

KEARSARGE REGIONAL  
HIGH SCHOOL

COUGAR PRIDE!



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## KEARSARGE REGIONAL HIGH SCHOOL

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## Points of Emphasis for the 2019 - 2020 Student Agenda / Handbook

- All policies and procedures embedded within this handbook are reviewed annually; however, should district policy or procedures change throughout the year, the most recent policy/procedure will take precedence.
- The grading system at KRHS is designed to reflect a student's progress in meeting course competencies. The levels of proficiency for Kearsarge and their definitions are as follows:
  - **Proficient with Distinction (PD):** *The student consistently exceeds the performance standards set forth by the competency statement. The student grasps, applies, generalizes, and extends understanding of the course content and necessary skills consistently and independently.*
  - **Proficient (P):** *The student consistently demonstrates clear knowledge and understanding of the essential content and concepts in the performance standards and is proficient in applying these essential skills.*
  - **Basic Proficient (BP):** *The student demonstrates the ability to comprehend and apply the essential content, knowledge and skills in the performance standards.*
  - **In Progress (I):** *The student is making some progress towards meeting the performance standards; however, the student shows gaps or errors in understanding of essential content, concepts, or in the application of skills.*
- Kearsarge no longer ranks its students by GPA for the purpose of determining a valedictorian / salutatorian. We will now report out to colleges in percentiles and honor the top 10% of the class.
- Kearsarge no longer issues failures in courses based on attendance. Attendance will be handled on a disciplinary basis for those students that have chronic attendance issues. Please see pages 17-19 in the handbook to review the full policy.
- Kearsarge High School uses rolling grades. The term "rolling grades" means that quarter and semester grades simply continue on into the next quarter. The grading term starts on the first day of class, and it ends on the last day. Quarters are not weighted to compute a student's final course grade. Instead grades are calculated based on the totality of work for the entire course. Final and midterm exams are administered for each course and are assessed as a comprehensive summative assignment.
- Students will have access to all teachers during an additional class period. The purpose of this period will be for both remediation, and enrichment, as well as other student activities. **Students are required to attend and be present for this period.**
- It is expected that all students and adults behave in a manner that exhibits respect and tolerance for others.
- All students participating in co-curricular activities (athletics, clubs and school-sponsored events) are subject to all eligibility and code of conduct policies and procedures.
- To be eligible to participate in any athletic event or co-curricular activity, students must be in attendance at school the day of the event by 9:00AM, unless permission by an administrator has been granted. Without administrative approval, students will be prohibited from participating in any athletic competition, school function or co-curricular activity if they are absent from school on the day of the scheduled event.
- All missing schoolwork associated with an incomplete grade must be submitted within ten (10) school days of the close of grades during the quarter in which the incomplete status was issued.
- From the moment they enter a new class, students have a **seven (7) day window** in which to add and/or drop a course. If a course is dropped within the prescribed time frame, a withdrawal code (W) will appear on the student's transcript. If a course is dropped after the seven (7) day limit, a withdrawal fail (WF) will appear on the student's transcript
- Students must take the equivalent of five (5) courses per semester to be considered full-time Kearsarge Regional High School students. In addition to those courses taken at KRHS, enrollment in classes at the Concord Regional Technical Center, New England College, Dartmouth College, Virtual Learning Academy (VLACS), and PLATO will count toward this full-time status.
- **Academic Lab Support:** Every period of the day four teachers in each of the core disciplines are available most days to students that may need to extend their support in a particular course, or to assist students in the completion of course recovery work. Appropriate behavior, decorum and respect are expected in order to access this support.



## **VISION AND MISSION STATEMENT FOR KRSD**

*Inspiring learners, committing to community, contributing to a dynamic world*

We are seven towns, seven schools, and one district committed to partnering with families and community, to support and prepare learners who:

- Pursue academic excellence.
- Are caring, compassionate community members who support each other.
- Make positive contributions to the world and value diversity.
- Promote personal responsibility, accountability, and wellness.
- Value the collaborative process while maintaining a sense of self-advocacy.
- Celebrate creativity.
- Are flexible, resilient, and embrace individual growth.

*Revised 2016*

## **TITLE IX - POLICY NOTIFICATION STATEMENT**

It is the policy of Kearsarge Regional School District (KRSB) not to discriminate on the basis of sex, race, national origin, or color in its educational programs, activities, or employment policies as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX may be directed to: Mr. Michael Bessette, Assistant Superintendent of Schools, 114 Cougar Court, New London, NH 03257 (526-2051); or to the Director of the Office of Civil Rights, Department of Health, Education, and Welfare, Washington, DC 20201.

## **USDA NONDISCRIMINATION STATEMENT**

**For all other FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following 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.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (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).

This institution is an equal opportunity provider.

## **RSA 193:1 and RSA 193:2**

Every child between 6 and 18 years of age shall attend the public school within the district or a public school out-side the district to which he is assigned or an approved private school during all the time the public schools are in session, unless he has been excused from attending on the grounds that his physical or mental condition is such as to prevent his attendance or to make it undesirable. Every person having the custody of a child shall cause the child to attend such a school during the time the public schools are in session.



**KEARSARGE REGIONAL SCHOOL DISTRICT**  
**SCHOOL BOARD MEMBERS**

All updated School Board policies, as they pertain to SAU 65 and the schools that comprise the Kearsarge Regional School District, may be accessed via the school district website. To access School Board policy, please use the following link:  
**<https://www.kearsarge.org/district/school-board-abc/pages/school-board-policies>**

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## Kearsarge Regional High School Staff Directory

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\* denotes department chair



Kearsarge Regional High School was established in 1970. Forty years later, Kearsarge alumnus Mike Valerio '03 worked collaboratively with the class of 2010 to design the school seal. This seal was modified slightly to its current state by the Kearsarge Regional School Board in 2019, where it is now used throughout the district.

In addition to its symbolic representation of the school mission, the elements of the seal—Kyar-Sarga, the Mountain, the Starred Chevron and the Three Green Pine Trees—personify the pride in being a member of the Kearsarge community.

Mount Kearsarge majestically stands to the northeast of the high school, and to embody the spirit of the natural landscape, a silhouette of the mountain sits above the chevron. At the base of the chevron the Native American saying "Kyar-Sarga", interpreted as *mountain of pines*, preserves a precious connection to the past.

The chevron itself is emblematic of Mount Kearsarge. It is angled upward to form an optimistic view of the future, and it is adorned with seven stars, each representing one of the seven towns that make up the Kearsarge Regional School District: Bradford, Newbury, New London, Springfield, Sutton, Warner and Wilmot.

The three green pine trees are symbols that are consistent with Kearsarge Regional High School's desire to be more environmentally green. Moreover, the pine trees serve as guiding principles for the citizens of the Kearsarge community:

- The first tree represents the **mind**, reinforcing the idea that education provides a community of life-long learners with the skills to successfully overcome the challenges of an ever-changing global society.
- The second tree stands for the **body**. As a symbol it encourages one and all to participate in extracurricular activities and to serve society as active, creative role models.
- The final tree represents **community**. It serves as an unwavering commitment to always respect oneself, other community members, and the infrastructure that provides a safe and secure learning environment.

Michael Orlando '10

# PRINCIPAL'S MESSAGE

Dear Students and Parents,

Welcome to the 2019 - 2020 school year! The purpose of this Parent-Student Handbook is to provide a quick reference guide to Kearsarge Regional High School. It contains essential information about our school, as well as important Board of Education policies. Please read the handbook carefully and keep it in a safe place for future reference.

Kearsarge Regional High School is one of the most respected high schools in the State of New Hampshire. We have talented students, supportive parents, and dedicated faculty and staff who are committed to a signature learning community.

For students to reach their maximum potential, we must foster an environment where students and staff feel emotionally and physically safe. We must also establish an environment where students feel supported to challenge themselves to take healthy risks that stretch boundaries beyond their safe zones. This can happen by trying a new club, taking a challenging course or participating in a new activity.

At a time in a student's life when character can be tested on a daily basis, it is important for all community members to commit to this mission. The handbook is our written guide for creating this safe environment.

As we enter this school year, I ask parents for your continued partnership. If you are aware of situations that compromise your son or daughter's experience, please call an administrator or guidance counselor.

I look forward to celebrating an exciting and memorable year with this diversely talented group of students.

Respectfully submitted,

Robert Bennett  
Principal

**Kearsarge Regional School District 2019-2020**  
**First Day of School 8/27/19**

<b>August</b>	M	T	W	Th	F	Days		Days		M	T	W	Th	F	<b>February</b>
<b>PDI</b>		T	T*	T*	T*	T	S	T	S	3	4	5	6	7	
	T	27	28	29	X	8	3	15	15	10	11	12	13	14	
										17	18	19	20	21	
										X	X	X	X	X	
<b>September</b>	M	T	W	Th	F	Days		Days		M	T	W	Th	F	<b>March</b>
	X	3	4	5	6	T	S	T	S	2	3	4	5	6	
	9	10	11	12	13	20	20	22	22	9	10	11	12	13	
	16	17	18	1	20					16	17	18	19	20	
	23	24	<u>25</u>	26	27					23	24	<u>25</u>	26	27	
	30									30	31				
<b>October</b>	M	T	W	Th	F	Days		Days		M	T	W	Th	F	<b>April</b>
		1	2	3	4	T	S	T	S			1	2	3	
	7	8	9	10	T	22	21	18	18	6	7	8	9	10	
	X	15	16	17	18					13	14	15	16	17	
	21	22	<u>23</u>	24	25					20	21	<u>22</u>	23	24	
	28	29	30	31						X	X	X	X		
<b>November</b>	M	T	W	Th	F	Days		Days		M	T	W	Th	F	<b>May</b>
					1	T	S	T	S					X	
	4	5	6	7	8	18	17	19	19	4	5	6	7	8	
	X	12	13	14	15					11	12	13	14	15	
	18	19	20	21	22					18	19	20	21	22	
	25	26	T	X	X					X	26	27	28	29	
<b>December</b>	M	T	W	Th	F	Days		Days		M	T	W	Th	F	<b>June **</b>
	2	3	4	5	6	T	S	T	S	1	2	3	4	5	
	9	10	11	12	13	15	15	10	9	8	9	10	11	MU	
	16	17	18	19	20					MU	MU	MU	MU	MU	
	X	X	X	X	X					MU	MU	MU	MU	T	
	X	X													
<b>January</b>	M	T	W	Th	F	Days									
			X	2	3	T	S								
	6	7	8	9	10	21	21								
	13	14	15	16	17										
	X	21	22	23	24										
	27	28	29	30	31										

*Graduation: To be announced.*

**\*\*June dates are subject to make up days.**

**LEGEND**

- X = Holiday / Vacation
- T = Teacher Professional Day
- T\* = Teacher Professional Institute
- = Last Day of Quarter
- MU = Make Up Day for Students & Staff

*Staff Professional Development Sessions to take place after the school day are underlined dates. Makeup days will be the Thursday following the scheduled PD*

**NO SCHOOL DAYS**

- 8/30 & 9/2 Labor Day Recess
- 10/11 Teacher Work Day
- 10/14 Columbus Day
- 11/11 Veterans Day
- 11/27 Teacher Work Day
- 11/28 & 11/29 Thanksgiving Recess
- 12/23 -1/1/20 December Recess (classes resume 1/2/20)
- 1/20 Martin L. King Day
- 2/24-2/28 Winter Recess (classes resume 3/2/20)
- 4/27-5/1 Spring Recess (classes resume 5/4/20)
- 5/25 Memorial Day

## ACADEMIC CHALLENGE

KRHS takes great pride in offering a rigorous curriculum that challenges its students. At Kearsarge, many opportunities exist for students to undertake additional academic challenges.

### **ADVANCED PLACEMENT**

Kearsarge Regional High School offers Advanced Placement courses in the following subjects: Biology, Chemistry, Comparative Government, English Literature, U.S. History, Psychology, Economics, Calculus AB, Statistics, Physics, French, Spanish and Latin. It may be possible for students to earn college credit upon attaining high scores on Advanced Placement exams. Students who elect to take Advanced Placement courses should be aware that the classes have a nationally standardized curriculum, the content of which cannot be altered or modified. Every student who takes an Advanced Placement class is expected to complete the exam in May.

**NOTE:** Advanced Placement examinations take place in May and are considered the final examination for the course. However, students in AP courses will be expected to complete a final project that will be due during the time of school-wide final examinations in June.

### **HONORS DESIGNATION**

An Honors Designation option is offered to all students who wish to pursue advanced academic studies all heterogeneously grouped courses. The student who chooses the honors option in Grade 9 and Grade 10 is willing to engage in challenging educational experiences by going beyond the common core standards in the areas of critical thinking, analysis and application of content concepts. Further, their willingness to learn is manifested in a positive attitude and exemplary work habits. Students who accept the challenge that comes with an honors designation will read additional material (novels, articles, essays), write analytical essays, read primary documents, create lab reports that are five (5) to eight (8) pages in length, complete research essays, defend a thesis to a large group and perform a sustainability study. These students will also be assigned more rigorous summative assessments (including final and midterm exams), more ambitious projects and assignments, and they will have to perform at a higher level of mastery of competencies.

Honors Designation will be recorded on the student's high school transcript. *Honors Designation will begin for students at the end of the first quarter.* Students must earn a minimum grade of a B+ during Quarter 1 of the class in order to enroll in honors designation and may not choose honors designation after the period in which the honors work has begun during the second quarter. Students that chose to drop an honors designation during any point during Quarters 2, 3, or 4 will have the designation removed from ALL of the quarters in which they are enrolled in the class and on their year-end course title and transcript. For course-specific requirements, please visit the KRHS website.

Honors Designation may be contracted in the following courses: English 9, English 10, Physical Science, World Perspectives, U.S. History, French II, French III, French IV, Latin III, Latin IV, Spanish II, Spanish III, Spanish IV, Chorus and Band.

For course-specific requirements, please visit the KRHS website or contact the instructor.

**NOTE:** Any violation of Academic Integrity will be handled through the Academic Honesty procedure.

### **PROJECT RUNNING START**

New Hampshire Project Running Start is an educational initiative for high school students in collaboration with the Community College System of New Hampshire (CCSNH). This program provides students with an opportunity to enroll in specific college courses offered at their high school during the regular school day. Students who choose to enroll in the college course earn high school credit as well as college credit. College credit can be used at any of the community colleges in New Hampshire or sent to other colleges and universities for consideration of transfer. Students must pay a \$150 fee to NHCTC per course to enroll in the program. Running Start courses offered at KRHS include: College Composition I, AP Calculus, AP Economics, Culinary Arts, Baking, Cake Decorating, and Concord Regional Technical Center course offerings.

## ACADEMIC HONESTY

The Kearsarge Regional School District requires academic integrity of its students. Plagiarism and cheating are serious offenses. Plagiarism is using another's work as your own without giving proper credit. A student will also be considered to be violating this policy if they knowingly share their work with another student with the intention of letting that student use it as their own.

**1st Offense:** The work will receive a zero and not be remediated. There will be a meeting between student, teacher and administration.

**2nd Offense:** The work will receive a zero and not be remediated. A meeting between parent, teacher and administration and possible loss of leadership position(s). Possible disciplinary consequence as determined at the discretion of administration.

**Further Offense(s):** Students will lose consideration for school awarded scholarships and scholastic awards. Possible disciplinary consequence as determined at the discretion of administration.

**NOTE:** Any student not exhibiting academic honesty will not be exempt from taking final examinations.

## **ADULT STUDENTS (EIGHTEEN OR OLDER)**

The rules and regulations at Kearsarge Regional High School are for all students. Students who elect to attend school are choosing to comply with the reasonable rules and regulations at KRHS. Students who are 18 years or older and who are living with their parent(s) / legal guardian(s), will be required to have all notes for excused absences, tardiness, dismissals, progress reports, field trip permission forms, and all requested forms signed by a parent or legal guardian.

Parent(s)/guardian(s) who would like the school to accept the signature of their eighteen (18) year old son/daughter in lieu of their own signature(s) must contact the principal or assistant principal through the process outlined on the next page. Written authorization alone is not sufficient. Such an authorization releases the school from its obligation to contact the parent(s) or guardian(s) regarding grades, attendance, permission to dismiss student from health office or conduct of the eighteen (18) year old student.

The school will deal directly with the eighteen (18) year old student regarding these matters; however, the school will continue to furnish such information to parents upon request. In order to have the authorization completed, the following steps must be taken:

Parent(s) or legal guardian(s) must call and speak with the principal or assistant principal.

- If, after this contact with the administration, parents choose to authorize the student to sign his/her own notes, a release form will be provided for signatures.
- The student will sign the form to authorize or not authorize the school to release or send information to the parents.

This process must be completed before eighteen (18) year old students can sign their own notes. The principal will consider an exception to this process on an individual case basis. A renewal process will be followed each year for students to continue in this program.

## **AGGRESSIVE BEHAVIOR**

Threats, violence, unwanted physical contact and/or aggressive behavior will not be tolerated at KRHS.

**Each Offense:** Depending upon the severity of the aggressive behavior, the student may be issued an out-of-school suspension (up to ten (10) days). If the student is suspended from school, the parent(s) may be required to meet with the assistant principal and/or principal.

**NOTE:** Any suspension of five (5) days or longer will require a re-entry meeting with the school principal or assigned administrator and guidance counselor. Any ten (10) day suspension requires a meeting with the Superintendent.

## **ALCOHOL, DRUG, & PERFORMANCE ENHANCING SUPPLEMENTS**

It is the policy of the Kearsarge Regional School District to work with families and community members to ensure that all school buildings, premises, vehicles on school grounds, buses, school functions (including athletic events), field trips and other co-curricular activities shall be safe environments.

Kearsarge Regional High School is a drug-free zone. If a student is found to be in possession, under the influence, selling or distributing illegal drugs, performance enhancement supplements, alcohol and / or is in possession of drug paraphernalia on campus, in the building, at a school activity or on a school-related trip, the following procedures will be used:

**1st Offense:** The student will receive an out-of-school suspension (minimum ten (10) days); the Sutton Police Department will be notified; and the parent(s)/guardian(s) will be required to meet with the administration / Superintendent to determine whether an extended suspension or expulsion is in order. The student may have the length of suspension reduced to five (5) days (out-of-school) if he/she agrees to participate in substance-abuse counseling.



**2nd Offense:** The student will receive an out-of-school suspension (minimum ten (10) days); the Sutton Police Department will be notified; and the parent(s)/guardian(s) will be required to meet with the Superintendent of Schools.

**Any student who is found selling or dealing drugs on campus will lose the right to reduce his or her suspension.**

**NOTE:** In accordance with KRSD policy JIH (Search of Students and Their Property), the Superintendent of Schools is authorized to arrange for the use of trained canines to aid in the search process.

**It should also be noted that students involved in athletics or co-curricular activities must adhere to the policies and procedures outlined in the athletic handbook**

## **ANNOUNCEMENTS / EVENT POSTINGS**

The daily school announcements will be posted on our school website each day. Anyone interested in announcing an activity or event must provide the office one days' notice. A school administrator must approve all announcements or event postings. No signs, posters, or electronic messages may be posted without the approval of the school principal or administrative designee. Announcements unrelated to school sponsored activities should only be posted on the community bulletin board.

## **ATHLETIC & CO-CURRICULAR EXPECTATIONS**

Kearsarge Regional High School strongly believes that students who participate in athletics and school-sponsored clubs and activities will have a greater impact on our school community than those students who don't. We also believe that life lessons are learned through team competition and through civic opportunities within our school and our wider community.

**Please see the athletic handbook located on the KRHS athletics homepage for the full policies and procedures. The link can be found here: <https://www.kearsarge.org/high-school/krhs-athletics>** The eligibility requirements outlined in this handbook are set forth by the New Hampshire Interscholastic Athletic Association, as well as KRSD and KRHS, for all high school students participating in interscholastic athletics and co-curricular activities.

## **ATHLETIC PROGRAMS**

### **FALL**

#### **Men**

Bass Fishing  
Cross Country  
Football  
Golf  
Soccer  
Spirit

#### **Women**

Bass Fishing  
Cross Country  
Field Hockey  
Golf  
Soccer  
Spirit

### **WINTER**

#### **Men**

Alpine Ski  
Basketball  
Ice Hockey  
Indoor Track  
Nordic Skiing  
Swimming  
Wrestling

#### **Women**

Alpine Ski  
Basketball  
Ice Hockey  
Indoor Track  
Nordic Skiing  
Swimming  
Wrestling

### **SPRING**

#### **Men**

Baseball  
Lacrosse  
Tennis  
Track and Field  
Equestrian

#### **Women**

Lacrosse  
Softball  
Tennis  
Track and Field  
Equestrian

## ATTENDANCE/TARDINESS

603-927-2302

Kearsarge High School in accordance with the KRSD school board, requires that school-aged children enrolled in the District attend school in accordance with all applicable State laws and Board policies. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. Attendance shall be required of all students enrolled in the District during the days and hours that school is in session, except that the principal may excuse a student for temporary absences when receiving satisfactory evidence of conditions or reasons that may reasonably cause the student's absence. Students who return from an absence are responsible for contacting the teacher on the day they return to make arrangements for make-up work. The timeframe for making-up missed schoolwork is set in the Competency Based Handbook. Students enrolled in Running Start courses should also review the attendance policy of the college offering credit outside of KRHS.

Students should not be in school prior to 7:15AM. All students must be in their first period class by 7:40AM. Students who arrive after the start of the school day must sign in at the main office to obtain a tardy slip. For consequences associated with tardiness, please refer to the tardiness section of the student handbook.

In accordance with school district policy, KRHS considers the following to be **excused absences**. Any absence that has not been excused for any of the reasons listed below will be considered an **unexcused absence**:

1. Illness
2. Recovery from an accident
3. Required court attendance
4. Medical and dental appointments
5. Death in the immediate family
6. Observation or celebration of a religious holiday
7. College visits (seniors = 5, juniors = 3)
8. Family vacation/education opportunities (see description below)
9. Such other good cause as may be acceptable to the administration or permitted by law

Any absence that has not been excused for any of these reasons will be considered an **unexcused absence**. In the event of an illness, parents must call the school and inform the district of the student's illness and absence. For other absences, parents must provide written notice or a written excuse that states one of these reasons for non-attendance. The Principal may require parents to provide additional documentation in support of their written notice, including but not limited to: doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for nonattendance. If parents wish for their child to be absent and excused for a reason not listed above, the parent must provide a written explanation of the reason for such absence, including why the student will be absent and for how long the student will be absent. The Principal will make a determination as to whether the stated reason for the student's absence constitutes good cause and should be excused and will notify the parents via telephone and writing of his/her decision. If the Principal determines that good cause does not exist, the parents may request a conference with the Principal to again explain the reasons for non-attendance. The Principal may then reconsider his initial determination. However, at this juncture, the Principal's decision shall be final regarding excused absences.

### Dismissals

Undocumented dismissals where students miss class will be considered unexcused. Only seniors with privileges may leave the Kearsarge campus once they have arrived at school. All underclassmen must be properly dismissed in order to leave school while it is in session. Dismissals will only be approved if a call or signed note from a parent or legal guardian has been submitted to the main office. **Text messages will not be accepted.** Retroactive dismissals will not be approved. A parent who wants to dismiss their child in person may do so at the main office. The school nurse will dismiss students from school should they become ill.

### Family Vacation/Educational Opportunities

Generally, absences other than for illness during the school year are discouraged. The school principal or his/her designee may, however, grant special approval of absences for family vacations, provided written approval is given in advance. Students should complete a planned absence form and submit that form to the main office at least two weeks before the trip. Planned Absence Forms may be obtained in the main office or online. This form should be completed with all of the required signatures and submitted to the assistant principal who will make the determination as to whether or not the absence(s) will be excused or unexcused. This advance planning will allow the teachers enough time to work with parents and the student regarding the completion of assigned work.

### Truancy

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. **Ten half days of unexcused absences during a school year constitutes habitual truancy.** A half day absence is defined as a student missing more than two hours of instructional time and

less than three and one half hours of instructional time. Any absence of more than three and one half hours of instructional time shall be considered a full day absence. The Principal or Truant Officer is hereby designated as the District employee responsible for overseeing truancy issues.

### **Intervention Process to Address Truancy**

When the Principal identifies a student is habitually truant or who is in danger of becoming habitually truant, he/she shall commence an intervention with the student, the student's parents, and other staff members as may be deemed necessary. The intervention shall include processes including, but not limited to: 1. Investigating the cause(s) of the student's truant behavior; 2. Considering, when appropriate, modification of his/her educational program to meet particular needs that may be causing the truancy; 3. Involving the parents in the development of a plan designed to reduce the truancy; 4. Seeking alternative disciplinary measures, but still retaining the right to impose discipline in accordance with the District's policies and administrative guidelines on student discipline.

### **Parental Involvement in Truancy Intervention**

When a student reaches habitual truancy status or is in danger of reaching habitual truancy status, the Principal will send the student's parent/guardian a letter. Letters will be sent when students have accumulated five (5) and (10) unexcused absences. This letter may include: 1. A statement that the student has become or is in danger of becoming habitually truant; 2. A statement of the parents' responsibility to ensure that the student attends school; and 3. A possible request for a meeting between the parents and the Principal to discuss the student's truancy and to develop a plan for reducing the student's truancy.

## **TARDINESS**

Students are expected to be in school and in class on time. Arrival to school and class on time is essential in developing proper life and job skills. Students must report to the main office upon arrival to school when they are tardy. Students who are habitually late to school will receive disciplinary consequences from a school administrator. Students that are habitually late to class will receive disciplinary consequences from their teacher. Students that arrive late without valid documentation after 9:00 AM will not be permitted to participate in any extracurricular or school sponsored events that are held that same day. This includes participation in sports, clubs, plays, field trips, etc.

Parents are encouraged to contact the school directly when they know their child will be tardy (or may be tardy) to school. Calls or notes from parents will be accepted and the student will be marked as "Tardy Excused (TE)" if the student is tardy for any of the following reasons: illness, family emergency, medical or dental appointments that cannot be scheduled after school hours, court appearances, or religious observances.

All notes for tardiness should include the following information:

- Name of student
- Name of parent / legal guardian
- Reason(s) for tardiness
- Phone number where parent / legal guardian can be reached
- Signature of parent / legal guardian.

### **Consequences for Unexcused Tardiness to Class:**

In an effort to ensure that all students are arriving to class on time, KRHS must rely on the faculty to address student tardiness to class. Teachers are expected to remediate tardiness to their class before a student is referred to the Assistant Principal.

- |              |   |
|--------------|---|
| 1st Offense: | Warning that the third tardy will result in a detention.  |
| 2nd Offense: | Teacher conference: The next tardy will result in detention with the teacher.   |
| 3rd Offense: | Teacher issued detention (30 minutes or more) and parent notification.  |
| 4th Offense: | Teacher will refer the student to administration. Administrative Detention, and parent notification. Students must arrange for their own transportation or take the late bus.   |
| 5 or More:   | Teacher will refer the student to administration. Consequences may include: Parent notification, Administrative detention, Saturday detention, in school suspension, loss of parking privilege / senior privileges. Student may be removed from co-curricular participation for a period of time. |

## BLIZZARD BAGS

Blizzard Bag days will be announced when the weather forecast predicts a major storm, or for other reasons as determined by the Superintendent. High school Blizzard Bag assignments are directly linked to the current classroom curriculum. This means assignments will only be posted online the day prior to an anticipated absence. Blizzard Bag assignments will also be linked to course competencies.

Blizzard Bag assignments are formative assessments, and therefore will count similarly to other grades of this nature in the gradebook, with a category weight of 10% of the quarter grade. Blizzard Bag day assignments will not be recorded as a summative assessment (a test or a quiz).

All Blizzard Bag assignments are due within two (2) school days of the school cancellation. Late assignments will not be accepted after two (2) school days. Students will receive a zero (0) for assignments not submitted within two (2) days of Blizzard Bag day. Failure to complete Blizzard Bag assignments, impact attendance and will be coded as ABB (Absent Blizzard Bag). Please contact an Assistant Principal to discuss extenuating circumstances.

Students who do not have access to the Internet must request hard copies of the Blizzard Bag assignments from their teachers.

Teachers will respond to all emails within an hour during the school day (pending no emergencies). Please be reminded that the school day does end at 3:15 pm and that late emails may not be answered until the next day.

All Special Education teachers will be available online to assist students with class assignments.

## BULLETIN BOARDS

School-work and school related announcements may be posted around the building on bulletin boards. A school administrator must approve all announcements or event postings. No signs, posters, or electronic messages may be posted without the approval of the school principal or administrative designee.

Announcements that are unrelated to school activities and/or events must be posted to the "community bulletin board". (The community bulletin board is located in the hallway across from the main office window.) Anything posted on the community bulletin board must be used for the benefit of the student body. Flyers should be for informational purposes that are not school or district sponsored. Posting on the board does not imply that Kearsarge Public Schools endorses the event or organization. Flyers should not contain sales or solicitation information, and should offer educational, cultural, or athletic programming designed for school aged children.

## BULLYING / HARASSMENT / HAZING

### KRSB Policy JICK: Pupil Safety & Violence Prevention - BULLYING

It is the policy of the School District that its students have an educational setting that is safe, secure, peaceful and free from student harassment, also known as bullying. The School District will not tolerate unlawful harassment of any type and conduct that constitutes bullying, as defined herein, will not be tolerated.

#### I. Definitions

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

- a. Physically harms a pupil or damages the pupil's property
- b. Causes emotional distress to a pupil
- c. Interferes with a pupil's educational opportunities
- d. Creates a hostile educational environment (or)
- e. Substantially disrupts the orderly operation of the school

Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs.

2. Cyber Bullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyber bullying.

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

messaging, and websites.

**4. School Property** means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

Any references in this policy to "parent" shall include parents or legal guardians.

## **II. Statement Prohibiting Bullying or Cyberbullying of a Pupil (RSA 193-F: 4 II)**

The Board is committed to providing all pupils a safe and secure school environment. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyber bullying will not be tolerated and is hereby prohibited. The Superintendent of Schools is responsible for ensuring that this policy is implemented.

## **III. Statement Prohibiting Retaliation or False Accusations (RSA 193-F: 4 II b)**

**False Reporting:** A student found to have wrongfully and intentionally accused another of bullying may face discipline or other consequences, ranging from positive behavioral interventions up to and including suspension or expulsion. A school employee found to have wrongfully and intentionally accused a student of bullying shall face discipline or other consequences to be determined in accordance with applicable law, District policies, procedures, and collective bargaining agreements.

**Reprisal or Retaliation:** The District will discipline and take appropriate action against any student, teacher, administrator, volunteer, or other employee who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying.

1. The consequences and appropriate remedial action for a student, teacher, school administrator or school volunteer who engages in reprisal or retaliation shall be determined by the Principal after consideration of the nature, severity, and circumstances of the act, in accordance with law, Board policies, and any applicable collective bargaining agreements.

2. Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

3. Any teacher or school administrator found to have engaged in reprisal or retaliation in violation of this policy shall be subject to discipline up to, and including, termination of employment.

4. Any school volunteer found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

**Process to Protect Pupils from Retaliation:** If the alleged victim or any witness expresses to the Principal or other staff member that he/she believes he/she may be retaliated against, the Principal shall develop a process or plan to protect that student from possible retaliation.

Each process or plan may be developed on a case-by-case basis. Suggestions include, but are not limited to, re-arranging student class schedules to minimize their contact, stern warnings to alleged perpetrators, temporary removal of privileges, or other means necessary to be protected against possible retaliation.

## **IV. Protection of All Pupils (RSA 193-F: 4 II c)**

This policy shall apply to all pupils and school-aged persons on school district grounds and participating in school district functions, regardless of whether or not such pupil or school-aged person is a student within the District.

## **V. Disciplinary Consequences For Violations of this Policy (RSA 193-F: 4 II d)**

The District reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying.

## **VI. Distribution and Notice of This Policy (RSA 193-F: 4 II e)**

*Staff and Volunteers:* All staff will be provided with a copy of this policy. The Superintendent may determine the method of providing the policy (employee handbook, hard copy, etc.).

*Students:* All students will be provided with a copy of this policy. The Superintendent may determine the method of providing the policy (student handbook, mailing, hard copy, etc.).

*Parents:* All parents will be provided with a copy of this policy. The Superintendent may determine the method of providing the policy (parent handbook, mailing, etc.).

## **VII. Procedure for Reporting Bullying (RSA 193-F: 4 II f)**

At each school, the Principal shall be responsible for receiving complaints of alleged violations of this policy

### **Student Reporting**

1. Any student who believes he or she has been the victim of bullying should report the alleged incident immediately to the Principal. If

the student is more comfortable reporting the alleged act to a person other than the Principal, the student may tell any school district employee or volunteer about the alleged bullying.

2. Any school employee or volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of that school day.

3. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

#### **Staff Reporting**

1. An important duty of the staff is to report acts or behaviors that they witness which appear to constitute bullying.

2. Any school employee or volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of that school day.

3. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI if this policy.

#### **VIII. Procedure for Internal Reporting Requirements** (RSA 193-F: 4 II g)

In order to satisfy the reporting requirements of RSA 193-F: 4, the Principal or designee shall be responsible for completing all New Hampshire Department of Education forms and reporting documents of substantiated incidents of bullying.

#### **IX. Notifying Parents of Alleged Bullying** (RSA 193-F: 4 II h)

The Principal shall report to the parents of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

#### **X. Waiver of Notification Requirement** (RSA 193-F: 4 II i)

The Superintendent may, within a 48 hour time period, grant the Principal a waiver from the requirement that the parents of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Superintendent deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

#### **XI. Investigative Procedures** (RSA 193-F: 4 II j)

Upon receipt of a report of bullying, the Principal shall, within five (5) school days, initiate an investigation into the alleged act.

#### **XII. Response to Remediate Substantiated Instances of Bullying** (RSA 193-F: 4 II k)

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion of students and dismissal from employment for staff members.

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

#### **XIII. Reporting of Substantiated Incidents to the Superintendent** (RSA 193-F: 4 II l)

The Principal shall forward all substantiated reports of bullying to the Superintendent upon completion of the Principal's investigation.

#### **XIV. Communication with Parents Upon Completion of Investigation** (RSA 193-F: 4 II m)

Within five (5) school days of completing an investigation, the Principal will notify the students involved in person of his/her findings and the result of the investigation.

#### **XV. School Officials** (RSA 193-F: 4 II n)

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

Legal References: RSA 193-F:3, Pupil Safety and Violence Prevention Act; RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed; NH Code of Administrative Rules, Section Ed 306.04(a)(8), Student Harassment

*Date Adopted: January 8, 2009*

*Revision Date: October 7, 2010*

*First Reading: August 26, 2010*

## **KRSB Policy JICFA: Hazing**

It is the policy of the District that no student or employee of the District shall participate in or be a member of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the Board of Education shall engage or participate in hazing. This District does not permit or condone student hazing.

For the purposes of this policy, hazing is defined as any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when:

- (1) Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and
- (2) Such act is a condition of initiation into, admission into, continued membership in or association with any organization. Hazing includes but is not limited to an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.

**HAZING:**

Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug or controlled dangerous substance; or any forced physical activity which could adversely affect the physical health or safety of the individual. Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual. Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the Board of Education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive School District authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees. The Superintendent shall take reasonable measures within the scope of the District's authority to prevent student hazing. All hazing reported to the District or which any District staff member has knowledge of shall be promptly reported to law enforcement, as required by RSA 631:7, Student Hazing.

A copy of this policy will be furnished to each student and teacher in the School District, including being printed in the student handbook.

Legal Reference: RSA 631:7, Student Hazing New Hampshire Code of Administrative Rules,  
Section Ed 306.04(a)(7), Student Hazing  
Revised: November 2, 2017  
Adopted: April 6, 2006

**Any student found bullying, harassing, or hazing another student will be subject to up to a ten (10) day out-of-school suspension.** In addition, as required by law, the offense will be reported to local and/ or state police authorities. Law enforcement officials reserve the right to file criminal charges. Before the offender re-enters KRHS, a hearing must take place with the Superintendent of Schools and the high school principal. At the recommendation of the high school administrative team, the Superintendent has the authority to extend the out-of-school suspension to twenty (20) days, and/or schedule an expulsion hearing before the Kearsarge Regional School Board.

**1st Offense:** The student will receive an out-of-school suspension (minimum ten (10) days); the Sutton Police Department will be notified; and the parent(s)/guardian(s) will be required to meet with the administration / Superintendent to determine whether an extended suspension or expulsion is in order. The student may have the length of suspension reduced to five (5) days (out-of-school) if he/she agrees to participate in counseling.

**2nd Offense:** The student will receive an out-of-school suspension (minimum ten (10) days); the Sutton Police Department will be notified; and the parent(s)/guardian(s) will be required to meet with the Superintendent of Schools.

**It should also be noted that students involved in athletics or co-curricular activities must adhere to the policies and procedures outlined in the athletic handbook**

## **BUS CONTACT INFORMATION**

Kearsarge Regional School District contracts Goffstown Truck Center to transport students to and from school, as well as co-curricular and athletic functions. They can be reached at:

Goffstown Truck Center  
2345 Route 114 (PO Box 389)  
Bradford, NH 03221

Stacy Fogwill  
sfogwill@ridesta.com  
603-938-6464  
603-938-6495 (fax)

## CAFETERIA

Cafe Services provides both breakfast, lunch and snack options to KRHS students and staff. The cafeteria will be open prior to school each day to provide a complete nutritious breakfast featuring a wide range of hot and cold breakfast meal options. All breakfasts are accompanied by a variety of fruit selections to enable students choose a full, healthy meal to start their day. Students on Meal Assistance Programs are entitled to a full meal from any of our stations at breakfast and at lunch. Snack items such as snack milk or snacks are available to all students for an additional charge. Follow the link on your school district's website to visit the Fresh Picks Café website. There you will find menus, newsletters and other information about our food service provider

Pricing is as follows:

Full price lunch: \$3.25, breakfast: \$1.75

Reduced lunch: \$0.40, breakfast: \$0.00

We expect students to act appropriately in the cafeteria. Tables, both in and outdoors, should be left clean. Students will be assigned to a lunch wave according to the teacher they have during the designated lunch period each day. Students who have classes during the lunch period will be informed of the wave they will eat lunch at the beginning of each semester. During the lunch wave students must report to the cafeteria.

## CELL PHONES & PERSONAL ELECTRONIC DEVICES

Unless authorized by a teacher for educational purposes, cell phone and/or personal electronic devices use will be prohibited in class during the academic day or during a school-wide activity, advisory or assembly. The volume of the device should be at a low level at all times. **Parents are asked to please call the main office at 603-927-4261 should an emergency arise.**

Because personal devices can be used for digital communication during the school day, it should be noted that improper conduct using a personal device is in violation of the Responsible Use Policy (RUP), under part 1: Safety and Security: Hardware and Networks.

Students will be asked to place their device in an assigned location within each classroom before each summative evaluation or standardized test / state exam or any assessment or activity deemed appropriate by school staff/administration.

**Consequence:** Students who are using their devices inappropriately during academic time, or out of accordance with the RUP, will have their device confiscated and returned at the discretion of the administration. Students who refuse to place their device in the identified classroom location will receive a zero (0) on the evaluation and be sent to the main office. Students who are found in possession of, or using electronic devices during a local summative evaluation will also receive a zero (0) on the assessment. Students who are found in possession of, or using an electronic device during a standardized test / state exam may be issued a five (5) day out-of-school suspension.

## CHROMEBOOKS: ONE TO ONE PROGRAM

Chromebooks will be loaned to all students who submit a KRSD Student/ Laptop/ Digital Device Use Agreement, which indicates understanding of the contents of this handbook and our Responsible Use Policy (RUP). We recommend that students purchase a case for their device. A protective case can be purchased on Amazon for about \$12.00 at this link: <http://bit.ly/krsdchromecase>

### Chromebook Rules & Guidelines

These rules and regulations are to ensure that students and their parents/guardians are aware of the responsibilities involved with the use of a district-owned Chromebook. In general, this requires efficient, ethical and legal utilization of all technology resources. Violations of these rules and guidelines will result in administrative review and potential discipline. Chromebooks are District property, and as such, may be subject to inspection at any time.

Chromebooks will be returned at the end of each school year for regular updates and maintenance. Any student that transfers or moves must return their device to KRSD.

### Technology, including laptops, must be used:

- To support learning
- In compliance with local, state, and federal laws
- To be academically productive

### Security Reminders:



- Share logins or passwords ONLY with parents or guardians
- Follow Internet safety guidelines and school rules and policy
- In addition to the KRHS network filter, devices will contain a content filter that will run in any location (outside the KRHS network)
- Students should have no expectation of privacy in their use of these school resources

### **Liability for Damage, loss or Theft**

Students are responsible for any damage, loss, or theft of district issued devices not covered by the manufacturer warranty. Families may want to consult with their insurance provider to obtain third party coverage for potential damage to the device and its accessories, which includes but is not limited to the Chromebook and the Chromebook Power Adapter. Third party Chromebook insurance providers can be found via a Google search.

### **Caring for the Chromebook**

The laptop/device is the property of the district and all users must follow these procedures and those in accordance with the KRSD Responsible Use Policy.

- Students will use the Chromebook assigned to them and not lend or borrow another device. Devices are re-assigned by IT only.
- Students are responsible for the general care of the school-issued Chromebook, including:
  - Keeping the battery charged for school each day.
  - Using only a clean, soft cloth to clean the screen (no cleansers of any type).
  - Storing and inserting the correct cords and cables carefully into the device.
  - Never leaving the device unattended in an unlocked locker, unlocked car, an unsupervised area or an area that exposes the device to extreme heat or cold.

Damaged Chromebooks or devices failing to operate properly must be evaluated a KRSD Technician, who will determine and communicate the reason for the damage or malfunction, the repair/replacement cost and timeline, and the degree to which the student is responsible for the cost based on misuse or neglect. Administrators will communicate these determinations to parents or guardians and discuss responsibility for repair/replacement as necessary.

Damage which is the result of normal wear and tear will be addressed by the KRSD Technician at no cost to the parent/student. In some cases, a student may be issued a temporary device while their device undergoes repair. Damage which is the result of intentional abuse, or improper care by the student will result in a \$50 per incident charge to the parent/student.

### **Webcams**

Webcams are to be used for educational purposes only, under the direction of a teacher. Examples include:

- Recording videos or taking pictures to include in a project.
- Recording a student giving a speech and playing it back for rehearsal and improvement.
- Webcams may be used at home only with permission and supervision from parents / guardians.
- Videos should not be shared outside the classroom or taken without consent.

### **Listening to Music**

- Listening to music on your Chromebook is allowed only as part of a teacher-directed and supervised learning activity.
- Listening to music on your device is allowed at home with permission and supervision from parents/guardians.

### **Watching Video, Including Movies**

- Watching video on the device is allowed only as part of a teacher-directed and supervised learning activity.
- Watching video on your device is allowed at home with permission and supervision from parents/guardians.

### **Backgrounds and Screensavers**

- Any images set as a background must be school appropriate and in line with school policy and practices for maintaining a positive learning environment free from disruption or interference.
- Inappropriate media may not be used as a background, which will be understood to mean any image that otherwise would not be permitted for display at school. If questionable images are being displayed, administration will require that the image be removed, and when appropriate, disciplinary action will be taken.

### **Apps and Extensions and Software**

- Students may request that certain apps or extensions be downloaded to their device by emailing speaking with administration
- Upgraded versions of licensed software/apps are available from time to time. The District may require students to update their Chromebooks as it deems appropriate. Students shall allow such updates to be installed when requested by the District. Updates are sent directly to each device. A simple restart of the device will run the Chrome Updates.
- If technical difficulties occur, illegal software has been installed, "jailbreaking" has been attempted, or apps are discovered that are inappropriate under District policies, rules, and procedures, the District reserves the right to restore

the Chromebook to its factory state, with any software or apps installed by the manufacturer and the District. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format. Violations will be addressed as outlined in this handbook, including possible disciplinary action. (The act of "jailbreaking" the Chromebook (including accessing Developer Mode) voids any warranty and is in strict violation of appropriate use of the Chromebook, the guidelines in this agreement, and District policies, rules, and procedures. Chromebook privileges will be terminated and appropriate disciplinary action shall be applied if a student/parent engages in such misconduct).

### **Using the Chromebook at School**

Students are expected to bring their Chromebook fully charged to school every morning. Students are also expected to bring their Chromebook to all classes unless a teacher advises them not to do so.

### **Students that fail to bring their Chromebook to school:**

The Chromebook is an educational tool used for learning. Not having your device means you will miss out on important classroom opportunities.

- Students may check out a loaner for the day and sign a loan agreement. Students will be responsible for any damage or loss to the loaned device.
- Students requiring a loaner device more than once will be tracked and reported to building administration, which may result in disciplinary action.
- Students borrowing Chromebooks for the day must return the loaner to the Resource Center (RC) at the end of the school day. Loaner Chromebooks not returned will be reported to building administration for possible disciplinary action.
- Charging devices will not be loaned out to students; however charging areas are made available throughout the building.

### **Network Connectivity and Managing Files**

- Limited storage space will be available on the Chromebook and will NOT be backed up in case of re-imaging or device malfunction. It is recommended that students also save documents to their Kearsarge Drive Account. In addition, students are able to email documents to themselves and/or their teachers as a means of backing them up.
- It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.
- KRHS makes no guarantee that its network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

### **Student Chromebooks that Need Repair**

- Students may check out a loaner for the duration of the device repair and sign a loan agreement.
- Students will be responsible for any damage or loss to the loaned device.
- Devices on loan for extended repairs are allowed to go home.
- Students will be contacted when their issued device can be picked up.

### **Printing**

- Students are encouraged to share all work with their teachers through Google Apps when possible to avoid excessive printing costs.
- Printing stations are available in the library and other locations.
- Home printing will be restricted as technicians will not install home printing drivers.

### **Using the Chromebook at Home**

- Students are encouraged to take the Chromebook home with them every day. A Wi-Fi Internet connection is required for full functionality of Chromebooks, however, some applications can be used if internet access is not available.
- Students without Wi-Fi access at home can connect from a number of public locations including their local Library, etc. It is advised that students do not do any online shopping or banking while using an unsecured public access point.
- Students must adhere to the Responsible Use Policy and all other guidelines at home or other non-school locations.
- Parents/Guardians are responsible for supervising student use of the Chromebook at home.
- Students are responsible for the care and safekeeping of the Chromebook at all times.
- Students are responsible for and making sure the device is fully charged before returning to school.

### **Students Not Issued Chromebooks**

- If you choose to use your own device, KRHS technicians will not be responsible for any care / maintenance of your personal device.
  - Students should be aware that there may be times that apps or programs needed for classroom instruction are not installed on a student's personal device, and will only be available on the Chromebooks.
- We are aware that some students and their families may decide that managing and taking home a Chromebook does not work for them for a multitude of reasons. Students that choose not to be issued Chromebooks will be offered a loaner device on a day-to-day/as needed basis.
- Students may check out a loaner for the day and sign a loan agreement through the Resource Center. Students will be responsible for any damage or loss to the loaned device.

### Chromebook Return Procedures: During Year, End of Year

- Students transferring out of KRHS (including those that transfer to the Kearsarge Adult Diploma Program, or KADP) must return the Chromebook and accessories before their final day of attendance.
- Students may be billed for the cost of replacing devices and accessories that are not returned or repairing devices and accessories that are damaged upon return.

## CLUBS & CO-CURRICULAR ACTIVITIES

Kearsarge Regional High School takes pride in its ability to offer the student body a variety of opportunities that further stimulate their physical, mental, and social development. The following is a list of sanctioned co-curricular activities:

Active Minds	T. Georges
Anime Club	T. Georges
Baking Club	N. Tenney, L. Skov
Book Club	L. Cicoria
Boys & Girls State	R. Hill, C. Roddy
Choir for Men & Women	R. Harrington
Dance Team	K. Rowley
Debate Club	R. Hill
Drama Club	Nancy O'Leary
Drama Tech	C. Spooner
Equestrian	P. Wirkkala
Film Club	K. Lee
FIRST Robotics	C. Spooner
Gaming Club	TBD
Gay-Straight Alliance	N. Tenney
Girls Inc. (Women's Leadership)	TBD
Granite State Challenge	TBD
Grill Club	C. Roddy
Group Fitness	TBD
Interact Club	D. Kasregis
Jazz Band	S. Anderson
Math Team	TBD, P. Wirkkala
National Honor Society	D. Kasregis
Model Congress	D. Kasregis, T. Bartz
Model UN	C. Geraghty, S. Nelson
Project CLIMB	P. Hattan, Em. Anderson
Prom Committee	J. Fenn
School Newspaper	TBD
Snowboarding Club	J. Fenn
Student Council	TBD
Sustainability Club	P. Angus
SWOCO (Community Outreach)	C. Roddy
Unified Theater	A. Marcum
Women's Studies	R. Hill
Yearbook	N. Valerio
YMCA Youth and Government	C. Roddy, R. Leeming
Yoga and Mindfulness	C. Ellis

**NOTE:** All co-curricular participants must maintain academic eligibility to continue participation in a program.

## **COURSE COMPETENCIES**

Through course-specific competencies and school-wide learning expectations, students at Kearsarge Regional High School are evaluated on what they know (content information) and what they can do (skill development). In accordance with Ed. 306.27, the New Hampshire Department of Education mandated that “local school boards shall require a high school credit (may) be earned by demonstrating mastery of required competencies for the course, as approved by certified school personnel.” Further, the New Hampshire Department of Education mandated that “local school board shall require that a high school have in place competency assessments for all courses offered through the high school.”

The faculty at Kearsarge Regional High School has developed individual course competencies and competency-based assessments that reflect the following:

- The most central, essential skills which a student must demonstrate in order to receive credit for a course
- Academic ideas/themes/skills that a student must demonstrate in order to pass the course
- Common expectations for all courses including the rigor of assessments
- Guided by the New Hampshire Common Core Standards and the NH Curriculum Frameworks.

In addition to individual course competencies, the 21st Century Learning Expectations guide curriculum, assessment and instruction at KRHS. Identified by the Kearsarge Community as skills paramount to one’s academic and social development, these skills will be cultivated and assessed in every course at Kearsarge. These targeted skills include the following: initiative and productivity, responsibility and accountability, and collaboration.

Please review the Competency Based Handbook located on the KRHS homepage for a more complete description of competency information and practices at KRHS.

## **CREDIT AND COMPETENCY RECOVERY**

All students must pass all competencies in order to earn credit at Kearsarge Regional High School.

If a student does not achieve Basic Proficiency (BP), on one or more of the competencies for that course, they will not receive credit for that course and will need to recover each failed competency using an alternative method.

Some examples of ways to recover competencies/course credit include:

- Individual work with the classroom teacher during intervention time
- Online learning (Edgenuity)
- Extended learning opportunities (ELOs)

After successful completion of a competency recovery plan using Virtual Learning Academy Charter School (VLACS) or Edgenuity, the Extended Learning Coordinator (ELO) or Summer School Coordinator will submit a change of grade form to the School Counseling Office.

## **DANCES AND PROM**

1. Guests must adhere to arrival and departure times of the dance and may not leave once they arrive. There will be no late admittance unless prior approval by administration and all guests should be picked up NO LATER than fifteen minutes after the conclusion of the dance.
2. Backpacks or large bags are allowed, but will be subject to search. Personal belongings will be secured in a nearby room.
3. Areas such as parking lots and certain sections of the building are off limits during dances. Students found in unauthorized areas during activities will be asked to leave, with parents being notified that they are leaving.
4. Any student wishing to bring a guest to a dance must first obtain and complete a Dance Guest Form and return the form to an administrator. One guest per student is permitted. The administration reserves the right to refuse admittance to any non-KRHS student or KRHS student not acting appropriately.
5. All guests must be of high-school age; no middle school students allowed or guests older than nineteen (19).
6. Students suspended from school may not participate in, or attend, any KRHS activity on the day(s) they are suspended.

7. We expect students and guests to behave in a manner that shows respect for themselves and others. Students who violate school rules will be removed from the dance and their parents will be contacted. They will remain with chaperones until parents arrive.

## **DISCIPLINE**

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

Both teachers and administrators alike will utilize the following guidelines and interventions:

### **Teacher Operating Procedures:**

- Confer with the student regarding the incident  
Assign, if necessary, some form of intervention or preventative action at the classroom level (teacher detention)
- Contact the parents/guardians in an effort to resolve the problem and avoid future incidents
- If the offense is repeated or severe, file a disciplinary referral in the office.

### **Administrative Operating Procedures:**

Discipline referrals will be handled as soon as possible, usually within three (3) school days.

- When disciplinary referrals have been filed, the assistant principal will review the information and a decision will be made
- The decision will be discussed with the student and a copy of the referral will be sent back to the teacher indicating what action has been taken
- A copy will also be sent home to parents.

### **Referral Interventions:**

The school administration may choose to utilize one of the following interventions based on discipline referrals:

#### **A) Parent Conference:**

This is the most important tool in promoting behavior changes. Parents will be notified by phone and/or letter to be informed of their child's behavior and which interventions have been taken. We seek parental influence and support for the benefit of the student's education.

#### **B) After School Detention:**

Teachers may assign a teacher detention within their own classroom or with the after-school detention teacher. Detention should serve as an indication to students that their behavior needs to improve. A parent/guardian meeting may be requested by the administration. Detentions owed will be served.

#### **C) Administrative Detention:**

Administration may assign a longer (1.5 hour) after school detention for more serious classroom, hallway or cafeteria offenses. Detention should serve as an indication to students that their behavior needs to improve. A parent/guardian meeting may be requested by the administration. Skipping detentions may result in suspension.

#### **D) Saturday Detention / Education Alternative:**

The Saturday Detention at Kearsarge Regional High School provides a formal study period on Saturday mornings for those students assigned this type of intervention. The students, therefore, will not miss school days due to out of school suspensions served during the school week. Students will be assigned to attend Saturday Detention by an administrator for a period of three (3) hours. Students will report to the KRHS main entrance by 9:00 AM on the assigned day and stay until 12:00 PM. Staff will not admit students who are late. Students who miss the assigned day will be assigned to an out-of-school suspension for a minimum of one (1) day.

Students must bring homework or other work to complete during the assigned time. The school is **not** responsible for the transportation of students to and from Saturday Detention.

**E) In-School Suspension:**

In-School Suspension (ISS) is a serious consequence used for single instances of more serious misconduct including, but not limited to, excessive absences and/or tardiness. Students will be assigned to a location at the school where they will be expected to complete work. Students will not be permitted to attend any classes, but may obtain work directly from their teachers. Students are expected to arrive to school on time on the day(s) of their ISS and remain until the end of the day. Failure to do so will result in additional days of ISS, or an out of school suspension.

**F) Out-of-School Suspension:**

Out-of-School suspension (OSS) is the most serious consequence a student faces for repeated offenses and/or for single instances of gross misconduct or illegal infractions, particularly those against people or property. OSS will be used for major offenses, habitual offenses or to remove students from school who are a threat to themselves or to others. Prior to any suspension of ten (10) days or less, the student shall be given oral or written notice of the charges against him/her and, if the student denies the charges, he/she will be given an explanation of the evidence presented to the administration and have an opportunity to justify his/her behavior. The administration will assign the appropriate number of days of out of school suspension based on the violation and the student's previous discipline record. Students are not permitted on campus (or at KRHS events) for the duration of the suspension. **Students will receive full academic credit for work completed while serving suspension.** Additionally, students will receive one day per day of suspension to make-up work.

*Suspension of, or beyond ten (10) days and referral for expulsion will be referred to the Superintendent of Schools for action.*

**G) Suspension and Expulsion of Students** (as amended by Chapter 168:1-3, effective 7/1/97)

Whenever a student's behavior reaches the point where the school administration has exhausted all alternatives to modify a student's behavior, the student will be referred to the Superintendent of Schools for additional action. The Superintendent has the authority to refer the student to the School Board for long-term suspension or expulsion.

In all cases, appropriate due process will be followed as indicated in the discipline policy.

(A) The Superintendent or a representative designated in writing by the Superintendent, is authorized to suspend pupils from school for a period not to exceed ten (10) school days for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school.

(B) The School Board or a representative designated in writing of the School Board is authorized, following a hearing, to continue the suspension of a pupil for a period in excess of ten (10) school days. The School Board's designee may be the Superintendent or any other individual, but may not be in the individual who suspended the pupil for the first ten (10) days under subparagraph (A).

Any suspension shall be valid throughout the school districts of the state, subject to modification by the superintendent of the school district in which the pupil seeks to enroll.

(C) Any suspension in excess of ten (10) school days imposed under subparagraph (B) by any person other than the School Board may be appealed to the school board, provided that the Superintendent received such appeal in writing within ten (10) days after the issuance of the decision being appealed.

The School Board shall hold a hearing on the appeal, but shall have discretion to hear evidence or to rely upon the record of a hearing conducted under subparagraph (B). The suspension under subparagraph (B) shall be enforced while that appeal is pending, unless the School Board stays the suspension while the appeal is pending.

II. Any pupil may be expelled from school by the local School Board for gross misconduct, or for neglect or refusal to conform to the reasonable rules of the school, or for an act of theft, destruction or violence as defined in RSA 193-D: 1, or for possession of a weapon, pellet or a BB gun or rifle, and the pupil shall not attend school until restored by the local board. Any expulsion shall be subject to review if requested prior to the start of each school year and further, any parent or guardian has the right to appeal any such expulsion by the local board to the State Board of Education. Any expulsion shall be valid throughout the school districts of the state.

III. Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D: I without written authorization from the Superintendent or designee shall be expelled from school by the local School Board for a period of not less than twelve (12) months.

IV. The local school board shall adopt a policy that allows the Superintendent or chief administering officer to modify the expulsion requirements set forth in paragraphs II and III on a case-by-case basis.

V. Any pupil expelled by a local school board under the provisions of the Gun-Free Schools Act of 1994 shall not be eligible to enroll in another school district in New Hampshire for the period of such expulsion.

Nothing in this section shall be construed to prevent the local school district that expelled the student from providing educational services to such students in an alternative setting.

VI. A pupil expelled from school in another state under the provisions of the Gun-Free Schools Act of 1994 shall not be eligible to enroll in a school district in New Hampshire for the period of such expulsion.

VII. For purposes of paragraphs I, II and III, school board may be either the School Board or a subcommittee of the board duly authorized by the School Board.

**NOTE:** The due process outlined in the next section will be used whenever an infraction requires a suspension. Other forms of misbehavior, which are neither anticipated nor listed in this code, will be dealt with individually. In all cases requiring intervention, mitigating, or unusual circumstances will be considered and action will be taken. Unusual circumstances may dictate that the Assistant Principal / Principal to make a unique decision or give an alternative assignment of a consequence. The Assistant Principal / Principal has discretionary authority to deviate from the behavioral code as determined by the facts of a given situation. Students who commit multiple offenses at one time will receive the most severe but reasonable consequence. In all cases, students may also be referred to the Principal, with possible referral to the Superintendent for further intervention.

### **Procedural Due Process for Discipline**

The Kearsarge Regional School Board hereby establishes the following procedural guidelines by which all action taken by the School Board or administrator acting within a sphere of his/her responsibility will afford basic constitutional rights to all students:

- 1) The Superintendent of Schools or his/her representative is authorized to suspend pupils from school for misconduct.
- 2) Prior to any suspension of ten (10) school days or less, the student shall be given oral and written notice of the charges against him/her and, if the student denies the disciplinary action, the student will be given an explanation of the evidence and an opportunity to justify his/her action(s).
- 3) Notification will be made by phone that day. Written notice will be mailed home whenever a student is suspended.
- 4) All suspensions beyond ten (10) school days and in all dismissals, "procedural due process" shall be extended prior to the suspension or dismissal except as provided in paragraph three (3) below. "Procedural due process" shall include a hearing and shall include a written notice of the charge and, if desired, the opportunity to secure counsel, the opportunity to confront and cross examine witnesses to verify the student's version of the incident or clarify circumstances which cause the suspension or expulsion. Students who are eighteen (18) years of age or older and parents or guardians shall be notified in writing of their rights for "procedural due process" and the time, date and place set for the hearing.
- 5) In situations where prior notice and hearing "procedural due process" cannot be afforded prior to suspension, to wit:
  - A) When a student's presence poses a continuing danger to persons or property...
  - B) When a student's presence poses an ongoing threat of disrupting the academic process, then in no event should the hearing be scheduled more than three (3) school days from the time the disciplinarian receives sufficient evidence of the student's participation in the offense...
- 6) All notices of suspension to parents or guardians or expulsion should note the specific offenses and/or violations pertinent to the cause for suspension or expulsion.
- 7) All suspensions to continue beyond (20) twenty school days must be made by the Kearsarge Regional School Board in accordance with the procedures set forth herein.
- 8) A student may be expelled from school by the Kearsarge Regional School Board for misconduct or for refusal to conform to reasonable rules and regulations as established by the school. Said student shall not attend school until restored by the School Board. Any expulsion must be in accordance with the procedures set forth therein. All expulsions will be subject to review if requested by a student eighteen (18) years of age or older or parents or guardians prior to the start of each school year.
- 9) Students eighteen (18) years of age or older and parents or guardians have a right to appeal any suspension lasting beyond five (5) school days. (Any request for an appeal must be made in writing within five (5) school days of the effective date of suspension).

- 10) All parents, legal guardians and students eighteen (18) years of age or older have the right to appeal any expulsion to the State Board of Education.
- 11) Students must understand that although they have a right to a public education, they do not have the right to disrupt or interfere with the education of other students. Students who continually violate school rules and disrupt the education of others will be held accountable for their actions.

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

## DISCLOSURE OF DIRECTORY INFORMATION

The KRSD defines "directory information" as: name, address, telephone number, date of birth, place of birth, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, awards and most recent educational institution attended.

Kearsarge Regional High School reserves the right to exercise its judgment in releasing such directory information to requesting agencies, institutions and individuals.

It is the basic policy of this school to protect its students from invasion of privacy; the school will not release directory information when it may be used for the solicitation of our students. It is the school's responsibility to preserve the right of students to be selective and to exercise their freedom of choice in controlling contacts with outside agencies, institutions and individuals.

Parents and students may refuse release of any or all directory information, however, by submitting a written request to:

Mr. Winfried Feneberg  
Superintendent of Schools / SAU 65  
114 Cougar Court  
New London, NH 03257

## DISMISSAL OF STUDENTS

Due to our responsibilities and expectations involving accountability, we intend to know each student's whereabouts and his/her intentions. Students may be dismissed from school only when absolutely necessary. A note or call from a parent is required before the student may leave the building. Text messages will not be accepted as means of dismissal. Students will only be dismissed upon request of a parent or legal guardian. Notes or calls from parents will be accepted for a dismissal for any of the following reasons: illness, family emergency, medical or dental appointments that cannot be scheduled after school hours, court appearances, or religious observances. **It should be noted that X-Block is an academic period and students are not permitted to be dismissed (unless for aforementioned reasons) during this time.**

All notes for student dismissal must include the following information:

- Name of Student
- Name of Parent / Legal Guardian
- Reason(s) for Dismissal
- Phone Number Where Parent / Legal Guardian Can Be Reached, and
- Signature of Parent / Legal Guardian

## DRESS CODE GUIDELINES

As a public education facility we have been charged by the community to facilitate learning and to demonstrate acceptable norms of society. With this in mind, it is our hope that students realize that appropriate dress in the school is very important in creating a positive learning environment. This dress code also applies to school functions (i.e. field trips, dances, etc.).

The following list provides general guidelines for items that are considered inappropriate during school hours:

- A. Clothing that interferes with safe participation in curriculum areas such as physical education or industrial arts. Bare feet or shoeless, (NH Public Health Regulations).
- B. Overly exposed skin: buttocks, midriff, excessive cleavage, and backside, or t-shirts that expose the chest and abdomen.
- C. Clothing with inappropriate or suggestive language, graphics or profanity, or ones that have a "double meaning".
- D. Apparel promoting the use of alcohol and other drugs, violence, weapons, and sexually explicit pictures or words.



- E. Clothing in which undergarments are visible (bra straps, underwear etc.).
- F. Shorts, jumpers and skirts should cover the buttocks and should be no shorter than mid-thigh.
- G. Accessories that jeopardize the health or safety of the individual, or others (rolling shoes, chains etc.)

It is the student's responsibility to be familiar with and follow these guidelines. If warranted, students may be asked to put on different clothes or parents may be called and asked to bring appropriate clothing to school. Oftentimes, the school nurse has extra articles of clothing that can be donated to students. The administration will issue additional directives on inappropriate apparel as the need arises. Parents are encouraged to partner with KRHS in maintaining a safe, healthy and appropriate educational environment by monitoring the clothing their child/ren wear to school. The judgement of the administration is final.

**1<sup>st</sup> Offense:** A student conference will be held, during which time the student will be directed to complete a clothing change into appropriate attire in order to return to class, and a call will be placed to the student's parent(s) / legal guardian, informing them of the dress code violation.

**Additional Offense:** Will result in further disciplinary action.

**NOTE:** Students who fail to follow the aforementioned guidelines will be required to remain in the main office until a clothing change into appropriate attire can be made.

## DRIVING AND PARKING

The following guidelines are established to ensure a safe environment for drivers, passengers and pedestrians in and around Kearsarge Regional High School:

- Drive with extreme caution when on school grounds
- Yield to any bus and all pedestrians
- Obey posted speed limits in driveways and parking lots
- Make mature choices in operating your vehicle
- Park in your assigned location.

Any student who is a licensed driver may register to park at KRHS. However, driving to school and parking on school grounds is a **privilege** that entails a great deal of responsibility and accountability. Before a student parks on the KRHS campus, a parking permit must be issued by the main office. All financial obligations must be paid before parking permits will be issued. Moreover, due to a limited number of parking spaces, parking / driving permits will be distributed in the following process:

### **Procedures:**

Return the completed "Student Parking Permit Application" form to the main office. This form must contain the signature of a parent or legal guardian.

All permits will be issued on a first come first serve basis according to year of graduation.

A wait list will be organized and implemented on a first come first serve basis.

A \$20.00 parking fee will be charged. Students with financial hardship may fill out an application to have the fee reduced or waived.

Vehicles parked on campus are subject to search and seizure in accordance with state and federal school zone laws as well as KRSD School Board Policy.

Vehicles not displaying the proper parking sticker and those belonging to students who have lost parking privileges will also be towed.

Individual parking privileges may be suspended if a student elects to park in designated faculty, handicapped or visitor areas.

Senior Privileges will be revoked if there are any driving and parking violations.

Student parking is **NOT PERMITTED** in numbered spaces in the parking lot. These spaces are for emergency drills and evacuations. Any student vehicle parked in one of these numbered spaces, will be towed at the owner's expense.

**NOTE:** A student's privilege to drive and park at KRHS may be revoked or suspended if he/she fails to meet the behavioral expectations and the guidelines listed above that promote a safe, healthy, and productive learning environment.

## DRIVER'S EDUCATION

Information regarding driver's education can be found in the school counseling office or by calling 927-2313.

## EMERGENCY MANAGEMENT AND PLANNED DRILLS

The Kearsarge community has worked collaboratively to create an all-inclusive crisis intervention program designed to proactively promote student safety and care. Throughout the year, we will develop, practice and improve responses to different emergencies by using drop and cover drills, evacuation drills, (including fire drills and if feasible off-site evacuations) reverse evacuation drills, lock down drills and secure classroom drills. In the event of an actual emergency, parents will receive information and instructions via the "Alert-Now" system.

For the purpose of emergency readiness, KRHS is required to conduct fire and evacuation drills throughout the school year. In accordance with KRSD Board Policy EBCB, the dates of drills will be determined at the start of each school year.

**NOTE:** In the event of a true emergency, parents are reminded not to call, contact, nor arrive at the school during the emergency until notified to do so.

## EXTENDED AND ONLINE LEARNING OPPORTUNITIES

KRHS takes great pride in providing its students with opportunities for additional learning in a variety of settings. Extended Learning Opportunities (ELOs) are educational activities outside of the regular curriculum and coursework at KRHS that provide credit, supplement regular academic courses and/or promote the individual educational goals of the student.

Students of all abilities have the option to learn in rigorous and relevant real-world settings, typically in the community. Students in this program are overseen by a teacher and supported by the ELO Coordinator and a community mentor. ELOs are student-centered, hands-on and rigorous. Students that participate in ELOs work closely with a teacher mentor who is qualified in the subject the ELO is targeting. Community mentors work with students to apply their learning in a real-world setting. Extended Learning Opportunities for high school credit have natural connections to the common core standards and provides students with the necessary 21<sup>st</sup> century skills like problem solving, critical thinking and real world application critical to post-graduation success.

At KRHS some of these Extended Learning Opportunities may also exist during the school day. In such cases, it is the responsibility of the student to address course expectations in conjunction with cooperating teachers and programs. *All Extended Learning Opportunities are subject to administrative approval.*

### COLLEGE COURSES

Eligible seniors at KRHS may enroll in courses at New England College and Dartmouth College at no expense. Eligible seniors may also take courses at Colby-Sawyer at a reduced rate. Students will earn college credit for these courses. In order to receive KRHS credit, college level classes will be recorded as a letter grade and then reported on the student transcript. If a student chooses to take college courses for enrichment purposes only, no KRHS credit will be awarded, nor will the class be recorded on the transcript. Students are responsible for providing the appropriate documentation of credit and grades earned and submitting that information to their school counselor.

### ONLINE LEARNING OPPORTUNITIES

By taking online courses that are not offered at Kearsarge Regional High School, students are provided a means by which to expand their academic growth outside of the traditional school setting. In addition to providing our students with 21<sup>st</sup> century learning opportunities, online courses may be taken for credit recovery or when a student's schedule does not allow them to do so through the traditional school program. The following guidelines will be used to determine whether an online course or ELO may be used toward meeting graduation requirements at KRHS:

- For students seeking credit recovery, online courses will be approved if the student has earned a minimum failing grade of 50% in the failed course for which they wish to recover credit.
- The traditional classroom environment is preferable for students enrolled in any core course, however, a student may request permission to complete a required core course via online means. Before the online course is approved, an administrator, school counselor and department coordinator will determine whether the course meets the established standards within the traditional school program.
- Students/parents will be responsible for the incurred costs that come with completing an online course outside of KRHS. Additional information can be obtained from a school counselor.
- Students may complete online courses for placement purposes (e.g.; Algebra I to be placed in Algebra II).

- For all high school level courses, a numeric grade or appropriate conversion will be recorded on the KRHS transcript from the online institution(s).

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

### **Notification of Rights under FERPA for Kearsarge Regional School District KRSB Policy JRA**

Adult students over 18 years of age and parents / legal guardians will have access to school records of Kearsarge Regional School District students in accordance with federal and state laws, and this policy.

#### **ANNUAL NOTICE**

Annually, the School District will distribute a student handbook to students, parents or guardians and adult students over 18 years of age containing the following notice of policies:

#### **A. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ANNUAL NOTICE**

The Family Educational Rights and Privacy Act (FERPA) affords parents/legal guardians, and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents/legal guardians or eligible students should submit to the School Principal a written request that identifies the record(s) they wish to inspect. The School Principal or his/her designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education record that the parent or eligible student believes is inaccurate or misleading. Parents/ legal guardians or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical or educational consultant, education provider or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant, or therapist; a parent/guardian or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent/guardian, student, or other volunteer assisting another school official in performing his or her tasks. Additionally, the School District may disclose personally identifiable information to contractors of software or other computer or Internet resources that are used by the School District to provide online educational tools and supports for its students. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. Upon request, the School District discloses education records without consent to officials of schools in which a student seeks or intends to enroll.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

#### **B. NOTICE OF DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA) requires that the School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District to include this type of information from your child's education records in certain school publications. Examples include:

- Programs showing your student's role in an event

- A yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets that may show weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. In addition, federal law requires local educational agencies (LEAs) or School Districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents/ legal guardians or eligible student have advised the LEA or School District that they do not want their student's information disclosed without their prior written consent.

If you do not want the School District to disclose directory information from your child's education records without your prior written consent, you must notify the School District in writing by September 30, otherwise the School District will be authorized to disclose directory information. The School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address and town of residence
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

### **C. PROTECTION OF PUPIL RIGHTS AMENDMENT NOTICE**

FERPA affords parents/ legal guardians and eligible students certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent
2. Mental or psychological problems of the student or student's family
3. Sex behavior or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of others with whom respondents have close family relationships
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious practices, affiliations, or beliefs of the student or parents/ legal guardians
8. Income, other than as required by law to determine program eligibility

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law.
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. Protected information surveys of students
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents/ legal guardians to a student who is 18 years old or an emancipated minor under State law.

The School District has developed and adopted policies, in consultation with parents/ legal guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents/ legal guardians and eligible

students of these policies at least annually at the start of each school year and after any substantive changes.

The School District will also directly notify, such as through U.S. Mail or email, parents/ legal guardians of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The School District will make this notification to parents/ legal guardians and eligible students at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents/ legal guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents/ legal guardians and eligible students will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution
- Administration of any protected information survey not funded in whole or in part by ED
- Any non-emergency, invasive physical examination or screening as described above

Parents/ legal guardians or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5901

## **II. PROCEDURE TO INSPECT AND REVIEW RECORDS**

- A. Parents/guardians and eligible students wishing to inspect student records must file a written request to do so with the Principal. Such inspection shall take place during regular school hours or at reasonable times during vacation periods, but not during weekends or holidays.
- B. Single copies of appropriate records shall be made available in a reasonable length of time, but in no case more than 45 days after request has been made in writing to the building principals. The records may be inspected by the parents, guardians, and all students once they reach eighteen in the presence of the records manager or his/her designee.
- C. The school shall make a written record of the disclosure of all student information, except directory information, and such record will be kept in the student's file. This record of disclosure is also available for inspection by the parent or eligible student. A record of inspections will also be kept.
- D. In cases involving a third party request for records requiring consent for disclosure under law, the student over 18, parent or guardian shall sign a consent form furnished by the principal. Forms used will identify the records to which access is sought and will be placed in the student's file as a record of the request.
- E. Access will be refused or granted depending upon the propriety of the request and validity of the request and consent forms.
- F. If a request for access is refused, and the party who requested access objects to said refusal, said request will be referred to the Superintendent for a final ruling.
- G. The building principal shall be the custodian of all student records in their school.

## **III. PROCEDURE TO AMEND RECORDS**

- A. The parent(s), guardian(s) of a student under 18, or a student over 18, shall have an opportunity to identify in writing, addressed to the building principal, the record or records which they believe to be inaccurate, misleading, or otherwise in violation of the privacy rights, together with a statement of the reasons for the requested amendment of the record.
- B. A response by the building principal shall be made within fourteen (14) days indicating whether he/she finds the record to be inaccurate, misleading or otherwise in violation of the student's privacy rights and if so how the record will be corrected or deleted. The parent or eligible student will then be given five (5) days from receipt of the principal's decision to refer the request on to the Superintendent for a hearing.
- C. If requested, a hearing before the Superintendent or his/her designee who does not have a direct interest in the outcome of the hearing shall be held within a reasonable period of time, but in no case more than forty-five (45) days after receipt of such a request by the superintendent of schools. The parent(s), guardian(s) or student 18 years or older, will have the right to be represented by counsel and to present evidence in support of his/her belief that the record should be amended. A written decision will be rendered within thirty (30) days stating the disposition of the challenge to the record and the reasons for the determination. Although the hearing may be informal in nature, the processes used shall ensure fairness and impartiality. The decision made shall be final and not subject to appeal.
- D. If as a result of the hearing the Superintendent or his/her designee decides that the information in the education record is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, he/she shall inform the parent or the eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the School District.

*Legal Reference: RSA 91-A: 5, III, Exemptions, and Pupil Records; RSA 189:1-e, Directory Information  
20 U.S.C. §1232g, Family Educational Rights and Privacy Act 34 C.F.R. Part 99, Family Educational  
Rights and Privacy Act Regulations  
First Read: April 4, 2013  
Second Read: May 2, 2013  
Revision Dates:  
Date Adopted: May 2, 2013*

## FIELD TRIPS

All students going on a field trip must complete a field trip permission form. This form requires signatures from both parents / legal guardians and all teachers. This signed form must be submitted to the teacher/advisor prior to departure.

**NOTE:** Students failing multiple classes may be prohibited from attending trips.

Prior to any overnight, school-sanctioned trip, student backpacks and luggage are subject to a search by a school administrator.

All KRSD policies and KRHS procedures are in effect during field trips. Transportation for all school-sponsored / school-approved activities must be provided by School District vehicles and drivers (SEE KRSD – EEBB). The principal has the right to deny a student the privilege of attending a field trip for just cause. Additionally, students that are failing classes should make arrangements with their teachers to remediate their work.

It will be the goal of the staff and administration to maximize the relevancy of school-sponsored field trips. In that light, field trips must be pre-approved by the administration. **Field trips will not be scheduled during school-wide exam weeks or after May first, without the approval of administration.**

## FIGHTING

Kearsarge Regional High School believes in a respectful and safe school environment. Students found to be involved in a fight, cheering-on, encouraging or otherwise inciting a fight will be subjected to the following consequence:

**Each Offense:** Up to ten (10) days out-of-school suspension, police notification and parent conference to include referral to the Superintendent.

## FINAL EXAMINATIONS AND MIDTERMS

1. Semester exams or culminating projects will be administered to all students in all programs.
2. Exams are to be a comprehensive summative assessment, assessing all of the competencies learned in a course. For final exams, this will be a student's final opportunity to demonstrate competency in all areas for the course, and will be included with the other summative assessments, which account for 90% of the overall grade in a course.
3. Failure by a student to appear for any exam will result in a zero on such exam. An unexcused absence from school will result in a zero for that exam. Students will not be allowed to retake the exam if this occurs. Students with appointments that may prohibit them from attending their exam should see their teachers immediately and reschedule the exam to take place at another time. Any absences during midterm or final exams must be reported to the attendance office in writing by a parent or via telephone. Please call 927-2302 or 927-4261. The assistant principal may grant excused absences for illness or appointments.
4. Students who are excused for illness must make arrangements with their class teacher immediately upon their return to school to make up their exam(s).
5. If a student is late for an exam, the student must secure an admission pass from an administrator prior to appearing in the classroom. The student will not be granted additional time unless approved on the admission slip from the administration. An unexcused absence from any exam will be considered a cut.
6. No student may be excused from an exam until the end of the exam period.
7. Cell phones and other personal electronic devices will be turned off and placed at the front of the classroom during testing. Anyone with a cell phone will have their exam collected and receive a zero (0).
8. Unless otherwise approved by the assistant principal, each student shall take an exam as scheduled.
9. Students may not be in the hallways during exam periods without a pass signed by a teacher.
10. Students may not visit other SAU 65 schools during exam days. Any disruption at KRHS or any visit to another school shall be considered a suspension offense.
11. In the event of a school cancellation, the exam schedule will resume at the point of disruption.

12. Buses run as regularly scheduled during final and midterm exams. Any student wishing to be dismissed following their exam periods must have a parent or guardian dismiss them and must arrange their own transportation.

13. All vocational students must attend their vocational classes if they do not have an exam scheduled.

14. Students must return or pay for the book(s) issued to them for a semester class prior to taking the exam. Students not returning books will be issued the exam during a make-up period.

## SENIOR FINAL EXAM EXEMPTION

Seniors\* in good academic standing attending Kearsarge Regional High School will be able to opt-out of final exams\*\* in a specific class if they meet the following criteria:

- Semester Course(s): Must earn Proficient with Distinction (90 - 100%) in the course calculated from the end of semester grade and have three (3) unexcused absences, or less days of school in that semester.
- Year Long Course: Must earn Proficient with Distinction (90 - 100%) calculated from the end of year grade (Y1) and must have three (3) unexcused absences, or less days of school in that semester.

\* Any junior that plans to graduate one year early; who has successfully fulfilled their graduation requirements, may be eligible for exam exemption.

\*\*Exemption applies to traditional exams only. Projects and presentations are not exempt. Any student that is known to have cut a class, will not be able to opt-out of the exam.

## FULL-TIME STATUS

To be considered a full-time Kearsarge Regional High School student, students must take the equivalent of five (5) courses/credits per semester. In addition to those courses taken at KRHS, enrollment in classes at the Concord Regional Vocational Center, New England College, Dartmouth College and the Virtual Learning Academy (VLACS) will be counted toward full-time status. For additional information regarding the academic opportunities available, please refer to the KRHS Program of Studies.

## GRADING SYSTEM FOR REPORT CARDS AND TRANSCRIPTS

Kearsarge High School uses rolling grades. The term "rolling grades" means that quarter and semester grades simply continue on into the next quarter. The grading term starts on the first day of class, and it ends on the last day. Quarters are not weighted to compute a student's final course grade. Instead grades are calculated based on the totality of work for the entire course. Final and midterm exams are administered for each course and are assessed as a comprehensive summative assignment.

Competency grades are an average of the student's performance in each area over the course of the year or semester. This calculation is performed separately from the overall course grade.

### Proficiency Levels

A rubric is the tool most often used to define the levels of proficiency for the competency. The levels of proficiency for Kearsarge and their definitions are as follows:

- **Proficient with Distinction (PD):** *The student consistently exceeds the performance standards set forth by the competency statement. The student grasps, applies, generalizes, and extends understanding of the course content and necessary skills consistently and independently.*
- **Proficient (P):** *The student consistently demonstrates clear knowledge and understanding of the essential content and concepts in the performance standards and is proficient in applying these essential skills.*
- **Basic Proficient (BP):** *The student demonstrates the ability to comprehend and apply the essential content, knowledge and skills in the performance standards.*
- **In Progress (I):** *The student is making some progress towards meeting the performance standards; however, the student shows gaps or errors in understanding of essential content, concepts, or in the application of skills.*
- **Not Yet Proficient (N):** *Student demonstrates little to no understanding and/or application of essential content, concepts, or skills, even with prompting or assistance.*

### 21<sup>st</sup> Century Learning Habits and Skills

In addition to reporting out on academic learning, we feel it is equally important to report out on the habits and skills we know students will need to be successful after high school, no matter their individual college or career path. For this, we have designed

the reporting area called “21<sup>st</sup> Century Habits and Skills” that you will see on your child’s report card. The following three areas will provide you with more information about how your child is progressing towards independent learning and responsible decision-making.

- Initiative and Productivity: *This category represents students’ skills in time management, independence, production of high quality work, positive attitude, engagement, rigorous goal setting, and perseverance in learning.*
- Responsibility and Accountability: *This category represents students’ skills in promoting and exhibiting appropriate conduct as outlined in the student handbook and classroom policies, and demonstrating respect and involvement for school, local, national, and global community issues.*
- Collaboration: *This category represents students’ skills in consistently and actively working towards group goals by contributing knowledge, opinions, skills, and advocacy for self and others in a positive manner; it also reflects how students value and encourage the opinions and contributions of the other group members.*

**Grading Scale**

PD	Proficient with distinction (90 - 100%)
P	Proficient (75 – 89%)
BP	Basic Proficiency (65 – 74%)
I	In Progress (50 – 64%)
N	Not Yet Proficient: (0 – 49%)

Information about grades can be made available at any time, and will be made available to families formally four times throughout the year: Quarterly progress reports are issued in advisory four times a year. These reports show a snapshot of how well the student is doing in his/her academic classes at that point in time. They also show the student’s attendance for the quarter.

**2019 - 2020 Quarterly Progress and Report Card Dates**

- November 1, 2019 (Progress Reports)
- January 24, 2020 (Report Card)
- April 3, 2020 (Progress Report)
- \*June 11, 2020 (Report Card)

\*June date is subject to make up days

**Reports of Student Progress / PowerSchool Parent Portal**

The parent portal in PowerSchool, the student information system used by KRHS, is a valuable tool in monitoring the progress of a student’s performance. Because a student’s account in PowerSchool can be accessed twenty-four (24) hours a day, KRHS no longer engages in a mass mailing of computer-generated reports. However, it should be noted that KRHS will mail a written report home to those parents who submit a written request to the main office. Please contact the KRHS guidance department, or main office for usernames and passwords as well as instructions on how to access the parent portals.

If there are any questions about the grades, an appointment should be made to see the teacher as soon as is convenient.

**Grades in PowerSchool**

During the 2019 - 2020 school year, grades in PowerSchool will be updated on or before the following dates:

September 13	February 7
September 27	February 21
October 11	March 13
October 25	March 27
November 8	April 10
November 22	April 24
December 13	May 15
January 10	May 29
January 24	June 11

**GRADUATION REQUIREMENTS**

In order to graduate from Kearsarge Regional High School, a graduating student must earn a minimum of 22 credits. Commencing with the class of 2022, the minimum number of credits for graduation will be 23 and include a third credit of science.



KRSD will award a Certificate of Attendance to qualified students (who have followed Certificate of Attendance protocols and procedures) who complete their prescribed program of studies, but who do not qualify for a diploma. The required subjects and credits for high school graduation are:

<u>Required Subjects for Graduation</u>	<u>Required Credits in SY 2019-21</u>	<u>Required Credits in SY 2022+</u>
Fine Arts	.5 credit	.5 credit
* Advanced Digital Literacy	.5 credit	.5 credit
English	4 credits	4 credits
** Mathematics	3 credits of core Mathematics courses + 1 credit of math related content in an elective offering.	3 credits of core Mathematics courses + 1 credit of math related content in an elective offering.
Physical Sciences	1 credit	1 credit
Biological Sciences	1 credit	1 credit
*** Science Elective	Not Required	1 credit
US History	1 credit	1 credit
American Government/Civics	.5 credit	.5 credit
Economics	.5 credit	.5 credit
World Perspectives	1 credit	1 credit
Fit for Life	.5 credit	.5 credit
Physical Education - Wellness	1 credit	1 credit
Open Electives	Accumulation of 7.5 credits (1 must include a mathematics-related offering satisfying the fourth credit in mathematics)	Accumulation of 7.5 credits (1 must include a mathematics-related offering satisfying the fourth credit in mathematics)
Required Credits:	22 credits	23 credits

\* If a student has not met the K-8 DIGITAL LITERACY requirements, the digital portfolio will be completed in grade nine, or a second digital literacy credit will be required.

\*\* Including Algebra credit that can be earned through a sequential, integrated, or applied program, and a fourth year of math-related course.

\*\*\* Beginning with the class of 2022, Kearsarge will require a third credit of science to graduate.

**Additional Requirements**

Students are also required to fulfill the requirements below:

1. Senior Project
2. Community Service (20 hours)
3. Completion of the digital portfolio (completed in 8th grade)
4. Competency in Advanced Digital Literacy (0.5 credit)
5. Participation in a math related course during each year enrolled at KRHS

For those students who enter Kearsarge Regional High School having demonstrated proficiency in the State Digital Literacy Standards at the middle school level by completing the digital portfolio, the graduation requirement will be a half (0.5) credit of course with Advanced Digital Literacy Standards embedded within the curriculum. Those students who enter KRHS without demonstrating proficiency in Digital Literacy Standards at the middle school level will be required to successfully complete a digital portfolio in their 9<sup>th</sup> grade year. The following is a list of courses offered in the KRHS Program of Studies that satisfy the Advanced Digital Literacy Standards by embedding them within the curriculum:

## **GUIDANCE/SCHOOL COUNSELOR SERVICES**

The Kearsarge Regional High School School Counseling Office is here to help students in a variety of ways:

- Counseling individuals and groups to help them develop self-understanding and assist them in making decisions
- Assisting in career selection and in post-secondary school and college planning and selection
- Administering and arranging for national and/or state aptitude and achievement tests; interpreting the results of such tests to students, parents and teachers
- Assisting students and parents in the selection of appropriate courses of study
- Referring students and parents to appropriate agencies outside the school may well serve the needs of students
- Referrals to the Kearsarge Adult Diploma Program (KADP), see below for more information

### **Instructions for Course Changes**

In order to drop and/or add a course, a student must follow the prescribed process below:

1. The student and guidance counselor will meet to discuss a schedule change.
2. The guidance counselor will discuss the request with the teacher, and if in agreement, both parties will complete the assigned section of the form.
3. The teacher of the current course will discuss the course change with the student; and if in agreement, the guidance counselor will speak to the new teacher.
4. The teacher of the new course will conference with the student and provide the course change form to the student.
5. The student will bring the form home for a parent/guardian signature.
6. The form is then presented to an administrator for signature.
7. The form is returned to guidance.

**NOTE:** From the moment they enter a new class, students have a seven (7) day window in which to add and/or drop a course. If a course is dropped within the prescribed time frame, a withdrawal code (W) will appear on the student's transcript. If a course is dropped after the seven (7) day limit, a withdrawal fail (WF) will appear on the student's transcript.

### **KEARSARGE ADULT DIPLOMA PROGRAM (KADP)**

KRHS students may enroll in individual KADP courses. If a KRHS student has failed a course and earned a numerical grade of 50% or higher, the student will receive 100% credit toward fulfilling the graduation requirement pending successful completion of the KADP course.

## **HALL PASSES**

Anytime a student leaves an assigned learning area, for any reason, he or she must have an official "green" school pass that has been signed by a teacher / staff member. This pass must also include the correct time and date, the student's name, and destination. It is the student's responsibility to acquire a pass before leaving the area. Students are expected to present their pass to any staff member upon request.

## **HAZING**

KRSB Policy JICFA: Hazing

Please see pages 19-22 "Bullying / Harassment / Hazing" for a description of this policy.

## HEALTH OFFICE / NURSE

Students who wish to see the school nurse for non-emergency situations must first report to class so as to obtain a pass from the teacher. In emergency situations, students should report directly to the health office. Students may see the nurse during study hall or lunch provided they arrive to the health office with a hall pass. **All prescriptions and medication needing to be taken during the school day must be stored in the health office and distributed by the nurse.** For more information regarding prescriptions and medications in school, please contact Anne Carey, the school nurse at (603) 927-2311 or [lmaclean@kearsarge.org](mailto:lmaclean@kearsarge.org).

## HOMEWORK

The purpose of homework is to practice or reinforce skills or to extend the learning that has taken place in the classroom. Assessment guidelines for homework are as follows:

- If homework is assessed and students are given feedback on it, it can be part of their formative grade, which will be no more than 10% of their overall average.
- If homework is not assessed with feedback, it should not be part of any grade.
- A student's ability to complete and hand in homework will be assessed under the Study Skills area of 21st Century Learning Habits and Skills.

If a student is absent for an extended period of time, they may request homework assignments by contacting the main office at (603) 927 - 4261 or checking teacher websites. The homework assignments will be made available in the main office the following day. Students are granted one day to make up work for every one day they were absent. Please check with individual teachers regarding tests and quizzes.

If a student participates in sports or a club and need to leave school early due to an event, it is the responsibility of the student to follow-up with the teacher to make-up work or lessons.

## HONOR ROLL

In keeping with the philosophy of this school, the faculty and administration feel it is important to recognize students who do well in their scholastic work. Accordingly, each semester, those students who have attained all PD's (90% or better) in each of their subjects will earn High Honor Roll designation. Students who maintain an 80% or better in each class will achieve a position on the Honor Roll. Additionally, students should be proficient (BP, P or PD) in all of their competency areas. Students must be enrolled in at least five classes to be eligible for consideration on the Honor Roll. Any class reported on the transcript with a numeric grade will count toward the five class eligibility. If a course is taken for enrichment only, it will not count towards honor roll.

## INCOMPLETE GRADES

All missing schoolwork associated with an incomplete grade must be submitted within ten (10) school days of the close of grades during the quarter in which the incomplete status was issued. See "Competency/Credit Recovery" for more information.

## INTERNET & TECHNOLOGY RESPONSIBLE USE POLICY

The Kearsarge Regional School District (KRSD) provides access to a comprehensive collection of technology resources for employee and student use. These technology resources are to be used for educational purposes only. The KRSD Responsible Use Policy (RUP) outlines appropriate use and prohibited activities when using all technology resources and electronic devices as well as personal devices, as defined by school administrators. Every employee and student is expected to follow all of the rules and conditions listed, as well as those given verbally by KRSD administrators and/or teachers, and to demonstrate responsible citizenship and ethical behavior at all times.

1. Kearsarge Regional School District computers and network are the property of the Kearsarge Regional School District. All information contained on them and/or transmitted through them may be considered public record and may be made accessible to others. This includes information transmitted through personal electronic devices using the network (cell phones etc.).
2. Internet website addresses visited will be retained in electronic logs for thirty (30 days). These logs are kept in order to monitor the status of the network and to gather information about Internet use so that appropriate educational or disciplinary decisions can be made.

3. The Kearsarge Regional School District is not responsible for any loss of data due to circumstances beyond its control or from user errors or omissions.
4. The Internet is a global web of computer networks, not governed by any entity, without inherent limits or checks on the kind of information maintained by or available to users. The Kearsarge Regional School District does not guarantee the accuracy or take responsibility for the quality of information obtained from the Internet. The District is not responsible for any damage a user may suffer, including, but not limited to, loss of data or interruptions of service.
5. **Inappropriate use of the KRSDN and Internet connection may result in the cancellation of these rights. This includes inappropriate use of the network using a personal device or school issued chromebook.** The System Administrator shall make all decisions regarding whether or not a user has violated these guidelines and may deny, revoke or suspend access at any time.
6. All text, graphics and software are protected by copyright unless specifically stated otherwise.
7. The Kearsarge Regional School District regulates student Internet use in compliance with the Children's Internet Protection Act. [Public Law 106-554: Children's Internet Protection Act (CIPA) and the Neighborhood Internet Protection Act (NIPA).]
8. Students shall not use personal electronic devices to access the network without permission from the Network Administrator.
9. All students are expected to sign a RUP prior to accessing the network and/or utilizing KRSD technology.

### **User Responsibility**

1. All users must have a completed and signed KRSD Responsibility Contract on file with the school in order to access the KRSDN.
2. All users shall comply with copyright laws and "fair-use" guidelines. Copyrighted material must not be placed on any system connected to KRSDN without the copyright owner's permission. Permission to download files or documents must be specified in the document on the system, or must be obtained directly from the owner.
3. All users shall adhere to the rules and policies of the school and the Kearsarge Regional School District, including the Code of Conduct.
4. All users shall comply with all rules set forth in this policy and by classroom teacher(s) and/or administrators.
5. All users shall use common sense and best practices to avoid infection by and transmission of computer viruses.
6. All users shall abide by accepted rules of network etiquette. These include, but are not limited to:
  - a. Be polite – Do not send abusive, disrespectful or discriminatory messages to anyone, do not search, retrieve, save, circulate or display hatebased, offensive or sexually explicit material.
  - b. Use appropriate language – Do not swear, use vulgarities or any other form of inappropriate language at any time.
  - c. Respect privacy – Do not give out any personal information about yourself or any other individual; this includes passwords.
  - d. Be responsible – report inappropriate behavior to someone in authority.
7. Users shall not alter network or desktop settings on any computer.
8. Students must immediately notify their parent(s)/guardian(s) and the Network Administrator immediately if any individual is trying to contact them for illicit or suspicious activities.
9. Students are not allowed to use computers or Internet resources to play games that do not further the District educational goals.
10. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the KRSDN and other computer resources.
11. Instructional activities utilizing the Internet shall be appropriate for the age and/or grade level of the students. Instructors shall teach strategies for searching, evaluating and effectively using Internet resources.

12. Instructors shall monitor student use of the Internet and utilize strategies to protect users from access to inappropriate online materials. Whenever possible, Internet sites should be previewed or searched in advance of instruction to ensure purposeful usage. The *Computer, Network, and Internet Use Policy* shall be modeled with students under their supervision and care. However, any student violation of this policy is not the responsibility of the instructor.
13. Instructors shall avoid leaving lesson plans that incorporate the use of the Internet for a substitute teacher.
14. Employees shall inform adult volunteers that they are expected to uphold the responsibilities outlined in the *Computer, Network, and Internet Use Policy*.
15. School District computers or other peripherals may only be removed with permission from an administrator or his/her designee.

### **Unacceptable Activities**

Unacceptable activities when using the Kearsarge Regional School District Network include, but are not limited to:

1. Students accessing or sending personal email or web mail on school district computers except as permitted through the District provided email system or as authorized by the Network Administrator.
2. Sending abusive, disrespectful or discriminatory messages, or use of inappropriate language.
3. Searching, retrieving, saving, circulating or displaying hate based, offensive or sexually explicit material.
4. Plagiarism.
5. Uploading, downloading, forwarding or viewing hate mail, chain letters, harassing or libelous statements, discriminatory remarks, pornographic materials, violent materials or any other inappropriate materials.
6. Misrepresenting one's true identity (including the use of anonymous messaging apps); sharing passwords or using someone else's passwords.
7. Reposting someone else's communication without that person's prior consent.
8. Downloading or uploading software unless authorized to do so.
9. Installing or deleting any software unless authorized to do so. This includes computer viruses or other malicious programs designed to interfere with the proper and efficient operation of the computer.
10. Using hacking / cracking tools.
11. Students subscribing to "listservs" unless authorized by the teacher or administrator.
12. Students creating web pages unless authorized by the teacher or administrator.
13. Students participating in online chats, instant messaging, or using social media during academic time.
14. Using the Kearsarge Regional School District Network, computers, and the Internet for making purchases, financial gain, personal and/or private business, commercial endorsements, advertising and/or political lobbying by staff, unless authorized by the Network Administrator.
15. Trespassing in another's folders, work or files.
16. Adversely affecting the ability of others to use equipment or services.

**Consequences:** Failure to use school district computers, network and/or the Internet in a responsible manner will result in appropriate consequences consistent with the current disciplinary guidelines of the Kearsarge Regional School District.

The system administrator will deem what is appropriate use and his/her decision is final. The system administrator may close an account at any time as required. The administration, faculty and staff may request the administrator to deny, revoke or suspend specific user accounts. The user and/or parent/guardian may be held financially responsible for any harm to the system as a result of intentional misuse.

## **KEARSARGE ADULT DIPLOMA PROGRAM (KADP)**

KRHS students may enroll in individual KADP courses. If a KRHS student has failed a course and earned a numerical grade of 50% or higher, the student will receive 100% credit toward fulfilling the graduation requirement pending successful completion of the KADP course.

### **LEAVING CAMPUS WITHOUT PERMISSION**

Students who leave campus without permission during school hours will be subject to the following consequences:

1st Offense: One (1) Saturday detention

2nd Offense: One (1) day ISS (in school suspension) and loss of parking privileges for ten (10) days.

3rd Offense: Meeting with Administration, up to ten (10) days OSS and permanent revocation of parking privileges

NOTE: Students who transport other students off campus without permission will be subject to a school consequence. For detailed information, please refer to the section regarding TRANSPORTATION OF STUDENTS OFF CAMPUS WITHOUT PERMISSION.

### **LEARNING LAB FOR ACADEMIC SUPPORT**

Each period of the day, four teachers in each of the core disciplines are available to students that may need to extend their support in a particular course, or to assist students in the completion of course recovery work. Students will be placed with these teachers on either a voluntary basis or they may be assigned by a counselor, teacher or administrator based on student need and class progress. Academic labs are not study halls, their purpose is for students to obtain targeted instruction or assistance and support in that particular area.

Students working with teachers assigned to the learning lab are expected to:

1. arrive promptly
2. arrive prepared to work and cooperate
3. take responsibility and ownership over their work and actions
4. make productive use of their time

Students that are unable to adhere to the rules of the learning lab will be removed.

### **LOCKERS AND LOCKS**

Lockers and locks will be assigned to each student at KRHS. These lockers are the property of the Kearsarge Regional School District. As such, the school reserves the right to inspect the locker at any time. Please note the following:

- Lockers are not to have anything attached to the front of them
- Students are not to write in or on the lockers with any instruments
- Students who damage their locker will be assessed a maintenance fee
- It is the students' responsibility to take care of the locker they are assigned
- After the beginning of the school year, students may not switch
- Students are responsible for the contents of the assigned locker
- A lock may be obtained from the main office. Outside locks should not be used.

All foreign locks will be cut from lockers. All school locks are "master" keyed for student protection, in case of emergency. Students are advised that the security of the locker is decreased substantially by giving anyone the combination to the lock. This is to be avoided. The student is responsible for the lock and must pay \$10.00 for another if the lock is lost, stolen, or broken.

### **MAKE-UP WORK – REASSESSMENT & REMEDIATION**

Whenever a student is absent excused, he/she has one day per day of excused absence to make up the work missed. Students will not be academically penalized for late work resulting from an excused absence.

All missing schoolwork associated with an incomplete grade must be submitted within ten (10) school days of the close of grades during the semester in which the incomplete status was issued.

Students that miss work due to unexcused absences (UA) will receive a zero (0) and are not eligible to remediate that work for credit.

The student has the right to make up any work missed for a grade. The student must have arrangements made with his/her teacher(s) the day he/she returns from his/her absence. This should take place outside of class time.

Students are encouraged to practice continuous improvement in their learning through reassessment. **Students must have completed all formative and/or other preparatory assignments given by the teacher leading up to the summative assessment. Student forfeit the right to reassess if the formative work has not been completed prior to the summative assessment.** Students are eligible to retake summative assignments after one of the following steps takes place:

- The student and teacher develop a contract for reassessment that is mutually agreed upon. This may include but is not limited to:
  - additional work sessions,
  - a determined end date which students must meet in order to receive a new score.
  - an alternative version of the assessment
- Students that are unable to show basic proficiency (BP) on their first attempt will be permitted to reassess a summative up to two (2) times.
- Students that receive a proficient (P) grade on their first attempt may reassess one (1) time.
- Any grade of PD on the first attempt will stand, and no reassessment opportunity will be offered.
- In any reassessment opportunity, the higher grade will be recorded.
- Final exams and midterms are not open to reassessment.
- Running Start, AP and college level courses will follow college and university level expectations.

## NICOTINE: VAPING / TOBACCO POSSESSION AND USE

The use or possession or use of any device used to ingest nicotine, including but not limited to, e-cigarettes, vaporizers or “vapes”, cigarettes, chewing tobacco, etc. is prohibited in the building, on campus or any school related functions or activities. Possession or distribution of these products and/or devices used for such purpose, is prohibited in the KRHS drug-free zone. **Any students found to be in a group where one person is vaping will also be suspended for vaping.** Consequences are outlined below:

- 1<sup>st</sup> Offense:** Two (2) day out-of-school suspension, police notification and parent conference.
- 2<sup>nd</sup> Offense:** Five (5) day out-of-school suspension, police notification, and parent conference.
- 3<sup>rd</sup> Offense:** Ten (10) day out-of-school suspension, police notification, referral to Superintendent and parent conference.

## RECORDING ON SCHOOL GROUNDS

In accordance with KRSD policy EEAA (Video and Audio Surveillance on School Property), The District records and maintains audio recordings and video recordings of students on school property and at school events in locations including, but not limited to, parking lots, school buses, lunchrooms, classrooms and hallways. Such information is used and maintained for security and other informational purposes. The administration will review the video and audio recordings if there is a belief that misconduct has taken place. Discipline will be in accordance with the Student Code of Conduct.

Students shall not use audio or visual recording devices during the school day unless the purpose of the recording is of educational value, or has been approved by a classroom teacher. This includes, but is not limited to, using recording devices to video, photograph or record misbehavior or to violate the privacy of others. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and/or disciplinary responses for this offense.

## REPORT CARDS

In a move to reduce our consumption of resources, report cards are no longer mailed home. Instead, students will be issued report cards in school on a twice per year, with progress reports occurring each quarter. If you wish to have a copy of your child's report card mailed home, please contact the main office at 927-4261.

# SAFE SCHOOL ZONE

## KRSB Policy JICI: Safe School Zone Policy

### Introduction

It is the policy of the Kearsarge Regional School District that all school buildings, premises, bus stops and routes and associated areas shall be safe environments for students, free of danger posed by the presence of weapons or conduct that threatens harm by means of weapons or objects used as weapons. It is the policy of the Kearsarge School District that the provisions of RSA (193 -D: 2), the so-called Safe School Zone Act, be carried out in all respects. Should any portion of this policy conflict with state law or regulations issued pursuant thereto, it is the intention of the Kearsarge Regional School District that its policy be read in such a manner that it conforms to such law or regulation. This policy replaces the "Weapons Free Environment" and "Dangerous Weapons and Objects in the Schools" policies previously adopted by the District.

### Weapons / Gross Misconduct

Weapons (such as but not limited to firearms, explosives, incendiaries, martial arts weapons (as defined by RSA 159:24), knives (as defined by RSA 159:3, 159:16, and 159:24), electronic defense weapons (as defined by RSA 159:20), clubs, billies, metallic knuckles or containers containing chemicals such as pepper gas or mace) or other objects used as weapons are not permitted on school property, on school buses or at school sponsored activities. "Weapons" shall mean any object whose use at the time or whose primary purpose is to cause or, by intimidation, threaten to cause bodily harm or injury to any person. Student violations of this policy will result in both school disciplinary action and notification of the local police. Suspension or expulsion could result.

In addition, any student who is determined to have brought a firearm (as defined by 18 US 921) to school without prior written approval will be expelled for not less than one year (365 days). This expulsion may be modified by the School Board upon review of the specific case in accordance with other applicable law and district policy. Weapons under control of law enforcement personnel are permitted.

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

### I. Definitions

- A. "Expulsion" means the permanent denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II and III.
- B. "Firearm or other dangerous weapon" means any firearm or weapon as defined in Section 921 of Title 18 of the US Code, and any weapon prohibited by RSA 159, including but not limited to dangerous weapons listed in RSA 159:16, and any object when used as a weapon.
- C. "Gross Misconduct" means an act which:
  - 1. Results in violence to another person or property;
  - 2. Poses a direct threat to the safety of others in a safe school zone; or
  - 3. Is identified in RSA 193-D: 1, I.
- D. "Neglect", in the context of RSA 193:13 (I and II) means the failure of a pupil to pay attention to an announced, posted or printed school rule.
- E. "Pupil" means a child through age 21 in attendance at a school during the school day.
- F. "Refusal", in the context of RSA 193:13 (I and II) means the willful defiance of a pupil to comply with an announced, posted, or printed school rule.
- G. "Safe School Zone" means "safe school zone" as defined in RSA 193-D: 1, II.
- H. "School day" means:
  - 1. For a pupil who takes the school bus, the time period beginning when a pupil boards the bus in the morning to the time when a pupil disembarks from the bus in the afternoon; and
  - 2. For a pupil who walks to school or arrives by private car, the time period beginning when the pupil arrives on the school grounds to the time when the pupil leaves the school grounds.
- I. "School employee" means any school administrator, teacher, or other employee of any public or private school, school district, school department, or school administrative unit.
- J. "School property" means all real property, physical plant and equipment used for school purposes, including but not limited to school playgrounds and buses, whether public or private, and including any premises temporarily used for or by the school district.
- K. "School purposes" means school-sponsored programs, including but not limited to educational or extracurricular activities.
- L. "Superintendent" means the school superintendent or chief administering officer, or a representative designated in writing as authorized under RSA 193: 13, I.
- M. "Suspension" means the temporary denial of a student's attendance at school for a specific period of time for gross misconduct or for neglect or refusal to conform to announced, posted, or printed school rules.
- N. "Unlawful possession" in RSA 193-D: 1, I (e) shall include, but not be limited to:
  - 1. To have control over a weapon or an object used as a weapon during any part of a school day;
  - 2. Transporting the object to school;
  - 3. Storing the object anywhere on the school premises, whether in the student's locker or any other student's locker, or any other place on the premises; or
  - 4. Doing any other act which causes or contributes to causing the object to be on school premises, or which causes or contributes to causing an object to be used as a weapon as defined by the School Board.

### II. Expulsion for Violent Acts or Weapon Violations

- A. Any pupil who engages in or commits any of the following acts shall be subject to expulsion as described in Section III below:
  - 1. Homicide under RSA 630;
  - 2a. First or second degree assault under RSA 631;



- 2b. Simple assault under RSA 631: 2 – a;
- 3. Any felonious or aggravated felonious sexual assault under RSA 632-A;
- 4. Criminal mischief under RSA 634:2;
- 5. Unlawful possession or sale of a firearm or other dangerous weapon under RSA 159;
- 6. Arson under RSA 634:1;
- 7. Burglary under RSA 635;
- 8. Robbery under RSA 636;
- 9. Theft under RSA 637;
- 10. Illegal sale or possession of a controlled drug under RSA 318-B;
- 11. Gross misconduct or neglect or refusal to conform to the reasonable rules of the school under RSA 193:13, II;
- 12. Possession of a pellet or BB gun or rifle under RSA 193:13, III.

**B.** Any pupil who brings or possesses a firearm as defined in Section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D: 1 without written authorization from the Superintendent or designee shall be expelled from school by the School Board for a period of not less than twelve (12) months (RSA 193:13, III). Any expulsion shall be subject to review by the Superintendent in accordance with district policy if requested by a parent or guardian and further, any parent or guardian shall have the right to appeal any such expulsion by the Board to the State Board of Education (RSA 193:13, II).

**C.** If a student is subject to expulsion and a firearm is involved, the responsibility shall be upon the Superintendent to contact local law enforcement officials whenever there is any doubt concerning:

- 1. Whether a firearm is legally licensed under RSA 159; or
- 2. Whether the firearm is lawfully possessed, as opposed to unlawfully possessed, under the legal definitions of RSA 159.

### **III. Disciplinary Procedures**

**A.** The following levels of discipline are available to school officials in enforcing this policy:

- 1. Short-term suspension by a principal that lasts from one (1) to ten (10) school days.
- 2. Long-term suspension by the Superintendent that lasts longer than ten (10) days.
- 3. Expulsion by the School Board for a period determined in writing by the Board under RSA 193:13, II. Expulsion by the School Board may be appealed to the State Board.
- 4. Expulsion by the School Board for a period of not less than twelve (12) months under RSA 193:13, III. Expulsion by the School Board may be appealed to the State Board.

**B.** The following due process procedures shall be followed:

- 1. In a short-term suspension:
  - a) The Principal shall inform the pupil of the purpose of the meeting;
  - b) Oral or written notice of the charges and an explanation of the evidence against the pupil;
  - c) An opportunity for the pupil to present his/her side of the story;
  - d) A written statement to the pupil and at least one of the pupil's parents or guardian explaining any disciplinary action taken against the student, prior to the suspension beginning.
- 2. In a long-term suspension of a pupil:
  - a) Written communication to the pupil and at least one of the pupil's parents or guardian, delivered in person or by mail to the pupil's last known address, of the charges and an explanation of the evidence against the pupil;
  - b) The Superintendent's written or oral recommendation for student action to correct the discipline problem;
  - c) A hearing in accordance with III, B, (3) g. (pages 4 to 5);
  - d) A written decision which includes the legal and factual basis for the conclusion that the pupil should be suspended; and
  - e) The decision may be appealed to the local School Board under RSA 193:13, I.
- 3. In an expulsion by the local School Board, due process shall include the following minimal requirements:
  - a) A formal hearing shall be held before any expulsion;
  - b) Such hearing may be held either before or after the short-term suspension has expired and pending the expulsion hearing;
  - c) If the hearing is held after the expiration of a short-term suspension, the pupil shall be entitled to return to school after the short-term suspension has expired, pending the expulsion hearing;
  - d) The School Board shall provide written notice to the pupil and at least one of the pupil's parents or guardian, delivered in person or by mail to the pupil's last known address, of the date, time, and place for a hearing before the local board;
  - e) The written notice required by the Board shall include:
    - (1) A written statement of the charges and the nature of the evidence against the pupil; and
    - (2) The specific statutory reference prohibiting that act as listed in RSA 193-D: 1, I; and
    - (3) A Superintendent's written recommendation for school board action and a description of the process used by the Superintendent to reach his/ her recommendation;
  - f) This notice shall be delivered to the pupil and at least one of the pupil's parents or guardian at least five (5) days prior to the hearing;
  - g) The following hearing procedures shall apply:
    - (1) The pupil, together with a parent or guardian may waive the right to a hearing and admit to the charges made by the Superintendent;
    - (2) If the pupil is eighteen (18) years of age or older, the concurrence of a parent or guardian shall be unnecessary unless the pupil is subject to a guardianship which would prevent the pupil from waiving the right to a hearing;
    - (3) Formal rules of evidence shall not be applicable, however, school officials shall present evidence in support of the charge(s) and the accused pupil or his/her parent/guardian shall have an opportunity to present any defense or reply;
    - (4) The hearing shall be either public or private and the choice shall be that of the pupil or his parent or guardian;

and

(5) During the hearing, the pupil, parent, guardian, or counsel representing the pupil shall have the right to examine any and all witnesses.

h) The decision of the School Board shall be based on a dispassionate and fair consideration of substantial evidence that the accused pupil committed the act for which such expulsion is to be imposed and that such acts are, in fact, a proper reason for expulsion.

i) The decision shall state whether the student is expelled and the length of the expulsion. If the decision is to expel the pupil,

the decision shall include the legal and factual basis for the decision;

j) The decision shall contain a procedure for how the pupil, parent, or guardian, if available, may request a review of the Board's action prior to the start of each school year, including procedures for how the Board will make timely response to the request which shall be no later than thirty (30) days from the receipt of the request. The procedure shall also provide for a transition plan, if applicable, detailing actions the student will be required to take as a condition for re-entry into the school at a date later than the start of the school year.

4. All appeals to the State Board allowed under RSA 193:13, II or III shall be filed within twenty (20) calendar days of receipt of the written decision of the local School Board and shall be in accordance with RSA 541-A and Ed 200.

5. In all cases, appropriate adjustments shall be made to account for the age and grade level of the pupil being disciplined.

#### **IV. Notification of Students**

In accordance with RSA 193:13, the following notification procedures will be followed:

A. The student handbooks of all Kearsarge Regional School District schools shall contain a summary of RSA 193:13 and a summary of this policy. Copies of the statutes and this policy shall be available in the principal's office. Notice of the policy and the location of copies shall be displayed in a prominent place on each school's notice board.

B. Copies of the statutes and school policy will be given to all teachers and other school employees.

C. Copies of the statutes and school policy will be given to any student being disciplined pursuant to its terms.

#### **V. Waivers, Appeals, and Review**

In accordance with RSA 193:13, the following waiver, appeal, and review procedures shall be followed:

A. In the case of short or long term suspension, the appeal rights, if any, shall be as contained in RSA 193:13, I.

B. In the case of expulsion pursuant to RSA 193:13, II and this policy, written application may be made to the Board through the Superintendent's office no later than one month prior to the start of each school year. The application shall contain a statement in the pupil's own words explaining why he/she should be considered for readmission. The application shall be accompanied by at least one recommendation from a member of the community, such as a counselor, minister, or employer who has observed the pupil's behavior during the period of expulsion. The application shall also be accompanied by the Superintendent's and building administrator's recommendation to the Board, which may include conditions for phased readmission.

C. The Superintendent may, upon written application of an expelled pupil and on a case-by-case basis, recommend to the Board modification of the expulsion requirements of paragraphs III, (A), (3), and (4) above. Prior to consenting to such a modification, the pupil shall be required to submit to the Superintendent sufficient evidence in the form of letters, work history, or other documents or testimony demonstrating that it is in the school's best interests and the pupil's best interests to allow a modification. In making such a decision, due regard will be given to other pupils and staff whose safety and wellbeing shall be of paramount importance.

#### **VI. Reporting Procedures**

A. In accordance with RSA 193-A:4; each written report by a supervisor to the principal relating to an act of theft, destruction, or violence in a safe school zone shall be on standardized form #Ed 317.

B. The report by a supervisor to a principal of form #Ed. 317 shall contain all the statutory information required by RSA 193-A: 4.

C. Form #Ed. 317 shall be completed and filed with the commissioner of education on or before June of each year.

D. Form #Ed. 317 shall contain the following information:

1. School name
2. School address
3. School telephone number
4. Name of school principal
5. Date of incident involving an act of theft, destruction, or violence, or the possession of a firearm
6. Time of incident in (5) above
7. Location of incident in (5) above
8. Alleged offense
9. Description of incident
10. Name of suspect
11. Grade in school of suspect
12. Address of suspect
13. Gender suspect
14. Name of victim
15. Grade in school of victim
16. Address of victim

- 17. Gender of victim
- 18. Name of employee reporting incident
- 19. Date report was completed by employee
- 20. Date report was filed with local law enforcement authority by school principal

### **VII. Student with an Educational Disability**

- A. Any suspension or expulsion of a student with an educational disability as defined in Ed. 1102.31 shall be in accordance with Ed. 1119.11.
- B. If, under the provision of Ed. 1119.11(c), the special education placement team determines that the behavior leading to the suspension or expulsion is not a direct result of the student's educational disability, Sections Ed. 317.01 through Ed. 317.05 shall apply, unless otherwise required by federal law.
- C. In the case of a student with an educational disability who is determined to have brought a firearm or other dangerous weapon in to a safe school zone as defined in 18 USC 921 (a) (3), the federal requirement of section 615 (k) (9) of Public Law 105-17 shall apply, and the student may be placed in an interim alternative educational setting for the time periods determined by that Public Law.

### **Notification of Local Police Department(s)**

A "Memorandum of Understanding" between the Kearsarge Regional School District and the Police Departments of the seven towns in the Kearsarge Regional School District will exist which requires the school(s) to notify the police whenever a serious offense has been committed. Students and parents should expect police personnel to be involved in investigating such incidents.

### **Simple Assault – Parental Notification**

Assault is any unprivileged physical contact of another. Simple assault is a misdemeanor unless serious physical injury results. Distinguishing when an assault becomes a felony is important for school personnel because any felony assault shall be reported to the Police Department by state law

Whenever an incident of simple assault occurs, no report shall be made to the local law enforcement agency. Instead, the building principal shall notify the parents by telephone and confirm by a letter to the parents of all children directly involved. The letter from the building principal shall describe the incident and the seriousness and harm done or potential harm and the school district's response to the incident.

*1st Reading: August 12, 1997  
2nd Reading: September 2, 1997  
Date Approved: September 16, 1997*

## **SCHOOL CANCELLATION**

Whenever it is necessary to cancel school, information will be announced through the Alert-Now service. Alert-Now is an automated phone notification system. Radio, TV stations and their affiliated websites, covering the area serviced by the school will also broadcast school closings. The announcement will be made between 5:30AM. and 6:30AM., or as soon as a final decision has been made. The "No School" announcement will mean that all the schools in the Kearsarge Regional School District will be closed.

### **Delayed Opening**

It may be prudent to delay the opening of school by two hours. If school is delayed, the buses will start the same time of the hour, only two hours later. The media outlets will be notified as quickly as possible.

### **Early Release of School**

It may be prudent to release students from school earlier than the normal school closing time. The decision will be made by the Superintendent. When this decision is made, the information will be broadcast as quickly as possible using the same procedure as in the case of school cancellation procedures. If school is released early, the buses will start at the same time of the hour, **only two (2) hours earlier** than usual.

In cases of school cancellation, delayed opening or early release, please do not call the school, the principal or other staff. All attempts will be made to keep school in session.

## **SCHOOL SUPPLIES AND MATERIALS**

Care of books, materials and equipment is the responsibility of the student. Students should cover books that are loaned to them by the school in order to protect them. Respect should be shown for all educational tools. If a book is lost or damaged, the teacher or the librarian should be notified immediately. Students will be responsible for reimbursing the school for lost or damaged books. Seniors will not participate in the graduation ceremony until reimbursement is received or materials are recovered and returned..

## **SEARCH AND SEIZURE POLICY**

### **KRSB Policy JIH: Searches of Students and Their Property**

It is the policy of the schools to cooperate with law enforcement agencies in the interest of the larger welfare of all citizens. At the same time, schools have a responsibility to parents for the welfare of the students while they are in the care of the school. To carry out this responsibility a strict policy is necessary governing illegal use of items that would jeopardize that welfare.

The student has exclusive control over property in his/her immediate possession. However, such possession may not be exclusive against the school and its officials.

#### **Administrative Implemented Procedures:**

1. The Principal or designee shall be responsible for determining whether or not a search shall be conducted of a student's person or personal property; this includes the student's vehicle.
2. When deemed appropriate, the Principal will consider the involvement of the student's parent or guardian.
3. The student shall be present during a search of property in his/her immediate possession.
4. A second staff member shall be present during a search of either a student's person or personal property.
5. The confiscation of items located in a student's immediate possession and/or on a student's person shall be accomplished in the following manner:
  - (A.) The confiscation shall be witnessed by the student and a second administrator
  - (B.) The search shall be conducted as discreetly as possible
  - (C.) Each and every item confiscated must be identified and not commingled with other items previously or subsequently seized
  - (D.) The Principal shall prepare a summary report identifying the item(s) confiscated and forwarded to appropriate officials. The report should include the facts upon which reasonable suspicion was based (where the search occurred, the reason for the seizure, who was present, time, and the disposition of item(s)).

#### 6. Searches:

(A.) Reasonable Suspicion: A search of a student will be justified why there are reasonable grounds for suspicion that the search will turn up evidence that the student has violated or is violating the law or the rules of the school.

Reasonable suspicion may be formed by considering factors such as the following:

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

(B.) Reasonable Scope: A search will be permissible in its scope when the measures adopted are reasonably related to the objectives of the search.

Reasonableness of scope may be determined based on factors such as the following:

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

**NOTE:** Prior to any overnight, school-sanctioned trip, student backpacks and luggage are subject to a search by a school administrator.

## **SENIOR PRIVILEGES**

It is our belief that students who have advanced to senior status have done so by developing and maturing physically, intellectually and socially. We recognize this accomplishment and respect their achievement by awarding certain freedoms that reflect the growth in their independence and responsibility.

#### **Application Process for Senior Privileges**

Seniors who are under 18 years of age need to complete a release form that is available in the main office. This form gives the school permission to allow seniors to miss certain times of the school day **without** going through the administrative process. Parents must give their consent in order for seniors to take advantage of their privileges around signing in and dismissals.

The application needs to be completed **before** any changes occur to a senior's attendance expectations and procedures.

**Expectations for Senior Privileges:**

1. Senior students must carry a course load of five (5) credits for the academic year
2. Senior students must have grades of BP (Basic Proficient) or better in all courses
3. Seniors may sign-out of school when they are not assigned to an academic course
4. Seniors should not sign out for lunch unless they also have a period 5 study hall
5. Once signed-out, seniors must leave the school campus
6. When returning to school campus, seniors must sign-in at the main office

**Loss of Senior Privileges:**

1. Referred to an administrator for disciplinary action
2. Fail a course
3. Failure to stay up to day with Senior Project
4. Loitering on school grounds once you have signed-out
5. Failure to sign-out or sign-in on the privileges form in the main office
6. Transporting another student off school campus who does not have privileges or parent permission
7. Any senior with a grade below BP (Basic Proficient) may be assigned to a supervised study hall
8. Missing Senior Project Due Dates
9. Abusing Senior Privileges to cut class, including "X Block"

## **SEXUAL HARASSMENT POLICY AND PROCEDURE**

### **I. GENERAL STATEMENT OF POLICY**

**A.** Sexual harassment is a form of sex discrimination that violates Section 703 of Title VII of the Civil Rights Act of 1964 as Amended, 42 U.S.C., section 2000e, et seq., and Title IX. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

**B.** It is the policy of the District to maintain a safe learning and working environment that is free from sexual harassment and sexual violence. The District prohibits any form of sexual harassment and sexual violence.

**C.** It shall be a violation of this policy for any student or employee to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

**D.** It shall be in violation with this policy for any student or employee to be sexually violent to a student or employee. The District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the District.

### **II. SEXUAL HARASSMENT / SEXUAL VIOLENCE DEFINED**

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

1. Submission to that conduct or communication is made a term condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.
4. Any sexual harassment, as defined, when perpetrated on any student or employee by any student or employee, will be treated as sexual harassment under this policy.

**B.** Sexual harassment may include but is not limited to:

1. Verbal harassment and/or abuse of a sexual nature;
2. Subtle pressure for sexual activity;
3. Inappropriate patting or pinching;
4. Intentional brushing against a student's or employee's body.
5. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
7. Any sexually motivated unwelcome touching; or
8. Sexual violence that is a physical act of aggression that includes a sexual act or sexual purpose.

### **III. REPORTING PROCEDURES**

Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee of the District, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged acts immediately to an appropriate District official as designated by this policy. The District encourages the reporting party or complainant to use the report form available from the Principal of each building or available in the Superintendent's office.

**A.** In each building the Principal is the person responsible for receiving oral or written reports of sexual harassment or sexual violence at the building level. Upon receipt of a report, the Principal must notify the Superintendent immediately without screening or investigating the report. Any written report received will be forwarded simultaneously to the Superintendent. If the report was given verbally, the Principal shall reduce it to written form within 24 hours and forward it to the Superintendent. Failure to forward any sexual harassment or sexual violence report or complaint as provided herein will result in disciplinary action.

If the complaint involves the building Principal, the complaint shall be filed directly with the Superintendent.

**B.** District Wide, The Board hereby designates the Superintendent as the District Human Rights Officer to receive reports or complaints of sexual harassment and sexual violence and also from the building Principals as outlined above.

If the complaint involves the Superintendent, the complaint shall be filed directly with the School Board.

The District shall conspicuously post the name of the Human Rights Officer, including a mailing address and telephone number.

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

**D.** Use of formal reporting forms is not mandatory.

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

### **IV. INVESTIGATION AND RECOMMENDATION**

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

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

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

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

**NOTE:** Refer to School Board Policy GBAA/JBAA for information on School District Action, Reprisal, Right to Alternative Complaint Procedures, Sexual Harassment or Sexual Violence as Sexual Abuse, Discipline, and Bypass of Policy.

## **SKATEBOARDS AND SCOOTERS**

Skateboards and scooters are prohibited on school grounds.

## **STUDENT COUNCIL**

There are twenty-three (23) elected student representatives from each grade level that serve the student body (six from Grades 10 through 12, and five from Grade 9). These students meet twice monthly during X-Block and into after school hours.

## **SUPPORT SERVICES FOR STUDENTS**

In compliance with federal and state special education laws, special educators work with students who have been evaluated, found to be educationally disabled and in need of special education instruction in order to profit from regular education. Once a student has been identified, a team comprised of the student, parents and staff meet to establish appropriate goals with measurable objectives, along with classroom modifications and accommodations needed to meet curricular requirements. All of this is incorporated into an Individual Education Plan (IEP). The IEP is an individually designed education program for educationally disabled students that will be followed by all staff at KRHS. Each regular education teacher, in collaboration with the student, parents and the student's case manager implements the plan.

If it is thought that a student may be in need of special education services, any parent, teacher, or student may contact the Student Assistance Team (SAT). The SAT serves to support regular education teachers and staff in order to address students' academic, behavioral and social difficulties. If appropriate interventions over time fail to resolve a student's difficulties, the Student Assistance Team may refer a student to the Pupil Placement Team (PPT).

The Pupil Placement Team is responsible for determining whether an evaluation is warranted at that particular time, or whether additional interventions should be made beforehand. The Pupil Placement Team is also responsible for undertaking evaluations and for determining the presence of an educational disability.

Special education is a means to an end, not an end in itself. Some students with an IEP establish exit level goals to meet and to maintain, well before graduating from high school. Other students work to decrease their need for special services during high school as they become more independent. All Individual Education Plans (IEP) are required to be reviewed annually, while others may be reviewed more frequently depending upon the needs of a student. A student with an IEP works with their case manager on a consistent and prearranged basis in a small group or one-to-one setting, to master specific skills / concepts. Credit may be given for participation in a regularly scheduled study skills class. This will be determined by prior arrangement at the student's annual IEP meeting.

An identified student with significant learning-needs may be scheduled for the study skills classes and for additional support through basic skills classes. These classes are small groups and taught by special education and general education teachers when the IEP team believes that it is not reasonable to expect a student to participate in the general education class even with modifications and accommodations. The course content is closely related to that of general education courses. The basic skills classes are limited in number, occurring only when there are no other options for a student within the general education classes. The student's guidance counselor and case manager, the appropriate department coordinator, the special services coordinator and the IEP team will make the determination for placement in these classes.

## **STUDY HALL**

Provisions are made at Kearsarge for a variety of study environments, each one appropriate to varying academic needs. All 11<sup>th</sup> and 12<sup>th</sup> graders who wish to be placed in a study hall will be assigned to the cafeteria. During period 5, due to lunch constraints, study hall for juniors and seniors will be scheduled in a classroom.

Whenever possible, all 9<sup>th</sup> and 10<sup>th</sup> graders who wish to be assigned a study hall will be placed in a quiet study classroom. Quiet study halls will have access to technology that will aid the learning environment. As such, students will not be permitted to leave the quiet study hall unless they have earned an Honors Pass. An Honors Pass will be issued by the study hall teacher to all tenth (10<sup>th</sup>) grade students at the end of each quarter to access the cafeteria or library / resource center (RC) during a regularly scheduled study hall, provided those tenth (10<sup>th</sup>) grade students have earned honor roll status. The Honors Pass will be issued

on a quarterly basis by the main office. Students who earn an Honors Pass must sign in to their assigned study hall each day at the beginning of the period for attendance purposes. The Honors Pass recipient's grades will be checked systematically to ensure honor roll status is maintained. In the event that a student loses honor roll status, the Honors Pass will be revoked and the student will return to directed study.

Students are urged to use study halls wisely. Students exhibiting inappropriate behavior will be referred to the administration if necessary.

**NOTE:** Students assigned to a study hall during period 5 must eat lunch in the cafeteria during the study hall teacher's identified wave.

## **THEFT**

KRHS prides itself with a respectful and safe school environment. If a student found to have committed a theft on school campus or during a school-related activity, the following procedure will take place:

**Each Offense:** Up to five (5) day out-of-school suspension with restitution, police notification and parent conference; the Superintendent of Schools may also proceed with an expulsion hearing.

## **TRANSPORTATION AND BUSSING**

Pursuant to New Hampshire RSA 189:9A and Department of Safety Handbook for School Bus Drivers, the School Board has adopted the following policy and regulations relating thereto which are consistent with the Kearsarge Safe School Policy. The Superintendent of Schools has designated the Principals and Assistant Principals as the School Officials having authority to suspend students from the buses.

Student conduct is expected to be the same on the buses as in classrooms. Appropriate action will be taken to maintain good order on the school buses based upon the following guidelines:

1. Students will ride the bus to which they have been assigned and get on and off the bus at assigned stops, unless they follow the correct procedures to obtain a "bus transfer" slip. Slips are obtained through the main office of each school building.
2. Students will obey the bus driver/monitor and demonstrate good conduct at all times.
3. Students shall arrive at the bus stop at least five minutes before the bus arrives.
4. Students shall wait in a safe place, clear of traffic, and conduct themselves in an orderly manner.
5. Students shall cross the road or street in front of the bus only after the bus has come to a complete stop and upon direction from the driver/monitor (ten (10) foot minimum crossing distance).
6. Students shall board the bus one at a time, go directly to their seats and remain seated until they get off the bus. They may not change seats unless given permission from the driver/monitor.
7. Students will not shout, throw objects in/out of the bus, or eat/drink on the bus.
8. Students will assist the driver/monitor in keeping the bus neat and clean.
9. Students are expected to inform the driver/monitor of any damage they notice to their seat and/or the area around where they are sitting as soon as they sit down.
10. Students are prohibited from possessing or using tobacco, alcohol, weapons and/or other unauthorized drugs on the bus.
11. Students must be aware of the consequences for violations of bus rules outlined on the following pages.
12. Students are not allowed to transport skateboards, skis or snowboards on morning, afternoon and/or late buses.



**Infractions of Bus Discipline:**

1. A *Written Bus Warning* will be issued to students for first offenses that do not require an immediate suspension from the bus.
2. A *Bus Misconduct Report* will be issued to students who have already received a written warning or issued to students who commit offenses that require immediate suspensions. The misconduct report will be submitted to the main office of the school the student attends.
3. Students who are written up for inappropriate behavior after they have been suspended from riding the bus for ten days will be referred to the Superintendent for more severe consequences. Habitual offenders may be suspended from the bus beyond twenty (20) school days upon School Board approval.

**Parent / Guardian Responsibility:**

When a child is suspended from riding the bus, it becomes the parent’s responsibility to transport the child according to New Hampshire law (RSA 189:9A).

Suspension shall begin the school day following notification to the pupil’s parent or legal guardian. Suspension from riding the bus is not to be considered suspension from school.

When possible, the school will contact the parent or legal guardian by telephone the same day the student receives notification that he/she has been suspended from the bus.

**KRSB Policy EEAJ: Video & Audio Recording on School Buses**

In an effort to ensure a safe and secure environment for all students, the School Board authorizes the use of video / audio recording devices by the District on any or all buses used to provide transportation for district students. This authority shall extend additionally to all vehicles owned or contracted for the transportation of district students. The School Board authorizes the Superintendent to establish and maintain guidelines and procedures for the retention and viewing of the recordings.

1. **Notice** – The presence of recording devices on a bus/vehicle shall be announced by signage displayed prominently on the bus/vehicle. Notice of this policy shall be given annually in student/parent handbooks and the FERPA statement.
2. **Confidentiality** – All recorded “footage” is to be considered confidential and is to be viewed only on an “as needed” basis by those individuals authorized herein.
3. **Custody** – Recordings, in whatever media, shall be the property of the District and stored in a secure location. This custody shall not be delegated to any bus/vehicle driver.
4. **Retention** – No recording shall be retained for longer than ten (10) school days unless the district determines that the recording is relevant to a disciplinary proceeding or a court requires retention. Before the ten (10) day period has elapsed, recordings may be deleted, destroyed, or the media reused unless a disciplinary complaint requiring retention is made. If a notable incident is identified by any driver, passenger, parent, or administrator related to the incident, the SAU Transportation Coordinator should be notified and the relevant tape removed from service.

**5. Viewing:**

**A.** Recordings shall be viewed only by the following or others expressly authorized by the Superintendent or designee:

- |                                      |   |
|--------------------------------------|---|
| * Superintendent or designee         | * SAU #65 Facilities Transportation Coordinator   |
| * Transportation contractor official | * Building Administrator  |
| * Law Enforcement Officers           | * Bus drivers, students, and parents of students who are directly involved in an incident |

**B.** All viewings shall be supervised by a building administrator.

In the event an audio or video recording is used as part of a student discipline proceeding, such recording may become part of a student’s education record. If an audio or video recording does become part of a student’s education record, all pertinent FERPA provisions and related District policies shall apply.

*Reference: NHRSA 570-A: 2*  
*Date Approved: November 18, 2010*  
*Date of Public Hearing: August 28, 2008*  
*First Reading: August 28, 2008*  
*Second Reading: Waived*

## TRANSPORTING STUDENTS OFF-CAMPUS WITHOUT PERMISSION

KRHS students are not to transport other KRHS students off of the campus during the course of the school day or to athletic or school activity events. KRHS student drivers may transport other students home provided that it is the end of the school day for said student(s). Students who transport other students off campus without permission are subject to the following consequences:

Students who leave campus without permission during school hours will be subject to the following consequence:

- 1st Offense: One (1) Saturday detention
- 2nd Offense: One (1) day ISS (in school suspension) and loss of parking privileges for ten (10) days.
- 3rd Offense: Meeting with Administration, up to ten (10) days OSS and permanent revocation of parking privileges.

## VANDALISM

If a student is found to have committed the intentional and willful abuse or destruction of school property, either on campus or during a school-related activity, the following procedure will take place:

**Each Offense:** The student will receive up to five (5) days, out-of-school suspension *and* be required to pay restitution; the Sutton Police Department will be notified; and the parent(s)/guardian will be required to meet with the principal and Superintendent to determine whether an extended suspension or expulsion is in order.

## VISITORS

KRHS does not allow visitors or students to shadow other students during the school year. A school administrator may authorize visitation under extenuating circumstances with written parent/guardian permission. A minimum 5-day advanced notice must be provided to teachers.

## VOLUNTEER POLICY

### KRSB Policy IJOC: Volunteers

The District recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, School District administrators or a designee shall clearly explain the volunteer's responsibility. The Superintendent is responsible for developing and implementing procedures for the utilization of volunteers. The selection of volunteers will be consistent with those policies and procedures under the direction of the Superintendent or his/her designee.

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

#### Designated Volunteers

Designated volunteers will be required to undergo a background investigation and a criminal records check. "Designated Volunteer" means a volunteer who provides services to students, or comes into contact with students as part of his/her duties. Designated volunteers are subject to the provisions of Policy GBCD – Background Investigation and Criminal Records Check.

#### Volunteer Duties

- A. Complete an application form describing their skills, interests and availability.
- B. Serve in the capacity of assistants and not be assigned to roles which require specific professional training. Instructional services shall be rendered under the supervision of certified staff.
- C. Sign a confidentiality and release of liability agreement, and refrain from discussing the performance or actions of a student except with the student's teacher, counselor or Principal.
- D. Refer any student problem that arises, whether of an instructional, medical or operational nature, to a regular staff member.
- E. Receive orientation, including (1) general job responsibilities; (2) information about school facilities, routines, and procedures, including safety and evaluation; (3) work schedule and place of work; and (4) expected relationship to regular staff.
- F. Receive appropriate training at the building level, consistent with their tasks and existing District standards. This training shall be developed under the leadership of the Principal in consultation with the volunteer coordinator.
- G. The School District employee with whom the volunteer is working should have assignments and activities clearly defined and in writing.

H. Receive evaluation and acknowledgment for their services.

I. Volunteers may be terminated when:

1. Program and/or duties are no longer needed;
2. They are replaced by paid staff; or
3. In the sole judgment of the administration, their conduct does not meet the standards of the District.

### **Coaches**

Volunteer coaches of individual sports must be certified in that sport and be in compliance with the standards set by NHIAA. Volunteers should only function under the direct supervision of a school employee.

*Legal Reference: RSA 189:13-a, School Employee and Volunteer Background Investigations*

*First Read: November 6, 2003*

*Second Read: January 22, 2004*

*Revision Dates: April 4, 2013, May 2, 2013*

*Date Adopted: January 22, 2004, May 2, 2013*

## **WEAPONS POLICY STATEMENT**

It is the policy of the Kearsarge Regional School District that the provisions of RSA 193-D, the so-called Safe School Zone Act, are carried out in all respects. The KRSD School Board has developed a policy (**JFCJ / JICI**) in accordance with this Act with respect to rules and procedures that are pertinent to our district, and that are consistent with RSA 193:13, Suspension and Expulsion of Students. Should any portion of this policy conflict with state law or regulations issued pursuant thereto, it is the intention of the KRSD that its policy be read in such a manner that it conforms to such law and regulation. This policy replaces the "Weapons Free Environment Policy" previously adopted by the District. This policy is available to all parents and students. Contact individual schools, or the SAU office in New London, for a copy.

**Weapons**, (such as, but not limited to firearms, explosives, knives, incendiaries, martial arts weapons (as defined by RSA 159:20), clubs, billies, metallic knuckles or containers containing chemicals such as pepper gas or mace) or other objects intended as weapons are not permitted on school property, on school buses or at school sponsored activities.

"Weapons" shall mean any object whose use at the time or whose primary purpose is to cause or, by intimidation, to threaten to cause, bodily harm or injury to any person. Student violations of this policy will result in both school disciplinary action and notification of the local police.

In addition, any student who is determined to have brought a firearm (as defined by Section 921 of Title 18, United States Code) to school without prior written approval will be expelled for not less than one year (365 days). Upon reviewing the specific case in accordance with other applicable laws and district policies, such expulsions may be modified by the School Board or designee.

**NOTE:** Water guns are not permitted on school grounds as they are disruptive and could pose as a threat.

The possession of any object that could be used to injure or intimidate another and/or has no school related purpose.

**Each Offense:** Ten (10) day out-of-school suspension, police will be notified, parent conference, referral to the Superintendent who may initiate an expulsion hearing.

## **WORK POLICIES**

### **Late Work/ Missing Assignments:**

*\*Running Start, AP and college level courses will follow college and university level expectations.*

Students are expected to complete all assignments in a timely manner. Assignments are intended to show student progress and learning. Missing assignments hinder a teacher's ability to accurately assess areas of student competency. The sequence of learning is crucial, and students will need to submit work in order for the teacher to know if he or she should move on to the next steps. If a formative assignment is late, the student and teacher will need to communicate about why it is late to determine if there is help needed or if it is an issue with work habits and/or study skills.

Students with that miss work due to unexcused absences (UA) will receive a zero (0) and are not eligible to remediate that work for credit.

The following practices are based upon this premise:

- When a student is missing any assignments, it will show up as a zero, and carry a weight of “0”.
  - For formative assignments, students have two days after the work is due to complete the late work, following that time frame the zero shall remain. This also applies to blizzard bag work. **Students not meeting the two day time frame will not be allowed to reassess the summative.**
  - For summative assignments, students may have extended time to reassess the assignment based on the discretion of the teacher. They must develop a plan with their teacher for remediation within **three days** of receiving their score.
  - They must have completed the formatives and/or other preparatory assignments given by the teacher that led up to the summative assessment.
- 21st Century Work Habits and Skills can be connected to either formative or summative assignments and also independent of an assignment.
  - 21st Century Work Habits and Skills do not have a numerical weight in a student’s academic grade, however they will be reported on both a student’s report card and transcript.

**Homework:**

The purpose of homework is to practice or reinforce skills or to extend the learning that has taken place in the classroom. Assessment guidelines for homework are as follows:

- If homework is assessed with written feedback, it can be part of their formative grade, which will be no more than 10% of their overall average.
- If homework is not assessed with feedback, it should not be part of the academic grade.
- A student’s ability to complete and hand in homework should be assessed under the Study Skills area of 21st Century Work Habits and Skills.

## DISCIPLINE SUMMARY SHEET

**Infraction:**

Aggressive Behavior  
 Alcohol / Drug possession / use / distribute  
 Cell phone / electronic device during state assessments  
 Cell phone / electronic device during summative evaluation  
 Cut a class  
 Direct inappropriate language toward a staff member  
 Disrespectful or insubordinate to staff  
 Disruptive behavior to the academic process  
 Engage in Excessive Public Display of Affection  
 Fight / Assault  
 Firearms or weapons  
 Harassment / Bullying / Hazing  
 Leave campus without permission  
 Leave class without permission  
 Misuse a hall pass  
 Misuse of technology  
 Plagiarism  
 Reckless driving on school grounds  
 Refuse to follow a reasonable request  
 Refusing to place cell phone / electronic device in assigned location  
 Skipping Class or School  
 Theft / Vandalism  
 Truancy/Excessive Absences  
 Tardiness  
 Transporting another student off campus without permission  
 Use inappropriate language (non-directed)  
 Use your cell phone in classroom  
 Violate local / state / federal laws on school property  
 Vaping / Smoking (includes possession of device or congregating in area)

**Consequence:**

OSS / ISS  
 OSS / Police Notification  
 Scores Voided  
 Zero (0) on assessment  
 Detention / SAT Detention / ISS  
 Detention / ISS / OSS  
 OSS  
 Detention / SAT Detention  
 Detention / SAT Detention  
 OSS / Police Notification  
 OSS / Police Notification  
 OSS / Police Notification  
 Loss of Privileges / ISS / OSS  
 Detention / SAT Detention / ISS / OSS  
 Detention  
 Loss of computer privileges/OSS  
 Zero on Assessment / Loss of Leadership  
 Loss of privileges/ police notification  
 Detention  
 Zero (0) on assessment / detention  
 Detention / SAT Detention / ISS  
 OSS / Police Notification / Restitution  
 Police Notification / Loss of Privileges  
 Detention / SAT / ISS / Loss of Privileges  
 Loss of Parking/Driving Privilege / ISS / OSS  
 Detention / SAT Detention / OSS  
 Phone Confiscated for day / detention  
 OSS / Police Notification  
 OSS / Police Notification

