

# HILLSBORO-DEERING HIGH SCHOOL



12 Hillcat Drive | Hillsborough, NH 03244 | [www.hdsd.org](http://www.hdsd.org)

# STUDENT/PARENT/GUARDIAN HANDBOOK

## 2019-2020

### ADMINISTRATION

Jim O'Rourke – Principal  
Joy Clancy – Assistant Principal  
Melissa Muzzy - Special Education Coordinator  
Tim Carson - H-DHS Alternative Program Director

### CONTACT US

Main Office (603) 464-1130  
Counseling Center Office (603) 464-1184  
Attendance Office (603) 464-1223  
Athletic Office (603) 464-1130, ext. 1234  
Fax (603) 464-5857  
Individual Email Addresses: [FirstinitialLastname]@hdsd.org

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## ***WELCOME!***

The faculty and staff of Hillsboro-Deering High School welcome students and parents/guardians as active participants in the school community. This handbook contains information about our high school community and is meant to reflect our guiding principles. An important section is the Hillsboro-Deering High School Rights and Responsibilities, which outlines how we all work together to provide a secure, safe and orderly learning environment.

If there is information that is not in the Handbook that you feel should be included, please suggest changes. We value your input and want to make this handbook as useful and helpful as possible. This book should always be viewed as a work in progress. As we learn more about the best ways to serve our students and community, we will continuously refine and improve our programs and procedures.

We strongly recommend that students and parents/guardians review the contents of this Handbook and keep it as a reference during the school year. Student and parent/guardian signatures on acknowledgement form indicate receipt and knowledge of the contents of the Handbook. Please review the Handbook, sign the form and return the form to the Hillsboro-Deering High School Welcome Center.

If you have questions about Hillsboro-Deering High School or about your son's/daughter's progress, please contact us. We also welcome suggestions you may make to improve the quality of education or of student life at Hillsboro-Deering High School.

Respectfully,

*The Faculty, Staff, and Administration of Hillsboro-Deering High School*

### **Equal Opportunity Policy Statement**

It shall be the policy of the Hillsboro-Deering School District to comply with all applicable state and federal laws and regulations of the State Board of Education pertaining to equal educational opportunity and discrimination on the basis of gender, sexual orientation, marital status, race, color, religion, nationality, ethnic origin, age, or disability.

All educational programs, services, instructional practices and facilities shall be in compliance with the relevant state and federal laws and regulations of the State Board of Education. (Please see the District Website at [www.hdsd.org](http://www.hdsd.org) for School Board Policy AC.)

# H-DHS Administration and Staff 2019-2020

## Administrative Team

Principal  
Assistant Principal  
Special Education Coordinator  
Alternative Program Director  
Secretary to the Principal  
Welcome Center Office Paraprofessional  
Alternative Program Office Paraprofessional

Jim O'Rourke  
Joy Clancy  
Melissa Muzzy  
Tim Carson  
Kelly D'Errico  
Kim Girard  
Linda Maddox

## Student Support Services

District and School Nurse  
Library Media Specialist  
Occupational Therapist  
School Counseling Center Secretary  
School Counselor  
School Counselor  
School Psychologist  
School Resource Officer  
School to Career Counselor  
Special Education Office Para-Educator  
Speech Pathologist

HeatherAnn Labier  
Jennifer Blaschik  
Jillian Severino  
Patti Kallander  
Alicia Langille  
Michael Boucher  
Eric Geaumont  
HPD Officer Rory Bohannon  
Katelyn Cashorali  
Marion Haigh  
Danielle Bond-Ishak

## Athletic Office

Athletic Director

Jay C. Wood

## **H-DHS FACULTY AND STAFF**

### **ENGLISH**

Steve Cousens  
Jessamyn Irwin  
Sara Paquette – Team Leader  
Michelle Prentiss  
Jacob Roth-Ritchie

### **MATH, ENGINEERING & TECHNOLOGY**

Michael Belisle  
John Bramley  
Clarice Clark  
Laurie Haynes  
Marilyn Knapp  
Melissa List  
Jocelyn Perrin – Team Leader

### **SCIENCE, HEALTH, & PHYSICAL EDUCATION**

Susan Else  
Nicole LaRoche  
Brian McGinn – Team Leader  
R. Andrew Mitchell  
Charles Nystrom  
Phil Swasey  
Jay Wood

### **SOCIAL STUDIES**

James Maccabe  
Noah Denslow  
Karla Luhtjarv  
R. Alexander Luhtjarv – Team Leader  
Jeremy Thompson

### **SPECIAL EDUCATION**

Wanda Anctil  
David Dick  
Kelly Dinsmore  
Jennifer Doherty  
Gail Eaton – Team Leader  
Dan Forrester  
Daniel Haggarty  
Jaelyn King  
Kelly Learn  
Makayla Savoy  
Kelley Williams  
Jeffrey Wilson

### **STUDENT SUPPORT SERVICES**

Jennifer Blaschik  
Michael Boucher – Team Leader  
Patti Kallander  
HeatherAnn Labier  
Alicia Langille  
Katelyn Cashorali

### **WORLD LANGUAGES, BUSINESS, ART & MUSIC**

Shannon Chagnon  
Natalie Gehrig – Team Leader  
Abigail McHugh  
Marc Payeur  
Jonathan Way  
Catherine Webster

### **H-DHS ALTERNATIVE PROGRAM**

Tim Carson - Director  
Steve Cousens  
Marilyn Knapp  
Karla Luhtjarv  
Linda Maddox

### **CUSTODIANS**

Bill Appleton  
Jared Powers  
James Rolfe

### **FOOD SERVICE**

Michelle Connelly  
Neena Darner  
Jennifer Ingalls  
Brandi Patino

## **H-DHS Rights and Responsibilities**

<b>HDHS Personal Rights</b>	<b>HDHS Personal Responsibilities</b>
I have the right to be physically, emotionally, and socially safe at school. This means that no one will threaten, harass me or harm me in any form.	I have the responsibility to treat other people with respect. This means that I will not embarrass, harass anyone, or intentionally try to hurt the feelings of others.
I have a right to be myself at school. This means that no one will treat me unfairly due to my age, race, sex, sexual orientation, or physical appearance	I have the responsibility to treat others as individuals. I will not treat others unfairly due to their age, race, sex, sexual orientation, or physical appearance.
I have the right to be happy and to be treated with respect at school. This means that others will not embarrass me, harass me, or intentionally hurt my feelings.	I have the responsibility to help make this school a safe place for all. This means I will not threaten or harm others in any form.
I have the right to expect that my personal property will be safe and secure at school. My personal property, or school property assigned to me, shall be protected from arbitrary search and seizure.	I have the responsibility to ensure the safety and security of all personal property by not stealing, damaging, or destroying the property of others, as well as, stowing all non-educational belongings in my locker upon entering school. I have the responsibility to refrain from having in school any dangerous or illegal materials.
I have the right to a school that has clean and pleasant surroundings.	I have the responsibility to keep the school a clean and pleasant place by picking up litter, and by not defacing or destroying school property.
As part of the learning process, I have a right to freedom of expression so long as the use of this right does not cause undue disorder within the school.	I have the responsibility to express myself in a manner that will maintain calm and quiet in the school. This means that I will refrain from disrupting or disturbing others that includes the use of profanity.
I have the right to learn about myself and others in the school. This means that I will be able to express my opinions and feelings without being interrupted or ridiculed.	I have the responsibility to learn about others and myself in the school. This means that I will be free to express my opinions and feelings without being interrupted or ridiculed. I will not interrupt or ridicule others when they express their opinions or feelings.
I have the right to a full education. This means that each class I enter will be thoroughly prepared and will consist of a variety of appropriate learning activities.	I have the responsibility to attend all classes each day, and to be prepared to do the work of the class. This means that I have the necessary materials and books, and that I will work cooperatively with the teacher and my fellow students.
I have the right to fairness and due process in the application of the discipline code at school. This means that, prior to receiving any consequence; I will be able to tell my side of the story.	I have the responsibility to understand our school's rules and regulations and to avoid those actions that could result in a consequence.
I have the right to be helped to learn self-control at school.	I have the responsibility to learn self-control at school. I will expect to be corrected if I abuse the rights of others and that others will be corrected if my rights are abused.
I have the right to expect that all these rights will be mine in all circumstances as long as I am exercising my full responsibilities.	I have the responsibility to protect my rights and the rights of others by exercising my full responsibilities in all circumstances.

## **HDHS Core Values and Beliefs about Learning**

### **Community**

We can achieve greater things when working together.

Honesty, respect, courage, and active listening are essential for effective communication.

When every individual embraces responsibility and accountability, we will achieve excellence.

### **Personalization**

Each individual possesses unique talents and should be supported in the development of those talents.

All students have the ability to achieve.

Students must be actively engaged in learning.

Creativity, curiosity, excellence in and life-long love of learning must be embraced and supported.

## **Progress**

Making progress each and every day is essential for a happy, healthy, productive life. Achieving excellence requires reflection, goal-setting, discipline, creativity, accountability and perseverance.

## **Purpose**

Finding a purpose in life is essential for finding health and happiness. Gratitude, kindness, and service to others are essential for the health of individuals and communities. Students must develop skills necessary for employment, responsible citizenship and, if they so choose, further education in order to secure their happiness and live effective lives.

## **Academic Expectations**

### ***Application of Real World Skills***

- Students will integrate knowledge and skills for real-world problems and applications.

### ***Communication***

- Students will communicate effectively using multiple forms and mediums for a variety of academic, civic, personal, career, and artistic purposes.

### ***Inquiry***

- Students will develop reading, research, listening, and observation skills as well as aesthetic awareness through engagement with authentic, inquiry-based experiences.

### ***Reason and Insight***

- Students will think critically, creatively, adaptively, and reflectively to solve problems and enhance their understanding of the world around them.

### ***Utilization of Tools and Technology***

- Students will responsibly use tools and technology to enhance and express their learning.

## **Social and Civic Expectations**

### ***Work Together***

- Students will work collaboratively and form positive relationships that respect individual differences and beliefs.

### ***Do the Right Thing***

- Students will demonstrate ethical conduct, healthy habits and responsibility for their own actions.
- Students will demonstrate awareness of and respect for Rights and Responsibilities.

### ***Get Involved***

- Students will become active and informed citizens to make positive contributions in a democratic society and a global community.

Hillsboro-Deering High School  
Bell Schedule  
2019 - 2020

Advisory/PREP Scheduling Day Tuesday and Last FULL Day of Each Week	REGULAR DAY SCHEDULE
7:15 First Bell – Chromebook Checkout 7:20 – 7:40 Homeroom – PREP Scheduling  7:44 – 8:57 Block 1  8:57 – 9:07 Break – Breakfast  9:11-10:24 Block 2  10:28 - 11:10 P.R.E.P.  11:14 – 12:53 Block 3  11:14 – 11:44 Lunch A 12:23 – 12:53 Lunch B  12:57 - 2:10 Block 4	7:15 First Bell – Chromebook Checkout  7:20 - 8:37 Block 1  8:37 – 8:47 Break - Breakfast  8:51 – 10:08 Block 2  10:12 - 10:54 P.R.E.P.  10:58 – 12:49 Block 3  10:58 – 11:28 Lunch A 12:19 – 12:49 Lunch B  12:53 - 2:10 Block 4
LATE START / 2 HOUR DELAYED OPENING SCHEDULE	EARLY RELEASE SCHEDULE
9:00 – 9:15 Breakfast  9:15 First Bell – Chromebook Checkout  9:20 - 10:20 Block 1  10:25 – 11:25 Block 2  11:30 – 1:05 Block 3  11:30 – 12:00 Lunch A 12:35 - 1:05 Lunch B  1:10 – 2:10 Block 4	7:00 – 7:15 Breakfast  7:15 First Bell – Chromebook Checkout  7:20 – 8:20 Block 1  8:25 – 9:25 Block 2  9:30 – 10:30 Block 3  10:35 – 11:35 Block 4  11:40 – 12:10 Lunch



## **SECTION ONE: ACADEMIC STANDARDS AND REQUIREMENTS**

### **Academics**

Planning a four-year high school program is an important undertaking. The courses you select should be guided by your plans for the future. As the world becomes more technologically advanced, it becomes increasingly more important that you choose the most rigorous or challenging course of study possible. Please refer to the Hillsboro-Deering High School Program of Studies for more detailed information about course offerings, academic expectations and procedures.

### **Academic Recognition**

#### **National Honor Society**

The National Honor Society is an organization that recognizes and celebrates student achievement and growth in all aspects of the high school experience. Students must maintain a minimum of a 3.0 GPA throughout their high school career, serve as a role model and leader inside and outside of the classroom and dedicate themselves to volunteering their time to benefit the community through service projects and required service hours. Eligible students are invited to apply for membership during the spring semester through completion of a formal membership application. Students are then chosen by a five-member Faculty Council and participate in an induction ceremony.

#### **New Hampshire Scholars Program**

New Hampshire Scholars is a community-based program that encourages students to take a more rigorous Core Course of Study in high school. It is based on a partnership between a community's local chamber of commerce and school district. Recipients receive gold medallions to wear at graduation, a foil seal emblem for their diploma and electronic indication on their transcript.

New Hampshire Scholars is federally funded through the U.S. Department of Education, Office of Adult and Vocational Education, and administered in New Hampshire through a partnership between the New Hampshire College and University Council, the New Hampshire Forum on the Future, and the New Hampshire Department of Education. New Hampshire Scholars is part of the National State Scholars Initiative Network administered by the Western Interstate Commission for Higher Education (WICHE).

### **Honor Roll**

**High Honors:** Students must maintain a minimum quarter GPA of 3.75.

**Honors:** Students must maintain a minimum quarter GPA of 3.00.

### **Grading**

Educators and parents alike recognize that student performance should be evaluated regularly so that appropriate steps may be taken to maintain, enrich or strengthen the student's performance. Both the person awarding the grade and the person earning the grade should be easily able to interpret what the grade means. Our grading system at H-DHS is competency based as outlined below. Each course is divided into competencies. Each competency is assessed individually. GPA is calculated at the conclusion of a course.

Grade	Performance Descriptor	Numerical Conversion
Proficient with Distinction (PD)	Student demonstrates an insightful understanding of content and concepts beyond what is taught, and effectively applies essential skills to new or complex challenges or circumstances, demonstrating the ability to articulate or teach the concepts or content to others.	90 -100
Proficient (P)	Student independently demonstrates clear knowledge and understanding of essential content and concepts and is competent in applying essential skills	73 - 89
Partially Proficient (PP)	Student shows gaps or errors in understanding of essential content, concepts, or in the application of skills, OR demonstrates understanding and application of skills ONLY with prompting or assistance.	65 - 72
Not Proficient (NP)	Student demonstrates little to no understanding and application of essential content, concepts, or skills, even with prompting or assistance.	64 and below

Not Assessed (NA)	Seeing “NA” in a marking term does not represent a grade. It means that particular competency was not assessed that term and does not impact the grade.	NA
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- “I” - Incomplete is only temporary and signifies no credit at the present time. This will not count as a passing grade for the purpose of extracurricular/co-curricular eligibility. If work is not completed in the agreed upon time frame, this grade will become Not Proficient.
- Cumulative GPA is calculated at the end of each course.
- Class rank is also determined at the end of each semester. For the purpose of Spring Awards, including Valedictorian and Salutatorian, final class rank for seniors will be determined at the end of the first semester.

GPA is calculated using the following:

Proficiency level	Numerical Grade	GPA	GPA Honors	GPA AP
<b>Proficient with Distinction</b>	<b>93-100</b>	<b>4.00</b>	<b>4.25</b>	<b>4.75</b>
	<b>90-92</b>	<b>3.75</b>	<b>4.00</b>	<b>4.50</b>
<b>Proficient</b>	<b>87-89</b>	<b>3.25</b>	<b>3.75</b>	<b>4.25</b>
	<b>83-86</b>	<b>3.00</b>	<b>3.50</b>	<b>4.00</b>
	<b>80-82</b>	<b>2.75</b>	<b>3.25</b>	<b>3.75</b>
	<b>77-79</b>	<b>2.25</b>	<b>3.00</b>	<b>3.50</b>
	<b>73-76</b>	<b>2.00</b>	<b>2.75</b>	<b>3.25</b>
<b>Partially Proficient</b>	<b>70-72</b>	<b>1.75</b>	<b>2.50</b>	<b>3.00</b>
	<b>67-69</b>	<b>1.25</b>	<b>2.25</b>	<b>2.75</b>
	<b>65-66</b>	<b>1.01</b>	<b>2.00</b>	<b>2.50</b>
<b>Not Proficient</b>	<b>0-64</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

### Report Cards and Progress Reports

Progress Reports and Report Cards will be available each marking terms. Student grades are updated weekly and are available on-line through the Parent/Guardian Portal. If you need assistance accessing information through the Parent/Guardian Portal, please contact the School Counseling Center at (603) 464-1184.

### Graduation Requirements

<p style="text-align: center;"> 4 English  3 Science  3 Social Studies  3 Math  0.5 Computer Technology  1 Health and Wellness  1 Physical Education  1 Arts Education  <u>7.5 Electives</u>    24 Total Credits  60 Hours of Community Service </p>
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## **Missed Work Due to Absence**

It is the responsibility of Hillsboro-Deering High School students to complete all of the assigned work. If a student is absent it is their responsibility to contact the teacher to arrange for make-up work.

For long-term absences (three days or more), work requests should be made before 9:00 a.m. on the high school attendance line (464-1223). When calling to make arrangements please specify the student's name, the dates of the absence and who will pick up the assignments.

Work requests may be picked up in the Welcome Center Office. Every attempt will be made by the school to have assignments ready in 24 hours.

## **Make-Up of Failed Courses**

A failed class during the school year may be made up through attending summer school, competency recovery, a credit-recovery program, or by re-taking a course. Credit will be granted once the school has received notification of a student's successful completion of the course/credit. Offerings, enrollment procedures, and other information is available through the School Counseling Center and in the Program of Studies.

## **SECTION TWO: ATTENDANCE**

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

In an effort to ensure the safety and academic success of every student enrolled in our school district, there is a uniform district attendance policy. As a result, if we have not received either advanced written notice or a phone call from you by 9:30am as to the reason for your child's absence, the absence may be referred to the Truancy Officer and the School Resource Officer. Attendance, Absenteeism and Truancy are governed by School Board Policy JH which states: "The School Board considers the following to be excused absences:

1. Illness
2. Recovery from an accident
3. Required court attendance
4. Medical and dental appointments
5. Death in the immediate family
6. Observation or celebration of a bona fide religious holiday
7. Such other good cause as may be acceptable to the Principal or permitted by law

Any absence that has not been excused for any of these reasons will be considered an unexcused absence.

In the event of an illness, parents must call the school and inform the District of the student's illness and absence. For other absences, parents must provide written notice or a written excuse that states one of these reasons for non-attendance. The Principal may require parents to provide additional documentation in support of their written notice."

A student who has been absent, unexcused for 10 half days, as defined in the policy, is legally considered truant. Truancy is a serious issue and the District Truancy Officer may investigate students whose attendance is approaching the truancy threshold.

Please contact the attendance office at 464-1132 or the Truancy Officer at 464-1194, if you have any questions.

## **Extended/Discretionary Absences**

Absences to meet personal or family obligations or participate in opportunities should be requested in writing to the Principal a minimum of two (2) weeks in advance of the planned absence. Parents/guardians and students should recognize that students will miss valuable classroom activities and interactions that cannot be duplicated outside of school or after the student's return. It will be the responsibility of the student to keep current in curricular topics presented in school during an Extended/Discretionary Absence.

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

## **Compulsory Attendance by Pupil**

It is the responsibility of parents /guardians to see that students six (6) to eighteen years of age attend school unless exempted by law or have graduated from high school according to Title XV Chapter 193 Pupils School Attendance, Section 193:1 New Hampshire Law.

### **Truancy**

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

### **Dismissals**

Students are not to be dismissed early from school unless they meet one or more of the documented reasons for an excused absence listed above. Students will not be dismissed from school without the permission of their parents or guardians. Please remember that students may not leave and return during the middle of our school day unless it is for an important medical appointment.

### **Tardy to School**

It is the responsibility of Hillsboro-Deering students to come to school on time. Students who fail to meet this responsibility and arrive at school late must report to the Attendance Office. Students who are tardy three or more times in a semester will be assigned In-School Suspension for the day.

### **Attendance and Extracurricular Activities**

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

## **SECTION THREE: STUDENT CODE OF CONDUCT**

The Hillsboro-Deering High School Community will provide every student with the opportunity to receive the best possible education. Our school community's existence depends on the willingness of every member to meet certain responsibilities. To that end, we expect that each student will choose to act responsibly and with regard and respect for others. Students are expected to converse with and respond to requests from any member of the staff in a polite and respectful manner. Students, in turn, can expect to be treated with regard and respect by the faculty and staff of HDHS.

<b>HDHS Personal Rights</b>	<b>HDHS Personal Responsibilities</b>
I have the right to be physically, emotionally, and socially safe at school. This means that no one will threaten, harass me or harm me in any form.	I have the responsibility to treat other people with respect. This means that I will not embarrass, harass anyone, or intentionally try to hurt the feelings of others.
I have a right to be myself at school. This means that no one will treat me unfairly due to my age, race, sex, sexual orientation, or physical appearance	I have the responsibility to treat others as individuals. I will not treat others unfairly due to their age, race, sex, sexual orientation, or physical appearance.
I have the right to be happy and to be treated with respect at school. This means that others will not embarrass me, harass me, or intentionally hurt my feelings.	I have the responsibility to help make this school a safe place for all. This means I will not threaten or harm others in any form.
I have the right to expect that my personal property will be safe and secure at school. My personal property, or school property assigned to me, shall be protected from arbitrary search and seizure.	I have the responsibility to ensure the safety and security of all personal property by not stealing, damaging, or destroying the property of others, as well as, stowing all non-educational belongings in my locker upon entering school. I have the responsibility to refrain from having in school any dangerous or illegal materials.
I have the right to a school that has clean and pleasant surroundings.	I have the responsibility to keep the school a clean and pleasant place by picking up litter, and by not defacing or destroying school property.
As part of the learning process, I have a right to freedom of expression so long as the use of this right does not cause undue disorder within the school.	I have the responsibility to express myself in a manner that will maintain calm and quiet in the school. This means that I will refrain from disrupting or disturbing others that includes the use of profanity.
I have the right to learn about myself and others in the school. This means that I will be able to express my opinions and feelings without being interrupted or ridiculed.	I have the responsibility to learn about others and myself in the school. This means that I will be free to express my opinions and feelings without being interrupted or ridiculed. I will not interrupt or ridicule others when they express their opinions or feelings.
I have the right to a full education. This means that each class I enter will be thoroughly prepared and will consist of a variety of appropriate learning activities.	I have the responsibility to attend all classes each day, and to be prepared to do the work of the class. This means that I have the necessary materials and books, and that I will work cooperatively with the teacher and my fellow students.
I have the right to fairness and due process in the application of the discipline code at school. This means that, prior to receiving any consequence; I will be able to tell my side of the story.	I have the responsibility to understand our school's rules and regulations and to avoid those actions that could result in a consequence.
I have the right to be helped to learn self-control at school.	I have the responsibility to learn self-control at school. I will expect to be corrected if I abuse the rights of others and that others will be corrected if my rights are abused.
I have the right to expect that all these rights will be mine in all circumstances as long as I am exercising my full responsibilities.	I have the responsibility to protect my rights and the rights of others by exercising my full responsibilities in all circumstances.

### **H-DHS Senior Privilege**

We believe seniors in good academic standing, who are on track to graduate, and who have not had significant disciplinary issues, should be afforded some of the freedom—and responsibility—they will have after graduating from H-DHS.

With Senior Privilege, students may: 1.) Arrive at school in time for their first scheduled block and leave school after their last scheduled block provided they follow sign-in/sign-out procedures, are not in violation of Athletics attendance policy, and are not transporting underclassmen who are arriving tardy unexcused; and 2.) Seniors with Privilege may spend their unscheduled blocks (Blocks 1-3 only) in the Senior Lounge, provided those expectations are being met.

Seniors need to apply and be approved for senior privilege. Guidelines for approval are as follows:

- The senior must have a naturally occurring academic support block during block 1 or 4. Seniors may not add/drop courses to arrange for an academic support block for the purpose of obtaining senior privilege.
- The senior must be in good academic standing (i.e. no grades below partially proficient PP during the prior quarter), and the senior must have earned enough credits to be on track to graduate at the end of their senior year.
- The senior must not have significant discipline issues.
- The senior cannot have any outstanding fees.

Seniors who fail to maintain their grades or stay on track to graduate, who fail to stay out of significant disciplinary issues, and/or those who abuse their Senior Privilege (e.g., being repeatedly late to school), will have their Senior Privilege revoked.

## **Student Behavior Management**

At all times, students are required to conduct themselves in accordance with behavioral standards set forth in School District Policy. Students and parents will be notified annually of this policy. Please see the school district website at [www.hdsd.org](http://www.hdsd.org) for School Board Policy JICD and other applicable policies.

It is the intention of the Hillsboro Police Department and Hillsboro-Deering School District to work in a joint cooperative effort to provide a safe and healthy school environment for the students, staff, and visitors. This is done in compliance with New Hampshire RSA 193-D, Safe School Zones.

Students who make the choice to disrupt the learning environment will be given multiple opportunities to change their behavior and remain in that particular class. The following tiered consequences outline the possible outcomes for consistently making the choice to disrupt the learning environment.

First time a student is asked to leave class:	Office detention
Second time a student is asked to leave class:	In-School Suspension
Third time a student is asked to leave class:	In-School Suspension and parent meeting with the student, school counselor, teacher and administrator before the student returns to class.
Fourth time a student is asked to leave class:	1-day out of school suspension and withdraw failure from that particular class.

***Every three unexcused\* tardies to school in a semester will result in In-School Suspension. \*See Attendance Section.***

### **Smoking and Tobacco/Paraphernalia Possession**

The use of tobacco products at school is harmful to the user and to the general welfare of the student body and the staff. The possession, use and or distribution of tobacco products may cause harm to oneself and to others. Such conduct in the school setting is a health issue, as well as a legal and school discipline issue. In accordance with district policy JICG students may not possess, use or distribute tobacco products or paraphernalia at Hillsboro-Deering High School. This applies to any student on school property, in attendance at school or at any school-sponsored activity.

### **Prohibited Substances**

The use, suspected use, or possession of any prohibited substance will be investigated by the administration in compliance with district policy JICH. Prohibited substances include unauthorized prescription drugs, alcohol, narcotics, unauthorized inhalants, controlled substances, illegal drugs, and anything defined in the Controlled Substances Act, 21 U.S.C § 812(c), or RSA 318-B, Controlled Drug Act.

In determining the level of intervention, the Administration may consider any relevant facts and circumstances, including but not limited to the student's behavior accompanying the violation, the student's willingness to cooperate with the investigation and the referral procedures of this rule, whether the student self-reported or voluntarily sought help, and the student's prior record. Participation or attendance at all school functions prohibited until consequences have been completed.

## **Weapons - Prohibited Items**

As stated in district policy JICI, weapons are not permitted on school property, in school vehicles or at school-sponsored activities. This policy applies to students and members of the public alike. Student violations of this policy may result in both school disciplinary action and notification of local law enforcement authorities as mandated by law. Members of the public who violate this policy will be reported to local law enforcement authorities.

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

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

Pursuant to the provisions of 20 U.S.C. § 7151, Gun-Free Schools Act, the Board requires the Superintendent or designee to contact local law enforcement authorities and/or the Division of Children and Youth Services and notify them of any student who brings a firearm or weapon on school property.

Weapons under control of law enforcement personnel are permitted.

Student possession of potentially hazardous articles such matches, lighters, etc. is prohibited on all school property, any school sponsored transportation and at all school sponsored events.

Toys and novelty items such as rubber knives and toy guns (including water guns) are also prohibited on school property. Although such items usually do not pose a physical threat, their presence could be disruptive and, in some cases, could be used to threaten others. Consequences for bringing look-alike weapons to school could include suspension or expulsion, depending on the situation.

The following sequence will be used when an unauthorized, dangerous implement is found on school grounds (only the Superintendent may approve a departure from the sequence of events):

- In the case of a student, the weapon or implement will be immediately confiscated by an administrator.
- The police will be notified.
- Parents will be informed as soon as possible.
- Non-students in possession of a firearm or dangerous implement will be asked to leave school grounds. Names and or license numbers will be obtained if possible.

## **Campus Search**

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

When Administration has reasonable suspicion to believe that weapons are in the possession of students, when there has been a pattern of weapons found at school, or when violence involving weapons has occurred at the school, the Administration is authorized to use stationary or mobile metal detectors in accordance with procedures approved by the Board. Any search of a student's person as a result of the activation of the detector will be conducted in accordance with the policy on personal searches. Please see the school district website at [www.hdsd.org](http://www.hdsd.org) for School Board Policy JIH.

## Discrimination and Harassment

Per HDSB Policy AC, the Hillsboro-Deering School Board in accordance with the requirements of the federal and state laws, and the regulations which implement those laws, hereby declares formally that it is the policy of the Board, in its actions and those of its employees, that there shall be no discrimination on the basis of gender, sexual orientation, race, color, religion, nationality, ethnic origin, age, or disability for employment in, participation in, admission or access to, or operation and administration of any educational program or activity in the School District.

Inquiries, complaints, and other communications relative to this policy and to the applicable laws and regulations concerned with non-discrimination shall be received by the Superintendent or his/her designee, SAU #34, P.O. Box 2190, 78 School St. 3rd floor, Hillsboro, NH 03244, (603) 464-4466.

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

Please see the school district website at [www.hdsd.org](http://www.hdsd.org) for School Board Policy AC and applicable policies.

### Bullying

#### HDSB POLICY JICK: PUPIL SAFETY AND VIOLENCE PREVENTION - BULLYING

##### **I. Definitions** (RSA 193-F:3)

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

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

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

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

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

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

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

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

The Board is committed to providing all pupils a safe and secure school environment. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyberbullying will not be tolerated and is hereby prohibited.

Further, in accordance with RSA 193-F:4, the District reserves the right to address bullying and, if necessary, impose discipline for bullying that:

- (1) Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
- (2) Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a



pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

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

### **III. Statement prohibiting retaliation or false accusations** (RSA 193-F:4, II(b))

#### **False Reporting**

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

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

#### **Reprisal or Retaliation**

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

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

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

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

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

#### **Process to Protect Pupils from Retaliation**

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

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

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

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

### **V. Disciplinary Consequences for Violations of This Policy** (RSA 193-F:4, II(d))

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

In addition to imposing discipline under such circumstances, the board encourages the administration and school district staff to seek alternatives to traditional discipline, including but not limited to early intervention measures, alternative dispute resolution, conflict resolution and other similar measures.

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

#### **Staff and Volunteers**

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

The Superintendent will ensure that all school employees and volunteers receive annual training on bullying and related district's policies.

### Students

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

Students will participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the District's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

The Superintendent, in consultation with staff, may incorporate student anti-bullying training and education into the district's curriculum, but shall not be required to do so.

### Parents

All parents will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (parent handbook, mailing, etc.). Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

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

### Additional Notice and School District Programs

The Board may, from time to time, host or schedule public forums in which it will address the anti-bullying policy, discuss bullying in the schools, and consult with a variety of individuals including teachers, administrators, guidance counselors, school psychologists and other interested persons.

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

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

### Student Reporting

1. Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the Principal. If the student is more comfortable reporting the alleged act to a person other than the Principal, the student may tell any school district employee or volunteer about the alleged bullying.
2. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of that school day.
3. The Principal may develop a system or method for receiving anonymous reports of bullying. Although students, parents, volunteers and visitors may report anonymously, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.
4. The administration may develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.
5. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

### Staff Reporting

1. An important duty of the staff is to report acts or behavior that they witness that appears to constitute bullying.
2. All district employees and volunteers shall encourage students to tell them about acts that may constitute bullying. For young students, staff members give such information will need to provide direct assistance to the student.
3. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of the that school day.
4. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

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

In order to satisfy the reporting requirements of RSA 193-F:6, the Principal or designee shall be responsible for completing all New Hampshire Department of Education forms and reporting documents of substantiated incidents of bullying. Said forms shall be completed within 10 school days of any substantiated incident. Upon completion of such forms, the Principal or designee shall retain a copy for himself and shall forward one copy to the Superintendent. The Superintendent shall maintain said forms in a safe and secure location.

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

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

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

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

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

1. Upon receipt of a report of bullying, the Principal shall, within 5 school days, initiate an investigation into the alleged act. If the Principal is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation.
2. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, separately and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.
3. If the alleged bullying was in whole or in part cyberbullying, the Principal may ask students and/or parents to provide the District with printed copies of e-mails, text messages, website pages, or other similar electronic communications.
4. A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
5. Factors the Principal or other investigator may consider during the course of the investigation, including but not limited to:
  - Description of incident, including the nature of the behavior;
  - How often the conduct occurred;
  - Whether there were past incidents or past continuing patterns of behavior;
  - The characteristics of parties involved, (name, grade, age, etc.);
  - The identity and number of individuals who participated in bullying behavior;
  - Where the alleged incident(s) occurred;
  - Whether the conduct adversely affected the student's education or educational environment;
  - Whether the alleged victim felt or perceived an imbalance or power as a result of the reported incident; and
  - The date, time and method in which parents or legal guardians of all parties involved were contacted.
6. The Principal shall complete the investigation within 10 school days of receiving the initial report. If the Principal needs more than 10 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the Principal shall notify in writing all parties involved of the granting of the extension.
7. Whether a particular action of incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include recommended remedial steps necessary to stop the bullying and a written final report to the Principal.
8. Students who are found to have violated this policy may face discipline in accordance with other applicable board policies, up to and including suspension. Students facing discipline will be afforded all due process required by law.

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

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

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

Examples of consequences may include, but are not limited to:

- Admonishment
- Temporary removal from classroom
- Deprivation of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension
- Out-of-school suspension
- Expulsion

Examples of remedial measures may include, but are not limited to:

- Restitution
- Mediation or restorative process
- Peer support group
- Corrective instruction or other relevant learning experience
- Behavior assessment
- Student counseling
- Parent conferences

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Board encourages the Superintendent to work collaboratively with all staff members to develop responses other than traditional discipline as a way to remediate substantiated instances of bullying.

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

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

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

1. Within two school days of completing an investigation, the Principal will notify the students involved in person of his/her findings and the result of the investigation.
2. The Principal will notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. The Principal will also send a letter to the parents within 24 hours again notifying them of the results of the investigation.
3. If the parents request, the Principal shall schedule a meeting with them to further explain his/her findings and reasons for his/her actions.
4. In accordance with the Family Educational Rights and Privacy Act and other law concerning student privacy, the District will not disclose educational records of students including the discipline and remedial action assigned to those students and the parents of other students involved in a bullying incident.

### **XVI. Appeal**

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

students disciplined for acts of bullying.

3. The School Board or its designee will inform parents of any appeal rights they may have to the New Hampshire State Board of Education.

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

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

### **XVIII. Capture of Audio Recordings on School Buses**

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

### **XIX. Use of Video or Audio Recordings in Student Discipline Matters**

The District reserves the right to use audio and/or video recording devices on District property (including school buses) to ensure the health, safety and welfare of all staff, students and visitors. Placement and location of such devices will be established in accordance with the provisions of Policies EEAA, EEAE and ECAF.

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

The Superintendent is authorized to contact the District's attorney for a full legal opinion relative in the event of such an occurrence.

## **Potential Consequences for Students Failing to Fulfill Their Rights and Responsibilities**

### **Administrative Detention**

Detention is assigned to a student for infractions of school or classroom expectations. Detention is a silent study period held on Tuesdays and Thursdays. Students must report to the detention room promptly at 2:15 p.m. and will be dismissed at 3:15 p.m. Detentions are assigned by Administration.

- Students are given 24-hour notice and parents/guardians are notified.
- Administrative detention lasts for one hour.
- Students are expected to bring school work or appropriate reading material and be productive during detention.
- Students are not permitted to use electronic devices during detention.
- Students are not permitted to sleep during detention.
- Any student who does not comply with expectations may be asked to leave detention. The student will be held responsible for making up any detention that he/she is asked to leave.
- Failure to attend an assigned detention may result in further action including, but not limited to, additional detentions, or in-school suspension or suspension.

### **Teacher Detentions**

These detentions are treated in the same way as Administrative detentions.

### **In-School Suspension**

ISS is given to students who have not held themselves to H-DHS' high expectations in regards to self-discipline or academics. Students assigned to in-school suspension will be polite, respectful, and academically productive. Students assigned to ISS are required to turn in their personal electronics to the office. All personal electronics will be locked up for the day. Parents will be notified either by phone or in writing when ISS is assigned. Failure to meet the expectations of ISS may result in the assignment of Out of School Suspension (OSS) and a meeting of the student, parent or guardian, an administrator and other staff as deemed necessary.

## **Out of School Suspension (OSS)**

OSS is reserved for safety issues, repeat offenders, or for a student who is disruptive to the learning environment. The student involved will have an opportunity to tell his/her account related to events prior to determination of the disciplinary action. Upon investigating an incident involving the infraction of a school rule, Administration may suspend a student from school for up to ten (10) days. Parents will be notified of the school's action and the reasons for the action in-person or by a phone call or in writing. During the OSS period, the student is not allowed at school events or on school grounds for any reason.

## **Expulsion**

The Hillsboro-Deering School Board may expel students upon recommendations of the Superintendent through a hearing at which the student involved and parents or legal guardians are requested to be present. Legal counsel at expulsion hearings may represent students. This consequence is used when lesser ones did not achieve the desired improvements in the student's actions and or when the infraction is of a most serious nature. Students who are expelled may no longer attend H-DHS or be on school grounds at any time without specific permission from the Principal.

### **Administrative Discretion:**

The consequences for failing to meet school expectations apply to behavior in school, on district property, in a district vehicle or at school or district activities. The administration reserves the authority and discretion to deviate from the disciplinary measures set out above or modify consequences as warranted by an infraction. Situations that arise which are not included in these guidelines will be handled by the administration on a case by case basis.

In addition to school consequences, where violations of law occur, the administration may refer a student to the Hillsboro Police Department.

## **SECTION FOUR: ADDITIONAL PROCEDURES and EXPECTATIONS**

### **Academic Honesty**

Academic honesty is the responsibility of all Hillsboro-Deering High School students. Stealing the ideas of others, whether by copying published work without proper citation or by copying from another student or source, is prohibited.

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

The Hillsboro-Deering High School is in session from 7:15 a.m. until 2:10 p.m. Our office staff is available to take calls from 7:00 am to 3:30 pm. Students and visitors should not be in any area of the building without permission and direct staff supervision prior to 7:00 a.m. Classrooms open at 7:15 a.m.

Students may remain after school for activities and teacher assistance with schoolwork when properly supervised.

### **Delayed Opening/School Closing**

School closings and delays are broadcast on the radio and television stations listed below. Occasionally, school will delay two hours until roads are cleared. This information will be broadcast on WMUR, Channel 9.

In addition to broadcasting school closing or delayed opening information, Hillsboro-Deering School District uses a telephone notification system to notify parents/guardians of important information. This automated system will send a message to the telephone number(s) and/or e-mail address that has been provided to the school.

## **Dress Code**

It is the philosophy of Hillsboro–Deering High School that appropriate school dress demonstrates respect for oneself, classmates, and faculty. Clean and tasteful grooming nourishes a sense of pride in the school and in the learning process. By keeping to the spirit of the dress code students display maturity and dignity. While it is the right of the student to express oneself by dressing according to his or her preference, the execution of this right must not interfere with the rights of others.

Proper attire is defined as: clean clothing that appropriately covers the body, and that helps maintain a healthy and safe school environment. Additionally, the school cannot permit clothing that creates a classroom or school distraction, is dangerous to school property, disruptive to the education process, vulgar, obscene, advocates illegal substances or is offensive to human dignity.

Because styles change and fads tend to creep into student dress from time to time, efforts will be made to adhere to regular standards. Any attire that exposes significant portions of the upper torso, midriff and upper thigh or undergarments is inappropriate. The school administration will have the final authority to determine appropriate dress for the school environment. Students are expected to amend immediately anything deemed inappropriate. If a student cannot or will not correct the violations, the student shall be sent home and readmitted only when the matter is rectified.

To assist in your judgment, be advised that the following are never permitted:

1. Accessories that can be used as a weapon, such as spikes or heavy chains
2. Clothing with vulgar and/or offensive connotations
3. Clothing with gang and/or illegal substance connotations

## **Electronic Devices**

Student cell phone use is prohibited during formal assemblies. Students may use cell phones in all public areas, provided they are polite and respectful of the rights of others. Cell phone use during class time is solely at the discretion of the classroom teacher. Any student cell phone that is confiscated for inappropriate use will be turned into the administration.

The use of portable electronic listening devices is only allowed in classrooms with teacher permission.

## **Field Trips**

Permission slips for each student attending a field trip must be signed by the parent or legal guardian and returned to the teacher at least three (3) days prior to the trip. It is the student's responsibility to obtain his or her makeup work in advance from the teachers whose classes he or she will miss. For liability reasons, verbal permission is not sufficient. Participation in any field trip can be denied by the Administration if a student's behavior has clearly demonstrated that he or she is a safety or behavioral risk on a particular trip. Teams and or activities may also set up policies governing field trip participation approved in advance by the Administration.

## **Fire Drills and Emergency Preparedness Drills**

Fire drill evacuations and other emergency preparedness drills are held periodically throughout the school year. Students are expected to cooperate with procedures in order to maintain a safe and orderly environment. Students who do not comply with directions and procedures put others at risk and may be subject to disciplinary action. Emergency exit maps are located in each classroom and exit plans are reviewed with students by administration and classroom teachers. During a drill or evacuation, students must follow procedure and comply with all directions. Students must remain with their group and teacher throughout the entire drill or evacuation. Students must also remain quiet and attentive so that they will be aware of any directions that are given by H-DHS staff or emergency response personnel.

Visitors in the building at the time of an evacuation of the building are expected to follow emergency exit procedures and report to the attendance command post in the front of the parking lot and remain there until the event is concluded.

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

Non-H-DHS students attending dances:

- Must be a guest of a currently enrolled H-DHS student.
- Must be currently enrolled in grades 9 – 12 or home-schooled in same.
- For the PROM ONLY guests may be high school graduates under the age of 21 years.
- Must be signed in by noon the Thursday before the dance in the Attendance Office.
- Sign in will consist of: a permission slip stating the school where the student is enrolled, a copy of his or her school medical form, the phone number of that school, as well as the home address and phone number of the guest. Home-schooled students must complete an H-DHS medical form.
- All guests must present a valid student picture ID, or in the case of graduates or home-school students a valid government issued picture ID.

### **Halls and Permission**

Students should be in the halls only at the beginning and close of school, during break and while moving from one class to another unless they have special permission or special duties that require them to be there. If a student is late for Block 1, then the student must present a tardy slip from the Attendance Office to their classroom teacher. Students in the halls during class time need to have documented permission from their teacher via the teacher's class sign-out sheet. Students in the halls are expected to act responsibly.

### **Leaving the Campus without Permission**

It is the responsibility of all Hillsboro-Deering High School students to follow the attendance procedures. Leaving school without official permission is a safety concern and will result in serious consequences. Unauthorized transportation of another student will also result in serious consequences.

### **Lockers and Personal Items**

Lockers are the property of H-DHS. Each student is assigned a designated locker and lock. The student assigned the locker is responsible for its contents. Students are required to use locks on their lockers at all times. Lockers and locks remain the property of H-DHS and may be opened and inspected by school officials for health, safety, and or a reasonable suspicion of the presence of a prohibited or stolen articles or substances. Such searches may involve the physical removal of the lock by an Administrator. Random searches may be conducted with the use of a dog trained to locate prohibited articles and or substances. Students are required to keep their locker in a clean and orderly fashion and will be expected to clean them periodically as needed.

### **Parking**

Students will park in the areas clearly designated for their use. Any parking violations may result in loss of privileges.

### **Posters**

Students who wish to display a poster or flyer on any of the hallway bulletin boards or anywhere else around the school need administrative approval. Posters or fliers for which administrative approval has not been granted will be removed without notice. Individuals posting approved items are required to remove them in a timely manner.

### **Public Displays of Affection**

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

### **Residency**

Hillsboro-Deering High School shall admit students whose parents or guardians legally reside within our district. Adequate proof of residence is required. We reserve the right to verify residency through appropriate means for any enrolled student or any family applying for enrollment. Guardianship shall be substantiated by a copy of a current court order. No student shall be accepted for enrollment or allowed to continue in enrollment without legal documentation.



## Sales

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

## Statement of Non-Discrimination

The Hillsboro-Deering School Board in accordance with the requirements of the federal and state laws, and the regulations which implement those laws, hereby declares formally that it is the policy of the Board, in its actions and those of its employees, that there shall be no discrimination on the basis of gender, sexual orientation, race, color, religion, nationality, ethnic origin, age, or disability for employment in, participation in, admission or access to, or operation and administration of any educational program or activity in the School District.

Inquiries, complaints, and other communications relative to this policy and to the applicable laws and regulations concerned with non-discrimination shall be received by the Superintendent or his/her designee, SAU #34, P.O. Box 2190, 78 School St. 3<sup>rd</sup> floor, Hillsboro, NH 03244, (603) 464-4466.

This policy of non-discrimination is applicable to all persons employed or served by the district. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the grievance procedure. This policy implements PL 94-142, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act, Title VI or VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination. Please see the school district website at [www.hdsd.org](http://www.hdsd.org) for School Board Policy AC.

## Student Obligations

Any student returning a damaged piece of equipment or textbook will be expected replace the original according to School Board Policy JQ. Please see the school district website at [www.hdsd.org](http://www.hdsd.org) for School Board Policy JQ.

## Student Pictures/Identification

Our school's contracted photographers take student pictures and IDs in September. Students are required to give their correct names when asked by school personnel. Students are required to have their school ID with them on field trips and to be admitted to school dances. The administration reserves the right to require all students to wear their school IDs during the school day.

## Tours/Trips Sponsored by Teachers

In the case of teachers acting on their own or in association with other organizations, sponsor tours and trips during the summer or school vacations, H-DHS does not sponsor excursions; therefore, at the direction of the SAU, it is important for students and parents/guardians to realize that teachers are not acting under school district's jurisdiction. Students, parents/guardians are urged to closely scrutinize all aspects of these ventures to insure the participant's safety and welfare.

## Visitors

Hillsboro-Deering High School operates a "closed campus". Parents, former graduates and individuals with legitimate business are encouraged to make an appointment prior to their arrival. All visitors must report immediately to the Welcome Center. The individual must establish identity by presenting a photo ID (if requested) must sign the visitors' log and must receive a visitor's badge. This badge must be displayed during the entire visit.

## Denial of Consent to Release Student Information

Federal law and regulations pertaining to *Family Educational Rights and Privacy Act* (FERPA) allow schools, without prior consent, to release at their discretion information from student educational records that has been designated by the school system as "directory information." Hillsboro-Deering School Board has designated the following as "directory information:" student's name, photograph, participation in extracurricular activities, date of attendance at local school units, and honors and awards received.

In addition, the *No Child Left Behind Act of 2001* contains provisions that require the school unit to provide student name, addresses and telephone numbers to military recruiters and institutions of higher learning when requested to do so, unless the student's parent or legal guardian or student 18 years of age or older requests in writing that such information not be released.

If you **DO NOT** want the information released, please complete the appropriate section of the *Technology Student/Parent Agreement Form* and return it to: Principal's Office, Hillsboro-Deering High School, 12 Hillcat Drive, Hillsboro, New Hampshire, 03244 or send it in to the Principal's Secretary by your son/daughter.

## **SECTION FIVE: STUDENT ACTIVITIES AND ATHLETICS**

The Hillsboro-Deering School District recognizes the importance of the extracurricular experience in the total development of the student. We view the extracurricular program as curricular in nature and we feel that through these activities our students develop commendable traits. We support our extracurricular programs, which provide a unique experience where students can develop and refine attributes such as, but not limited to:

Good Character	Sportsmanship	Goal Setting	Self-Discipline
Commitment	Fitness	Respect	Self-Confidence
Social Skills	Dedication	Teamwork	Good Citizenship

The Hillsboro-Deering School District also supports the idea that student participation is a privilege and an honor, which carries with it inherent responsibilities. Students have every right to express an interest and tryout for our club and athletic teams, however, it is a privilege to be selected as a club or team member. This privilege can be taken away at any time. When a student accepts the privilege, he/she must live up to a Code of Conduct beyond that of the general student body, on and off school property and between sport seasons and academic years. Students who participate in extracurricular activities and in athletics comprise much of the visible student leadership. These individuals project an image to the community and to younger students. The responsibility inherent in participation carries with it a number of opportunities for personal growth and benefits for the participant.

Each member of a school organization must adhere to school rules and club rules, as well as regulations that their sponsor/advisor/coach has established when participating in school or organizational activities on and off campus. Infraction of rules may result in disciplinary action and/or dismissal from the club.

Each sponsor/coach/advisor will establish team/organization rules that will be handed to each team/organization member at the beginning of the season/program. The Principal must approve all rules prior to implementation. All team/organization rules will be signed by the student and the parent or legal guardian, as well as the sponsor/coach/advisor, and be returned to the sponsor/coach/advisor at the beginning of the season/program to be placed in the student's file.

### **Clubs/Organizations**

Students must be passing the majority of their competencies within a course with a proficient (P) or higher grade to be eligible to participate in co-curricular and extracurricular activities.

Students whose grades fall below Partially Proficient (PP) level will be assigned to the After School Academic Support Center (ASC) until all grades are at the Partially Proficient (PP) or better level.

Students whose grades fall to the Not Proficient (NP) level will be placed on academic probation. Students on academic probation have two weeks to bring their grades to the PP or higher level. Students who do not achieve PP or better within two weeks will be removed from their extra or co-curricular activity until all their grades are all at the PP level or higher.

Any student who refuses to attend after school academic support will be removed from their co-curricular and extracurricular activities for the remainder of the current school year. Students may be eligible the first day of school the following school year.

With approval from the Principal, Hillsboro-Deering High School sponsors many clubs and organizations such as:

French Club	National Honor Society
DECA	SADD
Drama	Spanish Club
Youth in Government	Student Voice
Live Poet's Society	Winter Carnival
Math Team	Chemistry Club
Fall Spirit	Anime Club
Fishing Club	Programming Club
H-DHS Gay Straight Alliance	Destination Imagination
D and D Club	

All clubs and organizations must have a teacher sponsor/advisor approved by the Principal. The above listed clubs will only be held if there is sufficient student interest and available staff leadership.

## Scheduling and Approval of Student Activities

All student activities should be submitted by the appropriate sponsor/advisor/coach to the Principal a minimum of two (2) weeks in advance. All school sponsored activities must have a school sponsor/advisor/coach present. Once approved, no changes to the approved activity or program will be made without prior approval from the Principal. To avoid scheduling conflicts, please see the district school calendar of events at [www.hdsd.org](http://www.hdsd.org) before a definite date for an activity is set. After the activity has been approved and the date has been set, the Principal's Secretary will put the event on the school calendar. A separate facilities request form must be submitted in Maintenance and Building Use Requests found on the School District website at [www.hdsd.org](http://www.hdsd.org) for use of the facility.

### Athletics

Athletics at Hillsboro-Deering High School are considered an integral part of the school's program of education. The H-DHS Athletic Department believes that a properly managed sports program helps meet student athletes' needs for self-expression, mental alertness and physical growth, and character development.

We believe that participation in athletics, both as a player and as a student spectator, is a vital part of a student's educational experience. Such participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community and oneself. Such experience contributes to the knowledge, skill and motivation of the student athlete, helping each one to become a better person and citizen.

By supporting policies that govern athletic competition for the school and the conduct and training for school, student athletes, parents, guardians, team members and coaches can help maintain an athletic program that provides positive opportunities and experiences, which foster the personal growth of all.

Coaches are encouraged to include as many students as possible on their team roster with the understanding that student safety and team competitiveness are factors in the coaches' decision to the size of their team.

### Academic Eligibility Dates for Athletic Participation

Students must be passing 4 Units (two courses based on block schedule) at a minimum to be eligible to participate in any athletic competition based on NHIAA rules and regulations. Students at H-DHS must be passing 4 Units (two courses) *and* not failing more than one course to be eligible for athletic competition. For example, if a student is passing 4 Units (two courses) but has been assessed not proficient (NP) in any competency in more than one course, they will be ineligible to try out for any athletic team.

The dates below will be used in determining eligibility for the 2019-2020 school year.

#### Fall

Bass Fishing - 8/12/2019

Football - 8/16/2019

Soccer, XC, Golf, VB - 8/19/2019

#### Winter

GBB, Bowling, Cheering-

11/18/2019

BBB, Alpine Ski- 11/25/2019

#### Spring

BB, SB, Lacrosse, Track -

3/23/2020

The H-DHS Athletic Director will check every athletes grades bi-weekly. If a student is failing more than one course once any season has begun, they will be placed on academic probation for two weeks. At the end of the probationary period, if the student-athlete is still failing more than one course they will be declared ineligible for the rest of that current season.

\*Final grades at the end of each academic year will determine eligibility for the Fall Season beginning in August 2020\*

The Hillsboro-Deering High School Principal may deem a student ineligible for reasons other than academic standing, such as poor attendance at school and/or behavioral issues.

A student-athlete may regain athletic eligibility for the fall season only by making up academic deficiencies, failures, or incompletes of the regular school year during the summer months.

## **Athletic Teams**

### Fall Sports

- Cross Country: Boys and Girls
- Soccer: Boys and Girls
- Volleyball: Girls
- Golf: Boys and Girls
- H-D Hopkinton Football
- Bass Fishing: Co-Ed

### Winter Sports

- Bowling: Co-Ed
- Basketball: Boys and Girls
- Ski Team: Boys and Girls
- Spirit Team: Boys and Girls

### Spring Sports

- Track and Field: Boys and Girls
- Lacrosse: Boys and Girls
- Baseball: Boys
- Softball: Girls

## **SECTION SIX: SCHOOL SERVICES**

### **Cafeteria Services**

Students may purchase breakfast and lunch in the H-DHS Cafeteria. All lunches should be paid for at the time of purchase or may be paid through an existing account. Per HDSB Policy EFD students with negative account balances will not be allowed to charge a la carte items. Students with negative account balances of \$20.00 will not be allowed to charge and will be provided with an alternative meal option.

### **Free and Reduced Meals Forms**

Hillsboro-Deering High School participates in the federally funded National School Meals Program which offers free or reduced priced breakfast and lunch. All students will receive an application for this program. Additional forms are available at all times in the Welcome Center or at the SAU Office. This program does not cover milk purchased separately.

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

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

Please contact the Food Service Director at 464-1160 if you have any questions or need assistance.

### **School Counseling Services**

School counseling services are available to every student in our school. Students may schedule appointments by making arrangements with the School Counseling Secretary. Parents or legal guardians are encouraged to consult with their son's or daughter's School Counselor regularly. Parent or legal guardian conferences are helpful when a student is experiencing academic difficulty, setting future plans and goals, or when a student is experiencing personal problems. Students are urged to make an appointment when a question or academic problem arises. Information given to School Counselors is strictly

confidential unless a student's safety is at issue. Any student who has either attended or graduated from H-DHS is welcome to use our School Counseling Services by making an appointment in advance. The School Counseling Center is open from 7:00 a.m. - 4:00 p.m. each school day.

The School Counseling Center provides:

- Academic advising, including course selection and scheduling.
- Assistance with substance abuse issues.
- College advising includes colleges, universities, and technical schools.
- Crisis counseling regarding personal problems or concerns.
- Group counseling focusing on issues of concern to teens.
- Information about academic and career testing.
- Information about careers.
- Information about financial aid and scholarships.
- Information about grades, report cards, and transcripts.
- Assists in directing students and families to agencies that can provide additional supports.

### **Scheduling Responsibilities**

It is expected that a student will give careful consideration to course selections. Teachers, counselors and parents/guardians can assist students in making important final decisions affecting their course choices.

*Note: Student schedules and plans are subject to change based upon course availability and successful course completion.*

### **Drop/Add Period**

A student can drop and/or add a course to their schedule within the first five course days of each semester. If a student enrolls in a full year course, there is an expectation that the student will complete both semesters of the course to earn the full credit. In most cases, dropping the course after the 1st semester is not permitted.

### **Course Withdrawal**

If a student fails to drop a class during the first five days of each course, then the student will receive either a "WD" or "WF" on his or her transcript.

"WD" signifies a withdrawal from the class with a passing grade. A "WD" will not impact a student's cumulative grade point average. A "WD" will be awarded to a student who withdraws from a course prior to the close of the first grading period for that course.

"WF" signifies a withdrawal from the class with a failing grade. A "WF" will negatively impact a student's cumulative grade point average. A "WF" will be awarded to a student who withdraws from a course after the close of the first grading period for that course.

### **Health Services**

The Health Office's ultimate goal is to help H-DHS student and staff attain optimal health, thereby increasing their successes - academically, professionally and personally. The Office is staffed by a Registered Nurse and First Aid is available. Each student must have a completed emergency form on file in the Health Office at the beginning of each school year.

Parents/Guardians are reminded to contact the school with any changes in telephone numbers, addresses or emergency contacts.

### **Administration of Medications**

As per HDS policy JLCD, prescribed medication should not be taken during the school day, if at all possible. Medication is to be administered by the school nurse, principal or other designee. Medication will be administered in school only after receiving and filing in the student's health record the following:

1. A written statement from the licensed prescriber detailing the method of taking the medication, dosage, and the time schedule of the medication.
2. A written authorization from the parent/guardian indicating the desire that the school assist the student in taking the prescribed medication.

All medication should be delivered to appropriate school personnel by the parent/guardian. All prescription medication must be delivered and contained in its original pharmacy container. The school nurse is directed to keep such medications in a locked cabinet or refrigerator. No more than a 30-day supply will be kept and maintained by the school. The school nurse will contact the parent/guardian regarding any unused medication. Such medication shall be picked up by parent/guardian within ten days after its use is discontinued. If the parent/guardian does not pick up the medication within ten days, the school nurse may dispose of the unused medication and record as such in the student's health record file. The school nurse is responsible for keeping accurate records regarding the administration of medication to students.

Students may possess and self-administer an epinephrine auto-injector and/or inhaler if the student suffers from potentially life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. If a student finds it necessary to use his/her auto-injector, s/he shall immediately report to nearest supervising adult. The school nurse or building principal may maintain at least one epinephrine auto-injector, provided by the student, in the nurse's office or other suitable location. Additionally, students may possess and self-administer a metered dose inhaler or a dry powder inhaler to alleviate or prevent asthmatic symptoms, auto-injectors for severe allergic reactions, and other injectable medications necessary to treat life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration.

Regarding the use of nonprescription medication, the school must have the student's name, grade, dose, method of administration and schedule to be observed. The parent must send in written authorization as well as reasons for taking such medication. No medication will be provided by the school without written parent or guardian permission.

Students shall not share any prescription or over-the counter medication with another student. Notice of this prohibition will be provided in student handbooks. Students acting in violation of this prohibition will be subject to discipline consistent with applicable Board policies.

This policy shall extend to any school-sponsored activity, event, or program.

In addition to the provisions set forth herein, the school nurse and Principal are responsible for ensuring the provisions of Ed. 311.02, Medication During the School Day, are followed.

### **Chemical Dependency**

H-DHS regards alcohol and other drug abuse problems as any other illness. Consequently, no punitive action will be taken against any student who refers himself or herself to a Guidance Counselor or our School Nurse, who will connect this student with a community resource. If the student would like to talk with someone, we encourage him/her to do so by contacting their Guidance Counselor or the School Nurse.

### **Medical Dismissals**

Students may be sent home from school at the discretion of the Health Office Nurse.

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

### **Elevator**

The elevator is not for general student use. Any student, who needs to use the elevator must obtain a pass and the key from the Health Office. Students using the elevator must have their pass with them at all times. The key must be turned in to the Health Office at the end of each school day.

### **Injuries**

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

## **Student Insurance**

Private school accident insurance is available to all students. Information is distributed to students and parent/guardians at the beginning of the school year or may be obtained in the Welcome Center.

## **Student Support Services**

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

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

- Evaluation.
- Classroom support.
- Direct instruction.

Parents/guardians and school personnel should refer a student to the Director of Student Support Services at the SAU administrative office by calling (603) 464-4466 for evaluation, support and services.

### **Homeless Students**

The Hillsboro - Deering School District provides support for students who are homeless in accordance with the 1987 McKenney-Vento Act. The law gives children and youth in homeless situations the right to:

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

Any student or family who is in need of this assistance or would like additional information should call the District Families in Transition Coordinator at 464-1194.

### **Students with Disabilities**

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

Any student who is suspected or known to have an educational handicap should be referred to the Special Education Building Coordinator at H-DHS. Any student referred to H-DHS school personnel will be afforded all due processes as prescribed by state and federal laws. Please see the district website at [www.hdsd.org](http://www.hdsd.org) for School District Policies IHBA and IHBAA.

## **Library/Media Technology Services**

### **Media Center**

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

Students are expected to sign in upon entering the Media Center.

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

## **Transportation Services**

The same behavioral expectations that apply at H-DHS also apply on our buses. We are expected to treat bus drivers along with their passengers with respect and courtesy. Misbehavior on buses will be subject to the following consequences according to Appendix EEA-R in School District Policies:

### **School Bus Rules for Students Provided by *First Student***

- Student shall follow directions of the driver the first time given.
- Student shall arrive at the bus stop at least five (5) minutes before bus arrival.
- Student shall wait safely, clear of traffic, at least ten (10) feet away from where bus stops.
- Student shall wait in an orderly line and avoid horseplay.
- Student shall cross the road or street in front of the bus only after the bus has come to a complete stop and upon direction of the driver (10-foot minimum crossing distance.)
- Student shall go directly to an available or assigned seat when entering the bus.
- Student shall remain seated and keep aisles and exits clear.
- Student shall exhibit classroom conduct at all times.
- Student shall refrain from throwing or passing objects on, from or into buses.
- Student is permitted to carry only objects that can be held on his or her lap.
- Student shall refrain from the use of profane language and obscene gestures on the bus.
- Student is prohibited from using tobacco products, alcohol, drugs, and controlled substance on bus.
- Student shall only use beverage containers with screw on tops. Eating is prohibited unless an adult advisor is present.
- Student shall not carry hazardous materials, nuisance items and animals onto the bus.
- Student shall respect the rights and safety of others.
- Student shall refrain from leaving or boarding the bus at locations other than the assigned stops at home or school.
- Student is prohibited from extending head, arms or objects out of the bus windows.
- Student is prohibited from hitching rides via the rear bumper or other parts of the bus.

### **Transportation Disciplinary Procedures**

If a student misbehaves on the bus and/or does not cooperate with the bus driver, the driver, as an agent of the carrier, will report the incident to an Administrator for appropriate consequences.

If a student is suspended from the bus, the student's parents shall have the responsibility of providing transportation to and from school during the period of the suspension.

If a student has been denied the right to ride a school bus for disciplinary reasons, the parent has a right of appeal within ten (10) days of the suspension to the authority that suspended the student's right. Until the appeal is held, the transportation of the student is the responsibility of the parent.

This policy shall apply to all transportation under the prerogative of the School District.

The transporter and H-DHS Administration will implement procedures that will help effectively communicate disciplinary problems. When procedures are changed, the Principal will inform the Superintendent in writing.

The only reason a student from H-DHS will be allowed to ride a different bus or be dropped off at a different stop will be for safety and or family reasons. The safety and or family reason must be explained through a written note from a parent or legal guardian. The note needs to include the date, a phone number to verify the reason, and a signature. Notes should be brought to the Main Office before the start of the school day. ***Students are not allowed to ride a different bus to either school or home without a parent or legal guardian's note and a bus pass signed by the Attendance Office Paraprofessional or an Administrator.*** The signed note and bus pass must be presented to the bus driver.



## **Working Papers**

Students under 16 years of age must obtain an Employment Certificate from the Guidance Office before they can work. An Employment Certificate is not needed if the student plans to work on a farm, in a person's home doing housework or babysitting, at a golf course as a caddie or doing religious work at a church. To obtain a certificate, the student must go personally to the Guidance Office with a form from his/her potential employer to specify the type of work he/she will be doing.

The Youth Employment Law requires that a student holding an Employment Certificate must maintain a satisfactory level of academic performance, which the Hillsboro-Deering School District has defined for this purpose as passing four academic courses in the previous marking period. Any student wishing to appeal the satisfactory level of academic performance standard may request a hearing with the Principal to present evidence for requesting a waiver from this standard. Any student may appeal a decision by the Principal to the Superintendent, who will make the final decision to issue an Employment Certificate.

The parent/guardian must present a written request to the Superintendent prior to scheduling a meeting. The final authority in issuing an Employment Certificate must be reached within five (5) working days from submission of an application or an appeal. Employment Certificates issued for summer employment are exempt from the above guidelines.

## **SECTION EIGHT: TECHNOLOGY ACCESS AND USE**

### **Technology Use**

The use of technology is a vital part of every student's education at H-DHS. Along with the privilege and opportunity that comes from using technology to enhance learning also comes the responsibility of using it appropriately. Student use of the school's computers, networks and Internet services is a privilege and not a right. Unacceptable use or activity may result in suspension or cancellation of privileges, as well as additional disciplinary and or legal action.

Any misuse of technology by a student, such as accessing inappropriate materials, illegal activities, violating copyrights, plagiarism, copying software, non-school related uses, misuse of passwords or unauthorized access, malicious use or vandalism, unauthorized access to chat rooms or news groups, inappropriate e-mails, threatening language, offensive language, pictures, or cartoons, or any other misuse of technology will be subject to the consequences directly connected with the corresponding violation that governs the discipline code at H-DHS. Please see the school district policy EGA/EHAA/IJNDB at [www.hdhs.org](http://www.hdhs.org) which refers to all rules and consequences governing the use of technology.