

# **Kearsarge**

## **Regional High School**



**2022-2023**

## **Student & Parent Handbook**

**457 North Road**  
**North Sutton, NH 03260**  
603-927-4261 / 603-927-4453 (fax)  
<https://www.kearsarge.org/high-school>

Charles Langille, Jr.	Principal
Laura Newman	Assistant Principal
Dr. Christopher Geraghty	Assistant Principal
Scott Fitzgerald	Athletic Director
Michael McCosker	Associate Director of Student Support Services

# **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 and embrace innovation.**
- **Are flexible, resilient, and embrace individual growth.**

***Revised 2022***

## Table of Contents

### **General Information**

Adult Students-----	8
Announcements, Advertisements, and Posting -----	8
Building Hours -----	8
Bus Contact Information-----	9
Cafeteria Services-----	9
Dances and Prom-----	9
Directory Information and Disclosure-----	9-11
Discrimination-----	12
Dismissal of Students-----	12
Driving and Parking-----	12
Emergency Management and Preparedness-----	13
Field Trips-----	13
Full-Time Student Status-----	13
Graduation Ceremony and Related Activities-----	13
Hall Passes-----	13
Lockers and Locks-----	14
School Cancellation-----	14
School Issued Supplies and Materials-----	14
Transportation and Bussing-----	15

### **Academic Information**

Academic Programs-----	16
Alternative Credit Options-----	16
Auditing a Course-----	16
Competency Based Learning-----	16
Credit and Competency Recovery-----	18
Final Assessment of Learning-----	18-19
FLEX Period -----	19
Grading and Reporting-----	17
Graduation Requirements-----	19-20
Senior Privileges-----	20
Study Hall-----	21
Senior Study Hall-----	21

## **Code of Conduct**

Philosophy-----	22
Academic Integrity-----	22
Alcohol, Drugs, OTC and Perf. Enhance Sup-----	25
Attendance/Tardiness-----	25-27
Bullying and Harassment/Hazing-----	22
Cell Phones and Personal Electronic Devices-----	27
Chromebooks: One-to-One- Program-----	27
Hazing-----	22
Internet, Technology and Responsible Use Policy (RUP)-----	28
Leaving Campus Without Permission: Closed Campus-----	28
Nicotine/Tobacco/Vaping-----	23
Recording on School Grounds-----	28
Search and Seizure of Students-----	28-29
Safe School Zone-----	29
Sexual Harassment-----	23
Standard of Dress-----	29-30
Theft-----	23
Transportation of Other Students off School Grounds-----	30
Vandalism-----	24
Weapons-----	24
<b>Code of Conduct Summary-----</b>	<b>22-24</b>

## **Athletic and Co-Curricular Information-----31**

## **Student Services**

Course and Schedule Changes-----	31
Wellness and Health Services-----	32
Report Cards-----	32
Support Services for Students-----	32

## Points of Emphasis for the 2022 - 2023 Student 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.
- **Students should not be in school prior to 7:15 AM. All students must be in their first-period class by 7:35 AM**
- Students will have access to all teachers during a Flex 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.**
- 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.*
  - **Not Yet Proficient (N):** *Student demonstrates little to no understanding and/or application of essential content, concepts, or skills, even with prompting or assistance.*
- 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.
- 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 8:00AM, unless permission by an administrator has been granted.
- 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 be enrolled in a minimum of 51% of their courses through Kearsarge Regional High School. Alternative courses, such as dual-enrollment courses, those through a college, technical center, or online source have specific and unique requirements. Applications for alternative courses are available through the Counseling Center.

## **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, (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 outside 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 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 the **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.

# Kearsarge Regional School District 2022-2023

First Day of School August 30, 2022

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

*Graduation June 10, 2023*

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

## NO SCHOOL DAYS

- 9/2 & 9/5 Labor Day Recess
- 10/7 Teacher Professional Day
- 10/10 Columbus Day
- 11/11 Veterans Day
- 11/23 Teacher Professional Day
- 11/24 & 11/25 Thanksgiving Recess
- 12/23 -12/ 30 December Recess (classes resume 1/2/23)
- 1/16 Martin L. King, Jr. Day
- 2/13 - Teacher Professional Day
- 2/27-3/3 Winter Recess (classes resume 3/6/23)
- 3/31 Teacher Professional Day
- 4/24-4/28 Spring Recess (classes resume 5/1/23)
- 5/18 Teacher Professional Day
- 5/30 Memorial Day
- 6/19 Juneteenth

### LEGEND

- X = Holiday / Vacation
- T = Teacher Professional Day
- = Last Day of Quarter
- # = Early Dismissal for Students
- 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*



# GENERAL INFORMATION

## Adult Students (18 years of age 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. 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 a student from the health office or conduct of the eighteen (18) year old student. 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.

Additionally, under FERPA, students aged 18 may restrict parents for school records. To do so requires discussing the matter with an administrator, putting the request into writing, and notification to the parents of doing so. See FERPA section below for additional information.

## Announcements, Advertisements, and 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.

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.

## Building Hours

The school building and grounds are open to students from 7:15 am to 2:30 pm each school day. Students are not permitted into the school building outside of these hours unless they are attending or part of an officially scheduled event. For example such events include games, practices, rehearsals, club meetings, meetings with teachers, or making up work. Students on the property outside these times are expected to be under supervision of a Kearsarge faculty or staff member. The building and grounds are not to be used for general public use during school hours and/or during school events.

## 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 Services

Cafe Services provides both breakfast, lunch and snack options to KRHS students and staff. The cafeteria will be open prior to school each day. Students on Meal Assistance Programs are entitled to a full meal from any of our stations at breakfast and at lunch. 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.

## 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.

## Directory Information and Disclosure

Notification of Rights under FERPA for Kearsarge Regional School District [KRSB Policy JRA](#)

### **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, as updated, may be found here.

#### **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 in 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*

# Discrimination

## PROHIBITION OF DISCRIMINATION, HARASSMENT AND VIOLENCE

GENERAL STATEMENT OF POLICY: Under New Hampshire law and Board policy, no person shall be excluded from, denied the benefits of, or subjected to discrimination in the District's public schools because of their age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion or national origin. Discrimination, including harassment, against any student in the District's education programs, on the basis of any of the above classes, or a student's creed, is prohibited. Finally, there shall be no denial to any person of the benefits of educational programs or activities, on the basis of any of the above classes, or economic status. The School District will act to investigate all complaints, either formal or informal, verbal or written, of harassment or discrimination and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy. Procedure for filing a written complaint are outlined within the KRSD Antidiscrimination Plan under "Board Policies".

DISCRIMINATION / HARASSMENT DEFINED: Harassment generally includes, but is not limited to, physical contact or violence or verbal statements relating to an individual's race, color, religion, gender identity, sexual orientation, national origin, age, disability, or status in any group protected by federal, state or local law when the conduct: 1. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment 2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or 3. Otherwise adversely affects an individual's employment or academic opportunities.

## 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 Flex-Block is an **academic period** and students are not permitted to be dismissed (unless for aforementioned reasons) during this time.

All 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

**Any student being dismissed who does not drive, must have the person picking them up come into the building and sign them out.**

## 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 for a \$10.00 fee. 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 form must be completed and a permit must be issued by the main office. All financial obligations must be paid before parking permits will be issued. Forms are available in the main office upon request.

Student parking is **ONLY PERMITTED** in designated areas within the parking lot. These parking area nearest North Road may only be used when all other parking spots are full. This area is used for emergency drills and evacuations.

**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.

## Emergency Management and Preparedness

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.

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.

## 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.**

## Full-Time Student Status

To be considered a full-time Kearsarge Regional High School student, students must be enrolled in a minimum of 51% of their courses through Kearsarge Regional High School. Alternative courses, such as dual-enrollment courses, technical center courses, or online courses have specific and unique requirements in order for them to count towards full-time status. Applications for alternative courses are available through the Counseling Center and approved by the Principal. For additional information regarding the academic opportunities available, please refer to the KRHS Program of Studies.

Students in grades nine (9), ten (10) and eleven (11) are expected to enroll in a minimum of six classes each semester. Students in grade twelve (12) are expected to be enrolled in a minimum of five classes each semester.

## Graduation Ceremony and Related Activities

Only KRHS students who have completed all graduation requirements for their respective program may participate in the graduation ceremony. Participating students must have all borrowed/loaned items returned and all obligations to KRHS met prior to the first graduation practice. The graduation dress code must be followed and only school issued/loaned regalia is allowed during the ceremony. Painting/decorating the mortar board is allowed as long as it complies with all school rules and is two dimensional.

## Hall Passes

Anytime a student leaves an assigned learning area, he or she must obtain a hall pass. Classrooms are supplied with a standard hall pass that students may use for bathroom usage or quick errands. Only one student should leave the classroom at a time. Students should sign out prior to leaving the classroom. If a student needs to visit the nurse or counseling office, they will be provided with a 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.

## Lockers and Locks

Lockers and locks are available upon request and can be obtained through the main office. These lockers are the property of the Kearsarge Regional School District. As such, the school reserves the right to inspect the locker and any contents placed within them 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.

## School Cancellation / Remote Learning Days

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.

Remote Learning days will be announced by 11:00AM the day prior when the weather forecast predicts a major storm, or for other reasons as determined by the Superintendent.

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

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

### 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 Issued 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 materials. Seniors will not participate in the graduation ceremony until reimbursement is received or materials are recovered and returned in a similar condition as loaned out in.

## 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: 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.
- follow the instructions given by the bus driver/monitor and demonstrate good conduct at all times.
- arrive at the bus stop at least five minutes before the bus arrives.
- wait in a safe place, clear of traffic, and conduct themselves in an orderly manner.
- 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).
- 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.
- not shout, throw objects in/out of the bus, or eat/drink on the bus.
- assist the driver/monitor in keeping the bus neat and clean.
- 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.
- not transport skateboards, skis, or snowboards on the morning, afternoon, and/or late buses.

Students are prohibited from possessing or using vaping devices, tobacco, alcohol, weapons, and/or other unauthorized drugs on the bus.

### **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/removal from the bus 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.



# ACADEMIC INFORMATION

## Academic Programs

KRHS takes great pride in providing opportunities for students to personalize their educational experience. A full description of all opportunities can be found in the [KRHS Program of Studies](#).

## Alternative Credit Options

### EXTENDED LEARNING OPPORTUNITIES (ELOs)

Students have the option to learn in rigorous and relevant real-world settings. Students in this program are overseen by an ELO Coordinator and a community mentor and/or teacher. Community mentors work with students to apply their learning in a real-world setting, and a certified teacher provides a framework for the course competencies. Extended Learning Opportunities for high school credit have natural connections to the common core standards and provide 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 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 and begin with an application obtained in the Counseling Center.***

### COLLEGE COURSES

Eligible seniors at KRHS may enroll in courses at New England 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. Students/parents will be responsible for the incurred costs that come with completing an online course outside of KRHS.

## Auditing a Course

Students that wish to experience and learn from a class, but not earn academic credit may audit a class. Students wishing to earn credit will be given priority when scheduling. Students that audit a class will have access to all class materials, and at the end of the course will not receive a grade. Students may choose to audit a class that they have already completed in order to advance their skills; however, credit will not be given for any class that a student chooses to repeat.

## Competency Based Learning

Kearsarge Regional High School believes the purpose of grading is to communicate student performance and growth. Our competency-based education is based on the following two beliefs:

- 1) learning goes beyond content and skills to include how students can successfully apply what they've learned, and
- 2) learning should be personalized in order to allow each student to go as far as possible in their studies

## Grading Practices

Students will be assessed multiple times on each competency within a course. Competencies and learning targets will be identified on all assessments. Performance indicators will be used to report levels of student learning on formative assessments (PD, P, BP, I, N). See the description below.

Practice <i>(informal work)</i>	- Indicated as collected/not collected
Formative Assessments  <i>(with feedback and a score)</i>	- Proficiency level indicators are used to report learning - Descriptive feedback provided to students - Used to inform and guide instruction - Weighted at no more than 10% of an overall course grade
Summative Assessments  <i>(proof of learning)</i>	- Numeric grade and proficiency level indicators are used to report learning - Multiple competencies may be assessed at one-time - Achievement on individual competencies is reported separately - Competencies and learning targets being assessed are clearly labeled on each summative - Each competency area will be assessed multiple times throughout a semester.

## System for Reporting Out on Student Learning

Kearsarge High School uses rolling grades. The term "rolling grades" means that grades simply continue throughout the entirety of a course. The grading term starts on the first day of class and ends on the last day. Grades are calculated based on the totality of work for the entire course. Comprehensive midterm and final assessments are included in the overall course grade. Students are given multiple opportunities and various pathways to demonstrate that they have met the competency (at a minimum of basic proficiency, or BP level). A student's proficiency levels and grades are not averaged across quarters or semesters to determine final course grades.

**Proficiency Levels:** The levels of proficiency for Kearsarge and their definitions are as follows:

- **Proficient with Distinction (PD):** The student consistently transfers knowledge and skills within and/or between learning targets for course competency.
- **Proficient (P):** The student makes meaning of knowledge and skills within learning targets for course competency.
- **Basic Proficient (BP):** The student acquires knowledge and skills within learning targets for course competency.
- **In Progress (I):** The student is making progress toward meeting the learning targets within the course competency.
- **No Evidence (N):** The student demonstrates no evidence of meeting the learning targets within the course competency.

Proficiency Level	Indicator	Grade Scale	Student Friendly Language/Terms
Proficient with Distinction	PD	90-100	I can make meaning of, analyze, transfer, or extend the knowledge into other areas.
Proficient	P	75-89	I can apply and/or draw conclusions with the information.
Basic Proficient	BP	65-74	I know the information or can perform a skill.
In Progress	I	50-64	I am in the process of learning the information or skills.
No Evidence	N	40	I have not submitted work.

## 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.

### Reports of Student Progress / PowerSchool Parent Portal

The parent portal in PowerSchool, the student information system used by KRHS should be used to monitor 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.

## Work Policies

Whenever a student is absent-excused (AE), they have one additional class meeting day to make up missed work for each absence. The student should make arrangements with their teacher(s) regarding missed work, on the class period that they return from their absence.

Students who do not submit work for absences or any other reason **will receive an N (No Evidence)**. Students who miss work for unexcused absences (UA) may not be eligible to remediate that work for credit.

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

## Reassessment

Students are encouraged to practice continuous improvement in their learning through reassessment. Reassessment policies are articulated in each course syllabus as the process for reassessment can be impacted by the unique circumstances of different courses. The foundation of all reassessment opportunities should include:

- Student demonstrating a good faith effort to complete the initial summative assessment.
  - The student initiates the process of reassessment by communicating with the teacher their desire to reassess/remediate their learning.
  - The student and teacher develop a mutually agreed-upon plan for a reassessment. This plan may take into consideration the work habits of the student.
- 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) or (PD) grade on their first attempt may reassess one (1) time.
    - Teachers reserve the right to determine if a student's work habits merit any attempt at remediation

## 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. Inquiries regarding Credit/competency Recovery should be directed to a school counselor.

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

- Individual work with the classroom teacher during intervention time
- Online learning (i.e. Edgenuity and VLACS)
- Extended learning opportunities (ELOs)
- Summer School
- Kearsarge Adult Diploma Program

## Final Assessment of Learning

- Semester exams or culminating projects will be administered to all students in all programs both midway and at the culmination of a course.
- Assessments are a comprehensive summative assessment, assessing all of the competencies learned in a course.

- 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 until receiving permission from administration.
- Students with appointments that may prohibit them from attending should see their teachers immediately and plan to make alternative arrangements. Any absences during midterm or final exams must be reported to the office.
- If a student is late 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.
- No student may be excused from an exam until the end of the exam period.
- Cell phones and other personal electronic devices are prohibited for any cumulative assessment.
- Students may not be in the hallways during exam periods without a pass signed by a teacher.
- In the event of a school cancellation, the exam schedule will resume at the point of disruption.
- 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.
- CRTC students must attend their CRTC classes if they do not have an exam scheduled.
- 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 must provide financial compensation.

### 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.

### Flex Period

FLEX is primarily for interventions, make-ups of assessments, and extra support. Guest speakers, assemblies for small and large groups may also occur. Attendance is mandatory for all students (this includes Seniors this year). Failure to sign up and/or attend FLEX sessions will be treated as skipping class and result in progressive disciplinary action.

### Graduation Requirements

In order to graduate from Kearsarge Regional High School, a graduating student must earn a minimum of 23 credits. The required subjects and credits for high school graduation are:

Diploma Type	KRHS DIPLOMA	NH STATE DIPLOMA	KRHS ALTERNATE DIPLOMA
<b>Eligibility</b>	Any student that can meet the competencies of all requirements as outlined below	Any student that meets the competencies of all requirements as outlined below and has demonstrated a need for reduction to the KRHS diploma requirements through a team meeting	Any student that meets the competencies of all requirements as outlined below dictated through their Individual Education Plan and monitored by their team for progress
<b>Required Subjects for Graduation</b>	<b>KRHS DIPLOMA</b>	<b>NH STATE DIPLOMA</b>	<b>KRHS ALTERNATE DIPLOMA</b>
Fine Arts	.5 credit	.5	.5
English	4 credits	4 credits	4 credits

** Mathematics	3 credits of core Mathematics courses + 1 credit of math related content in an elective offering.	3 credits	3 credits
Physical Sciences	1 credit	1 credit	1 credit
Biological Sciences	1 credit	1 credit	1 credit
Science Elective	1 credit	NA	NA
US History	1 credit	1 credit	1 credit
American Government/Civics	.5 credit	.5 credit	.5 credit
Economics	.5 credit	.5 credit	.5 credit
World Perspectives	1 credit	.5 credit	.5 credit
Fit for Life	.5 credit	.5 credit	.5 credit
Physical Education - Wellness	1 credit (0.5 in each)	1 credit (0.5 in each)	1 credit (0.5 in each)
Open Electives	Accumulation of 7.5 credits (1 must include a mathematics-related offering satisfying the fourth credit in mathematics)	6 credits	6 credits
* Advanced Digital Literacy	.5 credit	.5 credit	NA
Senior Project	Completed	NA	NA
Community Service	20 Hours Completed	NA	NA
<b>Required Credits:</b>	<b>23 credits</b>	<b>20 credits</b>	<b>20 credits</b>

\* 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. Algebra I, Spanish I and/or French I that has been successfully completed during grade 8, will be applied to the credit tally and no GPA points will be awarded.

#### 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:

## **Senior Privileges (Open Campus Privileges during Pandemic)**

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.

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

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 four (4) 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 the lunch period as a 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 Flex Period

## **Study Hall**

To provide students that desire a study space with potential to support a structure to learn within. Any students that choose a study hall will be assigned to a room and 2 staff as duties. Staff can work out their rotation as they see fit.

**Guidelines:**

- Students assigned to Study Hall must remain in the space for the entirety of the period.
  - Counseling appointments or similar are allowed with passes.
- Students missing or wandering from/during Study Hall will be treated as skipping as with any other class period.
- Students are expected to use the time for studying/researching/homework completion.
- Watching movies, playing video games, and using social media sites is prohibited.
- Should be a quiet space.

## **Senior Study Hall**

Seniors in good academic standing will be assigned to the library for quiet social interaction/lounging. Seniors failing or with repetitive behavior issues will be assigned to a Study Hall instead of Senior Study.

- No video games or movies.
- No underclassmen may visit with Seniors.
- Seniors must remain in the library or sign out of the building.

# CODE OF CONDUCT

## Philosophy

KRSD students and staff have the right to a learning environment that is mutually respectful and safe. Respect for all members of the learning community, including self, guests, and school building/property is expected of all members of our school community. Students are responsible for their choices and actions and are expected to conduct themselves ethically, responsibly, and with compassion.

The expectations of conduct are an integral part of our learning process. Students are expected to follow the outlined norms to keep all members of our learning community emotionally and physically safe.

### Expected Positive Student Behaviors

Students are expected to model the following [KRHS 21st Century Learning Skills](#) in all areas of the school, activities, and events, including but not limited to: field trips, sporting events, after school activities, buses, etc.

## Conduct and Corresponding Responses

<b>Academic Dishonesty</b>	<p><b>Description:</b> Includes acts of plagiarism and/or cheating. 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.</p> <p><b>Range of Responses:</b> Documented warning, lunch detentions, after-school detention, restorative practices, referral to counselor or other school personnel, loss of privileges, in-school suspension, out-of school, expulsion.</p>
<b>Bullying/ Cyberbullying/ Harassment</b>	<p><b>Applicable KRSD Policy, NH State Law, or U.S. Code:</b> <a href="#">JICK Pupil Safety and Violence Prevention - Bullying</a></p> <p><b>Range of Responses:</b> Documented warning, lunch detentions, after-school detention, restorative practices, referral to counselor or other school personnel, loss of privileges, in-school suspension, out-of school suspension, expulsion. Referral to law enforcement as above.</p>
<b>Destruction of Property</b>	<p><b>Range of Responses:</b> Documented warning, lunch detentions, after-school detention, restorative practices, referral to counselor or other school personnel, loss of privileges, in-school suspension, out-of school suspension, expulsion. Referral to law enforcement as above.</p>
<b>Disruption of the Classroom Learning Environment</b>	<p><b>Range of Responses:</b> Documented warning, lunch detentions, after-school detention, restorative practices, referral to counselor or other school personnel, loss of privileges, in-school suspension, out-of school suspension, expulsion. Referral to law enforcement as above.</p>
<b>Disruption of the School-Wide Learning Environment</b>	<p><b>Range of Responses:</b> Documented warning, lunch detentions, after-school detention, restorative practices, referral to counselor or other school personnel, loss of privileges, in-school suspension, out-of school suspension, expulsion. Referral to law enforcement as above.</p>
<b>Drugs and Alcohol</b>	<p><b>Applicable KRSD Policy, NH State Law, or U.S. Code:</b> <a href="#">ADB-GBEC Drug-Free Workplace and Drug-Free Schools</a>; <a href="#">ADG/JICG Tobacco Products Ban - Use and Possession In and On School Facilities and Grounds</a></p> <p><b>Range of Responses:</b> Restorative practices, referral to counselor or other school personnel, loss of privileges, in-school suspension, out-of school suspension, expulsion. Referral to law enforcement as above.</p>
<b>Hazing</b>	<p><b>Applicable KRSD Policy, NH State Law, or U.S. Code:</b> <a href="#">JICFA Hazing</a></p> <p><b>Range of Responses:</b> Documented warning, lunch detentions, after-school detention, restorative practices, referral to counselor or other school personnel, loss of privileges,</p>

	in-school suspension, out-of school suspension, expulsion. Referral to law enforcement as above.
<b>Inappropriate Language</b>	<b>Range of Responses:</b> Documented warning, lunch detentions, after-school detention, restorative practices, referral to counselor or other school personnel, loss of privileges, in-school suspension, out-of school suspension, expulsion. Referral to law enforcement as above.
<b>Insubordination</b>	Documented warning, lunch detentions, after-school detention, restorative practices, referral to counselor or other school personnel, loss of privileges, in-school suspension, out-of school suspension.
<b>Leaving Closed Campus</b>	<b>Range of Responses:</b> Documented warning, lunch detentions, after-school detention, restorative practices, referral to counselor or other school personnel, loss of privileges, in-school suspension, out-of school suspension, expulsion. Referral to law enforcement as above.
<b>Nicotine / Tobacco / Vaping</b>	<b>Applicable KRSD Policy, NH State Law, or U.S. Code:</b> <a href="#">ADB-GBEC Drug-Free Workplace and Drug-Free Schools</a> ; <a href="#">ADG/JICG Tobacco Products Ban - Use and Possession In and On School Facilities and Grounds</a>
<b>Missing From Assigned Location</b>	<b>Range of Responses:</b> Documented warning, lunch detentions, after-school detention, restorative practices, referral to counselor or other school personnel, loss of privileges, in-school suspension, out-of school suspension.
<b>Physical or Emotional Harm</b>	<b>Range of Responses:</b> Documented warning, lunch detentions, after-school detention, restorative practices, referral to counselor or other school personnel, loss of privileges, in-school suspension, out-of school suspension, expulsion. Referral to law enforcement as above.
<b>Sexual Harassment</b>	<b>Applicable KRSD Policy, NH State Law, or U.S. Code:</b> <a href="#">ACAA Harassment and Sexual Harassment</a> ; <a href="#">ACAA-R Harassment and Sexual Harassment of Students Procedure</a> <b>Range of Responses:</b> Documented warning, lunch detentions, after-school detention, restorative practices, referral to counselor or other school personnel, loss of privileges, in-school suspension, out-of school suspension, expulsion. Referral to law enforcement as above.
<b>Standard of Dress</b>	<b>Applicable KRSD Policy, NH State Law, or U.S. Code:</b> Refer to standard of dress in Student Handbook <b>Range of Responses:</b> Documented warning, lunch detentions, after-school detention, restorative practices, referral to counselor or other school personnel, loss of privileges, in-school suspension, out-of school, expulsion.
<b>Technology/Internet Misuse</b>	<b>Applicable KRSD Policy, NH State Law, or U.S. Code:</b> <a href="#">JICL School District Internet Access for Students</a> and <a href="#">JICL-R/GBEF-R School District Internet Access for Students/Staff Procedure</a> <b>Range of Responses:</b> Documented warning, lunch detentions, after-school detention, restorative practices, referral to counselor or other school personnel, loss of privileges, in-school suspension, out-of school suspension, expulsion. Referral to law enforcement as above.
<b>Theft</b>	<b>Range of Responses:</b> Documented warning, lunch detentions, after-school detention, restorative practices, referral to counselor or other school personnel, loss of privileges, in-school suspension, out-of school suspension, expulsion. Referral to law enforcement as above.
<b>Threats or Intimidation</b>	<b>Range of Responses:</b> Documented warning, lunch detentions, after-school detention, restorative practices, referral to counselor or other school personnel, loss of privileges, in-school suspension, out-of school suspension, expulsion. Referral to law enforcement as above.
<b>Unsafe Behavior</b>	Documented warning, lunch detentions, after-school detention, restorative practices,



	referral to counselor or other school personnel, loss of privileges, in-school suspension, out-of school suspension, expulsion.
<b>Vandalism</b>	<b>Range of Responses:</b> Restorative practices, referral to counselor or other school personnel, loss of privileges, in-school suspension, out-of school suspension, expulsion. Referral to law enforcement as above.
<b>Violence / Aggressive Behavior</b>	<b>Applicable KRSD Policy, NH State Law, or U.S. Code:</b> <a href="#">JICI Safe School Zone</a> <b>Range of Responses:</b> Documented warning, lunch detentions, after-school detention, restorative practices, referral to counselor or other school personnel, loss of privileges, in-school suspension, out-of school, expulsion. Referral to law enforcement as above.
<b>Weapons or Dangerous Objects</b>	<b>Applicable KRSD Policy, NH State Law, or U.S. Code:</b> <a href="#">JICI Safe School Zone</a> <b>Range of Responses:</b> Restorative practices, referral to counselor or other school personnel, loss of privileges, in-school suspension, out-of school suspension, expulsion. Referral to law enforcement as above.

### Progressive Discipline

KRSD believes in supporting students through a variety of graduated means to correct misconduct and promote positive behaviors. Responses to behavior may include but are not limited to meeting(s) with school counselors, parent conferences, student conflict resolution, peer mediation, community service, as well as more “traditional means” such as detention time or removal from the educational environment. Many factors are considered prior to responding to student behaviors including but are not limited to age, frequency, prior interventions and the seriousness of the conduct.

<b>Expulsion</b>	<a href="#">JFCJ/JICI Suspension and Expulsion</a>
<b>In-School Suspension (ISS)</b>	<a href="#">JFCJ/JICI Suspension and Expulsion</a>
<b>Loss of Privileges</b>	Restriction of activities including within the school day and extra curricular
<b>Lunch Detention</b>	Lunch period(s) spent in a restricted environment (student still has access to food and opportunity to eat)
<b>Office Detention</b>	Detention assigned by an office administrator in a supervised location after or before school on Tuesdays and/or Thursday from 2:45 until 4:15.
<b>Out-of-School Suspension (OSS)</b>	<a href="#">JFCJ/JICI Suspension and Expulsion</a>
<b>Recovery Contract</b>	Documented restorative plan completed with a teacher, counselor, or administrator
<b>Referral to Counselor or Other School Personnel</b>	Referral for support services
<b>Referral to Law Enforcement</b>	Referrals to local and/or state law enforcement are made as per the <a href="#">Safe School Zone Act</a> , New Hampshire Law, and the Memorandum of Understanding with the Sutton Police Department
<b>Restitution</b>	Restoration or recompense of something lost, stolen, or damaged
<b>Restorative Practices</b>	Consequences that aim at repairing possibly damaged relationships, loss of learning time to include conferencing among related parties, giving service to or on behalf of those harmed, etc.
<b>Teacher Detention</b>	Detention assigned and supervised by a teacher after or before school
<b>Warning with Documentation / Coaching</b>	Meeting with the teacher, counselor, and/or administrator focused on learning and improving behavior

Referrals to local and/or state law enforcement are made as per the [Safe School Zone Act](#), New Hampshire Law, and the Memorandum of Understanding with the Sutton Police Department.

## Alcohol, Drugs, Over-the-Counter Medicine, and 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:

**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**

## Attendance/Tardiness

**Reporting Line: 603-927-2302 [Link to District Policy](#)**

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. Students who return from an absence are responsible for contacting the teacher on the day they return to make arrangements for make-up work. Students enrolled in Running Start courses should also review the attendance policy of the college offering credit outside of KRHS.

### High School Attendance Procedures:

All absences from school require one of the following:

1. A phone call or
2. an email to [hsattendance@kearsarge.org](mailto:hsattendance@kearsarge.org) from the parent/guardian

In accordance with school district policy, KRHS considers the following to be excused absences (AE) when appropriate documentation is submitted (see each option below). Any absence that has not been excused for any of the reasons listed below will be considered an unexcused absence (UA). **Students have three (3) days to resolve unexcused absences.**

### Attendance Codes:

**AE:** Absent and excused through documentation ie: doctor's note, court documentation etc.  
**CV:** Absence due to college visit  
**FT:** Absence due to field trip  
**UA:** Unexcused Absence  
**PA:** Absence and parent aware (unexcused unless documentation provided see list below)  
**SP:** Absence due to sporting event  
**T:** Tardy  
**TE:** Tardy Excused  
**O:** Office

### Daily attendance

Any student in marked (UA) Unexcused Absent from period one will receive a phone call home. A phone call will be made at approximately 8:30 AM.

### Dismissals

All students must sign out at the main office before leaving campus. 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/guardian. Seniors in

good standing with privileges on file may be dismissed if they have a study hall. 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.

### **Excused Absences:**

Any absence that has not been excused for any of the listed reasons below will receive an **unexcused absence**. Unexcused Absences are recorded as UA.

Students that are unexcused-absent from school during the school day are prohibited from attending events/activities that occur outside of the school day on the day of their absence. Any exceptions must be made by contacting the building principal prior to attending the event/activity. This applies to weekend events for absences on Friday.

- Personal illness (mental or physical) or injury, up to 3 consecutive days. Documentation: parent note/email upon student return (recorded as PA - Parent Aware)
  - Absences beyond 3 consecutive days require a note from a licensed professional (recorded as AE - Absent Exempt).
- Scheduled court appearance Documentation: documentation from the court (recorded as AE - Absent Exempt).
- An appointment with a health professional Documentation: parent note or appointment card (recorded as AE - Absent Exempt).
- Death in the family or family emergency Documentation: funeral notice, obituary, or parent note (recorded as AE - Absent Exempt).
- Observation or celebration of a religious holiday Documentation: parent note/email upon student return (recorded as AE - Absent Exempt).
- College visits Documentation: Filled out and Signed "College Visit Form" (Found in School Counseling Office) Documentation: (recorded as CV - College Visit).
- School-sponsored activities Documentation: Permission slip/sports form signed and turned in (recorded as FT - Field Trip or SP - Sports)
- A planned absence(s) for a personal or educational purpose that has been approved prior to the event date(s) with a minimum of 1 week's notice. Documentation: parent note/email upon student return AND (recorded as PA - Parent Aware)

### **Excessive Absences**

Ten half days or five full 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. The Principal, his/her designee, or Truant Officer is hereby designated as the District employee responsible for overseeing truancy issues.

#### **Intervention Process to Address Excessive Absences**

When a student reaches habitual truancy status or is in danger of reaching habitual truancy status, the Principal or designee will send the student's parent/guardian a letter. Letters will be sent when students have accumulated five (5) and/or (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 or designee to discuss the student's truancy and to develop a plan for reducing the student's truancy.

### **Planned Absences**

Families are urged to plan family trips during scheduled school vacations so as to not interfere with the education of the student. Students should complete a planned absence form prior to their absence (available in the main office). Families may also email the Principal, or designee asking for the extended/planned absence to be excused.

### **Unexcused Absences (UA):**

Any absence that has not been excused will be considered an **unexcused absence**. Absences beyond 3 consecutive days require a note from a licensed medical professional or will be considered unexcused. Students that received unexcused absences from school or class due to "skipping" will be subject to disciplinary action. Parent Aware (PA) absences are unexcused unless documentation is provided.

### **TARDINESS**

All students must be in their first class of the day and ready to learn by the designated bell, (7:35 AM for 1st period). Students shall not be in school prior to 7:15 AM. Students who arrive after 7:35 AM must sign in at the main office to obtain a tardy slip prior to going to any other location. Students who arrive tardy without an excused absence reason (see above) will be assigned disciplinary consequences (see code of conduct).

Students that arrive late without documentation of an excused absence reason (see above) after 8:00 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. Students with Senior Privileges and late arrival cannot be late to their first class without the same documentation requirement.

### **Excused Tardies**

Calls or notes from parents will be accepted and the student will be marked as "Tardy Excused (TE)" if the student is tardy due to any of the above Absence Excused reasons.

The following are not considered excused reasons for tardiness:

- Oversleeping
- Missing bus/ride, ride was late etc.
- Traffic or parking issues

## **Cell Phones and 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. Students may be asked to place their device in an assigned location within each classroom. 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.

## **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.

### **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.

### **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 students 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.

## Due Process

Students will be afforded all Due Process rights as per [KRSD School Board Policy JICD](#) and U.S. and New Hampshire State laws. For information on student physical privacy rights see [KRSD Policy JIH](#), Searches and Seizures of Students and Their Property. All KRSD School Board policies can be found on the [KRSD website](#).

## Internet, Technology and Responsible Use Policy (RUP)

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.

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.

## Leaving Campus Without Permission: Closed Campus

Students should remain on campus during the school day, unless they have permission from a parent or guardian to leave for an appointment or have Senior Privileges documentation on file. Prior to leaving, students must sign out at the main office.

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.

## 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.

## Search and Seizure of Students

### 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.

## Safe School Zone

### [KRSB Policy JICI: Safe School Zone Policy](#)

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.

## Skateboards, Scooter, Hoverboards, Etc

For student safety, the aforementioned items are prohibited on school grounds.

## Standard of Dress

The philosophy of the KRSD Secondary Standard of Dress promotes a respectful, safe and creative environment for all students. Students are encouraged to wear clothing of their choice that is comfortable. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. All students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and/or personal style. This standard, as outlined below, is to provide guidance for students, staff, and parents.

A school is a learning and professional environment. While socialization and individual expression are important, safety (physically, socially, and emotionally) and learning are our priorities. Just as there is an appropriate standard of dress if you work in a trade, at a hospital, or a supermarket, there is a standard of dress that is appropriate for a school environment.

**Minimum Requirements:**

1. Students must wear standard articles of clothing to include tops and bottoms, or their equivalent one piece option as well as footwear.
2. Clothing must cover areas from one armpit across to the other armpit, down to approximately 2 to 3 inches in length from the top of the upper thighs. Tops must have shoulder straps or sleeves. Rips or tears in clothing must be outside the areas required to be covered.
3. Shoes must be worn at all times and should be safe for the school environment.
4. Clothing that covers undergarments must be opaque and undergarments may not be worn as outerwear.
5. Headwear may be worn provided it does not interfere with learning or interpersonal communication.
6. Sunglasses may not be worn inside the building unless directed by a medical professional and coordinated through the school nurse or administration.
7. Specialized courses and/or activities may require specialized attire, such as sports uniforms or safety gear.

**Additional Requirements:**

1. Clothing may not depict, display, imply, advertise, or advocate illegal, violent, vulgar, obscene, or lewd conduct, weapons, or the use of alcohol, nicotine, marijuana or other controlled substances.
2. Clothing may not state, imply, display, or depict speech/imagery targeting or discriminating against groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
3. Clothing and accessories that endanger student or staff safety may not be worn.
4. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

Concerns or violations of the Standard of Dress will be handled discretely and according to the Code of Conduct. The administration at each school reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will be required to correct the violation prior to returning to class. Parents will be called if appropriate clothing is not available or the student refuses appropriate clothing.

The 2022-23 KRSD Secondary Standard of Dress was updated from the 2021-22 version after receiving feedback from students, staff, and community members. The current Standard of Dress uses research based upon modern dress codes and most specifically language from the Roanoke County School District Dress Code, Roanoke, Virginia.

## **Transportation of Other Students off School Grounds**

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:

# ATHLETICS & CO-CURRICULAR

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](https://www.kearsarge.org/high-school/krhs-athletics) 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.

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. If there is an interest in an activity that is not currently listed, please see an administrator to inquire about starting up a new program. The following is a list of co-curricular activities currently offered:

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

## STUDENT 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)
- Implement universal prevention/wellness strategies, such as youth SBIRT (Screening, Brief Intervention, and Referral to Treatment), to guide interventions and support social-emotional learning.

### Course and Schedule 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.



## Wellness and Health Services

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 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 [acarey@kearsarge.org](mailto:acarey@kearsarge.org).

## Report Cards

To reduce our consumption of resources, report cards are no longer mailed home. If you wish to have a copy of your child's report card mailed home, please contact the main office at 927-4261.

## Special Education Services

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 composed of the student, parents and staff meet to establish appropriate goals with measurable goals, 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.