

# EPPING MIDDLE HIGH SCHOOL STUDENT & PARENT HANDBOOK



**2023-2024**

*THE EPPING MIDDLE HIGH SCHOOL COMMUNITY EDUCATES AND EMPOWERS STUDENTS WITHIN A SAFE ENVIRONMENT  
TO BECOME RESPECTFUL, INVOLVED, AND KNOWLEDGEABLE 21<sup>ST</sup> CENTURY LEARNERS AND CITIZENS.*

33 PRESCOTT ROAD  
EPPING, NH 03042  
(603) 679-2544



FRONT OFFICE: (603) 679-2544  
FAX: (603) 679-8118  
ATTENDANCE: (603) 679-2544 (OPTION 1)  
REGISTRAR: (603) 679-2544 X4114  
NURSE: (603) 679-2966 X6121  
[WWW.SAU14.ORG/EMHS](http://WWW.SAU14.ORG/EMHS)



[instagram.com/emhsnh/](https://www.instagram.com/emhsnh/)  
[www.facebook.com/EppingMiddleHighSchool](https://www.facebook.com/EppingMiddleHighSchool)

**Disclaimer:** If there is a discrepancy between the Epping district policy and this manual, policy always supersedes the manual updated 7-13-23

## Table of Contents

### **WELCOME - Pages 6-12**

*School Community Rights and Responsibilities*  
*Epping Middle High School Guiding Principles*  
*Epping Middle High School Philosophy*  
*District Calendar*  
*A/B Day Calendar*  
*EMHS Important Dates*  
*Bell Schedules and Special*  
*Announcements/Extreme Weather*

### **ACADEMICS & REMEDIATION - Pages 13-22**

*Competency-Based Grading for Grades 9-12*  
*Competency Rubric Example for English*  
*Grading and Reporting*  
*How a Student Earns Credit in Grades 9-12*  
*Grading Stages*  
*Grading and Reporting in Grades 6-8*  
*Formative Value Within Our Grading System for*  
*Grades 6-8*  
*Progress and Student Achievement Reports*  
*Grades 9-12 Student Achievement Report*  
*Performance Key: Definitions*  
*Grades 6-8 Student Achievement Report*  
*Performance Key: Definitions*  
*Assessment Types*  
*Competency Recovery for Grades 9-12*  
*Academic Recovery/Remediation for Grades 6-8*  
*Grades 9-12 Relearning and Reassessment*  
*Grades 9-12 Relearning and Reassessment Chart*  
*Grades 6-8 Relearning and Reassessment*  
*Grades 6-8 Procedures for Relearning and*  
*Reassessment*  
*Extra Credit*  
*Athletic and/or Extracurricular Eligibility*  
*Academic Honesty*  
*Grades 8-12 Plagiarism Consequences*  
*Grades 6-7 Plagiarism Consequences*  
*Seacoast School of Technology (SST)*  
*Work Study Practices*  
*PowerSchool Parent Portal*

### **STUDENT CONDUCT - Pages 24-34**

*Behavioral Philosophy*  
*Safe School Zones*  
*Discipline - Levels of Misconduct*  
*Student Code of Conduct*  
*Assault/Fighting*  
*Tobacco Products Ban*  
*Drug and Alcohol Use by Students*  
*Weapons*  
*Bullying, Discrimination, and Harassment*  
*Lockers and Personal Items*  
*Campus Search*  
*Prohibited Items*  
*Grades 9-12 Electronic Devices Usage*  
*Grades 6-8 Electronic Devices Usage*  
*Driving on School District Property*  
*Student Parking*  
*Student Dress Code*  
*Public Displays of Affection*  
*Eating and Drinking in the Classroom*  
*Book Use/School Materials and Responsibility*

### **DETENTION, AND SUSPENSION - Pages 34-38**

*Teacher Detention*  
*Administrative Detention*  
*Saturday Detention*  
*Suspension*  
*Due Process*

### **ATTENDANCE - Pages 38-42**

*Attendance Philosophy*  
*Parent/Guardian Notification*  
*School Notification*  
*Absences and Tardiness*  
*Student Tardy Consequences Guidelines*  
*Student Truancy Consequences Guidelines*  
*Skipping Class*  
*Extended/Discretionary Absence Policy*  
*Attendance and Extracurricular Activities*  
*Dismissals*

**ADDITIONAL PROCEDURES - Pages**

**42-46**

*Before and After School Procedures*  
*Epping Middle High School Campus*  
*Senior Privileges*  
*Visitors*  
*Tours/Trips Sponsored by Teachers*  
*Field Trips*  
*Guest Procedures for Dances and Other After-School*  
*Events*  
*Emergency Drills*  
*Office Telephones*  
*Residency*  
*Posters*  
*Sales*

**STUDENT ACTIVITIES - Pages 46-48**

*Philosophy*  
*Clubs/Organizations*

*Athletic Teams and Season*  
*Students in Good Standing*

**SCHOOL SERVICES - Pages 49-53**

*Accident Insurance*  
*Cafeteria*  
*School Counseling Services*  
*Student Records*  
*Release of Student Records*  
*Applications to other Schools*  
*Employment Certificates*  
*Health Services and Procedures*  
*Computer Access and Use*  
*Media Center*  
*Students with Disabilities*  
*English Speakers of Other Languages (ESOL)*  
*Homeless Students*  
*Bus Transportation*

# Welcome to Epping Middle High School

Welcome to Epping Middle High School, Home of the Blue Devils! The information contained in this Student/Parent Handbook should be helpful for both students and parents. A thorough understanding of this handbook will enable you to know how our school works and what is expected of all members of our school community.

The educational environment at our middle high school includes a comprehensive academic curriculum, as well as extra- curricular activities, clubs and athletics that give all of our students opportunities to participate in our school community. We encourage all students to become involved and participate in the numerous activities offered. Our goal is to ensure that your middle high school experience is both positive and successful. Thank you for your support!

Sincerely,

Chris Mazzone, Principal  
Susan Gualtieri, Assistant Principal  
Tyler Nekton, Assistant Principal

## *EMHS Mission Statement*

*The Epping School community educates and empowers students within a safe environment to become respectful, involved, and knowledgeable 21st century learners and citizens.*

## 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 cultivate 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.

## Epping Middle High School Guiding Principles

In order to create and maintain a positive learning environment for all members of our school community, it is expected that all students and adults honor and abide by the following EMHS Guiding Principles:

- ★ BE RESPECTFUL - Respect and encourage the right to teach and the right to learn at all times.
- ★ BE FOCUSED ON LEARNING - Be actively engaged in learning; ask questions, collaborate, and seek solutions.
- ★ BE CONSIDERATE - Be on time to fulfill your daily commitments.
- ★ BE KIND - Be appropriate; demonstrate behavior that is considerate of the community, the school, and yourself.
- ★ BE HONEST - Be truthful; communicate honestly.
- ★ BE THE PERSON YOU WOULD BE PROUD OF - Be respectful and accountable for your choices.

## Epping Middle High School Philosophy

Every member of our school community is a member of the *Blue Devil team* and will be treated as such. *The Life of Blue Devil* initiative, approved by the Epping School Board, supports healthy lifestyles for all students which includes all curricular, co-curricular, and extracurricular activities offered at Epping Middle High School. The Life of a Blue Devil program is a community-based program designed to: reduce risks, create pro-social bonding, provide clear and consistent boundaries, foster healthy life skills, offer care and support, set high, but realistic goals and ultimately create a positive high school experience.

Our Mission Statement, Guiding Principles, Philosophy, and School Community Rights and Responsibilities guide all members of our school community. All members of our 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 our school community.

**EPPING SCHOOL DISTRICT  
2023 - 2024 CALENDAR**

**2023**

AUGUST					Days
M	T	W	T	F	Student
	1	2	3	4	3
7	8	9	10	11	Teach
14	15	16	17	18	7
21	22	23	24	25	
28	29	30	31		

SEPTEMBER					Days
M	T	W	T	F	Student
				NS	18
H	5	6	7	8	Teach
11	12	13	14	15	19
18	19	20	21	22	
25	26	27	28	29	

OCTOBER					Days
M	T	W	T	F	Student
2	3	4	5	6	21
H	10	11	12	13	Teach
16	17	18	19	20	21
23	24	25	26	27	
30	31				

NOVEMBER					Days
M	T	W	T	F	Student
		1	2	3	17
6	7	8	9	H	Teach
13	14	15	16	17	18
20	21	B	H	H	
27	28	29	30		

**2024**

DECEMBER					Days
M	T	W	T	F	Student
				1	16
4	5	6	7	8	Teach
11	12	13	14	15	16
18	19	20	21	22	
H	B	B	B	B	

JANUARY					Days
M	T	W	T	F	Student
H	2	3	4	5	20
8	9	10	11	12	Teach
H	16	17	18	19	21
22	23	24	25	26	
29	30	31			

FEBRUARY					Days
M	T	W	T	F	Student
		1	2		16
5	6	7	8	9	Teach
12	13	14	15	16	17
19	20	21	22	23	
H	B	B	B		

MARCH					Days
M	T	W	T	F	Student
				B	19
4	5	6	7	8	Teach
11	12	13	14	15	20
18	19	20	21	22	
25	26	27	28	29	

APRIL					Days
M	T	W	T	F	Student
1	2	3	4	5	16
8	9	10	11	12	Teach
15	16	17	18	19	17
B	B	B	B	B	
29	30				

MAY					Days
M	T	W	T	F	Student
		1	2	3	22
6	7	8	9	10	Teach
13	14	15	16	17	22
20	21	22	23	24	
H	28	29	30	31	

JUNE					Days
M	T	W	T	F	Student
					7
3	4	5	6	7	Teach
10	11	12	13	14	8
17	18	19	20	21	
24	25	26	27	28	

**Symbol Key**

- = Teacher PD - No School
- = Breaks - No School
- = First & Last Day of School
- = Graduation Day (Tentative)
- = Conference Day - No School

**Important Dates**

<u>August</u>	<u>Date</u>
Professional Dev. Days-No School	22,23,24,28
First Day of School	29
<u>September</u>	
Labor Day & Before Day Before	1 & 4
In-Service Day - No School	29
<u>October</u>	
Columbus Day-No School	9
<u>November</u>	
Student Led Conf Day -No School	7
Veteran's Day-No School	10
Thanksgiving Break	22-24
<u>December</u>	
Holiday Break	25-29
<u>January</u>	
New Years Holiday (obs)	1
MLK Jr. Day - No School	15
In-Service Day - No School	16
<u>February</u>	
In-Service Day - No School	23
Presidents Day Observed	26
Winter Break	26 - 3/1
<u>March</u>	
In-Service Day - No School	12
<u>April</u>	
Student Led Conf Day	19
Spring Break	22-26
<u>May</u>	
Memorial Day - No School	27
<u>June</u>	
Graduation Day (Tentative)	7
Last Student Day - Half Day	11
In-Service Day - No School	12

<b>Student School Days</b>	<b>175</b>
<b>Student Conference Days</b>	<b>2</b>
<b>Teacher In-Service Days</b>	<b>9</b>
<b>Total Teacher Work Days:</b>	<b>186</b>

Revised 2/21/23



**AUGUST/SEPTEMBER**

M	T	W	TH	F
	29 A	30 B	31 A	NS
H	5 B	6 A	7 B	8 A
11 B	12 A	13 B	14 A	15 B
18 A	19 B	20 A	21 B	22 A
25 B	26 A	27 B	28 A	PD

**OCTOBER**

M	T	W	TH	F
2 B	3 A	4 B	5 A	6 B
H	10 A	11 B	12 A	13 B
16 A	17 B	18 A	19 B	20 A
23 B	24 A	25 B	26 A	27 B

**NOVEMBER**

M	T	W	TH	F
10/30 A	10/31B	1 A	2 B	3 A
6 B	Conf	8 A	9 B	H
13 A	14 B	15 A	16 B	17 A
20 B	21 A	B	H	H
27 B	28 A	29 B	30 A	

**DECEMBER**

M	T	W	TH	F
				1 B
4 A	5 B	6 A	7 B	8 A
11 B	12 A	13 B	14 A	15 B
18 A	19 B	20 A	21 B	22 A
H	B	B	B	B

**JANUARY**

M	T	W	TH	F
H	2 B	3 A	4 B	5 A
8 B	9 A	10 B	11 A	12 B
H	PD	17 A	18 B	19 A
22 B	23 A	24 B	25 A	26 B
29 A	30 B	31 A		

**FEBRUARY**

M	T	W	TH	F
			1 B	2 A
5 B	6 A	7 B	8 A	9 B
12 A	13 B	14 A	15 B	16 A
19 B	20 A	21 B	22 A	PD
H	B			

**MARCH**

M	T	W	TH	F
		B	B	B
4 B	5 A	6 B	7 A	8 B
11 A	PD	13 B	14 A	15 B
18 A	19 B	20 A	21 B	22 A
25 B	26 A	27 B	28 A	29 B

**APRIL**

M	T	W	TH	F
1 A	2 B	3 A	4 B	5 A
8 B	9 A	10 B	11 A	12 B
15 A	16 B	17 A	18 B	Conf
B	B	B	B	B

**MAY**

M	T	W	TH	F
4/29 A	4/30 B	1 A	2 B	3 A
6 B	7 A	8 B	9 A	10 B
13 A	14 B	15 A	16 B	17 A
20 B	21 A	22 B	23 A	24 B
H	28 A	29 B	30 A	31 B

**JUNE**

M	T	W	TH	F
			1 A	2 B
3 A	4 B	5 A	6 B	7 A
10 B	11 A	PD	13	14
17	18	19	20	21
24	25	26	27	28

	School Closed		½ day		PD	Professional Development
	1st/Last Day		End of Q/S			HS Graduation (tentative)
	Snow Days - make up					Conference Day



# BELL SCHEDULES



## EPPING MIDDLE HIGH SCHOOL

DAILY SCHEDULE  
2023-2024

	GRADES 6-8	GRADES 9-12
7:25-7:32 (7)	MORNING MEETING	
7:35-8:55 (80)	BLOCK 1 A/B <i>8th Grade UA A/B</i>	BLOCK 1 A/B
8:55-9:05 (10)	BREAK	
9:05-9:37 (32)	FLEX / ADVISORY	
9:40-11:00 (80)	BLOCK 2 A/B <i>6th Grade UA A/B ALGEBRA 2A</i>	BLOCK 2 A/B
11:00-11:50 (50)	BLOCK 3 A/B <i>CORE ROTATION</i>	
11:05-11:35 (30)		LUNCH 9-12
11:40-1:00 (80)		BLOCK 3A/B (80)
11:50-12:20 (30)	LUNCH Grade 6	
12:20-1:00 (40)	WIN - Grade 6 - A/B Day A Day - 6th Grade Band B Day - 6th Grade Chorus	
11:50-12:30 (40)	WIN - Grades 7/8 - A/B Day A Day - 7th/8th Grade Chorus B Day - 7th/8th Grade Band	
12:30-1:00 (30)	LUNCH Grades 7 & 8	
1:05-2:25 (80)	BLOCK 4 A/B <i>7th Grade UA A/B</i>	BLOCK 4 A/B

SEACOAST SCHOOL OF TECHNOLOGY

Year 1 SST Students - 7:15-9:30am

Year 2 SST Students - 11:55am-end of day

Updated 07.24.2023



# EPPING MIDDLE HIGH SCHOOL

## EARLY RELEASE SCHEDULE 2023-2024

	GRADES 6-8	GRADES 9-12 <i>A/B Rotation</i>
7:25-7:32 (7)	<b>MORNING MEETING</b>	
7:35-8:15 (40)	BLOCK 1 A/B <i>8th Grade UA A/B</i>	
8:18-8:58 (40)	BLOCK 2 A/B <i>6th Grade UA A/B</i>	
8:58-9:28 (30)	FLEX / ADVISORY	BRUNCH
9:30-10:00 (30)	BRUNCH	FLEX / ADVISORY
10:03-10:43 (40)	BLOCK 3 A/B <i>6 - 8 CORE ROTATION</i>	
10:45-11:25 (40)	BLOCK 4 A/B <i>7th Grade UA A/B</i>	

### GRADES 6-8 EARLY RELEASE DAY NOTES

- There will be no break on early release days
- Grades 6-8 eat lunch all together
- There will be no Band or Chorus on early release days

### GRADES 9-12 EARLY RELEASE DAY NOTES

- There will be no break on early release days

### SEACOAST SCHOOL OF TECHNOLOGY

- YEAR 1 SST Students - 7:15-9:30am
- YEAR 2 SST Students - 11:55-end of day
- SST students will go to SST if our early release IS NOT weather related.
- If our early release IS weather related, and SST is closed, SST students will remain at EMHS and report to the Media Center at 11:25am and remain there until dismissal.

Updated 7/24/2023



# EPPING MIDDLE HIGH SCHOOL

## DELAYED OPENING SCHEDULE 2023-2024

	GRADES 6-8	GRADES 9-12
9:25-9:32 (7)	MORNING MEETING	
9:35-10:30 (55)	BLOCK 1 A/B <i>8th Grade UA A/B</i>	
10:33-11:28 (55)	BLOCK 2 A/B <i>6th Grade UA A/B</i>	
11:31-12:01 (30)	FLEX / ADVISORY	LUNCH
12:01-12:31 (30)	LUNCH	FLEX / ADVISORY
12:34-1:29 (55)	BLOCK 3 A/B <i>6 - 8 CORE ROTATION</i>	
1:31-2:25 (54)	BLOCK 4 A/B <i>7th Grade UA A/B</i>	

### GRADES 6-8 DELAYED OPENING DAY NOTES

- There will be no break on delayed opening days
- Grades 6-8 eat lunch all together
- There will be no Band or Chorus on delayed opening days

### GRADES 9-12 DELAYED OPENING DAY NOTES

#### SEACOAST SCHOOL OF TECHNOLOGY

YEAR 1 SST Students - 7:15-9:30am

YEAR 2 SST Students - 11:55-end of day

- SST students will go to SST if our delayed opening **IS NOT** weather related.
- If our delayed opening **IS** weather related, and SST is closed, SST students will remain at EMHS and report to the Media Center at 11:25am and remain there until dismissal.

Updated 7/24/2023

## **Special Announcements/Extreme Weather**

The Epping School District uses an automated telephone, text and email system to inform students and staff about school cancellations, delayed openings, early dismissals, and remote school days. Please notify the school if your home, work, or cell phone contact information changes.

Cancellations and delayed openings are also broadcast on:

- Television - WMUR, Channel 9
- Radio - WERZ FM 107.1
- Radio - WOKQ FM 97.5

Please note that our notification options may be hindered by phone and/or power outages. In these cases, we will do our best to notify you.

When a storm is predicted, but has not actually started prior to 6:00 am, the district may call for a 2-hour delay to determine the accuracy of the forecast. The district may then change the delay to a cancellation by 8:00 am. This practice was put in place after a previous situation in which the storm prediction was inaccurate and school was canceled for the day. We appreciate your patience and understanding as we attempt to make good decisions regarding school delays and closings.

A school delay calls for a 2-hour delay in the opening of school. Bus transportation is also delayed by 2 hours. School cancellations and delays apply to:

- Epping students attending Epping Schools and other schools for vocational and/or special education programs approved by the District.
- All school sponsored activities.
- All before and after school activities.
- Before and after school town recreation programs located in Epping Schools.

If school is dismissed early, all after school activities are canceled. School closings are subject to School Board Policy [EBCD Emergency Closings](#) and EBCE School Closings.


# ACADEMICS

## Competency-Based Grading for Grades 9-12

A competency is a specific, measurable outcome related to knowledge and skills in which students demonstrate and apply mastery of learning within and across domains. Course competency statements establish expected outcomes, under which learning targets fall. These learning targets are based on Common Core State Standards, Next Generation Science Standards, National Standards for Art, Health, Physical Education, Music, Social Studies, and Technology, and are used when assessing a student's level of competence. Students will continue to receive an overall course grade on their transcript and EMHS will continue to calculate a GPA. Epping High School employs the Latin Honors system, which is widely recognized, used by colleges, and based on consistently applied standards. Students can earn these graduation honors based on cumulative GPA through the first semester of senior year: *Cum Laude* (3.5+), *Magna Cum Laude* (3.75+), and *Summa Cum Laude* (4.0+). An application and selection process will be developed for students earning the Summa Cum Laude honor to determine the commencement speaker. While class ranking will no longer determine a Valedictorian and Salutatorian, all students will continue to have a class rank which can be used on college and scholarship applications. Competencies are included in the course syllabus that students receive for every course they take. They are also on our school's website under "[curriculum](#)" (*click to open*) and they are listed on each student's grade report.

## Competency Rubric Example for English

### RUBRIC - Personal Essay

	<b>Exemplary</b> 4	<b>Meets Competence</b> 3	<b>Basic Competence</b> 2	<b>Novice</b> 1
<b>Narrative Writing</b> C3.3	Creatively and skillfully develops a deep message through vivid anecdote and well-chosen details. Integrates style, tone, organization, and content to establish a unique voice that engages the reader.	Establishes a message using anecdote and relevant details. Style, tone, and organization create a clear and coherent narrative; content appropriate to the task, purpose, and audience.	Establishes a message and includes a clear anecdote, but doesn't consistently connect the two. Style, tone, and organization lack coherence and unity; content inconsistently focused.	Does not establish a message, uses unrelated anecdote or disconnected details. Style, tone, and/or organization are unclear; content does not clearly focus on a core belief.
<b>Writing for a Range of Purposes and Audiences</b> C3.5	Uses precise and vivid descriptions and sensory language to show the experiences, events, setting, and characters in an engaging manner for the audience or reader.	Uses precise descriptions and language to show the experiences, events, setting, and characters for the audience or reader.	Uses generic descriptions and sensory details to show the experiences, events, setting, and characters.	Limited use of descriptions to convey the experiences, events, setting, and characters.

## Grading and Reporting

The primary purpose of grading is to communicate the academic achievement status of students to the students and their families. Additional purposes for grading include:

- Providing information that students can use for self-evaluation.
- Providing information that parents can use to support their child’s learning and responsibilities.
- Providing information that teachers can use to modify planning and instruction and determine additional supports and opportunities.
- Evaluating the effectiveness of instructional programs.

## How a Student Earns Credit in Grades 9-12

In order to receive credit in any course, a student must complete all summative assignments for the course and achieve Basic Competence (BC) in each competency for that class. Each competency grade is calculated by averaging the summative assessments that pertain to that specific competency. Course grade is calculated by:

- Averaging each final competency grade for the class = 80% of the final course grade.
- Averaging each graded formative assessment for the class = 20% of the final course grade.

GPA points are calculated based on the range that the final course grade falls in. Please see the [23-24 Epping High School Program of Studies](#) (*click to open*) for additional information about GPA calculation.

GRADING STAGES			
Grading Method	Student Work	Course Competencies	Course Grades & GPA
Grade Scale	Summative: E, MC, BC, N, IWS Formative: 4, 3, 2, 1, 0	E, MC, BC, N, IWS	E, MC+, MC, BC+, BC, N, IWS
	Student work is assessed using rubrics aligned to a 4-tiered scale.  Work that is not submitted is marked IWS (0). If a student does not submit enough formative assessments to determine readiness for a summative, they may not be permitted to take the summative (marked IWS). This is determined by the teacher.	A final competency grade is calculated by finding the mean of all summative grades for that competency using values on a 4-point scale: E=4, MC=3, BC=2, N=1, IWS=0  The range this mean falls within determines the final competency grade.	A final course grade is calculated using the mean of all course competency averages (90%) and the mean of all formative grades (10%).  Cumulative GPA is calculated at the end of each semester or when credit is awarded.

## Grading and Reporting in Grades 6-8

In grades six through eight, student achievement is measured and reported through the use of Performance Indicators. Student grades are based on the student's ability to independently apply what he/she knows and is able to do. Class grades are based on summative assessments students take throughout the quarter. Each assessment is linked to one or more performance indicators and reported in a student's Student Achievement Report, therefore, each assessment contributes to the student's learning grade.

Within each of the graded classes, "**COMPETENCY 0**" can be found in the parent view in PowerSchool. Students and parents will be able to see if each assignment has been completed with quality and turned in on time.

It is expected that students may be required to complete ALL formative assessments to demonstrate they are ready to take the summative assessment for that unit.

- Averaging each final competency grade for the class = 80% of the final course grade.
- Averaging each graded formative assessment for the class = 20% of the final course grade.

### Grades 6-8 Student Achievement Report Performance Key: Definitions

Symbol	Meaning	Definition
E	Exemplary	Student exceeds criteria for competence. Student applies all key concepts and skills from performance indicators accurately and independently.
MC	Meets Competence	Student demonstrates competence. Student applies key concepts and skills from performance indicators consistently.
BC	Basic Competence	Student demonstrates competence. Student inconsistently applies key concepts and skills from performance indicators.
AC	Approaching Competence	Student demonstrates partial competence. Student does not apply key concepts and skills from performance indicators consistently.
N	Novice	Student does not demonstrate competence.
IWS	Insufficient Work Submitted	Student did not submit a sufficient amount of work needed to determine competence.

### Progress Reports and Student Achievement Reports

Parents are informed at the midpoint of each term to check PowerSchool to learn of their student's progress. Student Achievement Reports are shared electronically through PowerSchool at the end of each quarter. Our reporting system is designed to separate "*what students know and are able to do*" from the effort they demonstrate in their learning. Both are very important and that is why we have two different grades and recognition systems. Please remember to regularly check your student's academic progress using PowerSchool's Parent Portal.

## Grades 9-12 Student Achievement Report Performance Key: Definitions

Student Achievement Report Performance Key		
Symbol	Meaning	Definition
E	<b>Exemplary</b>	Student exceeds criteria for competence. Student applies all key concepts and skills from performance indicators accurately and independently.
MC+	<b>Meets Competence (Plus)</b>	Student demonstrates and/or exceeds MC level performance on all competencies, indicating progression towards Exemplary.
MC	<b>Meets Competence</b>	Student demonstrates competence. Student applies key concepts and skills from performance indicators.
BC+	<b>Basic Competence (Plus)</b>	Student demonstrates and/or exceeds BC level performance on all competencies, indicating progression towards Meeting Competence.
BC	<b>Basic Competence</b>	Student demonstrates partial competence. Student inconsistently applies key concepts and skills from performance indicators.
N	<b>Novice</b>	Student does not demonstrate competence.
IWS	<b>Insufficient Work Submitted</b>	Student did not submit a sufficient amount of work needed to determine competence.

Parents Informed to Check PowerSchool About Student Progress	Student Achievement Reports Shared
<p style="text-align: center;">October 6 December 8 February 16 May 10</p>	<p style="text-align: center;">November 6 January 24 April 1 June 13</p>



## **Assessment Types**

EMHS uses two types of assessments: Formative and Summative. These two assessment categories provide different information.

### **FORMATIVE ASSESSMENTS - Academic Practice**

Formative assessments are work conducted when a student is still learning the curriculum. Formative assessments are designed to provide direction for both students and teachers. For the students, the assessment may mean reviewing, additional practice, or confirmation that they are ready to move forward. For the teachers, it may mean changing instructional strategies, providing additional practice, or confirming the students are ready to move forward.

Formative assessments may take the form of teacher observations, quizzes, homework, rough drafts, peer editing, notebook checks, etc. Some formatives will be marked as complete and turned in OR they may be graded at the discretion of the teacher. All assigned formatives must be complete and submitted on the day they are due or the day the student returns from an absence.

It is important to note that Google Classroom is used by all teachers. Students are expected to track work and submit work through Google Classroom unless otherwise directed by their teacher.

### **SUMMATIVE ASSESSMENTS - Academic Achievement**

Summative assessments are work conducted when a student has had adequate instruction and practice to be responsible for demonstrating mastery of the competency/performance indicator. The student's work on the summative assessment is evaluated against the criteria detailed in the rubric and provides information to be used in reporting a student's achievement at the end of a sequence of instruction. The summative assessment may evaluate the full range of student abilities from recall of important content to application of content. Summative assessments may include but are not limited to, performance tasks, tests, presentations, projects, or research papers. Summative assessments may be taken when formative work has been completed, and the teacher of record determines the student is ready for the assessment. Students are expected to complete and submit work on time. Students are expected to advocate for help when needed and accept help when offered to stay on track. Students must complete all summative assessments to earn credit for the course.

### **ASSESSMENT FREQUENCY**

Each quarter, a student may expect a minimum of two graded formative assessments before a summative assessment for each class. Some students will demonstrate mastery early in the learning process, and others may need more instruction, practice, and formative assessments to demonstrate readiness. Students may expect to have an appropriate number of formative and summative assessments, which may depend upon the kind of assessment; a full-length research paper, a project, or a larger assignment that would assess student demonstration of skill and content knowledge for multiple performance indicators each quarter.

### **ASSESSMENT COMPLETION**

Every effort shall be taken to support students in holding themselves responsible for completing all assigned work. Summative assessments not submitted by the assigned due date will result in an IWS (Insufficient Work Submitted) in PowerSchool. All assignments not submitted by the original due date are expected to be completed by the beginning of the next class period without penalty.

**The following process will be used for students who have NOT completed a summative assessment by the following class period.**

- 1. The student is now in IWS status.** Students who have been assigned IWS status immediately forfeit the following opportunities:
  - a. Eligibility for participation in co-curricular activities,
  - b. Use of personal electronic devices,
  - c. Senior privileges,
  - d. Possible further interventions deemed necessary in an effort to support student learning and achievement.
- 2.** Once the student has submitted the summative assignment and the teacher verifies this with the administration, the student will comply with the IWS process and regain any privileges and opportunities that may have been forfeited.

## **Relearning and Reassessment**

### **Gateway to Academic Success on Summative Assessments**

The focus on learning at EMHS is paramount. The faculty at EMHS recognizes that despite each learner's best efforts, opportunities for relearning and reassessment may be necessary to support student achievement.

The student's responsibility with this process begins with the first submission of an assignment. The first submission of an assignment should represent a student's best efforts. If it is determined that the student's submission does not meet competency, the student initiates the process of relearning by communicating with their teacher.

If the student does not achieve a minimum of BC on any of the **performance indicators (grades 6-8)** or **competencies (grades 9-12)** assessed on the summative assessment, the student is expected to communicate with their teacher to initiate the opportunity to reassess the necessary performance indicators/competencies after relearning and practicing the missing skills or content. This process is fluid and must be timely to ensure students have what they need.

### **Process for Relearning and Reassessing**

1. Student will initiate a conversation with their teacher.
2. Teacher and student determine a plan for relearning.
3. Upon completion of the relearning, the student and teacher will create a plan for reassessment. This plan should be developed between the teacher and student or by using this [Google Form](#).

## **Grades 9-12 Relearning and Reassessment**

**Purpose:** To provide students who engage in the learning process fully, the opportunity to improve their skills, knowledge, and master key concepts.

The relearning and reassessment process for students who complete their summative assessments on time is as follows:

1. The relearning and reassessment process including the timeline, must be initiated and submitted by the student to the teacher within **five (5) school days** of receiving the graded assessment. Exceptions may be considered on a case by case basis.
2. Students are encouraged to reassess in order to demonstrate mastery of a concept.
  - a. If a student has turned in all formative assessments required by the teacher when originally due, they may reassess up to an Exemplary (E). AP, Honors and Running Start classes should only be allowed to reassess ONCE per summative. Special exceptions may

- be granted by the principal after meeting with the teacher and student. Running Start and dual credit courses will follow the grading protocol from the cooperating institution.
- b. If a student has NOT turned in all of their formative assessments when originally due, they may reassess up to a Meets Competence (MC).
  - c. If a student fails to complete their reassessment plan, the original grade will remain.
3. Formative assessments, as directed by the teacher and listed on the Relearning and Reassessment Plan, must be completed to aid in the relearning process.
  4. Reassessment work must be submitted as specified by teachers within the date outlined in the reassessment plan, but no later than five (5) days prior to the date grades close.
  5. A student may request an alternate form of reassessment that best suits their learning and assessment style to demonstrate the required learning, with teacher approval.
  6. A student may relearn and resubmit a summative assessment once per summative. Special exceptions may be granted by the principal after meeting with the teacher and student.

## **Grades 6-8 Relearning and Reassessment**

### **Gateway to Academic Success on Summative Assessments**

Relearning is a necessary part of the learning process for all children and is supported by feedback given by teachers on formative assessments given throughout a unit of instruction. Students are expected to complete all work assigned and to take the summative assessment when it is scheduled.

If the student does not achieve a minimum of BC on any of the performance indicators assessed on the summative assessment, the student is expected to communicate with their teacher to initiate the opportunity to reassess the necessary performance indicators after relearning and practicing the missing skills or content. This process is fluid and needs to be timely to ensure that students have what they need.

Educators administer formative assessments, both formal and informal, as a regular part of the learning and teaching process. Formative assessments help educators understand the extent to which students are gaining the skills required to demonstrate competency with specific performance indicators and learning targets. They also use the information gleaned from analyzing formative assessment in order to inform their instruction, identifying areas in which students need additional opportunities to be taught or practice specific skills. Relearning and reassessment are embedded as part of the best practices of teaching and learning.

**Purpose:** To establish guidelines and processes to explicitly teach the middle-level learner responsibility and with adult support, nurture the skills and dispositions to achieve academic independence and excellence at EMHS and beyond.

### **Grades 6-8 Procedures for Relearning and Reassessment**

If the student does not meet a minimum level of BC on any of the performance indicators assessed, the student must complete and submit a Reassessment and Relearning Plan within five (5) school days from the day the graded summative assessment is returned.

- The teacher will email the student and the parents about how to proceed. If the performance indicator(s) will be reassessed at a later date within a future unit of instruction, parents and the student will be notified. If the performance indicator will not be retaught and reassessed during a future unit, the email will inform the parents and student that a Relearning and Reassessment Plan must be submitted. The link to the Relearning and Reassessment Plan Google form will be included in the email or entered in the PowerSchool comment box.
- The Relearning and Reassessment Plan will be submitted with the teacher and entered via the Google [form](#) or PowerSchool comment box.
- When the teacher receives the plan, the teacher will meet with the student to discuss and make

any revisions needed.

- Once the plan is finalized and approved by the teacher, it will include the date the new assessment will be scheduled and this document will be shared with the parents by email.
- The reassessment will be scheduled based on the time anticipated for the student's successful relearning and will be done at a mutually convenient time; FLEX, after school, or other time that works for the student and the teacher.

### **Competency Recovery for Grades 9-12**

If a student fails to meet competency for any course at the close of the semester, credit will not be assigned. Meeting that competency then becomes the responsibility of the student, with assistance from the teacher. A student who has not met competency in a course must complete the following steps in order to obtain credit:

- Meet with the teacher of the course in order to make a plan for recovery.
- Determine what material needs to be relearned and how content will be accessed.
- Determine how the competency will be assessed.
- Establish a timeline for the recovery plan and competency recovery.

If the time table for the course has ended (ie: summer vacation), the student then moves to competency recovery directed through the Alternative Program Coordinator in the guidance office. A course competency may be made up by attending Summer School, utilizing the Apex Program, or another competency-based extended learning opportunity at the expense of the student.

Please refer to the [23-24 Epping High School Program of Studies](#) (*click to open*) for more information about academic expectations and procedures.

### **Academic Recovery/Remediation for Grade 6-8**

Time for academic recovery or remediation may be assigned by a classroom teacher, counselor, administrator or any other faculty member during Flex Advisory other convenient times during the school day or after school.

- Teachers may assign after school remediation to students.
- Teachers will give 24 hour notice to students and notify parents/guardians by telephone or email prior to the remediation.
- If the student fails to follow through on arrangements made to recover learning, the student may be referred to school counselors or administration.
- [Relearning and Reassessment Plan](#) (*click to open*)

### **Work Study Practices**

As a complement to New Hampshire's competency-based grading initiative, the state launched Work Study Practices to promote behavioral qualities or habits of mind that students need to have in order to be successful in college, career, and life. The four Work Study Practices are: **Collaboration**, **Communication**, **Innovation**, and **Self-Direction**. The Epping School District has adopted these four Work Study Practices and reports out on student progress of these skills each semester. This report is based on student work in all classes and is determined by student self-reflections and student-teacher conferences.

## Athletic/Extracurricular Eligibility

Academics are the number one priority of all students at EMHS. It is the expectation that all students focus on academics as the first priority.

Grades 9 - 12	
Course grades in the previous marking period determine <b>Athletic/Extracurricular eligibility</b> <ul style="list-style-type: none"> <li>● 5 courses with an overall grade of BC or better in all competencies.</li> <li>● Incompletes are not passing grades.</li> </ul>	Regaining <b>Athletic/Extracurricular eligibility</b> <ul style="list-style-type: none"> <li>● Students who have completed all of their formative work will remain eligible and be granted a two week grace period to meet all competency requirements.</li> <li>● Once this two week period has expired, if the student still has not completed the competency requirements, they will not be permitted to practice/participate with their team/club until all competency requirements are met.</li> <li>● Once the teacher has verified that the student has completed all the competency requirements, eligibility is reinstated.</li> <li>● Students who have not completed all of their formative work will be given two weeks to meet all competency requirements. However, they will not be eligible to participate in games or events until all competency requirements have been met.</li> </ul>
Grades 6 - 8	
<p><b>Eligibility Requirements</b> – Academics are the number one priority of all students and will be the focus of all students, prior to activities. The following academic requirements apply to co-curricular, extracurricular and athletic eligibility involving student participation of <b>three hours</b> or more per week.</p> <ul style="list-style-type: none"> <li>● Students who have completed all of their formative work and are in good academic standing will remain eligible.</li> <li>● Students must complete the Co-curricular Eligibility <a href="#">Co-curricular Eligibility Form</a> <i>(click to open)</i> with their teachers bi-weekly and submit to their coach or club/activity advisor to show they are up to date with all formative and summative work.</li> <li>● Students must recover any insufficient work submitted (IWS) on a Formative or Summative assessment or required reassessment prior to the end of the week in which it was due without change in eligibility.</li> <li>● Students must recover any missing formative or summative work within five (5) days of the original due date of the summative assessment.</li> </ul>	

## Extra Credit

Based upon the principles of competency-based-assessment, extra credit is not an appropriate measure of a student's learning unless it is aligned to performance standards. Teachers will offer reassessment or re-learning opportunities instead of extra credit.

## Academic Honesty

At EMHS we take pride in our work. Formative and summative assignments must be representative of

your own work. The student's responsible for submitting tests, projects, and homework that are free of fraud and deception. Honest and ethical behavior is an essential component of the learning process.

Instances of academically dishonest behaviors include but are not limited to:

- Submitting a paper or project that is not the student's work.
- Copying during a summative or formative assessment, or on any other assignment.
- Allowing another student to copy from one's summative or formative assessment.
- Using unauthorized notes or devices.
- Any intentional falsification or invention of data citation or other authority in an academic exercise.
- Unauthorized collaboration.
- Copying from a print or online source without proper citation.
- Paraphrasing from a print or online source without proper citation.
- Failing to cite with quotation marks the words, written or spoken, of another.
- Presenting another person's creative work or ideas as one's own in essays, poems, music, art, computer programs, visuals, or other projects.

To help students avoid plagiarism at the beginning of each course, English / Language Arts teachers will provide each student, each year at EMHS, a unit of instruction that will define all aspects of plagiarism and its consequences.

### **Grades 8-12 Plagiarism Consequences**

#### **Plagiarism First Offense:\***

- The Student will receive an IWS with the chance to complete the assignment for a maximum grade of BC.
- The student will receive a Saturday Detention with the new assessment.
- Student/Teacher/Parent/Administrator conference.

#### **Plagiarism Second Offense on Summative:**

- If the student plagiarizes a second time in their 8 - 12 academic career, they will receive an IWS for that assignment.
- The student will receive one day of In-School Suspension.
- Student/Teacher/Parent/Administrator conference.

**\*If the student plagiarizes in an AP course, their participation in that course will be terminated.**

### **Grades 6-7 Plagiarism Consequences**

Students who are found guilty of cheating and/or plagiarism will earn an IWS and are required to redo the assignment, lose the right to reassess, and may only achieve a maximum grade of "Basic Competence." Consequently they will also forfeit eligibility for Honor Roll.

## **PowerSchool Parent Portal**

<https://www.sau14.org/powerschool> *(click to open)*

This link will provide basic instructions on how to use the Parent Portal.

[Single Sign on for the Parent Portal](#) *(click to open)*

PowerSchool is our school's web-based student information system. The PowerSchool Parent Portal allows parents and students to become more actively involved in their education. **Using the PowerSchool Parent Portal will allow both parents and students to stay current with academic progress.** With PowerSchool, parents and students may accomplish the following online:

- Access up-to-date student performance data as grades are updated every two weeks,
- Communicate with teachers,
- Track assignment completion and attendance, and
- View electronically shared Student Achievement Reports

Can't remember your PowerSchool login or password? Email Tracy Bell at [tbell@eppingsd.org](mailto:tbell@eppingsd.org) *(click to open)* if you need assistance with your PowerSchool login and/or password.

Your frequent access to the EMHS website and PowerSchool is crucial. If you have questions about your student's coursework or homework, please email your child's teacher directly. MOST school email addresses are the staff member's first name, a period, last name@eppingsd.org (for example, Jane Smith would be jane.smith@eppingsd.org).

- [POLICY IKA - Grading & Reporting Systems in a Competency Based Educational Setting](#) *(click to open)*

## **Seacoast School of Technology (SST)**

Grades 10-12 EMHS 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 bussed to and from SST during their school day. Students are not to drive their own vehicles. Classes at SST are scheduled into students' EMHS schedule. In order to be eligible to attend SST, students must be in satisfactory 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 EMHS. Students and parents/guardians are encouraged to consider potential schedule conflicts when making the decision to enroll at SST. The EMHS administration will notify SST and work in conjunction with their administration to schedule special events. Students will only be able to attend special events at EMHS with administrative approval

# STUDENT CONDUCT

## **Behavioral Philosophy**

The Epping School District rules relative to student behaviors, consequences 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 click on the links below to view the complete policy documents:

- [POLICY JICDA – Student Behavior & Consequence Guidelines](#) *(click to open)*
- [POLICY JICD - Student Conduct, Discipline, & Due Process](#) *(click to open)*
- [POLICY JICD-R - Safe School Zone Memorandum of Understanding](#) *(click to open)*

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

It is our belief that students know what is considered appropriate behavior and if consequences are clearly defined and fairly applied, students will either act appropriately or be willing to accept the consequences. If an individual student's inappropriate behavior continues or escalates, the administration will increase the level 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 ensure that information is accurate and to allow for the most appropriate administrative response.

## **Safe School Zones**

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

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

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

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



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

It is the intention of the Epping Police Department and the Epping School District to work in a joint cooperative effort to provide a safe and healthy school environment for the students, staff, and visitors. We intend to do this in compliance with New Hampshire RSA 193-D, Safe School Zones, as amended. Communication and sharing of information is the initiation of any cooperative effort.

**As required by law, it is agreed that every school employee who has witnessed, or who has information from the victim of an act of theft, destruction, or violence in a safe school zone shall report such act in writing immediately to a supervisor. A supervisor receiving such a report shall immediately forward such information to the school principal who shall file it with the local law enforcement authority. Such a 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.**

## **Levels of Misconduct Defined**

### **Discipline - Levels of Misconduct**

Discipline issues are categorized into levels of behavior. These examples are provided only as a framework for understanding the progressive nature of behavior and consequences. Therefore, the school and the school district are not limited to issuing consequences only for the infractions listed. Any single infraction may result in moving directly to a level other than is designated. Please refer to the charts on the following pages for more information.

#### **Low Level Misconduct**

The classroom teacher or the team manage these behaviors. They are violations of school rules and can result in one or more of the following responses: student-teacher discussion, parent/guardian contact, removal of an item, seat reassignment, removal from the class for a period of time, or an after-school detention with the teacher. This is not a complete list of responses. There are many natural consequences that can apply to various behavioral situations.

#### **Medium Level Misconduct**

These behaviors are managed by the school's administration; however, the classroom teacher or team may initially manage some of the behaviors before referring a student to administration. These are more significant violations of school rules, disruptions to the educational environment, or behaviors that are defiant towards staff members. These violations can result in one or more of the following responses: parent/guardian contact, student/administrator discussion, request for a parent-teacher-student meeting, administrator detention, bus suspensions, in-school suspensions, out-of-school suspensions, or a behavioral plan may be developed. This is not a complete list of responses. There are many natural consequences that can apply to various behavioral situations.

#### **High Level Misconduct**

School administrators manage these behaviors. These are very significant behaviors that disrupt the operation of school or violate public law. These behaviors most often result in in-school suspensions and, on occasion, out-of-school suspension. Many of the behaviors are reported to the Epping Police Department.

**POLICY JICDA – STUDENT BEHAVIOR & CONSEQUENCE GUIDELINES**

Misconduct Level	ESD Policy	Consequences for Misconduct in School	Consequences for Misconduct at Athletic/Extracurricular Activities
<p>Low Level Misconduct</p> <ul style="list-style-type: none"> <li>• Late for class, practice, game, or event</li> <li>• Inappropriate dress (JICA)</li> <li>• Inappropriate language</li> <li>• Inappropriate behavior</li> <li>• Inappropriate use of devices (JICJ)*</li> <li>• Inappropriate use of technology (JICL )</li> <li>• Inappropriate use of motor vehicle (JLIE)</li> <li>• Skip detention</li> <li>• Plagiarism</li> </ul> <p>*Music, communication</p>	<p>Reference general policies listed below &amp; specific policies under misconduct</p> <ul style="list-style-type: none"> <li>• JAJICA</li> <li>• JICC</li> <li>• JICD</li> <li>• JICD-R</li> <li>• JICDD</li> <li>• JIH</li> <li>• JIHD</li> <li>• JJA</li> <li>• JJI</li> <li>• JKA</li> <li>• JKAA</li> <li>• JLDB</li> </ul>	<p>Misconduct receives one or more of the following options as appropriate:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Apology</li> <li>• Change/remove clothing</li> <li>• Surrender device Loss of device/technology privileges</li> <li>• Loss of motor vehicle privileges</li> <li>• Loss of school privileges Removal from class or school activity</li> <li>• Detention</li> <li>• Saturday detention</li> <li>• Parent contact.</li> </ul> <p>Scheduled school consequences take precedent over athletic/extracurricular activities.</p> <p><u>No additional school consequences apply for low level misconduct at athletic/extracurricular activity.</u></p>	<p>Misconduct receives one or more of the following options as appropriate:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Apology</li> <li>• Change/remove clothing</li> <li>• Surrender device</li> <li>• Loss of device/technology privileges</li> <li>• Loss of motor vehicle privileges</li> <li>• Loss of athletic or extracurricular activity participation</li> <li>• Removal from practice, game, or extracurricular activity</li> <li>• Detention</li> <li>• Saturday detention</li> <li>• Parent contact.</li> </ul> <p><u>No additional athletic or extracurricular activity consequences apply for low level misconduct in school.</u></p>
<p>Medium Level Misconduct</p> <ul style="list-style-type: none"> <li>• Repeat of low level misconduct</li> <li>• Egregious language</li> <li>• Egregious behavior</li> <li>• Egregious use of communication, music, or technology devices (JICJ JICL)</li> <li>• Egregious use of motor vehicle (JLIE)</li> <li>• Cut class</li> <li>• Insubordination</li> <li>• Repeat plagiarism</li> </ul>		<ul style="list-style-type: none"> <li>• Loss of school privileges applies in all cases.</li> <li>• Loss of device privileges applies in all cases involving communication, music, or technology devices.</li> <li>• Loss of vehicle privileges applies in all cases involving motor vehicle.</li> <li>• Misconduct receives all of the following options.                             <ul style="list-style-type: none"> <li>• Apology as appropriate</li> <li>• In-school suspension (ISS)</li> <li>• Parent contact and/or meeting</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Loss of athletic or extracurricular activity participation applies in all cases.</li> <li>• Loss of device privileges applies in all cases involving communication, music, or technology devices.</li> <li>• Loss of vehicle privileges applies in all cases involving motor vehicle.</li> <li>• Misconduct receives all of the following options.                             <ul style="list-style-type: none"> <li>• Apology as appropriate</li> <li>• In-school suspension (ISS)</li> <li>• Parent contact and/or meeting</li> </ul> </li> </ul>
<p>High Level Misconduct</p> <ul style="list-style-type: none"> <li>• Repeat of medium level misconduct</li> <li>• Leave school without permission</li> <li>• Habitual failure to follow school rules</li> </ul> <p>Severe Level Misconduct</p> <ul style="list-style-type: none"> <li>• Discriminating/harassing (JBA JBAA)</li> <li>• Assault (JICD-RR)</li> <li>• Fighting (JICD-RR)</li> <li>• Threatening (JICD-RR)</li> <li>• Theft (JICD-RR)</li> <li>• Vandalism (JICD-RR)</li> <li>• Arson and/or false fire alarms (JICD-RR)</li> <li>• Gang activity (JICF)</li> <li>• Hazing (JICFA)</li> <li>• Tobacco products (JICG)</li> <li>• Alcohol, drug, and other illegal substances (JICH)</li> <li>• Weapon (JICI)</li> <li>• Bullying (JICK)</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of school privileges applies in all cases.</li> <li>• Loss of device privileges applies in all cases involving communication, music, or technology devices.</li> <li>• Loss of vehicle privileges applies in all cases involving motor vehicle.</li> <li>• Misconduct receives all of the following options.                             <ul style="list-style-type: none"> <li>• Apology as appropriate</li> <li>• Out-of-school suspension (OSS)</li> <li>• Parent contact and meeting</li> <li>• Parent meeting prior to return</li> </ul> </li> </ul> <p>Following options may also apply:</p> <ul style="list-style-type: none"> <li>• Counseling prior to return</li> <li>• Course prior to return</li> <li>• Plan prior to return</li> <li>• Special assignment</li> <li>• Restitution</li> </ul>	<p><u>The following consequences also apply for students issued an ISS for misconduct in school and/or at athletic/extracurricular activities.</u></p> <p>Ineligibility begins the day of misconduct and ends the day all ineligible games/events have been completed.</p> <ul style="list-style-type: none"> <li>• 1st ISS incident - 1 game ineligibility for each ISS day</li> <li>• 2nd ISS incident – 2 game ineligibility for each ISS day</li> <li>• 3rd ISS incident – athletic eligibility revoked for the remainder of the school year</li> <li>• No practice, game, or event on day of ISS</li> <li>• May practice once ISS is completed</li> <li>• Missed games/events on day of misconduct and ISS days count toward ineligibility total</li> <li>• The next scheduled game(s)/event(s) following the ISS will be used to complete the total game/event ineligibility count. Student must attend game/event with team/group, but is not permitted to participate.</li> </ul> <p>Following options may also apply:</p> <ul style="list-style-type: none"> <li>• Counseling prior to return</li> <li>• Course prior to return</li> <li>• Plan prior to return</li> <li>• Special assignment</li> <li>• Restitution</li> <li>• Probation</li> <li>• Expulsion.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Probation</li> <li>• Expulsion.</li> </ul>	<p><u>The following consequences also apply for students issued an OSS for misconduct in school and/or at athletic/extracurricular activities. Ineligibility begins the day of misconduct and ends the day all ineligible games/events have been completed.</u></p> <p><u>≤ 5 days out-of-school suspension (OSS)</u></p> <ul style="list-style-type: none"> <li>• 1st OSS incident - 2 game ineligibility for each OSS day</li> <li>• 2nd OSS incident – athletic eligibility revoked for the remainder of the school year</li> <li>• No practice, game, or event on day of OSS</li> <li>• No practice until total game/event ineligibility has been completed</li> <li>• Missed games/events on day of misconduct and OSS days count toward ineligibility total</li> <li>• The next scheduled game(s)/event(s) following the OSS will be used to complete the total game/event ineligibility count. Student cannot attend game/event with team/group.</li> </ul> <p><u>&gt;5 days out-of-school suspension (OSS)</u></p> <ul style="list-style-type: none"> <li>• 1st OSS incident - athletic eligibility revoked for a full school year (177 school days) from the date of the incident (if OSS due to substance abuse incident student may apply for a reinstatement of eligibility after 60 school days if he/she has successfully completed a readmission contract which includes attendance of a substance abuse program)</li> <li>• 2nd OSS incident for substance abuse – athletic eligibility revoked for a full school year (177 school days) from the date of the incident</li> </ul>
School Bus (JICC)		<ul style="list-style-type: none"> <li>• 1st offense – letter of warning</li> <li>• 2nd offense –detention</li> <li>• 3rd offense – privileges revoked</li> <li>• Severity of offense may waive 1st and/or 2nd offense</li> </ul>	<ul style="list-style-type: none"> <li>• 1st offense – letter of warning</li> <li>• 2nd offense –detention</li> <li>• 3rd offense – privileges revoked</li> <li>• Severity of offense may waive 1st and/or 2nd offense</li> </ul>

1. Definition: Inappropriate misconduct is behavior that does not meet conduct outlined in school rules and regulations and district policy.
2. Definition: Egregious misconduct is behavior that is blatant and conspicuously bad or offensive. It is clearly inconsistent with what is right or proper. It is contemptuous as in repetitive misconduct and/or total disregard for school rules and regulations.
3. The school district reserves the right to advance the misconduct or offense level due to severity of student behavior.
4. The athletic coach or extracurricular activity advisor reserve the right to determine participation based on student’s preparation and/or conditioning.
5. School Principal and Athletic Director may grant exceptions.
6. Failure to serve detention will result in advanced consequences as shown in the following order.
  - a. Detention – Consequences proceed to Saturday detention for skipped detention.
  - b. Saturday detention – Student will serve the next scheduled Saturday detention following day of skipped detention. Consequences proceed to out-of-school suspension for skipped Saturday detention.
  - c. Out-of-school suspension – OSS will be served on the next school day following day of skipped Saturday detention. Parent meeting is required for student to return to school.
7. Habitual failure to follow school rules will result in advanced consequences up to and including expulsion.
8. Pre-season Infractions: A pre-season conditioning program is recommended to maintain the health and safety of student athletes. After the assignment of consequences, student athletes may participate in pre-season with the understanding that scrimmages do not constitute games. Consequences assigned during pre-season will be enforced at the start of the regular season.

APPROVED/REVISED: January 16, 2014, September 18, 2014

## Student Code of Conduct

1. Inappropriate misconduct is behavior that does not meet conduct outlined in school rules, regulations and district policy.
2. Egregious misconduct is behavior that is blatant and conspicuously bad or offensive. It is clearly inconsistent with what is right or proper and displays contempt for school rules and regulations (e.g. forgery).
3. The school district reserves the right to advance the misconduct or offense level due to severity of student behavior.
4. Coaches and advisors reserve the right to determine participation based on student's preparation and/or conditioning.
5. School principal and athletic director may grant exceptions.
6. Failure to serve detention will result in advanced consequences as shown in the following order.
  - a. Detention – Consequences proceed to Saturday detention for skipped detention.
  - b. Saturday detention – Students will serve the next scheduled Saturday detention following a day of skipped detention. Consequences proceed to In-School Suspension for skipped Saturday detention and the student will still be accountable for serving their missed Saturday detention.
  - c. Out-of-School Suspension – Out-of-School Suspension will be served on the next school day following a second skipped Saturday detention and the student will still be accountable for serving their missed Saturday detention. A parent meeting is required for a student to return to school in this situation.
7. Habitual failure to follow school rules will result in advanced consequences up to and including expulsion.

Preseason Infractions: A preseason conditioning program is recommended to maintain the health and safety of student athletes. After the assignment of consequences, student athletes may participate in preseason with the understanding that scrimmages do not constitute games. Consequences assigned during preseason will be enforced at the start of the regular season.

### **Assault / Fighting**

Assault is a criminal activity. The EMHS community has a zero tolerance stance on assault and/or fighting. Students who engage in such activity, regardless of how the conflict originated, will be subject to disciplinary action which may include but is not limited to, suspension and a referral to the Epping Police Department. As is always true, physical violence is not the correct and lasting way to solve conflict.

### **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. Per policy JJA, students who participate in school sponsored events and activities are prohibited from possession of tobacco products on and off school grounds, 24 hours a day. No visitor shall at any time use tobacco products in any facility or anywhere on school grounds maintained by the District. 'Tobacco products' means cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes (e-cigarettes, vaporizers, or vape pens) and products containing 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 and/or device in any facility or anywhere on school grounds maintained by the District. Enforcement of this prohibition shall initially rest with school principals, or their designees, who may report any violation to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

Any student who violates this policy shall be suspended from school for a period of not less than five (5) school days and additional disciplinary consequences may also apply for student participation in cocurricular, extracurricular, and athletic activities per School Board policy. Students and parents may be required to attend a disciplinary hearing of the school principal, superintendent of schools and/or school board.

The Principal will hold a conference with the student and parents/guardians as soon as possible and prior to school reentry. Prior to being readmitted, a student may be required to enroll in or complete a course on substance abuse.

- [POLICY JICG - Tobacco Products & Devices Prohibited](#) *(click to open)*

### **Drug and Alcohol Use by Students**

The Epping School Board is concerned with the health, welfare, and 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 the 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**

If a student appears to be under the influence of drugs, administration will have the student evaluated and may search the student's person and belongings. The parents/guardians 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, school administration is authorized to call an ambulance to remove the student and send them to the hospital. Parents/guardians will be notified of this action and will be responsible for the incurred expenses. In a case of clear possession, the police will be called immediately. After the event, a conference with school officials should be held as soon as possible to discuss reentry to school and possible treatment options.

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 administration. Administration shall call the police in every instance where drugs or paraphernalia are discovered. Any substance observed shall be immediately seized by administration 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 not less than ten (10) days per occurrence.

The parent/guardian shall be notified of this action. As soon as possible and prior to school attendance. Prior to being readmitted to the school, a student may be required to enroll in and complete a course of counseling regarding substance abuse.

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. Per policy JJA, students who participate in activities shall not use, have in their possession, transfer, or be in the presence of alcohol or prohibited drugs, real or counterfeit, or drug paraphernalia. This policy applies to all participants and applies on or off school grounds, 24 hours a day. Parents/guardians will be notified of this action. The police shall be called in accordance with school policy and state law. Any student in possession of or under the influence of alcohol will be immediately suspended from school for a period of not less than ten (10) days per occurrence. A conference with the parents/guardians, student, and principal should be held as soon as possible. Prior to being readmitted to the school, a student may be required to enroll in and 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, alcohol, 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 policy subjects the offender to severe penalties under the law.

- [\*\*POLICY JICH – Drug Free Zone - Student Drug & Alcohol Use Prohibited\*\*](#) *(click to open)*

Please visit our website [\*\*www.sau14.org\*\*](http://www.sau14.org) *(click to open)* for a complete Epping School District Policy regarding drugs and alcohol.

### **Weapons**

Weapons are not permitted on school property, in school vehicles, or at school-sponsored activities. This policy applies to students and members of the public alike. Student violations of this policy will result in both school disciplinary action and notification to 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 a minimum of 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 parents/guardians, 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.

- [POLICY JICI – Weapons On School Property Prohibited](#) *(click to open)*

### **Bullying, Discrimination, and Harassment**

Discrimination and harassment of any kind will not be tolerated at EMHS. 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 or discrimination should be reported immediately to the principal or designee. The incident will be investigated and responded to per 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 and or expulsion. In addition to disciplinary actions taken by the school, criminal penalties may result from violations of this policy.

- [POLICY JICK – Pupil Safety & Violence Prevention \(Bullying Prohibited\)](#) *(click to open)*

### **Lockers and Personal Items**

Students in grades 6-8 are assigned one locker for convenient storage. Students are cautioned that failure to use the locker to store personal items does increase the risk of theft, especially within locker rooms. Students are responsible for their own possessions. Any valuables brought to school are subject to a number of risks; therefore it is recommended that students not bring personal property to school. While school personnel will take all reasonable steps to help students recover lost or stolen personal items, students and parents are reminded that the school district does not insure student property and that the school is not responsible for any damage, theft, or loss of personal items.

The lockers are school property and remain under the control of the school at all times. 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 expectation of privacy in that locker or the locker's content.

The student is responsible for the control, appearance, and condition of the locker. Students should not write in or on lockers. Decals and similar materials are not to be placed inside or outside.

### **Campus Search**

The Administration may conduct searches of property on the EMHS campus, including but not limited to: lockers, backpacks, clothing, and vehicles. Parents/guardians will be informed of these searches. Searches are conducted in order to ensure the safety of EMHS 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 EMHS campus. The search may include, but is not limited to: lockers, common areas, classrooms, bathrooms, bicycles, and all vehicles on school property.

### **Prohibited Items**

EMHS prohibits students from possessing on school property or at school sanctioned events any items that are deemed by the administration to be inherently dangerous or potentially harmful. Also prohibited are items that create a nuisance or are disruptive to the school environment.

Such items will be confiscated by the school and returned only to a parent/guardian. Failure to comply with a teacher or administrator request will result in disciplinary action.

### **EMHS Electronic Devices Usage**

Epping Middle High School is fortunate to have the community support 1:1 learning. Therefore the **need for personal devices throughout the school day is not necessary**. Electronic devices, including cell phones, may be brought to school; however, the use of these devices is restricted as outlined below. EMHS is not responsible for theft or loss of any electronic devices. Students and parents are encouraged to consider the risk involved in bringing valuable items to school.

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

- All electronic personal devices, including cell phones and headphones and earbuds, must be put away and not visible during class periods.
- Cell phone use is prohibited during instructional blocks. Students will be instructed to use their district provided devices for all bonafide educational purposes.
- The use of electronic devices, including cell phones, is not permitted in locker rooms and bathrooms.
- Ringers on cell phones should be turned off or set to silent mode at all times.
- 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.
- Students serving school-issued consequences such as, but not limited to, detention, Saturday detention and in-school suspension may not use electronic devices throughout the duration of the assigned consequence.
- Electronic devices may be used without authorization only during break, transitions, lunch block, and before or after school hours. *In grades 9 through 12 only.*

First Offense:

- Warning and confiscation of the device for the remainder of the school day.

Second Offense:

- The device will be confiscated.
- A disciplinary referral will be written.
- The student's parent/guardian must pick up the device from the front office.
- Students and parents are required to sign the school's device policy at the time of pick up.

Third Offense:

- The device will be confiscated.
- A disciplinary referral will be written.
- The student's parent/guardian must pick up the device from the front office.
- At the principal's or designee's discretion, the student may receive a more progressive disciplinary consequence.



Additional Offense:

- Any further violations of this policy will result in the student's loss of possession of the device for the remainder of the school year.

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

- [POLICY JICJ - Music & Communication Devices](#) *(click to open)*

### **Driving on School District Property**

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 and school staff directing traffic.
- Failure to comply with appropriate and responsible driving expectations will result in a loss of driving and parking privileges on district property.

### **Student Parking**

Parking is limited on the EMHS campus. Parking permit forms can be found in "Forms" on PowerSchool. 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 first, then juniors. Students may park only in parking spaces that have been designated for student parking. Student parking at EMHS is considered a privilege. Parking permits are contingent upon the student's attendance record, compliance with parking/driving regulations, no outstanding obligations, financial and/or other EMHS behavioral expectations.

- Any car that is parked on the EMHS or EES 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, and/or towed from the property at the owner's expense.
- Any student who exceeds 5 days absent unexcused or 10 days tardy unexcused to school during a semester will be subject to suspension or revocation of their parking permit.
- Students are not allowed to park in the EES or EMHS teacher-parking spots.

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 EMHS building through the EMHS front entrance only.

### **Expectations for Semi-Professional Attire**

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 or disrupt the educational process of our school.

The following apparel is NOT to be worn during the school day: caps, hats, hoods, and other headgear. The wearing of headgear may be approved for medical reasons, practices of a state-recognized religion, or school-sanctioned school activities. Pajamas; clothing with offensive, vulgar, or racist language or pictures; clothing that does not completely cover underwear and body areas typically covered by underwear or the mid-section; clothing must always cover the entire torso and all undergarments, even while moving. Clothing that glorifies, encourages, or promotes the use of alcohol, tobacco, or drugs. Footwear should be appropriate for all school related activities, therefore slippers, slides and flip flops are not appropriate for a safe standard school environment.

Students who violate this policy will be given an opportunity to correct the situation by either changing the clothing, removing the clothing if appropriate, wearing it inside-out, or other means as determined by the school administration so the student is in compliance with this policy.

The Administration retains the ultimate responsibility to determine whether clothing is in keeping with the dress code philosophy should an issue arise. If clothing is deemed inappropriate, the student will be asked to change. Changing one's clothes is always the first and best choice. Failure to comply with this simple request will result in disciplinary action, including, but not limited to detention or suspension. Repeated violations of the dress code will result in elevated consequences.

- [POLICY JICA - Student Dress Code](#) *(click to open)*

### **Public Displays of Affection**

All students are expected to behave appropriately at all times. Public-displays of affection/closeness are embarrassing for both students and faculty. Faculty and Administrators will remind students concerning this inappropriate behavior, at which time the behavior is expected to cease.

### **Eating and Drinking in the Classroom**

Food and drinks are not allowed in the hallway or any classroom. Students are encouraged to bring a water bottle to school each day. Drinks in glass containers are not permitted anywhere in the building. Drinks in cans are only allowed to be consumed within the cafeteria. Students are expected to be respectful of their environment and to clean up after themselves. No food or drink is allowed in the gymnasium or any computer lab.

### **Book Use/School Materials and Responsibility**

Students are responsible for all books, chromebooks, other technology devices, uniforms, and any other school property that is issued to them. All students are responsible for covering their books throughout the year. Students are required to pay for the replacement of lost or damaged books and other property. A student who has any outstanding obligations will not be eligible for privileges, issued a parking permit, diploma or transcripts.

## **DETENTION AND SUSPENSION**

### **Teacher Detention**

A detention may be assigned by a classroom teacher, counselor, or any other faculty member.

- Teachers may assign after school detention to students who do not meet academic or behavioral expectations.
- Teachers will give 24 hour notice to students and notify parents/guardians prior to the detention/remediation by contacting the parent or guardian by email or telephone.

- If the behavior continues to be an issue or if the student fails to serve a teacher detention, the student will be referred to administration for action.

### **Administrative Detention**

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

- Students are given a referral and parents are notified by telephone or email.
- Administrative detention is held after school from 2:30 pm to 3:30 pm.
- Students are not permitted to use cell phones or other electronic devices during detention. EMHS Chromebook devices can be used at teacher discretion.
- Students should bring academic work to complete during their detention
- Any student who does not comply with expectations will be asked to leave detention/remediation resulting in further disciplinary action.

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

### **Saturday Detention**

Saturday detentions take place between 8:00am and 11:00am. All Saturday detentions are assigned to students by an administrator. Students are given at least a 24-hour notice and parents/guardians are notified by email or telephone.

- Saturday detention/remediation begins at 8:00 am and ends at 11:00 am.
- Students will not be allowed to enter detention after 8:15am.
- Students are to report to the EMHS Main Office.
- Students who arrive late to Saturday detention may be required to serve additional time in after-school or Saturday detention.
- All student handbook regulations are to be strictly followed during detention.
- Students are expected to be engaged and bring academic materials to support learning for the three (3) hours they are in detention.

If school is closed on the preceding Friday due to inclement weather or another emergency, Saturday detention will be canceled and rescheduled for another date. If there is a need to cancel Saturday detention on a Saturday morning due to inclement weather or another emergency, notification will be sent out.

### **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 designated as the result of chronic or serious misconduct including, but not limited to, offenses such as truancy, fighting, assault, threats, and bullying. Suspensions can range from 1-10 days as designated by the building-level administrator. Any student whose total number of days suspended reaches 5 days over the course of the school year will be referred to the Multi-Tiered System of Support (MTSS) Team.

#### **In-School Suspension**

Students receiving In-School Suspension must report to the EMHS main office to check-in. The goal of the Suspension Program is to provide students with the opportunity to use their time productively while they are suspended.

- Suspension guidelines are available to students and parents/guardians upon their request.

- In-School Suspension begins at 7:25 am and ends at 2:25 pm.
- Students must report to the main office for In-School Suspension by 7:25 am. Students who report late to suspension may be required to make up the time that they missed or may be assigned another day of suspension.
- After students sign in at the main office, they are required to turn in their cell phones and electronic devices to be stored for the day in the main office.
- Students who are suspended (either ISS or OSS) may not participate in any school-sponsored activities or events on the day of their suspension, including athletics, dances, concerts, and field trips. 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.
- In certain circumstances students will be given the “opportunity to reset”. This is an opportunity for students to complete a restorative justice assignment to reduce their time served during in school suspension.

The following consequences also apply for students issued an ISS for misconduct in school or at athletic/extracurricular activities. Ineligibility begins the day of misconduct and ends the day all ineligible games/events have been completed:

- ISS incident - 1 game/extracurricular activity ineligibility for each ISS day

*Note: No practice, game, or event on the day of ISS. Students may practice/participate once the ISS is completed. Missed games/events on day of misconduct and ISS days count towards the ineligibility total. The next scheduled game(s)/event(s) following the ISS will be used to complete the total game/event ineligibility count. Students must attend games/events with the team/group, but are not permitted to participate.*

#### Out-of-School Suspension

Students receiving an out-of-school suspension are not allowed on campus for any reason while on suspension. They are expected to keep up with missed classwork and will be responsible for any missing work upon their return. OSS days will be counted as excused absences. Students who have been assigned suspension may be referred to the Superintendent of Schools, resulting in further disciplinary action including referral to the Epping School Board. For complete School Board Policy contact SAU 14.

#### Suspensions for 10 Days or Fewer:

- 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.
- Parents/guardians shall be notified prior to the beginning of the Suspension.

The following consequences also apply for students issued an OSS for misconduct in school or at athletic/extracurricular activities. Ineligibility begins the day of misconduct and ends the day all ineligible games/events have been completed:

≤ 5 days out-of-school suspension (OSS)

- 1st OSS incident in season - 2 game/extracurricular activity ineligibility for each OSS day.
- 2nd OSS incident – athletic/extracurricular activity eligibility revoked for the remainder of the

sport season.

#### >5 days out-of-school suspension (OSS)

- 1st OSS incident - athletic/extracurricular activity eligibility revoked for a full school year from the date of the incident (if OSS due to substance abuse incident the student may apply for reinstatement of eligibility after 60 school days if he/she has successfully completed a readmission contract which includes attendance of a substance abuse program).
- 2nd OSS incident for substance abuse – athletic/extracurricular activity eligibility revoked for remainder of school year.

**Note:** *No practice, game, or event on the day of OSS. Student may practice the day after OSS is completed. Missed games/events on day of misconduct and OSS days count toward ineligibility total. The next scheduled game(s)/event(s) following the OSS will be used to complete the total game/event ineligibility count. Students cannot attend games/events with a team/group.*

#### 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 a hearing may be held in public if the student so requests. The student may retain legal counsel at his/her own expense to represent him/her at such a 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.

#### **Due Process**

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

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

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

information to the school principal who shall file it with the local law enforcement authority. Such a 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.

- [POLICY JICD – Student Conduct, Discipline, & Due Process](#) *(click to open)*

## ATTENDANCE

### **Attendance Philosophy**

The philosophy of EMHS is that regular school attendance and participation in classroom experiences are an integral part of a meaningful educational program. School attendance is mandated by state law, and it is the responsibility of parents or guardians to ensure the punctual and regular attendance of their children. Our purpose in implementing the following procedure 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.

### **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 EMHS of the absence. Letters that notify parents of the number of days students have been absent or tardy are periodically mailed home. Absences from each class are also documented on PowerSchool. Attendance for FLEX can be done in PowerSchool or on paper. Parents/guardians who have questions regarding their child's attendance and/or the attendance policy should contact one of the assistant principals.

### **School Notification**

Parents/guardians are asked to call the school to report a student's absence within 24 hours of the student's absence. If a student is going to be late to school for any reason, the parent/guardian should contact the school that morning. Tardiness will only be excused for legitimate reasons (see justifiable excuses below) and with administrative approval. "Excused" tardiness will not be applied retroactively. Students should always provide documentation (i.e. note from a doctor or dentist, etc.) to the main office when they are absent or late to 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 or tardies become excessive. Documented absences and tardies do not count toward the total number allowed by the Attendance Policy.

### **Absences and Tardiness**

Attendance shall be required of all students enrolled in the Epping School District during the days and hours that school is in session, except that the principal may excuse a student for temporary absences or tardies when receiving satisfactory evidence of conditions or reasons that may reasonably cause the student's absence or tardy. The Epping School Board considers the following to be justifiable excuses for an absence or tardy:

- Illness
- Recovery from an accident
- Required court attendance
- Medical and dental appointments
- Death in the immediate family
- Observation or celebration of a bona fide religious holiday
- Religious instruction
- Such other good causes may be acceptable to the Principal or permitted by law

In the event of an illness, parents must contact the school within 24 hours to inform the principal of the student's illness and absence. For other excused absences, parents must provide written notice that states one of the above reasons for the absence. In some situations the attendance office may require additional documentation to support the written notice such as doctor's notes, court papers or college visit confirmations. Any absence that has not been excused for any of the above reasons will be considered an unexcused absence.

Excused Absence or Tardy - The student is absent or late to school. There has been communication between the parent/guardian and EMHS documentation has been provided regarding the absence or tardy.

Unexcused Absence or Tardy - The student is absent or late to school and no communication or documentation has been provided.

If parents wish for their child to be absent for a reason not listed above they must contact the principal or his or her designee for a determination of excused or unexcused. The administration decision shall be final.

Students will be required to make up any work equal to the time out of class.

Students who do not attend school for any reason, absent, or suspended will not be allowed to participate in after-school activities on the day of absence unless previous arrangements and approval for the absence were made through the attendance office.

**Student Tardy Consequences Guidelines**

Tardiness is defined as being late for class or school. Students have a responsibility to be present and on time.

Days per Year	School Consequences if Tardy
Day 1	Verbal warning from attendance office.
Day 2	Verbal warning to student and written email home by administration
Day 3	After School Detention
Day 4+	Saturday Detention with a mandatory parent, student, administration meeting

\*Students arriving after 10:15 am are considered truant.

- An excused tardy will not count towards the Student Tardy and Consequences Guidelines.
- Exceptions may be authorized by the School Principal or designee.
- Failure to serve school consequences will result in advanced consequences.

School starts at 7:25 am each day and students are expected to be in their first block class by that time. Students who arrive at school after 7:25 am must report to the Main Office to be issued a pass to class before reporting to class. Students are expected to be in their classrooms at the start of each class block. Teachers may assign teacher detentions to students who are tardy to class and do not have a pass.

Students who leave school without parent/guardian permission and/or without signing out through the Main Office will be considered truant and suspended from school.

## **Student Truancy Consequence Guidelines**

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence.

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

Days per Year	School Consequences if Truant*
Day 1	Parent contact via phone or email; meeting with administration to review policy; letter home with a copy of New Hampshire's <u>RSA 193:1-7</u> school attendance laws.
Day 2	Parent contact via phone or email; parent meeting.
Day 3	Parent contact via phone or email; loss of all privileges for one week.
Day 4	Parent contact via phone or email; SRO referral; loss of all privileges for two weeks.
Day 5	Parent contact via phone or email; Saturday remediation; certified letter home; loss of all privileges for one month.
Day 6	Parent contact via phone or email; parent meeting to inform about Special Education notification/testing. ^

Truancy calculator:

- Student arrival to school unexcused after 10:15 AM = 1/2 day truant.
- Student arrival to school unexcused after 12:30 PM = 1 day truant.

^ If no disability is identified the school will pursue a Child in Need of Services (CHINS) petition.

## **Skipping Class**

Students are expected to attend all classes in their entirety. Students who are not present for their entire class or for a significant portion (ten minutes or longer) of class without permission from the teacher or administration are considered truant from class. The consequence for cutting class may be, but is not limited to, after school detention, saturday detention, or in-school suspension.

## **Extended/Discretionary Absence Policy**

In accordance with the Epping Middle High School Parent Student Handbook and Epping School District Policy, parents/guardians are discouraged from taking their students out of school for vacations. While students missing school due to vacations is not condoned, it is recognized that there are rare instances when a student must be absent due to parental vacation or travel requirements. Parents/Guardians should recognize that students will miss valuable classroom activities and interactions that cannot be duplicated outside of school or after the student returns.



It is the responsibility of the parents/guardians and the student to keep current in curricular topics presented during a discretionary absence. [The EMHS Planned Absence Form](#) and the following are required for discretionary absences:

- Prior to the absence, reaching out to your student's teachers is required, as they can provide a brief synopsis of topics to be covered during your student's absence.
- Parents must speak with their student about having conversations with their teachers to learn about what they may be missing. *Students, you are responsible for completing and turning in your work!*
- Unless otherwise stated or provided by teachers, students should access *Google Classroom* for assignments during their absence. Teachers are not required to provide assignments, design a separate program and will not be able to recreate classroom activities for students for reasons other than illness or emergency.
- Students should also plan to schedule time during FLEX, lunch or after school to meet with teachers when they return to allow for time to review any responsibilities the student may have upon returning to school.

***This completed form must be submitted to the principal at least FIVE school days prior to the date of the requested absence.***

### **Attendance and Extracurricular Activities**

Students who are tardy or absent from school as defined above will not be allowed to participate in or attend school activities on the day of the absence, including practice sessions or school-sponsored events—unless an exception is made by the administration. This includes excused absences, unexcused absences, and suspensions from school.

If a student is absent on a Friday, or the day before a day 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 more specific information regarding attendance and extracurricular activities please refer to the [Epping Middle High School Athletic, Extracurricular, & Co-curricular Handbook 2022-2023](#) (*click to open*).

### **Dismissals**

It is expected that students remain in school for their entire scheduled day. Outside appointments such as doctors' and dentist appointments, as well as family emergencies, must be documented with official verification to the school. When a student needs to be dismissed during the school day, the student must go through the main office. A note/email from a parent/guardian must be provided to the office first thing in the morning documenting the time and date of the dismissal or the parent/guardian should come into the main office and request that their child be dismissed. The parent/guardian or emergency contact are the only people that can dismiss a student. Third party driving companies or other individuals will not be permitted to dismiss a student. Phone calls will not be accepted as an appropriate means to dismiss a student, they must be accompanied by written authorization (email or written note). Parents/guardians must sign their child out of school in the main office. Parent/guardian or emergency contacts are the only people permitted to dismiss a student. Parents/guardians should not dismiss their students on a regular or routine basis. The administration reserves the right to question the frequency of undocumented dismissals. Student attendance is required by law and their schedules are intended to benefit their academic growth. Parents/guardians (or others designated as "School Pickup" in PowerSchool) will be required to show identification when dismissing their child. This helps EMHS to ensure student safety and welfare. Dismissals after 1:45pm of a regular school day are discouraged due to potential impacts on dismissal procedures.

Note: Early dismissal on the day of the prom may not occur prior to 11:40 AM.

- [POLICY JH – Attendance - Absenteeism, Tardiness, & Truancy](#) (click to open)
- [POLICY JHA - Attendance & Consequence Guidelines](#) (click to open)

## **ADDITIONAL PROCEDURES**

### **Before and After School Procedures**

The EMHS building opens to students at 7:10 am. Once on school grounds, students must not leave during the school day without proper dismissal. Students who leave without permission shall be considered “skipping” 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 EMHS staff member must leave the building. 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 High School Campus**

EMHS 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 Privileges). Any student who needs to leave the building for any reason must obtain permission from an administrator or follow the dismissal procedures and sign out through the main office. Leaving the building without permission is a serious offense. Students who leave without permission are considered truant. This behavior will typically result in parent contact, police contact or suspension.

### **Senior Privileges**

Qualifying seniors are allowed “Senior Privileges”.” This is the ability to come and go freely during the operational hours of the school day. Privileges are earned after an official mid-Semester Update and after the Student Achievement Report at the end of each semester. Privileges may be rescinded at any time by the parent/guardian or by the school authorities if the student experiences academic, attendance, or behavioral difficulties or for failure to follow the school rules. All privileges may be suspended by the administration for safety/security reasons. Students who lose privileges may have them reinstated by demonstrating improvement in their attendance, behavior, or academic standing. The following criteria will be used to determine privileges for Seniors:

- Complete privilege application and submit to the Guidance Office.
- Does not have N’s or IWS’ in any competencies.
- Completed the previous semester WSP conferencing.
- Attendance in good standing.
- No behavioral issues – ISS and/or office referrals.
- Does not have outstanding obligations.
- Adheres to the district attendance and tardy policies.

*Note: Students receiving an N or IWS on any competency will be granted a 2 week grace period to complete a reassessment/relearning plan. The administration reserves the right to review, reinstate, or suspend privileges at any point in the school year.*

## **Visitors**

All persons, other than school staff and students enrolled in the school, are considered visitors and must first report to the EMHS main office and receive permission to enter the school. Visitors are required to report the purpose and place of their visit. All visitors must have a valid drivers license and will receive an official visitor's badge which includes the visitor's name, date and time of visit, and destination. The badge is to be returned to the school office at the conclusion of the visitor's visit. Employees of the school system other than school staff are to advise the school office that they are in the building and to wear district issued identification badges or attire. Persons wishing to meet with a teacher for the purpose of discussing a particular issue shall do so only at a time when it does not interrupt the normal school program. Administrators will accommodate persons wishing to meet with them for the purpose of discussing a particular issue as soon as they are able. Persons wishing to make such arrangements may do so by securing an appointment directly with the teacher/administrator or through the school office. Legal Orders - The school office shall abide by legal orders restricting a visitor's contact with a student or employee of 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, EMHS does not sponsor excursions, and teachers are not acting under the school district's jurisdiction. Students and parents/guardians are urged to closely scrutinize all aspects of these ventures to ensure 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 an extension of the school day. All EMHS students are expected to adhere to the policies set forth in the student handbook.** 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 they represent EMHS and are expected to abide by all school rules and regulations while participating on field trips. 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 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's 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 one week prior to the day of the 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.

- [Policy IJOA - Student Field Trips](#) *(click to open)*

## **Guest Procedures for Dances and Other After-School Events**

## **Grades 9-12**

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

- Be signed up in advance of the event.
- Attending high school or being homeschooled.
- Present a letter signed by a school administrator on school letterhead attesting that the student is in good standing, as EMHS students are responsible for the behavior of their guests.
- A meeting with a member of school administration may be required in advance of the event.
- GUESTS MUST BE UNDER 21 Years of Age.

Guests who do not meet the above criteria or were removed from or 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 be allowed to attend. However, EMHS reserves the right to turn away or remove any student and guest.

Additional exceptions to these procedures are public performances, including but not limited to:

- Athletic contests.
- Student plays and concerts sponsored by EMHS clubs.
- Some Senior Week activities.

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

## **Grades 6-8 Activity Nights**

EMHS sponsors school activity nights during the school year for grades 6-8 where we have a DJ for dancing and the gym is open. We sell items such as pizza and have other food available. The evenings are open to grades 6-8 students only.

Behavior expectations, adherence to our dress code, and cell phone use apply to our Activity Nights.

All Activity Nights begin at 6:30pm and end promptly at 8:30pm. All students must make arrangements in advance to be picked up promptly by the conclusion of each event; if a student's ride is not here with-in fifteen minutes after the event ends, he or she may not be allowed to attend the next social event. There will be no walking home after a social event. Everyone must make arrangements for transportation home. Parents are to park along the sidewalks of EMHS for student dismissal from activity nights. ***Any student who is absent on the day of the activity night is not allowed to attend the event. A student's behavior may affect his/her eligibility to attend social events at the discretion of the Administration.***

Unacceptable behavior will result in a call to parents for an immediate ride home, loss of attendance privileges for the next social event, or both. Parents/guardians must be available to pick up students.

Once a student enters the social event, he or she is not allowed to leave the event for any reason without permission from the head chaperone. A parent/guardian must pick up the student. Social events are sponsored by and for students enrolled at EMHS.

## **Emergency Drills**

Emergency 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 EMHS 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 EMHS 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. ***We ask that parents help students comply with the schools responsible use policy by not contacting students during the day via cell phone / text message.***

### **Residency**

Residency for the purpose of enrollment in a district school shall be defined by [RSA 193:12](#) *(click to open)*. 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 the district and students in the district suspected of not having legal residency per state law. It is the responsibility of parents/guardians to notify the EMHS Main Office or Guidance Office in the event of a change of student address.

- [JFA – Residency for Enrollment](#) *(click to open)*
- [JFA FORM - Residency Verification](#) *(click to open)*

### **Posters**

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

### **Sales**

Money may not be collected for 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 the EMHS 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 EMHS:

**Clubs/Organizations:**

Art Club	Granite Youth Alliance	Student Government
Band	Jazz Ensemble	Student Leadership Council
Chorus	Math Team	Unified Club
Drama Club	National Honor Society	Writer's Club
French Club	Pep Band	Yearbook
Spanish Club	Project SEARCH	Youth 2 Youth
PRISM	Chess Club	

**Athletic Teams and Season:**

**Fall**

Volleyball  
Boys Soccer  
Girls Soccer  
Football  
Spirit  
Cross Country  
Unified Soccer

**Winter**

Boys Basketball  
Girls Basketball  
Indoor Track & Field  
Ice Hockey  
Spirit  
Unified Basketball

**Spring**

Baseball  
Softball  
Track & Field  
Unified Track & Field  
Unified Volleyball

If you wish to form another group, speak to your teachers and/or the administration for advice on how to get organized. An idea for a club, potential meeting schedule, list of interested students and the name of the adult supervisor(s) must be presented to

**Students in Good Standing**

To be considered “*in good standing*,” students must meet EMHS academic and student conduct requirements. Participation in extracurricular activities including athletics is a privilege, not a right. Students in good standing are eligible for certain privileges such as assemblies, field trips, dances, clubs, athletic and academic competitions. To earn this privilege, students must abide by the rules and expectations outlined by their club or organization and must conduct themselves as positive role models who exemplify good character.

The coach, the advisor, the athletic director, and the administration reserves the right to issue consequences for inappropriate substandard behavior of students involved in extracurricular activities including athletics.

**ADDITIONAL SERVICES**

## **Accident Insurance**

An insurance policy for students is offered at the beginning of the school year. Basic coverage applies when:

- Attending school during the hours that school is in session.
- Traveling to and from school one hour before or after school and traveling in a vehicle furnished by the school to or from the activity.
- Participating in or attending an activity sponsored by the school and traveling in a vehicle furnished by the school to or from the activity.
- Participating as a member of an interscholastic athletic team (including practice and travel as a team).

Students are eligible for the Annual 24-Hour Accident Coverage, which insures the student at home and at school, including the summer vacation period. Both plans are available and are more fully described in the folders, which are distributed along with the application form at the beginning of the school year. The cost of these two plans is set year by year.

## **School Meals**

The school Food & Nutrition Services (FNS) department is an important part of the school health and wellness program. Children need healthy meals to learn! Epping School District SAU14 offers healthy meals every school day. Breakfast costs \$2.00 Lunch costs \$3.50. Your children may qualify for free reduced price meals. See below for information regarding meal assistance. Reduced price meals are free for breakfast and \$.40 for lunch. Students must come to school with funds to purchase extra meals or entrees as they will not be able to charge for these items. Milk and other items can be purchased separately. Students are not permitted to order food to be delivered or leave campus and bring food back to be consumed in the cafeteria. Common courtesy and proper table manners are to be maintained at all times.

### Free and Reduced Lunch Forms

[Applications](#) *(click to open)* for assistance with free and reduced meals are available year-round on the [family portal](#), in the main office, the cafeteria, or on the SAU 14 website. The portal is fast, secure, and convenient, but paper forms should be returned to the FNS director promptly for processing. These forms help with much more than low-cost meals; they also help inform funding for some of our school programs. Applications don't carry over to the next school year, so it's important to fill them out annually. Please contact our food service director, [Chef Moss Crutchfield](#), if you have any questions.

- [POLICY JLCF – Wellness](#) *(click to open)*
- [POLICY EF – Food Service Management](#) *(click to open)*
- [POLICY EFAA – School Meal Charges](#) *(click to open)*
- [POLICY EFC – Free & Reduced Meals](#) *(click to open)*

### USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech

disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

IF LANGUAGE ASSISTANCE IS NEEDED FOR CIVIL RIGHTS PURPOSES, PLEASE CONTACT THE NH COMMISSION FOR HUMAN RIGHTS AT: 1-603-271-2767, DIAL "0" ASK FOR AN INTERPRETER.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov) *(click to open)*.

This institution is an equal opportunity provider.



## STUDENT SERVICES

### **School Counseling Services**

The EMHS school guidance program is an integral part of the total educational program at our school. The overall purpose of our program is to provide appropriate support to ensure the success of every student. The program focuses on the intellectual, social, and emotional development of our young adolescent learners and supports the Epping School district's improvement plans and goals. The purpose of our program is to help students succeed academically. Sometimes this means addressing issues between friends, learning social skills, understanding issues that students face regarding peer influences, or simply having a place to talk. 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.

### **Student Records**

All student records are kept and maintained according to federal and state regulations. Parents or legal guardians of students needing to inspect student records should contact us.

### **Release of Student Records**

The Epping schools will not release copies of records or personal information about any student unless we receive a signed release form from the parents or legal guardian of a student or from the student if he/she is 18 years of age. This signed form must contain the student's name, what information will be released, and the destination of that information.

### **Recommendations for Applications to other Schools**

If you wish to apply to a private or charter school that requires recommendations, you must provide the school with the necessary release information before asking a teacher or building administrator to write a recommendation. All school information including grades and attendance is sent out by the school.

### **Employment Certificates**

Students under 16 years of age must obtain an Employment Certificate from the Guidance Office or from the [State of NH Department of Labor](#) (*click to open*) 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 their potential employer to specify the type of work they 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. [POLICY JJJ - Student Employment](#) (*click to open*)

## **Health Services and Procedures**

The Health Office's ultimate goal is to help EMHS 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:** Please be sure to fill out all medical information through our online data management system InfoSnap. All student data is confidential. 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 or 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, the 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 gastroenteritis, undiagnosed rashes and contagious diseases may be sent home from school at the discretion of the Health Office. ***All dismissals for health and / or injury related reasons must occur through the Health Office. Other dismissals will be considered unexcused.***

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.

**Emergency Transportation:** In the event of a Health/Medical Emergency, that cannot be cared for safely by school staff, “911” will be called requesting an Ambulance/EMS service. If there is time, we will attempt to contact parents but, if the seriousness of the situation warrants it, the student will be taken to the nearest Hospital then we will make every attempt to contact parents.

**Immunizations & Physicals:** Epping School District requires all students to meet the immunization and physical examination requirements for school entrance. Any child being admitted to the District must present proof of meeting these immunization and physical examination requirements within 30 days of entrance. Failure to comply with this provision may result in exclusion from school for the child. Please reference Policy JLCA for more information. Please check with your medical provider to see if your child is current with immunizations and/or check [NH Immunization requirements](#) (click to open).

State law requires all students to have a complete physical examination within a one-year period before first entry to school. School Board Policy also recommends that a physical examination be performed within 12 months of starting grade 6 and grade 9. Students must have an up-to-date immunization record and a current physical examination signed, dated, and office stamped by a medical practitioner stating that the student is physically fit to participate in a school sponsored sport. Students entering grade 6 and grade 9 must have a physical examination within one year (12 months). Students continuing to participate in the athletic program must be re-examined within two years of the previous physical exam on file. Please reference Policy JLCA for more information.

- [POLICY JLCA - Immunizations, Physicals, & Other Requirements](#) (click to open)

### **Computer Access and Use**

EMHS is a 1:1 chromebook device school. The Epping School District supports technology use for its students, staff and community and has made available computers and networks in order to:

- Support Education and research.
- Facilitate and disseminate knowledge.
- Encourage collaborative projects and resource sharing.
- Foster creativity and innovation.
- Aid technology transfer.

**Terms and Conditions for use of Computers and Networks:** All users who wish to use Chromebooks/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.

**User Code of Conduct:** All users of the school district’s Chromebooks/computers and the computer/networks are expected to abide by School Board Policy and the generally accepted rules of computer/network etiquette.

[Epping School District 1:1 Chromebook FAQs - Updated 1/26/18](#) (click to open)

- [POLICY JICL - School District Internet Access for Students](#) (click to open)
- [POLICY JICL-R - Acceptable Internet Use Procedures & Agreement - Students](#) (click to open)

### **Media Center**

The Daryl Rice Media Center welcomes all students who wish to use it in an appropriate manner. 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 academic teachers (i.e. not their Study Hall Teacher) 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. There is no Media Center access during advisory.

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 [NH Standards for Ed. of Handicapped Students](#) (*click to open*).

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 EMHS. Any student referred to Epping school personnel will be afforded all due processes as prescribed by state and federal laws. For complete policy please contact SAU 14.

### **English Speakers of Other Languages (ESOL)**

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

- Evaluations.
- Classroom support.
- Direct instruction.

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

### **Homeless Students**

The Epping School District provides support for students who are homeless in accordance with the [1987 McKinney-Vento Act](#) (*click to open*). 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 EMHS Homeless Building Coordinator for appropriate support. [POLICY JFABD – Admission of Homeless Students](#) (*click to open*)

## **Bus Transportation**

Students who ride the school bus are expected to adhere to Epping School District Policy. 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.

### **Student Rules and Conduct on the School Bus:**

- Students are expected to arrive at the bus stop at least five (5) minutes before the bus is scheduled to arrive.
  - Students are expected to wait in a safe place, clear of traffic, until the bus stops, the door is open, red flashing lights are on, and the driver has directed you to proceed.
  - Students are expected to wait in an orderly line and avoid horseplay.
  - Students are expected to 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).
  - Students are expected to go directly to an available or assigned seat when entering the bus and move in toward the window.
  - Students are expected to 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 doors will be used for emergencies only.
  - -The driver is in complete charge of the bus and his/her decisions and requests must be followed.
  - Students are permitted to carry only objects that can be held on his/her lap.
  - Students are expected to refrain from throwing or passing objects on, from, or into buses.
  - Students are expected to refrain from eating and drinking on the bus.
  - Students are expected to respect the rights and safety of others.
  - Students are expected to refrain from leaving or boarding the bus at locations other than assigned stops at home or school. Students may only ride the bus that they have been assigned. (Exceptions will only be made with a note from the school Principal or designee.)
  - Students are prohibited from extending their 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.
  - Students are 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.
  - Students are expected to refrain from the use of profane language, obscene gestures, excessive noise, fighting, wrestling or acts of physical aggression on the bus.
  - Students are not allowed to carry hazardous material, nuisance items and animals onto the bus.
  - Students are 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.
- 
- [POLICY EEA – Student Transportation Services](#) *(click to open)*
  - [POLICY EEAE - Transportation Safety Program](#) *(click to open)*
  - [POLICY EEAG – Transportation by Private Vehicle](#) *(click to open)*
  - [POLICY EEAGA – Transportation by Parent, Family Member, or Student](#) *(click to open)*