

Respectful, Involved, Knowledgeable

STUDENT & PARENT HANDBOOK

2009-2010



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. Student and parent/guardian signatures on the last page acknowledge receipt and knowledge of the contents of the handbook. Please review the handbook, sign the form and return the form to Epping High School Main Office.

EPHING 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 gender, sexual orientation, marital status, race, color, religion, nationality, ethnic origin, age, or disability.

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 District Annual Parent Notice of Rights and Policies or District Website at www.sau14.org for policies AC and JBA.)

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.

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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 3 which is a shorter class block that is scheduled to meet everyday. A-day/B-day schedules for the year are available in the Main Office. 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 (Revised)

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. The exam procedures include the following:

- All students are expected to remain in class for the full block of class even if they finish their exam early. Attendance will be taken at each exam.
- Students must arrive on time for their exams. Students may be admitted up to 5 minutes late to an exam, no later.
- If a student is absent from an exam or reports more than 5 minutes late to an exam, he/she must obtain an excuse slip signed by an administrator to make up the exam.

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 (Restitution to be consistent with other areas of handbook?)

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 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. The parent/guardian has communicated to Epping High School that the student does not have permission to be absent and the absence is not excused by the parent/guardian. Please see the complete information regarding truancy in this section. *This absence will be counted as one of the five days permitted by the attendance policy (see below).*

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.*

(Please see District Annual Parent Notice of Rights and Policies or District Website at www.sau14.org for policies JH and JHB.)

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 class. When students are absent they should make every effort to maintain their academic standing by communicating with teachers about work they will miss 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 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* of undocumented absence (truancy and 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 place 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 from class 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.
- Field trips do not count as absences; however, students are responsible for any missed work and may be subject to the Extended Absence procedure.

Appeals Process

When a student has been absent from a class or classes more than five (5) days (with the exception of documented absences) 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. Guidance counselors, the adjustment counselor, 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.

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 who are tardy to school more than five (5) times during a quarter will earn Administrative Detention for each tardy after the fifth. For example, students will earn one Administrative Detention the sixth time they are tardy to school during a quarter and then another Administrative Detention the seventh time and so on.

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 detention 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. In addition to teacher consequences, chronic tardiness will result in an office referral and administrative action including, but not limited to Detention, and 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 or without signing out through the Main Office will earn consequences for leaving school without permission including Saturday Detention or 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 20 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.

Truancy Protocol:

- Parent notification the same day by telephone.
- Parent notification in writing after three days truant.
- No credit earned for class after five days absent/truant (see Attendance Policy).
- Parent meeting after five days truant.
- Parent and Police notification after eight days truant. Parent notification by Registered Mail.
- EHS Special Education Coordinator notified after eight days truant.
- Parent and Police notification after 10 days truant. Parent notification by Registered Mail.
- Parent meeting after 10 days truant.
- CHINS petition filed by the school (RSA 169-D:2 'Habitual Truant') after 12 days truant.
- Exceptions may be made for students 18 years and older.

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. Students or parents seeking an exception must contact the school before noon on the day of the absence.** 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 (Revised)

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 be must 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.

Only in the event of an emergency or an unexpected dismissal, telephone calls from parents/guardians may be accepted instead of a note, 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 see District Annual Parent Notice of Rights and Policies or District Website at www.sau14.org for policies JICD and other applicable policies.)

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. 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. For this reason, specific consequences for each offense are not formally identified, however; there are some typical responses to common offenses. The following are some general examples regarding disciplinary action. **Please note that this is only an *example* and is not an all inclusive guideline.** Each situation is viewed individually and, as a result, may result in a different outcome.

Sample Offenses and Possible Consequences (Revised)

<i>Offense</i>	<i>Possible Consequence</i>
<i>Misconduct:</i> Class Tardy, Inappropriate Language/Behavior, Skipping Teacher Detention	Warning, Administrative Detention, Restitution, Parent Contact
<i>Moderate or Repeated Misconduct:</i> Cutting Class, Leaving the School Building, Inappropriate Language/Behavior (excessive), Insubordination, Hands-On	Saturday Detention, Parent Contact or Meeting, Restitution
<i>Serious Misconduct:</i> Leaving School Grounds Without Permission, Cutting Class (excessive), Intimidation or Threats, Fighting, Theft, Use or possession of prohibited items	Suspension, Parent Contact or Meeting, Restitution

Safe School Zones

Inappropriate student conduct that causes material and substantial disruption to the school environment interferes with the rights of others, or presents a threat to the health and safety of others will not be tolerated. Students are expected to exhibit appropriate classroom behavior that allows teachers to communicate and educate effectively.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or property within the jurisdiction of the school district; while on school-owned and/or school-operated or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined to include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

Suspension means an in-school suspension, an out-of-school suspension, a restriction from or loss of eligibility for athletic and/or extracurricular activities. An in-school suspension means the student will attend school, but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days without approval by the Superintendent. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days without approval by the Superintendent. The Superintendent may continue the short-term suspension. A restriction from school activities means a student will attend school classes, but will not participate in athletic or extracurricular activities. Suspension means a social restriction, not an academic restriction. Schools will provide educational materials for students to keep up with their regular class assignments and will grant academic credit if earned.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

Expulsion means an action by the Board to remove a student from the school environment, which includes, but is not limited to, classes and activities. Any parent or guardian may request an annual review of the expulsion approved by the Board prior to the start of each school year.

Due process in accordance with all applicable laws will be afforded to any student involved in a proceeding that 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.

Students receiving special education services will be disciplined in accordance with the student's IEP and all applicable provisions of the Individual with Disabilities Education Act (IDEA).

At all times, students are required to conduct themselves in accordance with behavioral standards set forth in Policy JIC and all other applicable Board policies. Students and parents will be notified annually of this policy.

(Please see District Annual Parent Notice of Rights and Policies or District Website at www.sau14.org for policies JICD and other applicable policies.)

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 see District Annual Parent Notice of Rights and Policies or District Website at www.sau14.org for policy JICG.)

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, dispense, 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 see District Annual Parent Notice of Rights and Policies or District Website at www.sau14.org for policy JICH.)

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 see District Annual Parent Notice of Rights and Policies or District Website at www.sau14.org for policies JICI and other applicable policies.)

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.

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.

(Please see District Annual Parent Notice of Rights and Policies or District Website at www.sau14.org for policies AC, ACE, JBA, JBAA, and JICK.)

Lockers and Personal Items (Revised)

Students are assigned one locker for convenient storage, and may be assigned an additional locker for PE as needed. 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 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.

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.

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 (Addition)

Epping High School prohibits students from possessing on school property or at school-sanctioned events any items that are 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. Violations of this prohibition may 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.

A search may include a student's cell phone if the authorized personnel has reasonable suspicion that cell phone use has been disruptive of school operations, in violation of student discipline rules and applicable provisions of the student handbook, or in violation of School Board policy.

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 at their discretion allow the use of headphones/MP3 players.
- Cell phone use is prohibited during the school day, with the exception of break and lunch. Cell phones may not be used during classes and study halls, or between classes. 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.
- Parents please do not text or call your students during the school day. Because students cannot use cell phones, if have a family emergency and need to contact your student, please call the main office at 679-5479.

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.
- Pajamas or other clothing designed for sleeping are prohibited.
- Hats, hoods worn over the head, and sunglasses are not permitted.
- 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.

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

Eating and drinking is a privilege in the classroom. Students are expected to comply with the expectations of the teacher with regard to food and drink. Drinks in cans and glass containers are not permitted anywhere in the building. 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 (Revised)

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. Damage, destruction, or disappearance of school property is the responsibility of the student, and parents or guardians will be required to reimburse the District up to replacement cost, including labor cost if applicable. 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 hours notice to students and notify parents/guardians prior to the detention.
- 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.

Administrative Detention (Revised)

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 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 expected to bring homework or appropriate reading material to keep busy during detention.
- 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 may be asked to leave detention. The student will be held responsible for making up any detention that he/she has been asked to leave.

Failure to attend an assigned detention may result in further action including, but not limited to, additional detentions, Saturday Detention, and suspension.

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 and parents/guardians are notified by telephone and mail. EHS staff supervise the program.

- Saturday Detention begins at 8:00 am and ends at 11:00 am.
- Students are expected to report to EHS Main Office no later than 8:00 am.
- Any student who arrives late to Saturday Detention may not be allowed to enter and will be assigned another Saturday 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.
- Students are not permitted to sleep during detention.
- Students are not permitted to use cell phones, CD or MP3 players or other electronic devices during 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.

(Please see District Annual Parent Notice of Rights and Policies or District Website at www.sau14.org for policy JICD-R.)

- 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 absent and may be required to make up the day of suspension.

Any student whose total number of days suspended reaches 10 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 Revised Statutes Annotated.

ADDITIONAL PROCEDURES

Before and After School Procedures

The Epping High School building opens to students at 7:00 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 (Revised)

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 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. Students who leave the building at any time are subject to disciplinary actions. Students who leave school grounds without permission are considered truant. This behavior will typically result in parent contact, police contact, and suspension.

Senior Privileges (Revised)

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.

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

When possible, information will also be posted on the District website: www.sau14.org

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 see District Website at www.saul14.org for policies on day field trips IJOA and extended field trips IJOAA.)

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 (Revised)

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 District Annual Parent Notice of Rights and Policies or District Website at www.sau14.org for policy JFA.)

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
Junior Statesman Club of America
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

The above listed clubs will only be held if there is sufficient student interest. 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. (Please see District Website at www.sau14.org for policy JJA.)

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

Art Club

The Art Club is open to all high school students who are interested in art and in exploring more in-depth opportunities in art. The Art Club may also hold activities focusing on special art competitions and exhibitions.

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.

Drama Club

The Drama Club is open to all high school students who are interested in the performing arts. The Drama Club holds theater games and activities including improvisation, role-playing situations, play readings, and play productions.

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.

Improv Club

The Improv Club is open to all high school students who are interested in exploring more in-depth opportunities in the art of improvisation. The Improv Club may also hold activities focusing on special competitions and exhibitions.

Junior Statesman Club of America

The Junior Statesman Club of America (JSA) is a non-partisan student run organization open to all students of all grade levels. The JSA program includes debates, 'thought talks', simulations and social gatherings designed to get students thinking and talking about national and international issues. The JSA also provides opportunities to meet students outside Epping who share similar interests.

Math Team

The Math Team is open to any academically qualifying high school student interested in mathematics. The Math Team holds frequent math activities to prepare for the state-wide competition Math Olympics.

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 of B or better. Students must have attended EHS for a least one semester prior to their admission to the NHS.

Members are selected in the spring. 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 B 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 completed the highest level offered. The Spanish Club participates in various 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.

Video Club

The Video Club is open to all students interested in the craft of video production. The Video Club will introduce students to the craft of video production, work on special video interests, and explore more in-depth opportunities in video production. The Video Club also supports the school and district initiatives with Epping Television (ETV). These initiatives include but, are not limited to taping and preparing school and district videos for presentation on ETV. The Video Club may also hold activities focusing on special video competitions and exhibitions.

Writing Club

The Writing Club is open to all students interested in writing and exploring more in-depth opportunities in writing. The Writing Club may also hold activities focusing on special writing competitions and exhibitions.

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.

ATHLETICS

Athletic Philosophy

The primary goal of the Epping Athletic Program is to develop individuals who 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 (Added)

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 (Revised)

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.
- Student athletes significantly injured or ill since their last physical examination are also required to be re-examined in order to be eligible for athletic participation.
- 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.
- Students and parents are encouraged to attend one sports information night per school year regarding handbook policies.

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 see District Website at www.sau14.org for policy JJI.)

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 attend a full day of school the day 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 may purchase a meal in the cafeteria or may bring their own lunches from home. 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.

Free and Reduced Meals Forms

The Epping High School participates in the federally funded National School Meals Program which offers free or reduced priced breakfast and lunch. All students will receive an application for this program. Additional forms are available at all times through the Main Office or SAU should your circumstances change. This program does not cover milk purchased separately.

The Free and Reduced Meals Program provides breakfast and lunch to students on a free or reduced cost basis. This program is available to students whose parents meet the federal income guidelines. This program benefits everyone by feeding hungry students making for more engaged learners and increasing school funds providing for more educational programs and support services.

All families are encouraged to fill out the application for free or reduced cost meals. Applications will be sent home with each student at the start of the school year and should be returned as soon as possible. Parents must fill out a new application each school year, regardless of whether they have qualified previously. All applications will be reviewed by the Food Services Supervisor. The Food Services Supervisor will notify parents as soon as the application has been processed. All information will be held strictly confidential.

Please contact the Food Services Supervisor if you have any questions or need assistance. (Please see District Annual Parent Notice of Rights and Policies or District Website at www.sau14.org for Policy EFC.)

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.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. Parents and eligible students have the right to inspect, review, and amend student’s education records subject to law and School Board Policy. These rights also include the right to consent to disclosures of personally identifiable information contained in the student’s education records, except that to the extent that FERPA authorizes disclosure without consent. The school will disclose student directory information and provide student contact information to military recruiters unless directed in writing otherwise. Opt-out forms are available through the school or on the District Website at www.sau14.org. It is important to note that by opting out of directory information your students name and other information will not be

made available to recognize your student's awards, athletic accomplishments, graduation, and other such honors. This includes in school and non-school publications. It must be noted that if you select to opt-out of photographs and videos of student participation in public performances your student will not be able to participate in those events. Public performances include, but are not limited to athletic events, plays, extracurricular competitions, and other such public events.

(Please see District Annual Parent Notice of Rights and Policies or District Website at www.sau14.org for policy JRA and other applicable policies.)

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 (Revised)

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 see District Annual Parent Notice of Rights and Policies or District Website at www.sau14.org for policy EGA.)

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.

(Please see District Annual Parent Notice of Rights and Policies or District Website at www.sau14.org for policies IHBA and IHBA.)

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.

(Please see District Annual Parent Notice of Rights and Policies or District Website at www.sau14.org for policy IHBA.)

Homeless Students

The Epping School District provides support for students who are homeless 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.

(Please see District Annual Parent Notice of Rights and Policies or District Website at www.sau14.org for policy JFABD.)

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 see District Website at www.sau14.org for policy JICC and other applicable policies.)

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.

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 2009-2010 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.)

STUDENT USER –

I understand and will abide by the procedures and Network/Internet Use Policy for independent access to the electronic resources of the Epping School District. I further understand that any violation of the regulations above is unethical and should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken. In consideration for the privilege of using the Epping School District electronic resources and in consideration for having access to the information contained on it, I hereby release and agree to hold harmless the Epping School District from any and all claims or damages of any nature arising from my access, use or inability to access or use the computers or Network system. Signing the receipt and acknowledgment of the school parent/student handbook will also serve as understanding and acceptance of the Network/Internet Use Policy.

PARENT OR GUARDIAN CONSENT FOR INDEPENDENT USE –

As the parent or guardian of the student signing above, I have read the Network/Internet Use Policy and guidelines for independent use established by the Epping School District. I grant permission for my son or daughter to access networked computer services such as the Internet and the World Wide Web. I understand that some materials on the computers, or Internet may be objectionable, but I accept responsibility for guidance of computer or Internet and World Wide Web use setting and conveying standards for my son or daughter to follow when selecting, sharing or exploring information or media. Furthermore, I accept full responsibility for supervision if and when my child's use is not in a school setting. Signing the receipt and acknowledgment of the school parent/student handbook will also serve as understanding and acceptance of the Network/Internet Use Policy.

Student Name (Please Print) _____

Student Signature _____

Date _____

Parent or Guardian Name (Please Print) _____

Parent or Guardian Signature _____

Date _____