Form available in the Epping High School main office. Appeals must be submitted before the first day of semester exams during the semester for which the appeal is being requested. Appeals submitted after this date will not be granted. Appeals will be reviewed during the final exams and notification of the outcome of the appeal will be made in writing and mailed to the parent/guardian.

The Dean of Students is responsible for reviewing appeal requests. When the appeal is reviewed input from the teacher(s), the student, and parent/guardian is considered along with the kind of absences (i.e. truancy, unexcused, excused) and reason for the absences. The guidance counselors and special education case managers may also be consulted regarding the appeal. The appeal will be ruled on as soon as possible after it is submitted, but not before the beginning of semester exams. Parents/guardians are notified in writing of the outcome of the appeal. If the appeal is denied and no credit is awarded, the student and/or parent/guardian may appeal to the Principal. The Principal shall notify the students and/or parent/guardian of the date and time of the hearing. If the Principal denies the appeal, the student and/or parent/guardian shall have the right to appeal to the Superintendent of Schools and the School Board.

Tardy Policy

Students who arrive to school or to class late are missing valuable time in the classroom. Students who come in to class tardy also impact the flow of instruction. Ample time is allowed between periods for students to go to their lockers, use restrooms and attend to other needs. Students are encouraged to be responsible about reporting to classes on time. Students who are tardy to school should provide a note that documents the reason for the tardy. Students who are tardy to class should provide the teacher with a pass that documents where they are coming from and the reason for being tardy. When documentation or a pass is not provided, students will be allowed to enter the class, but may be subject to consequences such as detention from the teacher.

School starts at 7:25 am each day. Students are expected to be in their first block class by 7:25 am. Students who arrive

to school after 7:25 am must report to the Main Office to be issued a pass to class before reporting to class. Students are allowed five tardies per quarter. A sixth and seventh tardy will result in an after school Administrative Detention for one hour each. Students who are tardy to school more than seven (7) times during a quarter will earn either a lunch or an after school detention for every additional day that they are tardy. If a student is tardy more than fourteen (14) times in a semester they lose their right to school privileges until they have a semester with fewer than fourteen (14) tardies.

Students are expected to be in their classrooms when the bell rings at the start of each class block. With the exception of block 1 classes, teachers will assign teacher detentions to students who are tardy to class and do not have a pass. Students who are tardy to class more than five (5) times during a quarter will be considered chronically tardy. Chronic tardiness (5 or more tardies to a class other than block 1) will result in an office referral and administrative action including, but not limited to In School Suspension, and or Saturday Detention. Students who continue to be tardy after administrative action will be subject to additional office referrals and further action by the administration including Detention, Saturday Detention, and parent/guardian meetings. In addition, ten tardies for a class during the course of a semester will be considered the equivalent of one class absence for the purposes of the attendance policy.

Students who leave school without parent/guardian permission and/or without signing out through the Main Office will earn consequences for leaving school without permission including, but not limited to In School Suspension, Saturday Detention, loss of privileges and Suspension.

Truancy

Students who are absent from school or class without permission from a parent/guardian are considered truant. RSA 189:35-A defines truancy as an unexcused absence from school or class and defines habitual truancy as 10 half days of unexcused absence during a school year. Students who are habitually truant or excessively absent (unexcused) may be subject to consequences and interventions including, but not limited to, parent/student meetings with Administration, suspension and court involvement. (See School Board policy JHB)

Truancy Protocol:

1. Parent notification by phone after 1 day and after 2 days if applicable.
2. Parent meeting after 3 days to develop an intervention plan for truant student.
3. Special education notification to District Office after 3 days.
4. Parent, police, and special education notification after 5 days. (Parent notification by registered mail; letter to include nature and seriousness of the problem including the of filing for Child in Need of Services (CHINS) Petition, a copy of RSA 193:1-7 school attendance laws, and the parental and student action the school requires.)
5. School filing of CHINS Petition after all steps in the intervention having been followed. CHINS Petition may be filed after 7 days with no parental participation in the development of an intervention plan.
6. Policy applies to children between the ages of 6 and 18 years.
7. Students 18 years and older that have been truant for 5 days will be dropped from the school record after following this procedure.
8. Suspension is not considered truancy.
9. All notifications shall be recorded and kept on file.

Cutting Class

Students are expected to attend all classes in their entirety. Students who are not present for class or for a significant portion of class without permission from the teacher or Administration are considered truant from class. Students who have cut class will earn a Saturday detention or another appropriate consequence. Absences that result from cut classes will be counted toward the total number of class absences (see Attendance Policy) and may result in serious action, including loss of credit and court involvement (see Truancy). Students will earn no credit for assignments that are missed as the result of a class cut and will not be permitted to make those assignments up for credit.

Extended/Discretionary Absence Policy

Students who require extended time (three (3) or more days) during scheduled school days to meet personal or family obligations or participate in opportunities must notify the Principal two (2) weeks in advance. Parents/guardians and students should recognize that students will miss valuable classroom activities and interactions that cannot be duplicated outside school or after the student's return. Prior to the absence and with two (2) weeks' notice, at the student's request, teachers will provide a calculation of the student's current average with a brief synopsis of topics to be covered in class during the student's absence. It will be the responsibility of the student to keep current in curricular topics presented in school during an Extended/Discretionary Absence.

Students and parents/guardians should note that these extended absences will count toward the five days allowed in the attendance policy and, if absences exceed five days, will require use of the appeal process in order to request that credit be earned for classes. Documentation of the absences, prior approval of the absence, and effort by the student to maintain academic standing will be important factors in the appeal process.

Please note that teachers are not required to design a separate program and will not be able to recreate classroom activities for students who are absent for reasons other than illness or emergency.

Attendance and Extracurricular Activities

Students who do not attend school will not be allowed to participate in or attend school activities on the day of the absence, including practice sessions, school performances or school-sponsored events—unless an exception is made by Administration. If a student is absent on a Friday or the day before a day(s) when there is no school, students are not eligible to attend or participate in an activity until they have been in attendance for a day of school. For example, if a student is absent on a Friday, that student is not eligible to attend or participate in any school activities over the weekend and not until the student has attended school on Monday. This includes excused absences, documented absences and suspensions from school. Please see the Epping High School Athletic Attendance Code for additional information pertaining to athletes.

Dismissals

It is expected that students remain in school for their entire scheduled day. Outside appointments such as doctors and dentist appointments as well as family emergencies must be documented with official verification to the school. When a student needs to be dismissed during the school day, the student must go through the Main Office. **A note from a parent/guardian must be provided to the office documenting the time and date of the dismissal and/or the parent/guardian should come into the Main Office and request that their child be dismissed.** Parent/guardians must sign their child out of school in the Main Office. Parents/guardians will be required to show identification when dismissing their child. This helps Epping High School to insure student safety and welfare.

Telephone calls from parents/guardians may be accepted instead of a note only in the event of an emergency or an unexpected dismissal, however; dismissals by telephone will not be made on a regular basis.

STUDENT CONDUCT

Philosophy

The Epping School District rules relative to student conduct, discipline, and due process in the schools are adapted from the Rules of the New Hampshire State Board of Education (ED 317). These rules include purpose, definitions, standards for expulsion, disciplinary and due process procedures, reporting procedures, discipline of students with an educational disability, and records. Please contact SAU 14 for complete policy: JICD – Student Conduct, Discipline, and Due Process (Safe School Zones), JICD-R Administrative Procedure for Student Conduct, Discipline, and Due Process (Safe School Zones), JICD-RR Memo of Understanding Between The Epping Police Department and The School District (Safe School Zones).

We at Epping High School want to provide every student with the opportunity to receive the best possible education. Our school community's existence depends on the willingness of every member to follow certain rules and remain respectful at all times. To that end, we expect that each student will choose to act responsibly with regard and respect for others. Students are expected to converse with and respond to requests from any member of the staff in a polite and respectful manner. Students, in turn, can expect to be treated with regard and respect by the faculty and staff.

It is our belief that students know what is considered appropriate behavior and if consequences are clearly defined and fairly applied, students will either act appropriately or be willing to accept the consequences. If an individual student's inappropriate behavior continues or escalates, the Administration will increase the severity of the consequence as appropriate.

Each offense that is referred to administration is reviewed with the individual student and circumstances in mind. When necessary, investigations are completed to assure that information is accurate and to allow for the most appropriate administrative response.

Safe School Zones

The Epping School Board endorses the following principles of student conduct to comply with the Safe School Zones.

- Respect for law and those given authority to administer it shall be expected of all students. This includes conformity to school rules as well as to general provisions of the law regarding minors.
- Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall be expected of all members of the school community.
- Respect for the real and personal property, pride in one's work, and exemplary personal standards of courtesy, decency, honesty, and wholesome attitudes shall be maintained.
- Respect for individual worth is the obligation of the school. Diligence and a desire to benefit from the opportunity is the obligation of the student.

The Board expects student conduct to contribute to a productive learning climate. Individual rights are to be honored and protected in all instances; however, the rights of one individual shall not take precedence over those of another individual or of the group itself, and all students shall have equal rights and equal responsibilities in the classroom or at any school-sponsored activity.

Due process shall be afforded to any student involved in a proceeding which may result in suspension, exclusion, or expulsion. Students expelled from school may be reinstated by the Board under the provisions of RSA 193:13.

The Superintendent may modify expulsion requirements as provided in RSA 193:13, IV, and in accordance with Policy JICD-R. In addition, the District shall comply with the provisions of the Individual with Disabilities Education Act (IDEA) when disciplining students.

It is the intention of the Epping Police Department and the Epping School District to work in a joint cooperative effort to provide a safe and healthy school environment for the students, staff, and visitors. We intend to do this in compliance with New Hampshire RSA 193-D, Safe School Zones, as amended. Communication and sharing of information is the initiation of any cooperative effort. **As required by law, it is agreed that every school employee who has witnessed, or who has information from the victim of an act of theft, destruction, or violence in a safe school zone shall report such act in writing immediately to a supervisor. A supervisor receiving such report shall immediately forward such information to the school Principal who shall file it with the local law enforcement authority. Such report shall be made by the Principal to the local law enforcement authority immediately, by telephone or otherwise, and shall be followed within 48 hours by a report in writing.**

Tobacco Products Ban

Use of tobacco products is strictly prohibited in/on all school facilities and/or grounds. No person shall use any tobacco product in any facility maintained by the School District, nor on any of the grounds of the District. 'Tobacco products' means cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, products containing tobacco, and tobacco in any form. 'Facility' is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, libraries, storage areas, and athletic fields.

No student shall purchase, attempt to purchase, possess or use any tobacco product in any facility or anywhere on school grounds maintained by the District. **Upon reasonable evidence of possession or use of a tobacco product the student will be subject to disciplinary action including suspension for up to five (5) days per occurrence and may be required to participate in a tobacco education program.** In addition to disciplinary actions taken by the school, criminal penalties or fines may result from violations of this policy.

No visitor shall at any time use tobacco products in any facility or anywhere on school grounds maintained by the District.

Please contact SAU 14 for complete Epping School District Policy regarding Tobacco Products.

Drug and Alcohol Use by Students (Drug Free Zone)

The Epping School Board is concerned with the health, welfare, and student safety of its students. Therefore, the use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotics, unauthorized inhalants, controlled substances, and illegal drugs is prohibited on any school district property or in any district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited. For the purposes of this policy, a controlled substance shall include any controlled substance as defined in the Controlled Substances Act, 21 U.S.C. § 812(c) or RSA 318-B, Controlled Drug Act.

Taking of illegal drugs, and/or possession of same, in any form, is not permitted at any time. Parents/guardians will be informed immediately if a student is in violation of this policy, and the matter will be brought to the attention of the Superintendent and other proper authorities.

DRUGS - In case a student appears to be under drug influence, the parent/guardian will be notified by school authorities to come for the student and remove him/her to his/her home or to medical facilities. In severe cases, if the parents will not come to the school, the Principal is authorized to call an ambulance to remove the student to the hospital. Parents/guardians will be notified of this action and be responsible for the incurred expenses. The police shall be called at the discretion of the Principal. A conference with the parents/guardians, child and Principal should

be held as soon as possible.

Any student observed possessing, using, or under the influence of any illegal drugs or substances, and/or possessing illegal drug or substance paraphernalia shall be immediately brought to the Principal. The Principal shall call the police in every instance where drugs or paraphernalia are discovered. Any substance observed shall be immediately seized and put into a clean envelope, signed, and dated, and immediately turned over to the police. No school employee has the lawful authority to destroy any seized substance.

Upon reasonable evidence of possession, use, or under the influence of any illegal drugs or substances, and/or possessing illegal drug or substance paraphernalia by any student on District property, **the student will be suspended from school for a period of ten (10) days per occurrence. The parent/guardian shall be notified of this action. A conference with the parents/guardians, child and Principal should be held as soon as possible and prior to school attendance. Prior to being readmitted to the school, a student may be required to enroll in or complete a course of counseling regarding substance abuse.**

Any student found selling, distributing, or giving away illegal drugs will be turned over to police authorities immediately and suspended from school at once pending Board action. Any student convicted in court for illegally selling drugs on or off school property will be suspended from school pending Board action.

Please refer to the *Health Services and Procedures* section in this handbook for important information regarding over-the-counter and prescription medication. **Students are not permitted to have possession of prescription and over-the-counter medications.**

ALCOHOL - Alcoholic beverages will not be permitted on school property at any time. Parents/guardians will be notified of this action. The police shall be called at the discretion of the Principal. **Any student in possession of or under the influence of alcohol will be immediately suspended from school for a period of ten (10) days per occurrence. A conference with the parents/guardians, child and Principal should be held as soon as possible. Prior to being readmitted to the school, a student may be required to enroll in or complete a course of counseling regarding substance abuse.**

DRUG-FREE ZONE – Per RSA 193-B:2, it is unlawful for any person to manufacture, sell, prescribe, administer, dispense, or possess with intent to sell, disperse, or compound, any controlled drug or its analog, within a drug-free school zone at any time of the year.

The drug-free zone is an area which extends 1,000 feet surrounding the property of the Epping Schools, and within or immediately adjacent to school buses per RSA 193-B III. Any violation of this subjects the offender to severe penalties under the law.

Please contact SAU 14 for complete Epping School District Policy regarding drugs and alcohol.

Weapons

Weapons are not permitted on school property, in school vehicles, or at school-sponsored activities. This policy applies to students and members of the public alike. Student violations of this policy will result in both school disciplinary action and notification of the police. Members of the public who violate this policy will be reported to the police.

Any student possessing a weapon shall be brought immediately to the Principal and the weapon shall be immediately seized. The Principal shall request a police response in every situation. **Students found in possession of a weapon will be suspended for at least ten (10) days per occurrence and may be subject to additional suspension or expulsion.** The parent(s)/guardian(s) of the student shall be notified. A conference between the parent(s)/guardian(s), student, and

Principal shall be held as soon as possible and prior to returning to school.

The term weapons includes, but is not limited to firearms (rifles, pistols, revolvers, pellet guns, BB guns, etc.), bullets, knives, slingshots, metallic knuckles, firecrackers, billies, stilettos, switchblade knives, explosives, incendiaries, martial arts weapons (as defined by RSA 159:24 and RSA 159:20), self-defense weapons (as defined by RSA 159-20), or any other substance, object, or thing which, in the manner it is used, or threatened to be used, is known to be capable of producing death or bodily injury.

In addition, any student who is determined to have brought a firearm (as defined by 18 U.S.C. § 921) to school will be expelled for not less than one year (365 days). This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law.

Please contact SAU 14 for complete Epping School District Policy regarding weapons.

Discrimination and Harassment

Discrimination and harassment of any kind will not be tolerated at EHS. Incidents of discrimination or harassment should be immediately reported to Administration or another appropriate authority. Epping School District Policies regarding Sexual Harassment, Bullying, and Equal Opportunity are located in Appendix A, B, and C of this handbook and are available by contacting SAU 14.

Sexual Harassment and Bullying are defined by Epping School Board Policy. Incidents of sexual harassment, bullying, and discrimination should be reported immediately to the Principal or designee. The incident will be investigated and responded to per the Epping School Board Policy. Upon reasonable evidence that the offense has occurred and has been perpetrated by a student(s), the student(s) will be subject to disciplinary action including, but not limited to suspension. In addition to disciplinary actions taken by the school, criminal penalties may result from violations of this policy.

Lockers and Personal Items

Students are assigned one locker for convenient storage. Students are cautioned that failure to use the locker to store personal items does increase the risk of theft, especially within locker rooms. Students are responsible for their own possessions. Any valuables brought to school are subject to a number of risks; therefore it is recommended that students not bring personal property to school. While school personnel will take all reasonable steps to help students recover lost or stolen personal items, students and parents are reminded that the school district does not insure student property and that the school is not responsible for any damage, theft, or loss of personal items.

Students must not store items on top of their locker. Items left on top of lockers will be periodically removed by custodial staff and disposed of in the appropriate manner.

The lockers are school property and remain under control of the school at all times and proper authorities may open lockers if it is believed that the welfare, safety or health of the student body is threatened. Students are responsible for whatever is contained in lockers assigned to them by the school. School authorities may conduct inspections of lockers at any time with or without students being present. **The school retains access to student lockers by keeping a master list of combinations and retaining a master key. Students may not use their own locks and any unauthorized locks may be removed without notice and destroyed.**

A student who uses a locker that is the property of the school is presumed to have no expectations of privacy in that locker or the locker's content.

The student is responsible for the control, appearance and condition of the locker. Students should not write in or on

lockers. Decals and similar materials are not to be placed inside or outside.

Campus Search

The Administration may conduct searches of property on the EHS campus, including but not limited to; lockers, backpacks and clothing. Parents/guardians will be informed of these searches. Searches are conducted in order to ensure the safety of EHS staff and students. The Superintendent or his/her designee may authorize the Epping Police Department to utilize a Police Canine Team to conduct searches of the EHS campus. The search may include, but is not limited to: lockers, common areas, classrooms, bathrooms, bicycles and all vehicles on school property.

Prohibited Items

Epping High School prohibits students from possessing on school property or at school-sanctioned events any items that are deemed by administration to be inherently dangerous or potentially harmful. Also prohibited are items that create a nuisance or are disruptive to the school environment. Such items will be confiscated by the school and returned only to a parent/guardian. Failure to comply with a teacher or administrator request will result in disciplinary action.

Electronic Devices (Revised)

Electronic devices including cell phones, pagers and CD or MP3 players may be brought to school; however, use of these devices is restricted as outlined below. Epping High School is not responsible for the theft or loss of any electronic devices. Students and parents are encouraged to consider the risk involved in bringing valuable items to school.

Students must comply with the following expectations regarding the use of electronic devices. Failure to comply with these expectations **will result in the device being confiscated** by a teacher or administrator and/or loss of privilege to use electronic devices at school.

- All electronic devices, including **cell phones** and headphones, must be put away and not visible during class periods.
- Teachers may supervise the use of MP3 players as long as they have relevant and purposeful instructional criteria that a teacher can provide and support through their curriculum and or lesson plans.
- Cell phones or MP3 players of any kind are NOT to be used during study halls.
- Cell phone use is prohibited during all blocks of the instructional day,
- Cell phones or MP3 players may be used during passing time, at break and lunch.
- Teachers may not authorize the use of cell phones during the school day.
- The use of electronic devices, including cell phones, is not permitted in locker rooms and bathrooms.
- Ringers on cell phones and pagers should be turned off or set to silent mode at all times.
- Electronic devices may be used without authorization only during break, lunch block and before and after school hours. This use is a privilege and under the jurisdiction of staff, faculty, and administration.
- Headphones and devices that play music must be played (when permitted) at an appropriate volume. Only the individual wearing the headphones should be able to hear the music being played.
- The use of photo and video recording devices without permission from the subject is a violation of privacy and is not permitted.

Understanding time and place is a very important skill to learn as a young adult. Using cell phones and MP3 players at the appropriate time and places will result in continued use. If for any reason it is deemed by a professional member of the school staff that cell phone or MP3 use is inappropriate the device will be turned over to the school professional

upon request and it will be turned into the main office.

Students may pick up their device in the main office at the end of the day if it is their first offense. Second offenders require parent or guardian pick of the device in the Main Office and additional consequences will be given.

The contents of an electronic communication device may be searched to determine ownership or to identify emergency contacts. Upon reasonable suspicion that a school rule or the law has been violated through the use of such a device, an administrator may also search for evidence of suspected wrongdoing. Students are required to hand over their communication device in accessible, working order to school administration. Any refusal on the part of a student to comply with a request to surrender the device may result in disciplinary action. (School Board Policy **JICJ - MUSIC AND COMMUNICATION DEVICES**)

Driving on the Epping High School Campus

It is important that all drivers abide by the following regulations in order to ensure the safety of pedestrians and other drivers:

- On the school grounds, a speed limit of 5 mph must be observed.
- Vehicles must yield to pedestrians and school buses.
- All of the rules of the New Hampshire Motor Vehicle Department must be observed while driving on campus, including observance of traffic signs.

Student Parking

Parking is limited on the EHS campus. Only those students who have been granted permission to park and have been issued a parking permit are allowed to park on campus. Due to the limited number of student parking spaces available, parking permits will be issued to seniors and by lottery to a limited number of juniors. These students may park only in parking spaces that have been designated for student parking. Student parking at Epping High School is considered a privilege. Parking permits are contingent upon the student's attendance record, compliance with parking/driving regulations, and other Epping High School behavioral expectations.

- **Any car that is parked on the EHS campus (including the SAU building) without a valid parking permit, may be towed at the owner's expense.**
- Any student who does not abide by driving/parking regulations may be subject to suspension or revocation of parking privileges, reported to the Epping Police, and/or towed from the property at the owner's expense.
- Any student who exceeds 5 days absent or 10 days tardy to school during a semester will be subject to suspension or revocation of their parking permit.

Students are expected to leave their motor vehicle immediately upon arrival at school and may not return to it until the school day is completed without permission from the administration. Students must enter and exit the Epping High School building through the EHS front entrance only.

Dress Code (Revised)

As a community we take pride in our personal appearance. We expect that all dress reflects the quality of our school and shows respect for yourself and others. Dress should not interfere with nor disrupt the educational process of our school.

- Clothing that displays or promotes illegal substances, alcohol, or tobacco products is prohibited.

- Also prohibited are offensive symbols or language including those that suggest intolerance or lack of respect to others on the basis of gender, race, religion or ethnic, social, or economic background.
- Clothing is expected to be modest and not be sexually suggestive or revealing.
- Undergarments must never be visible. Clothing must completely cover the undergarments. This includes bra straps and the top of underwear.
- Tops must touch the top of the clothing article that covers the lower half of the body. Midriff/belly areas must not be exposed. Exposure of cleavage is not permitted.
- The top of the clothing covering the lower half of the body must meet the bottom of the shirt. Pants, skirts and shorts must completely cover undergarments. There must not be no holes in pants exposing skin or undergarments above the knee.
- Hats, hoods worn over the head, and sunglasses are not to be worn inside the school building.
- Footwear must be worn at all times. Footwear must be safe and appropriate. Slippers are not permitted.
- Appropriate footwear is required in the gymnasium (non-marking sneakers only).
- Dress code expectations apply during Halloween and Spirit Week dress up days as well. Full-face makeup and masks, mock weapons, and potentially unsafe costumes and items are not permitted.

The Administration retains the ultimate responsibility to determine whether clothing is in keeping with the dress code philosophy should an issue arise. If clothing is deemed inappropriate, the student will be asked to change. Changing one's clothes is always the first and best choice. Failure to comply with this simple request will result in disciplinary action.

Public Displays of Affection

All students are expected to behave appropriately at all times. Inappropriate displays of affection/closeness are embarrassing for both students and faculty. Faculty and Administrators will remind students concerning the inappropriate behavior, at which time the behavior is expected to cease. The Administration retains the ultimate responsibility to be the 'Arbiter of Good Taste.'

Eating and Drinking in the Classroom

Students are expected to comply with the expectations of the teacher with regard to food and drink in the classroom. Drinks in glass containers are **not** permitted anywhere in the building. Drinks in cans are only allowed to be consumed within the cafeteria. Students are expected to be respectful of their environment and to clean up after themselves. No food or drink is allowed in the gymnasium without permission and proper supervision.

Student Obligations

Students are responsible for all books, uniforms, and other school property that is issued to them. All students are responsible for covering their books throughout the year. Students are required to pay for the replacement of lost or damaged books and other property. A student who fails to return a book or other school property and does not pay for replacement of that book or property will not be issued a diploma and transcripts.

DETENTIONS AND SUSPENSIONS

Teacher Detentions

Detention may be assigned to students by a teacher for misconduct, disruptive behavior, failure to arrive to class in a timely manner, or failing to complete assigned homework.

- Teachers will give 24 hour notice to students and notify parents/guardians prior to the detention by sending home a referral for parent signature and contacting the parent or guardian by email or telephone.
- If the behavior continues to be an issue or if the student fails to serve a Teacher Detention, the student will be referred to Administration for action.
- Failure to return a referral with a parent/guardian signature will result in additional consequences.

Administrative Detention

Detention may be assigned to students by Administration for offenses that rise above the level of teacher intervention, repeated offenses and/or failure to serve detention assigned by a teacher.

- Students are given a referral for parent/guardian signature 24-hour notice and parents/guardians are notified by telephone and mail.
- Administrative Detention is held after school from 2:30 pm to 3:30 pm.
- Students are to sit silently in the detention room. Failure to comply will result in dismissal from detention and more stringent consequences.
- Students are not permitted to use cell phones, CD or MP3 players or other electronic devices during detention.
- Students are not permitted to sleep during detention.
- Any student who does not comply with expectations will be asked to leave detention. The student will be held responsible for their behavior and additional and or more severe consequences will be assigned.
- Failure to return a referral with a parent/guardian signature will result in additional consequences.

Failure to attend an assigned detention will result in further action including, but not limited to, additional detentions, Saturday Detention, suspension, or loss of privileges. .

Saturday Detention

Saturday Detentions are assigned to students by an Administrator. Saturday Detention is typically assigned for offenses such as chronic misconduct and cutting classes. Students are given at least a 24-hour notice with a referral for parent/guardian signature and parents/guardians are notified by telephone and mail. EHS staff members supervise the program.

- Saturday Detention begins at 8:00 am and ends at 11:00 am.
- Students will not be allowed to enter detention after 8:15am.
- Students are to report to the High School Main Office.
- Students who arrive late to Saturday detention may be required to serve additional time in after-school or Saturday detention.
- All student handbook regulations are to be strictly followed during detention.
- Respect others at all times. Absolutely NO disrespectful behavior will be tolerated.
- There is NO use of any electronic devices during the detention. All cell phones must be turned OFF (not on vibrate) and kept out of sight. No music listening devices are to be used. If an electronic device is not shut off and out of sight it will be taken until the end of the detention.
- Students are not permitted to sleep during detention.
- Students must bring work and/or something to keep them occupied, such as appropriate reading material, for the three (3) hours they are in detention.

If school is closed on the preceding Friday due to inclement weather or another emergency, Saturday Detention will be canceled and rescheduled for another date. If there is a need to cancel Saturday Detention on a Saturday morning due to inclement weather or another emergency, a message will be available on the EHS telephone announcements (679.5472).

Suspension

Suspension is assigned to students by an Administrator. This consequence for serious misbehavior includes exclusion from all classes and all school sponsored events on the day(s) of the suspension. Suspension is earned as the result of chronic and/or serious misconduct including, but not limited to, offenses such as truancy, fighting, assault and threats.

Suspensions can range from 1-10 days as designated by the Building Level Administrator. Students who are suspended must report to the EHS Suspension Program unless otherwise informed. The goal of the Suspension Program is to provide students with the opportunity to use their time productively while they are suspended. Suspension is a serious consequence and implies serious misbehavior. Students who have been assigned suspension may be referred to the Superintendent of Schools, resulting in further disciplinary action including referral to the Epping School Board. For complete School Board Policy contact SAU 14.

- Students and parents/guardians are given a complete list of Suspension Guidelines when the suspension is assigned.
- Suspension begins at 7:25 am and ends at 2:25 pm.
- Students must report to the Suspension Program by 7:25 am. Students who report late to suspension may be required to make up the time that they missed and/or may be assigned another day of suspension.
- Students who are suspended may not participate in any school sponsored activities or events including athletics, dances, concerts and field trips on the day of their suspension. Students are not eligible to participate in or attend activities for the duration of their suspension and until they have returned to school. For example, if a suspension is on a Friday, students are not eligible to participate in or attend activities until they have attended a day of school (i.e. Monday). Please see “Attendance and Extracurricular Activities” in the attendance section for details.
- Student athletes who are suspended during a season may not be eligible to participate in a minimum of two games. A second suspension during the season may result in an athlete’s immediate dismissal from the team. See the EHS Athletic Policy for complete details.

Students who fail to attend the Suspension Program will be considered truant and will be required to make up the day of suspension.

Any student whose total number of days suspended reaches 5 days over the course of the school year will be referred to the Pupil Assistance Team.

Suspensions for 10 Days or Less:

- No student will be suspended, unless and until the student has been informed as to the reasons for the proposed suspension.
- After discussing the incident with the student, the school Administrator may suspend the student for not more than 10 days if the Administrator reasonably believes such suspension to be proper.
- Upon suspension, the parents/guardians shall be notified prior to the beginning of the Suspension.

Suspensions for Over 10 Days:

When suspensions of over 10 days are being considered, the case will be referred to the Superintendent who will:

- Inform the student and at least one parent/guardian either in person or by mail of the charges and of the nature of the evidence against the student.
- The student and at least one parent/guardian shall be offered a formal hearing after sufficient time to prepare a defense or reply, at which hearing—evidence in support of the charge shall be presented by school officials and the student or parent/guardian shall have ample opportunity to present any defense or reply. Such may be held in public if the student so requests. The student may retain a legal counsel at his/her own expense to represent him/her at such hearing. The student or his/her counsel may cross-examine any witnesses who have testified against the student.
- Any Suspension or Expulsion imposed on a student must be based upon a fair consideration of substantial evidence.
- The acts of the student must be such that they represent a proper reason for Suspension or Expulsion.
- Appeals from decisions made on behalf of the Epping School District may be made in accordance with the NH

ADDITIONAL PROCEDURES

Before and After School Procedures

The Epping High School building opens to students at 7:10 am. Once on school grounds, students must not leave during the school day without proper dismissal. Students who do leave without permission shall be considered truant and will be subject to appropriate consequences. Immediately after the close of school students are expected to leave the building and grounds. Students who are not under the direct supervision of a teacher or EHS staff member must leave the building by 2:45 pm. Students who are receiving assistance from a teacher, involved in a co-curricular activity or serving detention may remain in the building until that activity is completed.

Epping Middle School Building

Epping High School and Epping Middle School share several common areas including the cafeteria. Epping High School and Epping Middle School do have separate classroom and instructional spaces. Epping High School students must not enter Epping Middle School hallways, instructional spaces, or other areas specifically designated for Epping Middle School students, including the cafeteria during Middle School lunches. Entering Epping Middle School without permission may result in administrative action and consequences.

Epping High School Campus

Epping High School is not an open campus. Students are expected to be in the school building from 7:25 am until 2:25 pm. Students are not allowed to leave the school building at any time during the school day, including during their lunch block, unless authorized by Administration (see Junior/Senior Privileges). Any student who needs to leave the building for any reason must obtain permission from an Administrator or follow the dismissal procedures and sign out through the Main Office. Leaving the building without permission is a serious offense. Students who leave without permission are considered truant. This behavior will typically result in parent contact, police contact, and/or suspension.

Senior Privileges

The purpose of senior privileges is to encourage, recognize, and reward those students who exhibit a satisfactory level of achievement and responsibility in both academics and behavior. Students who have a minimum of 17 credits and who earned grades of B- or better in all of their classes during quarter 4 of the previous school year are initially eligible for privileges.

After the first quarter, students maintain or lose their privileges based on quarterly report cards. In order to earn or to maintain privileges, students must have no grade lower than a B in non-Honors or AP classes and no grade lower than a B- in Honors or AP classes. Students who earn an incomplete in any classes on their report card will lose privileges.

Senior privileges allow students the opportunity to leave EHS during their lunch block and for late arrival/early release as their schedules allow. These privileges require parent permission and compliance with procedures. Any student who is eligible may leave EHS during their lunch block. Any student who is eligible and who has no class scheduled during the first block of the school day or the last block of the school day may arrive after the school day has started (but in time to arrive on time for second block) and/or leave school after third block. Students who earn or lose privileges will be notified in writing by the Principal. Privileges are not in effect until receipt of the letter. Students must apply for privileges at the beginning of each school year. Parent/guardian permission must be updated with the application.

Seniors who wish to take advantage of privileges must comply with the following expectations:

- Students must submit a permission form signed by their parent/guardian to the main office. If the permission form is not on file, the student is not allowed the privilege. Parents/guardians may revoke permission at any

time by notifying administration of their wish to do so.

- Students must always sign in and out when they arrive or leave the building.
- Students who have signed out must leave the Epping High School campus. Students are not permitted to remain in the building or in the parking lots after they have signed out for early release or lunch.
- Students who have an excessive number of absences; cut class or arrive tardy to their first class of the day and/or the class after their lunch block; or who do not comply with senior privilege procedures will be subject to suspension or revocation of privileges at the discretion of Administration.
- Students who are suspended for one day may lose their privileges. Two or more days of suspension in a single quarter will result in the revocation of privileges for that quarter.

NECAP Incentive Privilege

Students who score at the Proficient (Level 3) or higher in both math and reading will be eligible for an open campus lunch and lunch study for their senior year. This privilege will remain in effect with passing grades in all courses and is subject to parental permission. Sustaining this privilege will require prompt attendance to block four classes.

Visitors

School policy is to accept only those visitors who have legitimate business at the school. Parents/guardians are always welcome to visit. It is advisable to call ahead for an appointment with the administrator, teacher, or counselor with whom you wish to meet. Students wishing to bring a guest to school must make the request at least two weeks in advance. Needed is a letter from the visiting student's school indicating that the school is not in session; a letter from the visiting student's parent/guardian; and the host student's parent/guardian— all giving permission for the visit to take place. The Administration reserves the right to deny visitation. Students with children are not allowed to bring them to school unless appropriate arrangements have been made.

All visitors must check in with the EHS Main Office. Visitors will be asked to sign in and wear a visitor name tag. Visitors will also be issued a visitor parking pass that must be displayed in the front windshield of their car. Visitor parking spaces are in front of the EHS Main Entrance. Visitors are asked to park only in those spaces designated for visitor parking.

Delayed Opening/School Closing

School closing and delay are broadcast on the radio and television stations listed below. Occasionally, school will delay two hours until roads are cleared. This information will be broadcast on:

WMUR TV Channel 9 or www.wmur.com

WOKQ 97.5FM or www.wokq.com

In addition to broadcasting school closing or delayed opening information, Epping High School uses a telephone notification system to notify parents/guardians of important information. This automated system will send a message to the telephone number(s) that has been provided to the school.

Tours/Trips Sponsored by Teachers

In the case of teachers acting on their own or in association with other organizations, sponsor tours and trips during the summer or school vacations, EHS does not sponsor excursions, and teachers are not acting under school district's jurisdiction. Students and parents/guardians are urged to closely scrutinize all aspects of these ventures to insure the participant's safety and welfare.

Field Trips

Field Trips are defined as any activity not held on school grounds. Field trips may be a day activity or an extended overnight activity. Field trips are considered important components of our school curriculum. Student attendance on field trips is a privilege, not a right. All students are to understand that he/she represents Epping High School and he/she shall abide by school rules and regulations while participating on the field trip. A field trip advisor may also

impose other rules and regulations pertaining to field trips. The school district reserves the right to exclude students for questionable behavior. Students serving suspension are ineligible to participate on field trips.

Students found participating in acts of gross misconduct including, but not limited to, possession/use of drugs, tobacco, or alcohol, vandalism, theft, violence, and/or sexual misconduct will be returned home at the expense of their parents. The district reserves the right to inspect all luggage and carry-on items prior to departure. The district also reserves the right to pursue financial compensation from students/parents for damages that occur on the field trip. Students are to immediately report any misconduct mentioned above as well as acts of bullying, hazing, or harassment to the trip advisor.

Students must travel to and from the field trip by district approved transportation. Exceptions for travel with a parent may be approved with completion of the proper paperwork prior to the day or extended field trip. The district assumes no liability for students transported by parents in private vehicles. The district will only release a student to a person identified for transportation purposes on the proper paperwork.

Please contact SAU 14 for the complete policy regarding field trips (School Board Policy IJOA).

Guest Procedures for Dances and Other After-School Events

Dances and other after-school events are intended to be for the enrichment and enjoyment of Epping High School students. To ensure a safe and enjoyable environment for all who attend, admittance at dances and other after-school events is limited to Epping High School students and pre-approved guests. Guests must meet the following criteria:

- Be signed up in advance of the event
- Currently attend high school or be home-schooled
- Present a letter signed by a school administrator on school letterhead attesting that the student is in good standing

Guests who do not meet all of the above criteria or who have been removed from or had been disruptive at prior events will not be admitted. Every effort will be made in advance of the event to notify the student if their guest will not be allowed to attend. However, EHS reserves the right to turn away or remove any student and guest.

The above criteria will be waived for Junior Prom and Semi-formal dances if tickets to the events are sold in advance only and no tickets are sold at the door. For such events only, event sponsors/advisors must maintain a guest list to include the names, school, and date of birth of all guests. Sponsors/advisors must submit the list to EHS administration for review in advance of the event.

Additional exceptions to these procedures are public performances, including but not limited to: athletic contests, student plays and concerts sponsored by EHS clubs, and some Senior Week activities.

In all cases, EHS administration has the right to designate to which events and to what extent guests will be permitted.

Fire Drills and Emergency Evacuation

Fire drills are held periodically throughout the school year. Students are expected to cooperate with procedures in order to maintain a safe and orderly environment. Students who do not comply with directions and procedures put others at risk and may be subject to disciplinary action.

Emergency exit maps are located in each classroom and exit plans are reviewed with students by classroom teachers. During a drill or evacuation, students must follow procedure and comply with teacher directions. Students must remain with their class and teacher throughout the entire drill. Students must also remain quiet and attentive so that

they will be aware of any directions that are given by EHS staff or emergency response personnel. When students are directed to return inside the building, they should go with their class and teacher directly to the classroom they left from.

Visitors in the building at the time of an evacuation of the building are expected to follow emergency exit procedures and remain with the EHS staff person they were with when the alarm sounded.

Office Telephones

Students have access to school office telephones in all cases of emergency or if the need for parental/guardian notification arises. Students may not use office telephones during class periods without permission from their teacher or for personal telephone calls.

Residency

Residency for the purpose of enrollment in a District school shall be defined by RSA 193:12. No person shall attend school, or send a pupil to the school, in any district of which the pupil is not a legal resident, without the consent of the district or of the school board. For the purposes of this policy, the legal residence of a pupil in the case of a minor is where his/her parents reside. The Board reserves the right to request proof of residency and custody (if applicable) for students new to District and students in District suspected of not having legal residency per state law. Please see Appendix D for complete policy and exceptions.

It is the responsibility of parents/guardians to notify the Epping High School Main Office or Guidance Office in the event of a change of student address.

Posters (Addition)

Students who wish to display a poster or flyer on any of the hallway bulletin boards or anywhere else around the school need administrative approval. Posters or fliers for which administrative approval has not been granted will be removed without notice.

Sales (Addition)

Money may not be collected or items sold without the approval of the administration. No unauthorized solicitation by an individual, group, or staff member may take place within the school.

STUDENT ACTIVITIES

Philosophy

The purpose of Epping High School's Student Activities Program is to foster student self-esteem, self-confidence, social cooperation and leadership skills through active participation in co-curricular programs. The following clubs, organizations and athletic teams currently function at EHS:

Clubs/Organizations

Chess Club
Drama Club
French Club
Granite State Challenge (upon invitation)
Improv Club
Model United Nations
Math Team
National Honor Society
Outing Club
Project SEARCH
Science Club
Spanish Club
Students Against Destructive Decisions (SADD)
Student Council
Yearbook
Youth & Government Program Youth & Government Program
Video/Journalism Club

Athletic Teams and Season

Varsity Volleyball	Fall
JV Volleyball	Fall
Boys Varsity Soccer	Fall
Girls Varsity Soccer	Fall
Varsity Football	Fall
JV Football	Fall
Varsity Spirit	Fall
Boys Varsity Basketball	Winter
Boys JV Basketball	Winter
Girls Varsity Basketball	Winter
Girls JV Basketball	Winter
Varsity & JV Spirit	Winter
Varsity Track & Field	Spring
Varsity Softball	Spring
Varsity Baseball	Spring

If you wish to form another group, speak to your teachers and/or the Administration for advice on how to get organized.

Academic Eligibility

At Epping High School we believe that academic achievement is the first priority. We hold all students who participate in extra-curricular activity to the same standard, be they members of a club or school athletic team. To participate in any extra-curricular activity, a student is allowed only one failure per grading period. As a result of failure in one class, the student will be placed on probation. The student will be ineligible to participate in 20% of his/her club/organization activities. During this period of time, the student cannot travel or sit with the club/organization or team, but is expected to attend all practices and team meetings. The student will also receive a bi-weekly calculated Progress Report. If that student is failing any class, the student becomes ineligible to participate in that club/organization activity or sport until the next marking period.

Organization Officers

Eligibility for Office:

Candidates must have 1) at least a C average with no failing grades and 2) a clear discipline record that includes no suspensions of any kind during the previous 365 days. Officers not maintaining these standards may be subject to removal from office.

Removal from Office by Administration:

Students will be removed from office for 1) course failure and/or 2) discipline requiring suspension. Each organization may develop additional requirements which are not listed above. These requirements will be subject to prior Administrative approval.

Position Guidelines

- President: Responsible for preparing agendas for each meeting, conducting meetings using parliamentary procedure and organizing and supervising organization activities under the direction of the Advisor.
- Vice President: Assist the president and preside in the absence of the president to chair organization's standing committee.
- Secretary: Printing meeting agendas and maintaining the minutes of each meeting.
- Treasurer: Maintain the financial records under the supervision of the advisor and the Principals office. The treasurer collects dues, fund raising receipts and activity money which will be turned into the Principals secretary on a daily basis.

Election Process

- Students seeking election must submit a Nomination Sheet with 35% of their classmate's signatures by the organization's stated deadline.
- Nominated students are required to make a campaign speech to their represented group prior to the election.
- Officers will be selected through a democratic election process using a secret ballot.
- All ballots will be counted by the organization's Advisor in the company of one pre-appointed witness.
- Procedures for filling a vacant position:
 - A) General election
 - B) Assigned by Officers and/or Advisor

Clubs/Organizations

Chess Club

The Chess Club is a school organization open to all high school students who are interested in learning and/or developing their knowledge and skills in the game of Chess. Frequent intramural type matches assist students in preparing for tournaments which are held throughout this state over the course of the year. The school has won several State Championships.

French Club

The French Club is open to all students currently enrolled in French or who have successfully completed the highest level offered. Business meetings are approximately once a month. Three unexcused absences will result in removal from the club roster. In addition, the club sponsors various social activities designed to encourage interest in the French language and culture (i.e. dinners, parties, Cajun dancing, movies and games). These activities are not mandatory. The club intends to take a trip to a French speaking country every other year.

Model United Nations Club

The Model United Nations (MUN) Club engages in an authentic simulation of the United Nations by learning about the UN system, the skills of debate, compromise, conflict resolution and negotiation. MUN team members have fun learning about the workings of world diplomacy through the lens of current events. All are welcome!

We prepare for a MUN conference each year where students step into the shoes of ambassadors from UN member states to debate current issues on the organization's agenda. Students make speeches, prepare draft resolutions, negotiate with allies and adversaries, resolve conflicts, and navigate the conference rules of procedure - all in the interest of mobilizing "international cooperation" to resolve problems that affect countries all over the world.

National Honor Society

'The purpose of the NHS is to create enthusiasm for scholarship, to render service, to develop leadership, to develop character and to focus on quality citizenship.' The NHS is composed of students who have consistently maintained high academic standards and provided leadership for and service to their community. The members work on special service and fund raising projects during the school year.

To be eligible for membership, a student must be a sophomore, junior or senior who has a cumulative scholastic average 3.2 or better. Students must have attended EHS for a least one semester prior to their admission to the NHS.

Members are selected in the fall. To apply for admission, academically eligible students must fill out a Student Activity Information Form indicating their activities and demonstrating their character, leadership and service to the community. These forms, along with faculty evaluation forms, shall be the basis for selection of members. A five member faculty committee makes the final selection of candidates.

Members must maintain this high standard of academic excellence and continue to illustrate leadership, character and service during their high school careers. NHS members whose cumulative academic average falls below a 3.2 will be warned by the Advisor and may be subject to dismissal by the faculty council. In case of flagrant violation of school rules or civil laws, a warning is not necessary prior to dismissal.

Outing Club

The Outing Club participates in various outdoor activities (e.g. hiking, skiing, canoeing, etc.). The Outing Club participates in the community service project, Adopt-A-Highway.

Project SEARCH

Project SEARCH is a program for talented high school juniors and seniors that brings students from many Seacoast schools onto the campus of the University of New Hampshire. The students participate in a variety of stimulating presentations and discussions, designed to stimulate intellectual curiosity and introduce students to college-level learning. Students should contact the Guidance Office for additional information.

Science Club

The Science Club is an extra-curricular organization, open to students of all grade levels, designed to enhance interest in and appreciation for the sciences. Meetings will address current topics of interest in many scientific disciplines, including biology, chemistry and the physical sciences, with an emphasis on advanced laboratory explorations. Students may attend educational field trips that will be financed through student organized, annual fund raisers.

Spanish Club

The Spanish Club is open to all students currently enrolled in Spanish or who have successfully completed the highest level offered. The Spanish Club participates in various social activities designed to promote interest in the Spanish language and culture.

Student Council

The Epping Student Council represents the student body's wishes and needs to the faculty and administration of the school. The Student Council will work through proper school channels to try to attain these goals. The Council's purpose is to try to improve the high school and to increase the student's spirit and participation in their school.

Students Against Destructive Decisions (SADD)

SADD members work with school and community members to raise awareness about the dangers of teen drinking and driving. SADD activities may include: sponsoring a blood drive, fund raising for organizations with the same cause and sponsoring an assembly, with guest speakers and activities, before the prom.

Yearbook

The EHS Yearbook staff is open to participation by any academically qualified student in grades 9-12. Meetings are held after school on an 'as needed' basis, but at least once a month. The Yearbook staff members are responsible for the yearbook design, layout, photography and sales—as well as fund raising activities to supplement the cost. Much of the work is completed by Yearbook staff members on a volunteer basis during non-school hours.

Youth and Government Program

This is an opportunity to take part in a statewide program which encourages students to learn about state government by participating in a model State Supreme Court and a model State Legislature. Students 'live the part' of New Hampshire lawmakers and spend a weekend working in the state capital with other outstanding high school students from across the state.

ATHLETICS

Athletic Philosophy

The primary goal of the Epping Athletic Program is to develop individuals that understand and appreciate the importance of athletics in one's educational and life experience. This will require the provision of as many venues as possible to accommodate elementary, middle school, junior varsity and varsity athletes with interscholastic and intramural sports programs.

The school community shall promote an athletic climate in which every athletic win is framed by modesty and athletic loss is framed with grace and dignity. Coaches will work vigorously with all student athletes regardless of individual talents to instill a desire for personal excellence while encouraging sportsmanship, integrity and character. Our athletes will also exhibit friendship, respect and trust for their teammates as well as their opponents. The end result will be students that exhibit sound values from their participation in the Epping Athletic Program and that develop into citizens dedicated to service and leadership in the school community.

Athletic Code and Handbooks

While every effort is made to ensure consistency among all documents pertaining to athletics, revisions and changes are sometimes necessary and may be made during the school year. Therefore, students-athletes are required to review all procedures and rules outlined in the Student Athlete Handbook at the start of each season. If changes are made mid-season, the Athletic Director or coach will be responsible for notifying student-athletes of any changes that will apply to them during the current season.

All procedures and rules outlined in this handbook are superseded by those in the NHIAA Handbook and the Epping High School Athletic Handbook.

Athletic Eligibility

In order to participate in interscholastic sports, the students must meet these eligibility requirements for each sports season:

- Students must have a Health Information Form, a Physical Examination Form and an Emergency Medical Information Form – completed and returned to the school, prior to athletic participation.
- Physical examination must have been performed within two years of the athletic sport start date. Anyone without health insurance or a primary care provider can contact the Health Office for confidential information or referrals to community agencies that provide these services for free or at a low cost.
- Students must have proof of insurance coverage (school or family).
- Students must sign an agreement to abide by the Athletic Code of Conduct.
- Parents/guardians must sign, complete and return a consent agreement for student's participation in athletics.
- Students must exhibit habits and conduct in and out of school worthy to represent the standards of the Epping School District in athletic events.
- Must be a student in good standing.
- Student must not fail more than one class per grading period. Students who fail one class will be placed on probation. Students on probation will be ineligible to play in 20% of his/her games. If a grading period occurs during an athletic season, a failure will result in a student being ineligible to play in 20% of the remaining game schedule. Student cannot dress, travel or sit with the team during their ineligibility, but are expected to attend all practices and team meetings. Please refer to Epping School Board Policy JJI available from SAU 14 for complete details.

Reasons students will not be able eligible to participate:

- If a student is 19 years of age before September.

- If more than eight semesters have passed since the student was in the eighth grade.
- If a student has changed schools this semester (unless the parent/guardian changes residence).
- If a student is a postgraduate student.
- If a student has received financial re-numeration for his/her participation in any athletic activity.

Suspension

Any athlete who earns a suspension (in school suspension or out of school suspension) for misconduct will be ineligible to play for a minimum of two games. In cases where a school suspension lasts longer than one day – the athlete will be ineligible to play or practice for all games until the ISS or OSS is completed. Eligibility resumes on the first day the student is back in regular attendance at school. For example, if an athlete receives a five-day suspension (OSS) and there are four games scheduled, the athlete is ineligible for all four games. In addition, if a student is suspended on a Friday, the student is ineligible to participate in any games until the student returns to the regular school day on Monday or the first school day following the suspension.

Further/additional serious misconduct resulting in second suspensions during the season, either ISS or OSS, will result in the athlete's immediate dismissal from the team.

Attendance Code

All athletes are expected to be in school for the entire day of school on the day of an athletic contest unless authorized by the Principal. Athletes who arrive at school after 8:00 am (unless authorized by the Principal) will be ineligible to play in the next game. Athletes who are tardy, but arrive before 8:00 am will be ineligible to start the next game. Athletes must still attend games with team members.

All athletes are required to be in school by 8:00am after an athletic contest. Failure to do so (unless authorized by the Principal) will result in the player being ineligible for the next game. The Principal may, in unusual cases, grant an exception to this rule.

Use of Illegal Substances

Students who participate in athletic activities shall not use, have in their possession, or be in the presence of underage/illegal substances including, but not limited to, illegal drugs, alcohol, tobacco, inhalants, and medications contrary to the manner for which they were prescribed. This policy applies to all participants and applies on or off school grounds, 24 hours a day. The following behaviors would constitute serious violations of this policy.

1. Drinking of alcoholic beverages.
2. Smoking or using tobacco in any form (under the age of 18).
3. Use of illegal drugs.
4. Being at a party where alcohol, tobacco, or illegal drugs are present and being used by minors.

Upon the School Principal's determination that there is reasonable evidence of a violation of this policy, the following actions will be taken. Such action is subject to the district's due process for discipline violations.

1. First Violation – Parents shall be notified. Student will be removed from participation for part or all of the season based upon the offense. Student may be allowed to practice for competitive events following all rules for the duration of the suspension. Student will not be allowed to participate, however, in competitive events during their suspension. NHIAA rules may also apply. Student may be required to attend counseling, perform community service, and/or write a paper on the effects of committing the offense. The student may request a reduced penalty by submitting a rehabilitation plan incorporating counseling, community service, and/or paper. The student is responsible for following through with his/her plan and documenting such with the

School Principal. The School Principal shall oversee the disciplinary process and determine the disciplinary action.

2. Second Violation – Parents shall be notified. If a student commits a second violation within twelve (12) months of the first violation, the student will no longer be allowed to participate for the season in any capacity. The student will be removed from associating in any way with any sports or extracurricular activities in any season for a full year (12 months) from the date of the second violation. The student must attend counseling, perform community service, and/or write a paper on the effects of committing the offense before making a petition for reinstatement to any sports team or extracurricular activity.

Care of Equipment/Student Obligations

Each athlete is responsible for all equipment issued to him/her. If the athlete fails to return equipment, he/she is responsible for the replacement cost. Failure to do so will result in the athlete being ineligible for another sport until the equipment is returned or replaced. Please see the *Student Obligations* section of this handbook for further information.

SCHOOL SERVICES

Accident Insurance

Private insurance is available to all students. Enrollment forms with details of coverage are available in the main office.

Cafeteria

The school cafeteria is an important part of the school health program. **Students must come to school with funds to purchase meals or home provided meals. Students will not be able to charge for meals or ala carte items.** Milk and other items can be purchased separately. Students are not permitted to order food to be delivered or leave campus and bring food back to be consumed in the cafeteria. Common courtesy and proper table manners are to be maintained at all times.

Lunch Prices:

Student Pricing: \$2.30 daily or \$11.50 weekly for the main meal
 \$2.75 for the Grab and Go Salad Meal
 \$2.75 for the Deli Sandwich Bar Meal
 \$.40 for a reduced lunch

Meals **cannot** be charged.

Free and Reduced Lunch Forms

Applications for the Free and Reduced Lunches are available year-round in the main office or the cafeteria. This information should be returned promptly for processing.

Breakfast Program

Students qualifying for Free and Reduced Lunches are eligible for the Breakfast Program available before school. All other students may participate as well, but must pay full price.

Guidance Services

A full range of guidance services is available to students in grades 9-12 and their parents/guardians. Students must make an appointment to see their Guidance Counselor, while regular individual counseling can be arranged by parents/guardians, professional staff and students themselves. Students may receive advice on selection of courses, have their academic records reviewed, receive career information and acquire information on colleges.

Health Services and Procedures

The Health Office's ultimate goal is to help EHS students and staff attain their optimal health, thereby increasing their successes—academically, professionally and personally. The office is staffed by a Registered Nurse and a Nurse's Assistant.

Emergency Information:

Each student must have a signed Student Health Information card and a signed Health Information form on file in the Health Office. Both of these sources of vital information must be returned by the end of the first week of school to ensure that all necessary data is available for the health and safety of the student. Parents/guardians are reminded to contact the school with any changes of telephone numbers addresses or emergency contacts.

Allergies:

All allergies must be made known to the Health Office, a Permission to Dispense form must be signed, and medication such as Benadryl or an Epi-Pen must be brought or sent to the Health Office at the start of each school year.

Medication:

No medication (prescription and over-the-counter) may be carried by students. All medication, along with a Permission to Dispense form must be delivered by the student or parent/guardian directly to the Health Office staff or the Principal. No one else is authorized to accept medications. All students who are found to be in possession of medication will be referred to Administration and will be subject to disciplinary action.

Medication needs to be in the original container if over-the-counter (such as Midol or Excedrin), or in a properly labeled prescription container. Labels must contain the student's name, prescribing health professional's name, date of the original prescription, along with name, strength and directions for giving the medication. All medication must have a clearly visible and current expiration date. No medication will be dispensed unless these requirements are met.

Dismissals:

Students with fevers over 100, acute gastro-enteritis, undiagnosed rashes and contagious diseases may be sent home from school at the discretion of the Health Office.

Students feeling ill should request a pass to the Health Office. Upon arrival, their complaints are assessed and, depending upon those findings, the nurse or assistant will select one of the dismissal options. Students will not be dismissed from school without a parent/guardian or another responsible person being notified. This person must be listed on the Student Information form. Transportation is the responsibility of the parent/guardian.

Injuries:

Injuries received during school hours must be reported at once to the teacher in charge of the class or activity. If necessary, the student will be sent to the Health Office. Parents/guardians will be notified of school related injuries by the Health Office staff.

Crutches/Wheelchairs:

Any student needing temporary use of crutches or wheelchairs must come to the Health Office upon arrival to school to be evaluated. If possible, prior notice to the Health Office would be appreciated.

Screening:

Health screenings may be requested by students, staff or parents/guardians. Available services include: vision, hearing, blood pressure, height, weight, BMI and scoliosis.

Insurance/Medical Care:

Anyone without health insurance or without a primary care provider may contact the Health Office for confidential information or referrals to community agencies that provide these free or low cost services. Our goals of optimal health and increased success may only be reached if we are able to ensure that 100% of our students are able to secure health insurance and primary health care.

Computer Access and Use

The Epping School District has made available computers and networks to students, staff and community members in order to:

- a) Support Education and research
- b) Facilitate and disseminate knowledge
- c) Encourage collaborative projects and resource sharing
- d) Foster creativity and innovation
- e) Aide technology transfer

Terms and Conditions for use of Computers and Networks:

All users who wish to use the computers and computer networks must have a signed agreement on file in the Main Office. Computer access will be denied to any user who has not submitted a signed agreement.

In order to ensure the integrity and security of the school's network, students may not use their own personal electronic devices (computers, laptops, or other devices) to access the school's wireless network.

User Code of Conduct:

All users of the school district's computers and the computer/networks are expected to abide by School Board Policy and the generally accepted rules of computer/network etiquette. Please refer to Appendix E for the Computer Use Policy.

Media Center

The Media Center welcomes all students who wish to use it in an appropriate manner. The Media Center is a shared resource. Everyone is expected to cooperate in maintaining a pleasant, quiet and efficient learning atmosphere. The Media Center is open during regular school hours and after school—Monday through Friday, unless scheduling necessitates its closure.

Students must obtain a pass from one of their teachers in order to be admitted to the Media Center during the school day. Students are expected to present this pass and sign in upon entering the Media Center. Students who do not have a pass will not be permitted to enter the Media Center.

Students may borrow books for a two-week period, unless the material is restricted (e.g. reference books). Students who do not return materials on time will be denied borrowing privileges. Lost materials will be billed to the borrower at the rate it will cost to replace the materials.

Students with Disabilities

The Epping School District provides a free and appropriate education for all educationally handicapped children in accordance with Section 504 of the Rehabilitation Act of 1973, the Education for All Handicapped Children Act of 1975 and the New Hampshire Standards for the Education of Handicapped Students.

Any student who is suspected or known to have an educational handicap should be referred to the Special Education Building Coordinator. A referral may be made by school personnel, parents/guardians, students themselves, medical personnel or a social service agency. Additional referral information may be obtained through the Special Education Department at EHS. Any student referred to Epping school personnel will be afforded all due processes as prescribed by state and federal laws. For complete policy please contact SAU 14.

English Speakers of Other Languages (ESOL)

The Epping School District provides support for students who have limited English proficiency in accordance with state and federal laws. The law supports students with limited English proficiency with free:

- Evaluations
- Classroom support
- Direct instruction

Parents/guardians and school personnel should refer a student to the Director of Special Services (679-5126) for evaluation, support and services. For complete policy please contact SAU 14.

Homeless Students

The Epping School District provides support for students who are homes in accordance with the 1987 McKinney-

Vento Act. The law gives children and youth in homeless situations the right to:

- Stay in their school even if they move;
- Enroll in a new school without proof of residency, immunizations, school records or other papers;
- Get transportation to school;
- Go to preschool programs;
- Get all the school services they need;
- Have disagreements with school settled quickly and go to the school they choose while disagreements are settled.

Any student who is homeless should be referred to the EHS Homeless Building Coordinator for appropriate support. For complete policy please contact SAU 14.

Bus Transportation

Students who ride the school bus are expected to adhere to Epping School District Policy: Student Rules and Conduct on the School Bus. Misconduct by a student on the school bus may result in disciplinary action including letters of warning, after school detention, and suspension from the bus. Please contact SAU 14 for complete Epping School District Policy.

Student Rules and Conduct on the School Bus:

- Pupil shall arrive at the bus stop at least five (5) minutes before the bus is scheduled to arrive.
- Pupil shall wait in a safe place, clear of traffic until the bus stops, door is open, red flashing lights are on, and the driver has directed you to proceed.
- Pupil shall wait in an orderly line and avoid horseplay.
- Pupil shall cross the road or street in front of the bus only after the bus has come to a complete stop and upon direction of the driver (10-foot minimum crossing distance).
- Pupil shall go directly to an available or assigned seat when entering the bus and move in toward the window.
- Pupil shall remain seated until he or she has reached his or her designated stop and the bus has come to a complete stop. Aisles and exits must be kept clear at all times and emergency door will be used for emergencies only.
- Everyone shall observe classroom conduct and obey the driver promptly and respectfully. The driver is in complete charge of the bus and his/her decisions and requests must be followed.
- Pupil is permitted to carry only objects that can be held on his/her lap.
- Pupil shall refrain from throwing or passing objects on, from or into buses.
- Pupil shall refrain from eating and drinking on the bus.
- Pupil shall respect the rights and safety of others.
- Pupil shall refrain from leaving or boarding the bus at locations other than assigned stops at home or school. Students may ride only the bus that they have been assigned. (Exceptions will only be made with a note from the school principal or designee.)
- Pupil is prohibited from extending head, arms or objects out of the bus windows. Students will not be allowed to lower windows without permission of the driver.
- Only authorized riders will be permitted on the bus.
- When necessary, students will be expected to sit three passengers to a seat.
- Pupil is prohibited from using tobacco, alcohol, drugs, or any controlled substance. The police will be notified whenever a student is involved with the possession and/or use of alcohol, drugs, or any illegal substances.
- Pupil shall refrain from the use of profane language, obscene gestures, excessive noise, fighting, wrestling or acts of physical aggression on the bus.
- Pupil shall not carry hazardous material, nuisance items, and animals onto the bus.
- Pupil is prohibited from hitching rides via bumper or other parts of the bus.
- Students/Parents will be held responsible for any and all damages to the bus perpetrated by the student.

Employment Certificates

Students under 16 years of age must obtain an Employment Certificate from the Guidance Office before they can work. An Employment Certificate is not needed if the student plans to work on a farm, in a person's home doing housework or babysitting, at a golf course as a caddie or doing religious work at a church.

To obtain a certificate, the student must go personally to the Guidance Office with a form from his/her potential employer to specify the type of work he/she will be doing.

The Youth Employment Law requires that a student holding an Employment Certificate must maintain a satisfactory level of academic performance, which the Epping School District has defined for this purpose as passing four academic courses in the previous marking period.

Any student wishing to appeal the satisfactory level of academic performance standard may request a hearing with the Principal to present evidence for requesting a waiver from this standard. Any student may appeal a decision by the Principal to the Superintendent, who will make the final decision to issue an Employment Certificate. The parent/guardian must present a written request to the Superintendent prior to scheduling a meeting.

The final authority in issuing an Employment Certificate must be reached within five (5) working days from submission of an application or an appeal.

Employment Certificates issued for summer employment are exempt from the above guidelines.

Appendix A: JBA – EQUAL OPPORTUNITY FOR THE SCHOOL COMMUNITY

Equal opportunity applies to all students and employees of the District. Students are entitled to equal opportunity in having access to educational programs and activities. The District will employ individuals who meet the physical and mental requirements, and whom have the education, training, and experience established as necessary for the performance of the job. All members of the school community shall learn and work in a safe, healthy, and positive school environment.

The District will not discriminate on the basis of age, race, color, religion, country of origin, marital status, sex, sexual preference, and disability, nor will the District tolerate harassment of any kind. Discrimination and/or harassment of students or employees can include students, employees, or any individual who might come in contact with students on school grounds or at school-sponsored activities.

Any form of harassment, including written or verbal harassment in the form of voicemail, electronic messaging systems, electronic mail, or use of the school's Internet or intranet sites, will not be tolerated. Harassment may include easily identifiable acts of verbal, written or physical abuse. It may also include more subtle, but equally damaging forms of harassment such as graffiti and jokes that stereotype individuals. No matter what form it takes, harassment of any member of the school community is strictly prohibited.

Anyone who believes that he or she has been denied equal educational opportunity or has been harassed as described above, should report such action to the School Principal, Guidance Counselor, or other designated staff members. The School Principal shall be notified of such reports immediately. Where inappropriate conduct is found, the School Principal will act promptly to eliminate the discriminatory and/or harassing conduct and take appropriate corrective action.

All reports of harassment will be held in confidence, subject to all applicable laws and any relevant provisions found in District policy. Retaliatory behavior against complainants or any witnesses is prohibited.

The Board shall discipline offenders up to and including discharge of an employee or suspension or expulsion of a student.

Reference Policy JBAA for the appropriate process and procedure.

APPENDIX B: JBAA- SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY

INTRODUCTION – Sexual harassment is a form of sex discrimination which violates federal law. It is the policy of the District to maintain a learning and working environment that is free from sexual harassment and sexual violence. The District will not tolerate sexual harassment or sexual violence of students or employees by anyone, whether on school property, at school or work-related assignments off school property, at school-sponsored social functions, or elsewhere. It shall be a violation of this policy for any student or employee to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy. It shall also be a violation of this policy for any student or employee to be sexually violent to a student or employee. The District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the District.

DEFINITION – Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education.
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education.
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or education environment.

Any sexual harassment as defined when perpetuated on any student or employee will be treated as sexual harassment under this policy. Sexual harassment may include, but is not limited to:

1. Sexual innuendo.
2. Verbal harassment including derogatory comments or slurs, or inappropriate comments about a person's body or appearance.
3. Physical harassment such as unwanted touching, patting, or pinching, or physical interference with movement or work, or intentional brushing against a person's body.
4. Visual harassment such as derogatory cartoons, drawings, posters, or graffiti.
5. Subtle pressure for sexual activity.
6. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status.
7. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status.
8. Abuse of a sexual nature.
9. Sexual violence which is a physical act of aggression that includes a sexual act or sexual purpose.

REPORTING – Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee of the District, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged acts immediately to an appropriate District official as designated by this policy. The District encourages the reporting party or complainant to use the report form available from the School Principal or available from the Superintendent's Office. Use of formal reporting forms is not mandatory.

1. Building Level – The School Principal is the person responsible for receiving oral or written reports of sexual harassment or sexual violence at the building level. Upon receipt of a report, the Principal must notify the Superintendent immediately without screening or investigating the report. A written report will be forwarded simultaneously to the Superintendent. If the report was given verbally, the Principal shall reduce it to written form within twenty-four (24) hours and forward it to the Superintendent. Failure to forward any

sexual harassment or sexual violence report or complaint as provided herein will result in disciplinary action. If the complaint involves the Principal, the complaint shall be filed directly with the Superintendent.

2. District – The Board hereby designates the Superintendent as the District Human Rights Officer to receive reports or complaints of sexual harassment and sexual violence from any individual, employee or victim of sexual harassment or sexual violence and also from the Principals as outlined above. If the complaint involves the Superintendent, the complaint shall be filed directly with the School Board. The District shall conspicuously post the name of the Human Rights Officer, including a mailing address and telephone number.

Submission of a complaint or report of sexual harassment or sexual violence will not affect the individual's future employment, grades, or work assignments.

The District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of sexual harassment and sexual violence and take disciplinary action when the conduct has occurred.

INVESTIGATION – By authority of the District, the Human Rights Officer, upon receipt of a report or complaint alleging sexual harassment or sexual violence shall immediately authorize an investigation. This investigation may be conducted by District officials or by a third party designated by the District. The investigating party shall provide a written report of the status of the investigation within ten (10) working days to the Superintendent. If the Superintendent is the subject of the complaint, the report shall be submitted to the School Board.

In determining whether alleged conduct constitutes sexual harassment or sexual violence, the District should consider the surrounding circumstances, the nature of the sexual advances, relationships between parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment or sexual violence requires a determination based on all facts and surrounding circumstances. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the District may take immediate steps, at its discretion, to protect the complainant, students, and employees pending completion of an investigation of alleged sexual harassment or sexual violence.

ACTION AND DISCIPLINE – Upon receipt of a recommendation that the complaint is valid, the District will take such action as appropriate based on the results of the investigation.

The complainant may appeal the investigations recommendations to the Superintendent (presuming the superintendent is not involved) and to the School Board in that order.

The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District. The report will document any disciplinary action taken as a result of the complaint.

The School District will take such disciplinary action it deems necessary and appropriate, including warning, suspension, or immediate discharge to end sexual harassment and sexual violence and prevent its recurrence.

Some forms of sexual harassment and sexual violence are considered violations of criminal law and may need to be reported to legal authorities. It shall be the responsibility of the Principal to report such violations to law enforcement and other legal authorities.

REPRISAL – The School District will discipline any individual who retaliates against any person who reports alleged sexual harassment or sexual violence or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment or sexual violence complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES – These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Commissioner of Education, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

SEXUAL ABUSE – Under certain circumstances, sexual harassment or sexual violence may constitute sexual abuse under New Hampshire law. In such situations, the District shall comply with said law. Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged sexual abuse.

POLICY BY-PASS – Any individual with a sexual harassment complaint may choose to bypass this Policy and accompanying regulation and proceed directly to: NH Commission on Human Rights, 2 Chenelle Drive, Concord, NH, 03301 (603-271-2767) or US Department of Health & Human Services, Office for Civil Rights, Region 1, JFK Building, Room 1875, Boston, Massachusetts, 02203 (617-565-1340).

Appendix C: JICK – PUPIL SAFETY AND VIOLENCE PREVENTION (BULLYING)

STATEMENT - The Board is committed to providing all pupils a safe and secure school environment in which all members of the school community are treated with respect. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyberbullying will not be tolerated, and is prohibited.

Further, in accordance with RSA 193-F, the District reserves the right to address bullying and, if necessary, impose discipline for bullying that:

1. Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
2. Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

The Superintendent is responsible for ensuring that this policy is implemented.

PROTECTION OF ALL PUPILS – 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 within the District.

DISCIPLINARY CONSEQUENCES – The District reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying. In addition to imposing discipline under such circumstances, the Board encourages the administration and school staff to seek alternatives including, but not limited to early intervention measures, dispute resolution, and other similar measures.

DEFINITIONS - Bullying - Bullying is defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

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

Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs. Historically this has included a pupil's actual or perceived race, color, religion, national origin, ancestry or ethnicity, sexual orientation, socioeconomic status, age, physical, mental,

emotional, or learning disability, gender, gender identity and expression, obesity, or other distinguishing person characteristics.

Cyberbullying - Cyberbullying is defined as any conduct defined as “bullying” in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.

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

School Property – School property means all real property and all physical plant and equipment used for school purposes, including all means of transportation public or private approved by the District.

Parent - Any reference in this policy to “parent” shall include parents or legal guardians.

FALSE ACCUSATIONS – A student found to have wrongfully and intentionally accused another of bullying may face discipline or other consequences, ranging from positive behavioral interventions up to and including suspension or expulsion.

A school employee or school district agent found to have wrongfully and intentionally accused a student of bullying shall face discipline or other consequences to be determined in accordance with applicable law, Board policies, procedures, and collective bargaining agreements.

REPRISAL OR RETALIATION – The District will discipline and take appropriate action against any student, teacher, staff member, administrator, volunteer, or school district agent who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, proceeding, or hearing relating to such bullying.

The consequences and appropriate remedial action for a student, teacher, staff member, administrator, volunteer, or school district agent who engages in reprisal or retaliation shall be determined by the Principal after consideration of the nature, severity, and circumstances of the act, in accordance with law, Board policies, and any applicable collective bargaining agreements. Students shall be subject to disciplinary measures up to and including suspension and expulsion. Employees and agents shall be subject to discipline up to and including termination of employment. Volunteers shall be subject to discipline up to and including exclusion from school grounds.

If the alleged victim or any witness expresses to the Principal or other staff member that he/she believes he/she may be retaliated against, the Principal shall develop a process or plan to protect that student from possible retaliation. Each process or plan may be developed on a case-by-case basis. Suggestions include, but are not limited to rearranging student schedules to minimize contact, changing class assignments, stern warnings to alleged perpetrators, temporary removal of privileges, or other means necessary to protect against possible retaliation.

POLICY NOTIFICATION - The Superintendent or designee shall provide annual written notice of this policy to students, parents, teachers, staff members, administration, volunteers, and school district agents through appropriate

references in school and district handbooks, or through other reasonable means.

Parents will be encouraged to prevent bullying at school by:

1. Reporting bullying when it occurs;
2. Taking advantage of opportunities to talk to their children about bullying;
3. Informing the school immediately if they think their child is being bullied or is bullying other students; and
4. Cooperating fully with school personnel in identifying and resolving incidents.

TRAINING – The Superintendent will ensure that all school employees, volunteers, and agents will receive annual training on bullying and related Board policies. The District may also host or schedule public forums to discuss and address bullying.

Students will participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the District's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers. The Superintendent may incorporate anti-bullying training and education in the District's curriculum. Any student training programs shall be written and presented in age appropriate language.

REPORTING ACTS OF BULLYING – At each school, the Principal shall be responsible for receiving complaints of alleged violations of this policy. The Principal may designate this responsibility to the Dean of Students with the understanding that the Principal will be informed of such incidents as soon as possible within the school day.

- Student – Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the Principal or administrative designee. If the student is comfortable reporting the alleged act(s) to a person other than the Principal or administrative designee, the student may tell any school district employee about the alleged bullying.
- School Employees - Any school employee who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal or administrative designee as soon as possible within the school day. School employees shall encourage students to tell them about acts that may constitute bullying.
- Volunteers or Agents – Any school volunteer or school district agent who witnesses or has knowledge or belief that bullying may have occurred shall inform the Principal or administrative designee as soon as possible within the school day.
- Parent - Any parent who believes that their child has been the victim of bullying or the perpetrator of bullying or has become aware of an act of bullying shall report the alleged act to the Principal or administrative designee.
- Anonymous Reports – In cases of anonymous reports, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.
- Reporting Forms - The District will make available forms for reporting incidents of bullying, and shall request the use of these forms. Such forms shall be available in the Principal's Office in each school, from the Superintendent's Office, and on the District Website at www.sau14.org. An investigation shall proceed even if a student, school employee, volunteer, school district agent, or parent is reluctant to fill out the designated form and chooses not to do so.

DISTRICT AND STATE REPORTING REQUIREMENTS – The Principal or administrative designee shall be responsible for completing the District and NH Department of Education forms and reporting documents of substantiated incidents of bullying. Said forms shall be completed within 10 school days of any substantiated incident unless an extension has been granted by the Superintendent. Upon completion of such forms, the Principal or administrative designee shall retain a copy for school records and shall forward a copy to the Superintendent. The Superintendent shall maintain said forms in a safe and secure location.

NOTIFYING PARENTS OF ALLEGED BULLYING – The Principal or administrative designee shall report to the parents of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Such notification may be made by telephone, writing, or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the above referenced report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

WAIVER OF NOTIFICATION REQUIREMENTS – The Superintendent may, within a 48 hour time period, grant the Principal a waiver from the requirement that the parents of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Superintendent deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing. This waiver shall not negate the school's responsibility to adhere to the remainder of this policy.

INVESTIGATION PROCEDURES – Upon receipt of a report of bullying, the Principal or administrative designee shall commence an investigation consistent with the provisions of this policy.

1. Upon receipt of a report of bullying, the Principal or administrative designee shall, within 5 school days, initiate an investigation into the alleged act. If the administrative designee is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Principal shall conduct the investigation. If the Principal is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation.
2. The investigation may include documented interviews with the alleged victim, alleged perpetrator, and any witnesses. All interviews shall be conducted privately, separately, and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.
3. If the alleged bullying was in whole or in part cyberbullying, the Principal or administrative designee may ask students and/or parents to provide the District with printed copies of e-mails, text messages, website pages, or other similar electronic communication documentation.
4. A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
5. The investigation may include, but is not limited to:
 - a. Description of incident, including the nature of the behavior;
 - b. How often the conduct occurred;
 - c. Whether there were past incidents or past continuing patterns of behavior;
 - d. The characteristics of parties involved;
 - e. The identity and number of individuals who participated in bullying behavior;

- f. Where the alleged incident(s) occurred;
 - g. Whether the conduct adversely affected the student's education or educational environment;
 - h. Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
 - i. The date, time, and method in which parents or legal guardians of alleged victim and perpetrator(s) involved were contacted.
6. The Principal or administrative designee shall complete the investigation within 10 school days of receiving the initial report. If the investigation may not be completed within 10 school days, the Principal may request an extension to complete the investigation. The Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the Principal shall notify in writing all parties involved of the granting of the extension. The extension shall also be noted on the District report.
 7. Whether a particular action of incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include recommended remedial steps necessary to stop the bullying and a written final report to the Superintendent. If the Principal does not personally conduct the investigation, the Principal shall be fully informed of the results of the investigation and consulted before disciplinary or remedial action is taken.

RESPONSE TO SUBSTANTIATED BULLYING – Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying, retaliation, or false reporting may range from positive behavioral interventions up to and including suspension or expulsion of students, dismissal from employment for staff members, and exclusion from school grounds for volunteers and school district agents.

Consequences for a student who commits an act of bullying, retaliation, or false reporting shall be varied and awarded according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

Students who are found to have violated this policy may face discipline in accordance with other applicable Board policies up to and including suspension. In awarding discipline the administrative designee shall discuss the investigation and disciplinary action with the Principal. Students facing discipline will be afforded all due process required by law.

The Board promotes preventative educational measures to create greater awareness of bullying and encourages the Superintendent to work collaboratively with school staff to develop responses other than traditional discipline as a way to remediate substantiated instances of bullying.

REPORTING TO SUPERINTENDENT AND SCHOOL BOARD – The Principal or administrative designee shall forward all substantiated reports of bullying to the Superintendent upon completion of the investigation. The Superintendent shall inform the School Board at the next regularly scheduled School Board meeting.

COMMUNICATION WITH PARENTS UPON COMPLETION OF INVESTIGATION – The Principal or administrative designee shall notify the parents of the alleged victim and alleged perpetrator consistent with the provisions of this policy.

1. Within 2 school days of completing an investigation, the Principal and or administrative designee will notify the students involved in person of his/her findings and the result of the investigation. The Principal or administrative designee will also notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation.
2. Within 5 school days of the telephone notification a letter will also be sent to the parents notifying them of the results of the investigation and the school's remedies and assistance within the boundaries of applicable state and federal law.
3. Parent notification shall occur within 10 school days of completion of the investigation.
4. If the parents request, the Principal or administrative designee shall schedule a meeting with them to further explain his/her findings and reasons for his/her actions.
5. In accordance with the Family Educational Rights and Privacy Act (FERPA) and other law concerning student privacy, the District will not disclose educational records of students including the discipline and remedial action assigned to those students and the parents of other students involved in a bullying incident.

APPEAL – The parents of the pupils may appeal administrative actions consistent with the provisions of this policy.

1. For non-disciplinary remedial actions where no other review procedures govern, the parents of the pupils involved in the bullying shall have the right to appeal the Principal's decision to the Superintendent in writing within 5 school days. The Superintendent shall review the Principal's decision and issue a written decision within 10 school days. If the aggrieved party is still not satisfied with the outcome, the aggrieved party may file a written request for review by the School Board within 10 school days of the Superintendent's decision. The School Board will adhere to all applicable NH Department of Education administrative rules.
2. The procedures under RSA 193:13, Ed 317, and District policies establish the due process and appeal rights for students disciplined for acts of bullying.
3. The School Board or its designee will inform parents of any appeal rights they may have to the NH State Board of Education.

IMMUNITY – A district employee, school employee, school volunteer, pupil, parent, legal guardian, or employee of a company under contract with the school or school district shall be immune from civil liability for good faith conduct arising from or pertaining to the reporting, investigation, findings, recommended response, or implementation of a recommended response.

AUDIO RECORDINGS ON SCHOOL BUSES – Pursuant to RSA 570-A:2, notice is hereby given that the Board authorizes audio recordings to be made in conjunctions with video recordings of the interior of school buses while students are being transported to and from school or school activities. The Superintendent shall ensure that there is a sign informing the occupants of school buses that such recordings are occurring.

VIDEO SURVEILLANCE ON SCHOOL PROPERTY – The District reserves the right to use audio /video recording devices on school property to ensure the health, welfare, and safety of all staff, students, and visitors. Placement and location of such devices will be established in accordance with the provisions of Policies EEAA, EEAE, and ECAF.

In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's education record, the provisions of Policy JRA shall apply.

Statutory/Regulatory/Policy/Handbook Cross References

Policy JICK-FORM (Bullying Report Form)

Policy EEAA (Video Surveillance on School Property)

Policy EEAE (School Bus Safety Program)

Policy ECAF (Audio and Video Surveillance on School Buses)

Policy JRA (Student Education Records and Information)

RSA 193-F (Pupil Safety and Violence Prevention Act)RSA 193:13 (Suspension and Expulsion of Pupils)

RSA 570-A:2 (Capture of Audio Recordings on School Buses Allowed)

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

NH Code of Administrative Rules, Section Ed 317 (Standards and Procedures for Suspension and Expulsion of Pupils Including Procedures Assuring Due Process)

Handbook (Referenced in Handbooks)

APPROVED/REVISED: September 22, 2005, August 2, 2007, August 20, 2009, Revisions Subject to School Board Approval

APPENDIX D: JFA – RESIDENCY

Residency for the purpose of enrollment in a District school shall be defined by RSA 193:12. No person shall attend school, or send a pupil to the school, in any district of which the pupil is not a legal resident, without the consent of the district or of the school board. For the purposes of this policy, the legal residence of a pupil in the case of a minor is where his/her parents reside with the following exceptions.

- If the parents live apart and are not married or if married but not divorced, legal residence is the residence of the parent with whom the child resides.
- In a divorce decree of joint custody, legal residence is the residence of the parent with whom the child resides. In the case of sole or primary custody, legal residence is the residence of the parent with custody.
- In the case of a legal guardian having custody, legal residence is the residence of the guardian with whom the child resides. If the guardian is the Department of Health and Human Services, residence is defined as where the child is placed by the department or court. The child shall also be permitted to attend the district school during the legal petitioning process of custody or guardianship pending the court determination.
- In the case of homeless children and youth residency exceptions will be made as required by law.
- In the case of a parent or guardian who was residing in the school district and for some reason is temporarily absent and demonstrates intent to maintain a primary dwelling place in the district shall be given residence privileges. This privilege shall be revoked if the parent or guardian moves to another

- town with the intention of remaining there indefinitely even though they may return at a future time.
- In the case of a child placed in any home for children or is placed by the state in the home of a relative or friend of such child residency exceptions will be made as required by law.

Per RSA 193:28 in the case of a child being placed in a home for children or placed by the Department of Health and Human Services in the home of a relative or friend, the child shall be entitled to attend the district school if that child attended the district school prior to such placement subject to the court determining that continuing in the same school district is in the best interest of the child, that the home is within a reasonable distance of the district school, and that transportation can be arranged without imposing additional transportation costs on the district or the Department of Health and Human Services.

Per RSA 193:14 no pupil who shall have been assigned to a particular school by the school board (per residency laws) shall attend any other school until assigned thereto. Violators of this residency policy will be aggressively pursued and prosecuted under state law to recover lost tuition and legal fees. Violators per RSA 193:15 may also be subject to a violation or misdemeanor if found guilty.

The Board reserves the right to request proof of residency and custody (if applicable) for students new to District and students in District suspected of not having legal residency per state law.

APPENDIX E: JICL-R - ACCEPTABLE INTERNET USE PROCEDURES - STUDENTS

Purpose

The purpose of the Acceptable Use Procedures is to provide the procedures, rules, guidelines, and the code of conduct for the use of technology and the Internet.

Definition

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

The School District Services

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

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

Guidelines

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

Unacceptable Use

The District has the right to take disciplinary action, remove computer and networking privileges and/or take legal action, for any activity characterized as unethical and unacceptable. Unacceptable use activities constitute, but are not limited to, any activity through which any user:JICL-R 2

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

School District Rights

The District reserves the right to:

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

School District Internet Code of Conduct

Use of the Internet by students and staff of the District shall be in support of education and research that is consistent with the mission of the District. Internet use is limited to those persons who have been issued District-approved

accounts. Use will be in accordance with the District's Acceptable Use Procedures and this Code of Conduct. Users are expected to abide by the following terms and conditions:JICL-R 3

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

The District reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct. JICL-R 4

School District Internet Access Release Form

As a condition of my right to use the School District network resources, including access to the Internet, students understand and agree to the following:

1. To abide by the District Acceptable Use Procedures and Code of Conduct.
2. That District administrators and designated staff have the right to review any material stored on District computers in files and to edit or remove any material which they, in their sole discretion, believe may be unlawful, obscene, abusive, or otherwise objectionable and students hereby waive any right of privacy which I may otherwise have to such material.
3. That the School District will not be liable for any direct or indirect, incidental, or consequential damages due to information gained and/or obtained via use of the District's network resources.
4. That the School District does not warrant that the functions of any District network, or any network accessible through District resources, will meet any specific requirements you may have, or that the network resources will be error-free or uninterrupted.
5. That the School District shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use District networks and resources.
6. That the use of the District network(s), including access to public networks, is a privilege which may be revoked by network administrators at any time for violation of the Acceptable Use Procedures and Code of Conduct. The School District will be the sole arbiter(s) of what constitutes violation of the Acceptable Use Procedures or Code of Conduct.
7. In consideration for the privilege of using the School District network resources and in consideration for having access to the public networks, I hereby release the School District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use, or inability to use, the District network resources.

Name of User/Student:

Home phone:

School of Attendance:

I hereby certify that I have read the Acceptable Use Policy and Procedures; that I fully understand their terms and conditions; and that I will abide by the terms conditions set forth in those documents.

Signature of User/Student:

Date:

Signature of Building Principal:

Date:JICL-R 5

Statutory/Regulatory/Policy/Handbook Cross References

ESD Policy JICL (School District Internet Access for Students)

RSA 194:3-d, School District Computer Networks

47 U.S.C. §254, Requirements For Certain Schools – Internet Safety

20 U.S.C. §6777, Enhancing Education Through Technology – Internet Safety

Handbook (Referenced in Personnel Handbooks)

APPROVED/REVISED: June 2, 2011

PREVIOUS POLICY: August 17, 2006 “Acceptable Computer, Network, E-Mail and Internet Use

AC – NON-DISCRIMINATION

The School Board in accordance with the requirements of the federal and state laws, and the regulations which implement those laws, hereby declares formally that it is the policy of the Board, in its actions and those of its employees, that there shall be no discrimination on the basis of gender, sexual orientation, marital status, race, color, religion, nationality, ethnic origin, age, or disability, or genetic information for employment in participation in admission or access to, or operation and administration of any educational program or activity in the School District. Inquiries, complaints, and other communications relative to this policy and to the applicable laws and regulations concerned with non-discrimination shall be received by the Superintendent or his/her designee.

This policy of non-discrimination is applicable to all persons employed or served by the district. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the grievance procedure. This policy implements PL 94-142, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act, Title VI or VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title II of the Genetic Information Nondiscrimination Act of 2008, and the laws of New Hampshire pertaining to non-discrimination.

TITLE IX GRIEVANCE PROCEDURE - Inquiries or complaints regarding compliance with Title IX may be directed to the office of Superintendent of Schools. Grievances will be processed as follows:

1. Any complaint from or on behalf of any person employed or served by the schools shall be submitted in writing, using the form provided, to the Office of the Superintendent of Schools, hereafter referred to as "the designated employee." The designated employee shall without delay forward it to the person immediately responsible.
2. The immediately responsible person will investigate the complaint and report his/her findings and recommended remediation in writing to the grievant within five (5) school days. A copy of the report shall be sent to the designated employee who will maintain a file on all grievances.

3. If the grievance has not been remedied to the satisfaction of the grievant, he/she may then submit the complaint, with all previous communications attached, to the following parties, in the order given. Each party will have the time indicated in which to investigate and report its findings and recommended remediation.

a. Responsible Building Principal (5 school days)

b. Superintendent of Schools (10 school days)

c. School Board (20 school days)

4. If all else fails, the grievant may appeal to the Federal Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C. 20201.AC 2

EEA – STUDENT TRANSPORTATION SERVICES

The District shall provide transportation for pupils to schools in the District consistent with provisions of RSA 189:6, RSA 189:9, and RSA 189:9-a.

General Operating Policy

1. Transportation is a home-to-school and school-to-home activity.

2. Bus routes will be established by the Superintendent, subject to review by the Board. Routes will be developed annually and posted.

3. Bus stops will be established prior to the school year under the direction of the Superintendent. The Superintendent is authorized to make bus stop changes to increase efficiency and to address safety issues, new students, transferred students, parental concerns, and other issues as needed during the school year. Policy changes and restructuring of one or all bus routes and the associated bus stops will be brought to the School Board for approval.

4. Bus stops will be established for all students living more than one (1) mile from school.

5. Bus stops will be established for students living less than one (1) mile from school per the following guidelines. a.

Bus stops will be established for students living on and east of Route 125.

b. Bus stops will be established for students living on Route 27.

c. Bus stops will be established for elementary students.

d. Bus stops will be established as feasible for middle and high school students. Select bus stops will be established along Main Street, Elm Street, and Prescott Road for middle and high school students to access transportation.

6. Drivers may not load or unload students at other than authorized bus stops.

7. Students living within one (1) mile of the school will have the option of walking to the closest designated bus stop.

8. Students are responsible for being at the designated bus stop at the appropriate time.

9. Where appropriate, students will walk no further than one (1) mile to an established bus route stop. When feasible, elementary students will walk no further than one-half ($\frac{1}{2}$) mile to an established bus stop.

10. Kindergarten bus stops will be established when feasible in close proximity to the student's residence.
11. Bus stops will be established when feasible at licensed day care facilities within the District.
12. Students in kindergarten, grade one (1), and grade two (2) will be dropped off at their designated bus stop only with an adult present. In cases where an adult is not present, the bus driver will notify the school and the student will be brought back to the school. The Elementary School Principal will be responsible for implementing this policy. Abuse may result in disciplinary action up to and including suspension of bus transportation.
13. Elementary students will be separated as much as possible from middle and high school students. When feasible and space permitting, the Elementary School Principal may grant exceptions to permit elementary students to ride the middle and high school bus to accommodate participation in special programming such as band and/or tutoring prior to the start of the elementary school day. When feasible and space permitting, the Middle/High School Principal may grant exceptions to permit middle/ high school students to ride the elementary bus to accommodate students missing their regular bus due to special circumstances, not including after school disciplinary actions. Bus stops will not be altered to accommodate these exceptions, and all rules and regulations will apply. Elementary parents are to provide written permission acknowledging that their student is riding with much older students. Middle and high school students may be subject to special seating arrangements.
14. The District reserves the right to mix elementary, middle, and high school students for transportation purposes due to an emergency school closing.
15. It is the parents' responsibility to provide transportation for students who arrive before school or remain after school for various school approved activities.
16. Students attending private schools will be entitled to the same transportation privileges within the District as are provided for students in public school.

Student Conduct on School Buses

Bus drivers have the responsibility to maintain orderly behavior of students on school buses and will report in writing misconduct to the student's Principal. The School Principal will have the authority, delegated by the Superintendent, to suspend the riding privileges of students failing to conform to Board rules and regulations. Parents of children whose conduct on school buses endangers the health, safety and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline code. If a student is to lose the privilege of riding on the bus, advance warning will be given, except for extreme misconduct. The Board must approve suspensions of the right to ride the school bus that continue beyond twenty (20) days.

Resolution of Conflicts

Parents who wish to request a change or exemption from any of the Student Transportation policies will direct that request to the School Business Administrator in the SAU Office. If the SAU Office ruling does not satisfy the parent,

he/she may appeal the ruling within five days to the Superintendent. If the parent is again not satisfied by the ruling, he/she may appeal to the School Board.

Contracted Services

Student transportation may be provided by an approved school bus contractor. In such cases all persons employed by the school bus contractor to transport one or more children to school, on field trips, to athletic events, or other school functions must have a valid School Bus Driver Certificate from the Department of Safety. All contracted school buses/vehicles must be approved by the NH Department of Safety as meeting all applicable school bus safety standards.

EEA3

All persons providing transportation under a contract must comply with any and all applicable federal and/or state laws and regulations for physical examinations and drug and/or alcohol testing and have a criminal background check at the contractor's expense.

Hired Vehicles Driven by School Employees

Employees providing student transportation with a rental vehicle must receive prior permission from the School Principal. Employees must hold a valid driver's license appropriate for the classification of the vehicle to be driven. The rental company will require evidence of insurance prior to leasing the vehicle. The SAU Business Manager must be contacted to provide such information. It is to be noted that the district's insurance is primary followed by the employee's insurance.

Vans

Use of fifteen passenger vans is not permitted.

Statutory/Regulatory/Policy/Handbook Cross References

RSA 189:6 (Transportation of Pupils)

RSA 189:8 (Limitations and Additions)

RSA 189:9 (Pupils in Private Schools)

RSA 189:9-a (Pupils Prohibited for Disciplinary Reasons)

Policy JICC (Student Conduct on School Buses)

Policy JICC-R (Student Rules and Conduct on the School Bus)

Handbook (Referenced in Student and Personnel Handbook)

APPROVED/REVISED: June 14, 2007, August 20, 2009, May 19, 2011

PREVIOUS POLICY: October 7, 1980 "Transportation of Students", September 25, 2000 "Operation of the Regular School Bus System"

Note: All reports submitted throughout the grievance procedure must be made out in duplicate, with all previous correspondence attached, one copy going to the grievant and one to the designated employee who shall maintain a file on all grievances. Blank grievance forms will be available in all Principals' Office in every school and in the Superintendent of School's Office, and on the District Website at www.sau14.org.

Statutory/Regulatory/Policy/Handbook Cross References

RSA 354-A:6 (Opportunity for Employment without Discrimination a Civil Right)

RSA 354-A:7 (Unlawful Discriminatory Practices)

The Age Discrimination in Employment Act of 1967

Title I of The Americans with Disabilities Act of 1990

Title II of the Genetic Information Nondiscrimination Act of 2008

Title VII of The Civil Rights Act of 1964

Handbook (Personnel and Student)

APPROVED/REVISED: April 24, 2008, August 20, 2009, revised for GINA

PREVIOUS: May 7, 1987 "Non-Discrimination Policy"

ECAF – AUDIO AND VIDEO SURVEILLANCE ON SCHOOL BUSES

Video cameras may be used on school buses to monitor student behavior. Audio recordings in conjunction with video recordings may also be captured, in accordance with the provisions of RSA 570-A:2.

Students will be responsible for any violations of school rules caught on tape by cameras.

Notification of such recordings is hereby established in this policy and in Policy JICK – Pupil Safety and Violence Prevention. The Superintendent or his/her designee will ensure that there is a sign prominently displayed on the school buses informing the occupants of the school buses that such video and audio recordings are occurring.

The District will retain copies of video recordings until they are erased, which may be accomplished by either deletion or copying over with a new recording. The Superintendent will consult with the necessary personnel to determine how and when such recordings should be deleted.

Recordings may be viewed only by the following persons and only after expressly authorized by the Superintendent including the Superintendent, Superintendent designee, Business Manager, School Principal, School Principal designee, Law Enforcement Officers, and Transportation Contractor Official.

Parents of a student against who a recording is being used as part of a disciplinary proceeding will be permitted to view and listen to the recording in the presence of school administration. No other individuals shall be entitled to view or listen to the recording without the express authorization of the Superintendent.

Videos containing evidence of a violation of student conduct rules and/or state or federal law will be retained until the issue of the misconduct is no longer subject to review or appeal as determined by Board policy or applicable law. Any

release or viewing of the video will be in accordance with the law. Videos not containing evidence will be erased or destroyed immediately following resolution of the issue.

In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's education record, the provisions of Policy JRA and associated policies shall apply. In such cases, the Superintendent is authorized to consult with the District's legal counsel.

Statutory/Regulatory/Policy/Handbook Cross References

ESD Policy JRA (Student Education Records and Information)

ESD Policy JRA-R (Student Records & Information Administrative Procedures)

RSA 570-A:2 (Capture of Audio Recordings on School Buses Allowed)

Handbook (Referenced in Student and Personnel Handbook)

APPROVED: June 14, 2007, May 19, 2011

PREVIOUS POLICY: None.

IMG – ANIMALS IN SCHOOL & ON SCHOOL GROUNDS

The Board recognizes that, under the proper conditions, animals can be an effective teaching aid. In order to protect both children and animals, the following guidelines are adopted for use in all schools in the district.

1. The only animals allowed in a classroom must be for a specific and appropriate educational purpose and shall be allowed for the amount of time necessary to achieve the educational goal.
2. The only animal products (e.g., owl feces for dissection) allowed in a classroom must be for a specific and appropriate educational purpose and shall be allowed for the amount of time necessary to achieve the educational goal.
3. The bringing of animals into the classroom must not violate town/state/federal ordinances.
4. All animals and their care must meet indoor air quality standards per Policy EBBD Indoor Air Quality.
5. No animal shall be at school unless the teacher has permission from the School Principal. At the School Principal's discretion, permission to keep the animal may be denied based on: (1) the purpose for the animal's presence, (2) the ability of the teacher to control the animal, (3) student and/or staff health needs, and/or (4) the past practice in the classroom. The School Principal shall also be responsible for enforcing this policy.
6. It shall be the responsibility of the teacher to be aware of how each animal affects the health and well being of the individual students and staff members in that particular classroom. Parents should be consulted to determine special

considerations needed for children who are immune compromised, have allergies or asthma, or other special needs. Classroom staff and guests should also be consulted as to their potential susceptibility.

7. Selection of classroom animals should be appropriate for the maturity and age level of classroom children. Wild or exotic animals are not permitted in classrooms, unless under the control of a professional.

8. It shall be the responsibility of the teacher to insure the appropriate care, feeding, and handling of the animal, the safety of children and staff, and the cleanliness of the classroom, and to protect the classroom and facility from damage.

a. All animals must be in good physical condition and vaccinated against transmittable diseases. Dogs, cats, and ferrets require proof of current rabies vaccination. Animals are to be kept clean and free of intestinal parasites, fleas, ticks, mites, and lice. Nails are to be trimmed. Precautions should be taken to minimize transmission of all diseases and injuries (e.g., Salmonella, rabies, ringworm, bites, scratches, etc.)

IMG2

b. No animals are to be allowed to run freely in the classrooms, food areas, or activity areas. No animals are permitted to damage or soil school property or school facilities.

c. All animal eating, housing, sleeping, exercising, entertaining, and medical needs should be appropriate to insure the health and well being of the animal.

d. Areas should be designated for animal contact. Such areas should be properly cleaned regularly and after animal contact. Food and drink may not be consumed in these areas. The teacher is responsible for keeping such areas clean on a daily or as needed basis.

e. All fecal material must be cleaned from the cage of any mammal or bird on an as needed basis (at a minimum of once per week), and appropriate sanitizer used. All fecal and bedding matter will be disposed of in an appropriate outdoor waste receptacle. Reptiles, fish, and insects must be cared for in a manner to minimize odor and maintain health. Cleaning should be performed by people older than 5 years and under the supervision of an adult. Persons cleaning cages must wear gloves,. Ideally, cleaning should be performed when children are not in the room. Hands must be washed after contact with animals, animal products, or their environment. Hand hygiene should be stressed, using verbal and written educational materials.

f. No animals are to be left unattended at any time during the school year when school is closed or during the summer vacation. Animals are to taken home on weekends, holidays, and vacation periods. Fish may be left unattended on weekends and holidays if an extended feeding apparatus is used.

g. In the event an emergency school closing causes disruption of the routine feeding and care of an animal, it will be the responsibility of the teacher to provide a plan of care for his or her classroom-housed animals. In each school where these animals are housed, there should be a plan whereby a staff member who visits the school daily during the emergency closing is aware of the animals' presence and sees to their care. If no staff member visits the school daily in such circumstances, the teacher is responsible for the daily care of the animal(s).

Animals on School Grounds

1. Students and Staff - Unauthorized animals are not allowed in school buildings or on school grounds. Children and staff will be instructed to keep their personal pets off the school grounds. The appropriate town official will be called and requested to impound all animals taken into custody by school personnel.

2. Service animals – Exceptions are granted for service animals per Board Policy IMGA Service Animals.

IMG3

3. Community Members – When school is in session, community members' animals are not allowed in school buildings or on school grounds. The school session includes the regular school day (including staff in-service days), school extracurricular activities, athletic events, and summer sessions.

4. When school is not in session any animals on school grounds or in school buildings are to be leashed and under the control of their owner. Solid waste is to be picked up and disposed of using an appropriate outdoor waste receptacle. Animals must also meet all town/state/federal ordinances.

5. Horses are not permitted on school lawns, garden areas, athletic fields, or athletic tracks. Horses are to be under the control of their owner and are restricted to paved areas and trails. Solid waste is to be picked up and disposed of using an appropriate outdoor waste receptacle.

6. The District shall notify students, parents, staff members, and community members of this policy using handbooks, newsletters, outdoor signs, and other communication devices.

Statutory/Regulatory/Policy/Handbook Cross References

ESD Policy EBBB (Indoor Air Quality)

ESD Policy IMGA (Service Animals)

National Association of State Public Health Veterinarians, Inc., Compendium of Measures to Prevent Disease Associated with Animals in Public Settings, 2006. <http://www.nasphv.org/documentsCompendia.html>

JBAA – SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY

INTRODUCTION – Sexual harassment is a form of sex discrimination which violates federal law. It is the policy of the District to maintain a learning and working environment that is free from sexual harassment and sexual violence. The District will not tolerate sexual harassment or sexual violence of students or employees by anyone, whether on school property, at school or work-related assignments off school property, at school-sponsored social functions, or elsewhere. It shall be a violation of this policy for any student or employee to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy. It shall also be a violation of this policy for any student or employee to be sexually violent to a student or employee.

The District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the District.

DEFINITION – Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education.
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education.
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or education environment.

Any sexual harassment as defined when perpetuated on any student or employee will be treated as sexual harassment under this policy. Sexual harassment may include, but is not limited to:

1. Sexual innuendo.

2. Verbal harassment including derogatory comments or slurs, or inappropriate comments about a person's body or appearance.
3. Physical harassment such as unwanted touching, patting, or pinching, or physical interference with movement or work, or intentional brushing against a person's body.
4. Visual harassment such as derogatory cartoons, drawings, posters, or graffiti.
5. Subtle pressure for sexual activity.
6. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status.
7. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status.
8. Abuse of a sexual nature.

JBAA2

9. Sexual violence which is a physical act of aggression that includes a sexual act or sexual purpose.

REPORTING – Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee of the District, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged acts immediately to an appropriate District official as designated by this policy. The District encourages the reporting party or complainant to use the report form available from the School Principal or the Superintendent's Office, or available on the District's Website at www.sau14.org. Use of formal reporting forms is not mandatory.

1. Building Level – The School Principal is the person responsible for receiving oral or written reports of sexual harassment or sexual violence at the building level. Upon receipt of a report, the Principal must notify the

Superintendent immediately without screening or investigating the report. A written report will be forwarded simultaneously to the Superintendent. If the report was given verbally, the Principal shall reduce it to written form within twenty-four (24) hours and forward it to the Superintendent. Failure to forward any sexual harassment or sexual violence report or complaint as provided herein will result in disciplinary action. If the complaint involves the Principal, the complaint shall be filed directly with the Superintendent.

2. District – The Board hereby designates the Superintendent as the District Human Rights Officer to receive reports or complaints of sexual harassment and sexual violence from any individual, employee or victim of sexual harassment or sexual violence and also from the Principals as outlined above. If the complaint involves the Superintendent, the complaint shall be filed directly with the School Board. The District shall conspicuously post the name of the Human Rights Officer, including a mailing address and telephone number.

Submission of a complaint or report of sexual harassment or sexual violence will not affect the individual's future employment, grades, or work assignments.

The District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of sexual harassment and sexual violence and take disciplinary action when the conduct has occurred.

INVESTIGATION – By authority of the District, the Human Rights Officer, upon receipt of a report or complaint alleging sexual harassment or sexual violence shall immediately authorize an investigation. This investigation may be conducted by District officials or by a third party designated by the District. The investigating party shall provide a written report of the status of the investigation within ten (10) working days to the Superintendent. If the Superintendent is the subject of the complaint, the report shall be submitted to the School Board.

In determining whether alleged conduct constitutes sexual harassment or sexual violence, the District should consider the surrounding circumstances, the nature of the sexual advances, JBAA3 relationships between parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment or sexual violence requires a determination based on all facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. Students who are interviewed may have a parent present during the interview.

In addition, the District may take immediate steps, at its discretion, to protect the complainant, students, and employees pending completion of an investigation of alleged sexual harassment or sexual violence.

ACTION AND DISCIPLINE – Upon receipt of a recommendation that the complaint is valid, the District will take such action as appropriate based on the results of the investigation.

The complainant may appeal the investigations recommendations to the Superintendent (presuming the superintendent is not involved) and to the School Board in that order.

The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District. The report will document any disciplinary action taken as a result of the complaint.

The School District will take such disciplinary action it deems necessary and appropriate, including warning, suspension, or immediate discharge to end sexual harassment and sexual violence and prevent its recurrence. Some forms of sexual harassment and sexual violence are considered violations of criminal law and may need to be reported to legal authorities. It shall be the responsibility of the Principal to report such violations to law enforcement and other legal authorities.

REPRISAL – The School District will discipline any individual who retaliates against any person who reports alleged sexual harassment or sexual violence or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment or sexual violence complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES – These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Commissioner of Education, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

SEXUAL ABUSE – Under certain circumstances, sexual harassment or sexual violence may constitute sexual abuse under New Hampshire law. In such situations, the District shall comply JBAA4 with said law. Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged sexual abuse.

POLICY BY-PASS – Any individual with a sexual harassment complaint may choose to bypass this Policy and accompanying regulation and proceed directly to: NH Commission on Human Rights, 2 Chenelle Drive, Concord, NH, 03301 (603-271-2767) or US Department of Health & Human Services, Office for Civil Rights, Region 1, JFK Building, Room 1875, Boston, Massachusetts, 02203 (617-565-1340).

Statutory/Regulatory/Policy/Handbook Cross References

Policy JBAA – Form (Sexual Harassment and Sexual Violence Report)

Title VII of Civil Rights Act of 1964

Title XI of the Educational Amendments of 1972

NH Administrative Rules Section ED 303.01(j) (Substantive Duties of School Boards)

NH Administrative Rules Section ED 306.04(a) (8)(9) (Sexual Harassment)

Handbook (Referenced in Handbooks)

APPROVED/REVISED: September 22, 2005, August 20, 2009

PREVIOUS POLICY: April 13, 1989 - Sexual Harassment

New Hampshire's bullying law has been revised effective July 1, 2010. This policy has been revised to reflect these changes in law and is being reviewed by the School Board. As a result this policy may be subject to change.

JG – ASSIGNMENT OF STUDENTS TO CLASSES AND GRADE LEVELS

Students will be enrolled in grades and classes in which they can be expected to master established District instructional and learning objectives.

After consulting with the parent/guardian on individual student needs, the School Principal or designee shall place each student in the grade level and class that best meets the student's academic, social, physical, and personal needs.

For students transferring into the school district, the School Principal or designee shall also review the student's record from the prior school prior to making a decision on class and grade assignment.

Students receiving special education services will be placed in accordance with applicable law.

A parent or guardian of twins or other multiples in elementary school may, no later than 60 days before the first day each school year or upon registration in the case of children enrolling in a new school, request that the twins or multiples be placed in the same classroom or in separate classrooms. This request shall be granted unless the School Principal, after meeting with the parents or guardians and after careful consideration of the reasons for their recommendation and of the best interests of their children and other children in the school affected by this decision, decides that a different placement is necessary.

A student assignment may be reviewed at any time. The School Principal or designee shall make the decision to continue the assignment or to make a change of assignment.

The decision of the School Principal or designee regarding student placement may be appealed to the Superintendent, and then to the School Board.

Statutory/Regulatory/Policy/Handbook Cross References

NH Code of Administrative Rules, Section ED 306.02(l) (Duties of Superintendent)

NH Code of Administrative Rules, Section ED 306.14(a) (Instructional Program)

RSA 193:3-a (Classroom Placement of Twins or Other Multiples)

RSA 193:12 IV (Legal Residence Required/Homeless Children and Youths)

No Child Left Behind Act of 2002

Handbook (None)

APPROVED/REVISED: August 20, 2009, May 19, 2011

JLCA - PHYSICAL EXAMINATIONS OF STUDENTS

Each child must have a complete physical examination within a one-year period before first entry to school.

IMMUNIZATION - Any student being admitted to the School District for the first time must meet the State requirements for immunization.

HOMELESS STUDENT - If an admitted homeless student does not have immediate access to his or her immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school shall be requested from the previous school pursuant to district policies.

EXAMINATION OBJECTIONS - However, no medical examination shall be required of a child whose parent or guardian objects thereto in writing on the grounds such medical examination is contrary to his/her religious tenets and teachings.

STUDENT TRANSFERS - Parents of students transferring to the District must present proof of meeting the physical examination and immunization requirement within thirty days of entrance. Failure to comply with this provision may result in exclusion from school for the child.

IMMUNIZATION EXCEPTIONS - A child shall be exempted from the above immunization requirements if he/she presents evidence from his/her physician that immunization will be detrimental to his/her health.

A child shall be excused from immunization for religious reasons upon the signing of a notarized form by the parent/guardian stating that the child has not been immunized because of religious beliefs.

ATHLETIC ELIGIBILITY - Students must pass a physical to be eligible for athletics. It is recommended that a physical examination be performed within 12 months of starting grade 6 and grade 9. In cases where the previous procedure was not followed, a physical examination must be performed within 12 months of the athletic sport start date. Student athletes continuing to participate in the athletic program must be re-examined within two years of the previous physical examination on file. For example, if an exam was performed September 2009, another exam would be required by September 2011 to continue athletic eligibility. Student athletes significantly injured or ill since the last examination are also required to be re-examined in order to be eligible for athletic participation. Student must have a health information form and physical examination form completed and returned to the school prior to athletic participation.

CONCUSSION TESTING - The District strongly recommends a baseline concussion test for any athlete participating in sports, and a follow up test for any athlete suspected of having a concussion following a contact or collision. The Athletic Department will provide interested JLCA2 students and parents with information on concussion testing, accessibility, and cost. The Athletic Department may also work with an outside agency to provide on-site testing if feasible.

INJURED ATHLETES - Any injured student excused from athletic practice for three or more days while under a physician's care must provide written authorization from a physician to the coach to resume practice.

PHYSICAL EDUCATION - No child shall be excused from regular physical education except on the written notice of a duly licensed physician or on the written request of the parents, subject to Board approval, in which case an alternative program shall be provided. Temporary excuses on a day-to-day basis may be granted by the Teacher upon the request of the parents.

FEDERAL FUNDS - If the District utilizes federal money to perform physical exams or screenings on students, the District will annually notify parent(s) of such physical exam or screening, except for vision, hearing, or scoliosis.

Statutory/Regulatory/Policy/Handbook Cross References

Policy JJI (Athletic Policies)

Policy JLCA-Form (Family Physician's Report of Physical Examination)

RSA 141-C:20-c (Exemptions)

RSA 200:32 (Physical Examination of Pupils)

RSA 200:38 (Control and Prevention of Communicable Diseases: Duties of School Nurse)

NH Code of Administrative Rules ED 311.03 (Physical Examination of Students)

No Child Left Behind, Title II, Section 1061

Handbook (Referenced in Handbooks)

APPROVED/REVISED: September 22, 2005, August 20, 2009, May 19, 2011

JJJ - STUDENT EMPLOYMENT ELIGIBILITY AND GUIDELINES

The Epping School District has developed the following guidelines to support the Youth Employment Law RSA Chapter 276-A. A "youth" is defined as any person under 18 years of age.

1. The School Principal or designee will be responsible for informing students and parents of the Youth Employment Law and school procedures for obtaining a youth employment certificate.
2. The Superintendent authorizes the School Principal as the official issuing agent of youth employment certificates. Under supervision, the School Principal may delegate the authority to issue youth employment certificates.

3. A certificate shall only be issued with the approval of the parent/guardian of the student.
4. A certificate shall not be issued unless age and adequacy of health has been verified and student meets a satisfactory level of academic performance as required by law and as outlined in this policy.
5. The School Principal or designee will issue youth employment certificates only after a determination of satisfactory academic performance. Passing all academic courses in the previous marking period is a “satisfactory level of academic performance.”
6. Students failing one course may be placed on probationary status with the understanding that the student will do what is necessary to achieve good academic standing for the course/class that was failed. In order for a student to remain eligible for a certificate following the probationary period, passing grades must be maintained during the employment period. School administration will provide a bi-weekly calculated progress report to communicate a student’s academic standing and for a student to monitor their academic standing.
7. The grades of students that hold a youth employment certificate will be reviewed to determine continued eligibility.
8. If a student does not continue to meet a satisfactory level of performance after the issuance of the certificate, the School Principal or persons authorized may revoke the certificate. In the event the School Principal or persons authorized revoke a certificate, notification of the revocation will be made to the parent or legal guardian, the employer of the student, and the Department of Labor within 48 hours.
9. Any student wishing to appeal the “satisfactory level of academic performance” standard may request a hearing with the School Principal. This hearing may be used to provide evidence of improved academic performance from the last marking period or to request a waiver from the academic standard. It is the student’s responsibility to provide evidence in support of his/her request. The School Principal may grant waivers for improved academic performance and for extenuating circumstances.
10. Any student may appeal a decision by the School Principal to the Superintendent who makes the final decision to issue a youth employment certificate. The student and parent must present a written request to the Superintendent for a hearing. It is the responsibility of the student and parent to provide evidence in support of their request.
11. All decisions regarding issuance of a youth employment certificate must be reached within 5 school days from submission of an application or an appeal.

12. Students, either new or transferring back to a District school, must provide documentation from their previous school that they have been officially withdrawn prior to issuance of a youth employment certificate.

13. Youth employment certificates issued for summer employment are exempt from the above guidelines.

Statutory/Regulatory/Policy/Handbook Cross References

RSA Chapter 276-A (Youth Employment Law)

Handbook (Student Handbook)

APPROVED: May 19, 2011

PREVIOUS POLICY: None

JKA - CORPORAL PUNISHMENT

No teacher, administrator, student, or other person will subject a student to corporal punishment or condone the use of corporal punishment by any person under his or her supervision or control, except in self-defense or in exigent circumstances. Permission to administer corporal punishment will not be sought or accepted from any parent, guardian, or school official.

Provisions for the use of physical restraint, medical restraint, and/or mechanical restraint are established in Policy JKAA.

Statutory/Regulatory/Policy/Handbook Cross References

RSA 627:6, II (Physical Force by Persons with Special Responsibilities)

Handbook (Referenced in Handbooks)

APPROVED/REVISED: September 22, 2005, May 19, 2011

EPPING HIGH SCHOOL
Acknowledgment of Student/Parent Handbook

By signing below I acknowledge that I have read and understand the contents of the Epping High School 2011-2012 Student/Parent Handbook. Failure to return a signed acknowledgement form indicates knowledge and understanding of the contents of the Student/Parent Handbook.

Acceptable Use and Internet Safety

(Students will not be permitted to use Epping School District computers and other electronic resources without a signed acceptable use policy form on file.)

School District Internet Access Release Form

As a condition of my right to use the School District network resources, including access to the Internet, students understand and agree to the following:

1. To abide by the District Acceptable Use Procedures and Code of Conduct.
2. That District administrators and designated staff have the right to review any material stored on District computers in files and to edit or remove any material which they, in their sole discretion, believe may be unlawful, obscene, abusive, or otherwise objectionable and students hereby waive any right of privacy which I may otherwise have to such material.
3. That the School District will not be liable for any direct or indirect, incidental, or consequential damages due to information gained and/or obtained via use of the District's network resources.
4. That the School District does not warrant that the functions of any District network, or any network accessible through District resources, will meet any specific requirements you may have, or that the network resources will be error-free or uninterrupted.
5. That the School District shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use District networks and resources.
6. That the use of the District network(s), including access to public networks, is a privilege which may be revoked by network administrators at any time for violation of the Acceptable Use Procedures and Code of Conduct. The School District will be the sole arbiter(s) of what constitutes violation of the Acceptable Use Procedures or Code of Conduct.
7. In consideration for the privilege of using the School District network resources and in consideration for having access to the public networks, I hereby release the School District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use, or inability to use, the District network resources.

Name of User/Student: *(Please Print)* _____

Home phone: _____

School of Attendance: _____

I hereby certify that I have read the Acceptable Use Policy and Procedures; that I fully understand their terms and conditions; and that I will abide by the terms conditions set forth in those documents.

Signature of User/Student: _____

Date: _____

Signature of Parent: _____

Date: _____

