

# HILLSBORO-DEERING HIGH SCHOOL



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

## STUDENT/PARENT/GUARDIAN HANDBOOK

2024-2025

### ADMINISTRATION

Jim O'Rourke, Principal  
Brian McGinn, 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  
HDHS Guidance FAX - 603-218-6604  
HDHS Main Office FAX - 603-218-6564  
HDHS Health Office FAX - 603-218-6485  
Individual Email Addresses: [FirstinitialLastname]@hdsd.org

## TABLE OF CONTENTS

### 1. WELCOME TO HDHS

[Welcome](#)  
[Statement of Non-Discrimination](#)  
[Administration, Faculty & Staff](#)  
[Portrait of the Graduate](#)  
[Our Core Values & Beliefs](#)  
[H-DHS Rights & Responsibilities](#)  
[A/B Calendar](#)  
[Bell Schedules](#)

### 2. ACADEMIC STANDARDS & REQUIREMENTS

[Academics & Recognition](#)  
[Grading & Grade Reporting](#)  
[Graduation Requirements](#)  
[Community Involvement Passport](#)  
[Late Work Policy](#)  
[Missed Work & Failed Courses](#)  
[Working Papers](#)

### 3. ADVISORY

[About Advisory](#)  
[Habits of Work](#)  
[Parent Conferences](#)

### 4. ATTENDANCE

[Attendance Policy & Procedures](#)  
[Before/After School Procedures](#)  
[Delayed Opening/School Closing](#)  
[Dismissals](#)  
[Extended/Discretionary Absences](#)  
[Extracurricular Attendance Policy](#)  
[Senior Privilege](#)  
[Tardy to School](#)  
[Truancy](#)

### 5. CODE OF CONDUCT FOR STUDENTS

[Academic Honesty](#)  
[Behavior Management](#)  
[Bullying](#)  
[Campus Search](#)  
[Consequences](#)

[Dress Code](#)  
[Driving & Parking](#)  
[Electronic Devices](#)  
[Emergency Management Drills](#)  
[Halls & Permission](#)  
[Leaving Campus](#)  
[Public Displays of Affection](#)  
[School Property Obligations](#)  
[Technology Use](#)  
[Transportation Disciplinary Process](#)  
[Vapes & Prohibited Substances](#)  
[Weapons](#)

### 6. SCHOOL SERVICES

[Cafeteria Services](#)  
[Health Services](#)  
[Hillcat Zone Behavior Support](#)  
[Library/Media Technology Services](#)  
[Transportation Services](#)

### 7. STUDENT ACTIVITIES & ATHLETICS

[Approval and Scheduling](#)  
[Academic Eligibility Requirements](#)  
[Athletics](#)  
[Clubs & Organizations](#)  
[Teams](#)

### 8. ADDITIONAL PROCEDURES & EXPECTATIONS

[Field Trips](#)  
[Guest Procedures for Dances](#)  
[Lockers & Personal Items](#)  
[Posters](#)  
[Release of Student Information](#)  
[Residency](#)  
[Sales](#)  
[Student Pictures/Identification](#)  
[Student Support Services \(ESOL\)](#)  
[Student with Disabilities, Homeless](#)  
[Tours/Trips Sponsored by Teachers](#)  
[Visitors](#)

*We consider it a responsibility for all students, staff, and parents/guardians to review the contents of the Handbook and keep it as a reference during the school year.*

If you have questions about Hillsboro-Deering High School or about your student's progress, please contact us. We also welcome suggestions you may have to improve the quality of education or student life at Hillsboro-Deering High School. As we learn more about the best ways to serve our students and community, we will continuously refine and improve our programs, procedures, and communications.

[illegible]

## STATEMENT OF NONDISCRIMINATION

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 their designee, SAU #34, 78 School St., Hillsboro, NH 03244, (603) 464-4466.

**Please refer to [Policy AC](#) for more information.**

## ADMINISTRATION & STAFF

### Administrative Team

Jim O'Rourke, *Principal*  
 Brian McGinn, *Assistant Principal*  
 Melissa Muzzy, *Special Education Coordinator*  
 Tim Carson, *Alternative Program Director (Deering)*

### Administrative Office Support

<i>Secretary to the Principal</i>	Kelly D'Errico
<i>School Counseling Office</i>	Patti Kallander
<i>Welcome Center</i>	Kim Girard
<i>Alternative Program Office</i>	Linda Maddox
<i>Special Education Office</i>	Wanda Anctil

### Student Support Services

<i>District &amp; School Nurse</i>	HeatherAnn LaBier
<i>Library Media Specialist</i>	Jennifer Blaschik
<i>Occupational Therapist</i>	Jill Severino
<i>School Counselor</i>	Alicia Langille*
<i>School Counselor</i>	Michael Boucher
<i>School Psychologist</i>	Eric Geaumont
<i>School Resource Officer</i>	Danielle Normand
<i>School to Career Counselor</i>	Katelyn Cashorali
<i>Behavior Interventionist</i>	Jeffery Wilson
<i>Speech Pathologist</i>	Dani Bond-Ishak
<i>Behavior Interventionist</i>	Jeffery Wilson

### Athletic Office

<i>Athletic Director</i>	Jay Wood
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### Custodial Staff

<i>Day Custodian</i>	Jared Powers
<i>Evening Custodian</i>	

### Cafeteria Service

<i>Dining Services Director</i>	Anna Muncy
<i>Cafeteria Staff Members</i>	Neena Darner
	Carol Ann Smith
	Marion Haigh

### Deering Campus Alternative Program Faculty

<i>English</i>	Steve Cousens
<i>Math</i>	Marilyn Knapp
<i>Social Studies</i>	Karla Luhtjarv

### H-DHS Teaching Faculty

<i>English</i>	Bethany Cooper Jessamyn Irwin* Sara Paquette Michelle Prentiss
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<i>Math, Engineering, Technology</i>	Michael Belisle* John Bramley Jane Bureau Clarice Clark Jocelyn Perrin
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<i>Science, Health, PE</i>	Alex Gasperini Joseph Gillett Bill Knopf Nicole LaRoche* Vanessa Harnois Alison Fazio Jay Wood
<i>Social Studies</i>	James Maccabe* Noah Denslow Alex Luhtjarv Jeramy Thompson
<i>Special Education</i>	Kelly Dinsmore Dan Forrester* Shannon Hueber Lori Stumpfoll Mariah Chandler Andrea Tonken

<i>Language, Business, Art, Music</i>	Shannon Chagnon* Brittney Milligan Natalie Gehrig Abigail McHugh Marc Payeur Cate Fisher
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### Special Education Paraprofessional Staff

Wanda Anctil  
 Jennifer Doherty  
 Kelly Learn  
 Makayla Savoy  
 Gabrielle Shuler

## **HDSD PORTRAIT OF THE GRADUATE**

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### **ADAPTIVE PERSEVERANCE**

- Continue an effort through task completion despite challenges. Understand there are often multiple ways to achieve an outcome. Respond productively to feedback and setbacks.

### **LEARNER'S MINDSET**

- Demonstrate positive attitudes and beliefs about life-long quest for knowledge and skills. Seek novel experiences and an openness to change. Regularly set goals to monitor and direct for self-improvement.

### **COMMUNICATION**

- Articulate and understand thoughts and ideas effectively by oral, written, and nonverbal means. Convey thoughts and ideas for a variety of purposes.

### **RESPONSIBILITY**

- Honor obligations and the outcomes to the same. Act with integrity and yield personal interests in the context of the greater good.

### **GLOBAL CITIZENSHIP**

- Embrace personal, civic, local, and global responsibilities for making the world a better place. Understand that addressing societal challenges often requires comprehending complex issues, varying perspectives, and compromise.

### **CRITICAL THINKING**

- View problems, looking for both “bigger picture” connections and more detailed distinctions, to gain insights that will inform solutions. Regularly pursue additional information and evidence to refine understanding.

### **COLLABORATION**

- Understand that broader and, ultimately, personal interests are often better served by addressing challenges as a team. In pursuit of solutions, leverage the strengths and perspectives of others.

## OUR CORE VALUES & BELIEFS ABOUT LEARNING

### CORE VALUES

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#### ***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

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#### ***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 & CIVIC EXPECTATIONS

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#### ***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.

## H-DHS RIGHTS & RESPONSIBILITIES

H-DHS Personal Rights	H-DHS Personal Responsibilities
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.

## Hillsboro-Deering High School 2024-2025 | A/B Calendar

AUGUST/SEPTEMBER				
M	T	W	TH	F
26(9th)	27A	28B OH	29A	X
X	3B	4A	5B	6A
9B	(10)-PD	11A	12B	13A
16B	17A	18B	19A	20B
23A	24B	25A	26B	27A
30B				
OCTOBER				
M	T	W	TH	F
	1A	2B	3A	4B-HC
7A	PSAT	9B	10A	ERPD-B
X	15A	16B	17A	18B
21A	22B	23A	24B	25A
28B	29A	30B	31A	
NOVEMBER				
M	T	W	TH	F
				1B
4A	5-FTC	6B	7A	8B
X	12A	13B	14A	15B
18A	19B	20A	21B	22A
25B	26A	X	X	X
DECEMBER				
M	T	W	TH	F
2B	3A	4B	5A	6B
9A	10B	11A	12B	13A
16B	17A	18B	19A	20B
X	X	X	X	X
X	X			
JANUARY				
M	T	W	TH	F
		X	2A	3B
6A	7B	8A	9B	10A
13B	14A	15B	16A	ERPD-B
X	21A	22B	23A	24B
27A	28B	29A	30B	31A

FEBRUARY				
M	T	W	TH	F
3B	4A	5B	6A	7B
10A	11B	12A	13B	14A
17B	18A	19B	20A	21 WC
X	X	X	X	X
MARCH				
M	T	W	TH	F
3B	4A	5B	6A	7B
10A	11-FTC	12B	13A	14B
17A	18B	19A	20B	ERPD-A
24B	25A	26B	27A	28B
31A				
APRIL				
M	T	W	TH	F
	1B	SAT	3A	4B
7A	8B	9A	10B	11A
14B	15A	16B	17A	18B
21A	22B	23A	24B	25A
X	X	X		
MAY				
M	T	W	TH	F
			X	X
5B	6A	7B	8A	9B
12A	13B	14A	15B	ERFF-A
19B	20A	21B	22A	23B
X	27A	28B	29A	30B
JUNE				
M	T	W	TH	F
2A	3B	4A	5B	6A
9B	10A	11B	12A	ERPD-B
MU	MU	MU	MU	MU
24	25	26	27	28
30				

X	School Closed	(PD)	Staff PD, No school for students	Special Events: 1st year student Orientation, Open House (OH), Homecoming (HC), Winter Carnival (WC) SAT/PSAT, Graduation, Last student day
ER	Early release for students, afternoon professional development for staff	ER/C	No school for students, family/teacher conference day	End of semester (date subject to change)

**Notes:**

Monday, August 26: First Day of School- First Year Freshmen Only

Tuesday, October 8: PSAT DAY- No School- Seniors

Wednesday, April 2: SAT Day- No School- Grades 9,10 and 12

Semester 1 Ends on 1/17

Semester 2 Ends on 6/20





## Hillsboro-Deering High School Bell Schedules 2024-2025

### Daily Bell Schedule

Warning bell: 7:15

Block 1: 7:20-8:30

Break: 8:30 – 8:40

Block 2: 8:43 – 9:53

Advisory: 9:56 – 10:31

Block 3/Lunch: 10:34 – 12:17

First Lunch:

**First Lunch: 10:34 – 11:04**

Block 3: 11:07 – 12:17

Second Lunch

Block 3: 10:34 – 11:44

**Second Lunch: 11:47 – 12:17**

Block 4: 12:20 – 1:30

PREP: 1:33 – 2:10

### Assembly Day Schedule

Warning bell: 7:15

Block 1: 7:20-8:28

Break: 8:28 – 8:38

Block 2: 8:41 – 9:49

Assembly: 9:52 – 10:52

Block 3/Lunch: 10:55 – 12:36

First Lunch:

**First Lunch: 10:55 – 11:25**

Block 3: 11:28 – 12:36

Second Lunch:

Block 3: 10:55 – 12:03

**Second Lunch: 12:06 – 12:36**

Block 4: 12:39 – 1:47

Advisory: 1:50 – 2:10

### Late Start/2hr Delay Schedule

Warning bell: 9:15

Block 1: 9:20 – 10:15

Block 2: 10:18 – 11:13

Block 3/Lunch: 11:16 – 12:44

First Lunch:

**Lunch: 11:16 – 11:46**

Block 3: 11:49 – 12:44

Second Lunch:

Block 3: 11:16 – 12:11

**Second Lunch: 12:14 – 12:44**

Advisory: 12:47 – 1:12

Block 4: 1:15 – 2:10

### Early Release Schedule

Warning bell: 7:15

Block 1: 7:20 – 8:20

Block 2: 8:23 – 9:23

Break: 9:23 – 9:33

Block 3: 9:33-10:33

Block 4: 10:36 – 11:36

Lunch: 11:36 – 12:10

### CRTC Students:

#### Juniors

Lunch 10:00 am

Bus leaves HDHS: 10:20 am

Bus Returns to HDHS: 1:10 pm

#### Seniors:

Bus leaves HDHS: 8:35 am

Bus returns to HDHS: 11:30 am

## ACADEMIC STANDARDS & REQUIREMENTS

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

Honor Roll is calculated twice per academic year. Once at the end of semester one and once at the end of the year. Students will be recognized in school, in the local newspapers and on school approved social media accounts.

Summa cum laude: 3.75 or higher (High Honors)

Magna cum laude: 3.25-3.74 (Mid Honors)

Cum laude: 3.0-3.24 (Honors)

### Valedictorian and Salutatorian

For a student to qualify for Valedictorian or Salutatorian of their class, they must be fully enrolled at Hillsboro-Deering High School for a minimum of four consecutive semesters through their senior year

of graduation. For example, a student who does not enter Hillsboro-Deering High School prior to their junior year, will not qualify for Valedictorian or Salutatorian.

The Senior Class Valedictorian will be determined after the first semester of each year.

Students that opt to graduate early, do not qualify for Valedictorian or Salutatorian for the year they plan to graduate. To qualify for Valedictorian or Salutatorian, you must have satisfied all requirements and are approved to graduate at the end of your original year of graduation entering kindergarten.

## HDHS Grading and Earning of Credit

Students will be graded on their ability to demonstrate what they know and are able to do, based upon the course competencies. In order to receive credit for a course, students will need to earn a cumulative average of 70% or higher.. Below are tables that outline performance descriptors, formative and summative assessments, and the table outlining how student GPA is calculated.

Grade	Performance Descriptor	Numerical Conversion
Proficient with Distinction <b>(PD)</b>	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 <b>(P)</b>	Student independently demonstrates clear knowledge and understanding of essential content and concepts and is competent in applying essential skills	73 - 89
Partially Proficient <b>(PP)</b>	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.	70 - 72
Not Proficient <b>(NP)</b>	Student demonstrates little to no understanding and application of essential content, concepts, or skills, even with prompting or assistance.	69 and below
Not Assessed <b>(NA)</b>	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 grade.	NA

- “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 (Grade Point Average) 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.

Category	Description	Overall Grade Value
Formative Assessment	Teachers use formative work to understand students' ongoing process toward a skill or goal.	30% of final grade
Summative Assessment	Summative work is a reflection of a student's culminating understanding of a skill or topic.	70% of final grade

GPA is calculated using the following:

Letter Grade	Numerical Grade	GPA	GPA Honors	GPA AP
A	93-100	4.00	4.25	4.75
A-	90-92	3.75	4.00	4.50
B+	87-89	3.25	3.75	4.25
B	83-86	3.00	3.50	4.00
B-	80-82	2.75	3.25	3.75
C+	77-79	2.25	3.00	3.50
C	73-76	2.00	2.75	3.25
C-	70-72	1.75	2.50	3.00
F	0-69	0	0	0

## REPORT CARDS & PROGRESS REPORTS

Progress reports and report cards will be available each marking term. Student grades are updated weekly and are available online in PowerSchool. If you need assistance accessing information in PowerSchool, please contact the School Counseling Office at (603) 464-1184.

## GRADUATION REQUIREMENTS (CREDITS)

4 English
3 Science
3 Social Studies
3 Math
0.5 Computer Technology
1 Health & Wellness
1 Physical Education
1 Arts Education
7.5 Electives
24 Total Credits
15 units of Community Involvement per year

## LATE WORK POLICY

When an assignment is given there are three possible outcomes for the opportunity to earn credit:	
<p><b>1. The work is completed on time.</b></p>	<p><b>3. The work is not completed on time.</b></p> <p><b>When #3 occurs:</b></p> <p>All formative/practice/skill-building work must be completed by the date of the unit performance assessment. Any of this work that is not completed at that time will be labeled “00” and will no longer be accepted.</p> <p>If a unit performance assessment is missed or failed, students will have up to two weeks to get that assignment in for credit. If the student fails to complete that performance assessment within that time, the student and teacher will design one additional option for credit recovery that must be completed before the end of the course.</p> <p>*Full credit may not be awarded if work is submitted late  **If your missing work is due to absence, please refer to the absence late work policy instead**</p>
<p><b>2. <u>At least one day prior to the deadline</u> the student approaches the teacher asking for additional support, which may or may not include an extension.</b></p>	
<p><u>It is your responsibility</u>, as a student, to work with your teacher to recover credit on performance assessments. It is the teacher’s discretion as to whether or not you will be allowed to submit the same assignment for credit or complete an alternative assignment in order to demonstrate proficiency.</p>	

### **\*\*Absence Late Work Policy**

Students who miss school for any reason will be given the opportunity to complete all assignments and assessments that can be reasonably provided. In all cases, it is the student’s responsibility to make arrangements **within 3 school days of return from the absence(s)**.

Students may receive full credit for work satisfactorily completed within a reasonable period of time, as determined by the teacher.

## MISSED WORK & FAILED CLASSES

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 (at the Welcome Center). Every attempt will be made to have assignments ready within 24 hours.

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 located on the [Counseling Center Webpage](#).

## ADVISORY

Advisory is a regularly scheduled period of time during the school day when teachers (advisors) meet with small groups of students for the purpose of guiding and advising them on academic, social, or future-planning challenges. Every student attending H-DHS will be assigned to an advisor and advisory group, with whom we hope they will remain for their entire high school experience.

### Why Advisory?

Much research (and common sense) tells us that students who feel connected to school are better achievers, both academically and socially. Students feel connected when they feel they are known and understood personally, when they feel cared for as individuals, and when they feel they belong within their school community.

Our scheduled advisory meetings allow advisors and students time together to build trusting relationships through a variety of non-academic and engaging team-building activities. Additionally, each week one advisory meeting is dedicated to reviewing each advisee's academic progress and scheduling daily PREP (Plan-Reinforce-Enrich-Prepare) blocks for the following week for targeted, assisted study.

With regular weekly advisory meeting times, advisors will be better able to guide and assist students, and every student will have a small, close-knit "home group" of other students with whom to share the ups and downs of high school life.

### Executive Skills

In addition to the value of building the advisor-advisee relationship, the Advisory program is also the site of critical academic and personal skills development. Executive function and self-regulation skills are the mental processes that enable us to plan, focus attention, remember, and juggle multiple tasks. These "executive skills" are critical to success in school and to prepare young people for career readiness.

The HDHS faculty has brought together many key resources to develop a curriculum for Advisory, with lessons that are engaging and developmentally appropriate for each grade level. Beginning in 2022-2023, active participation in these lessons and activities will allow each student to earn .5 (one half of one) credit per year toward their 24-credit graduation requirement.

### Role of the Advisor

- Makes a personal connection with each advisee through a variety of individual and group interactions
- Serves as the point of contact between the school and each of their advisee's families to share celebrations and concerns about student progress and needs\*
- Implements elements of a shared grade-level advisory curriculum or text (for example *The Seven Habits of Highly Effective Teens*)
- Leads the drafting of annual academic (Culture of Learning), Community Involvement, and personal goals for each year, as well as periodic reflection on, and recording of, progress toward goals
- Assists their advisees in preparing for conferences and other events

*\*except related to IEP/special education or confidential counseling/risk assessment processes, which will be communicated by the student's case manager or school counselor.*

## CULTURE OF LEARNING (HABITS OF WORK)

Each marking period, students will work with their advisor to assess their work-ready skill development using the HDHS Culture of Learning rubric that follows. This reflective process will be shared at fall and spring conferences with parents.

HDHS CULTURE OF LEARNING RUBRIC	Proficient with Distinction ★★★★	Proficient ★★★	Partially Proficient ★★	Needs Attention ★
<b>ENGAGEMENT:</b> Participation/ Expectations		<input type="checkbox"/> participates positively and appropriately <input type="checkbox"/> adapts as needed <input type="checkbox"/> self starts and remains on task <input type="checkbox"/> manages behavior <input type="checkbox"/> communicates clearly <input type="checkbox"/> follows classroom procedures and expectations		
<b>RESPONSIBILITY:</b> Work Completion/ Preparedness		<input type="checkbox"/> meets deadlines <input type="checkbox"/> works to potential <input type="checkbox"/> advocates for own learning <input type="checkbox"/> shows persistence		
<b>CITIZENSHIP:</b> Respect/ Consideration		<input type="checkbox"/> demonstrates respect towards others/self <input type="checkbox"/> demonstrates consideration to others/ self <input type="checkbox"/> listens with understanding and compassion <input type="checkbox"/> works collaboratively with/learns from others		

## COMMUNITY INVOLVEMENT PASSPORT (CIP)

Hillsboro-Deering High School aims to promote community involvement with the intent to engage students in meaningful activities through real life experiences. Students are required to participate in various forms of community involvement throughout their high school career, track their involvement, and reflect upon how that involvement has impacted their high school careers. Each student is required to achieve a minimum of 60 CIP points for graduation. Certain conditions apply (see below).

### Goals and Reflection

A student's advisor will oversee an annual CIP goal-setting process at the outset of the school year, as well as a guided reflection at the end of the year to encourage full engagement with this graduation requirement.

### Tracking CIP Progress

Progress toward CIP completion will be monitored and recorded by a student's advisor. At the end of each year, once the required reflection is complete, a point total will be submitted to the Counseling Office to be added to the student's transcript.

THE PASSPORT: Community Involvement Activity	Points Awarded
Member of a sports team, club, organization (Points awarded at the conclusion of sport or year)	5 points per season/club
Student Voice member (class officer/elected leader)	5 points
Member of outside organization (such as Scouts or Youth Group)	5 points
Student Leadership Academy	2 points per day



Attendance at activities (school dance, (spectator at games, etc.)	1 point per activity
Class Champion for Winter Carnival	1 point
Advisory Representative	1 point
Community Service	1 point per hour
<b>Total Points: 15 /year</b>	

## The Red Blanket Project

As part of the Advisory program, we check in with students during the year to ensure that they feel connected and supported by adults at school. This feedback\* helps us improve our efforts to personalize the H-DHS experience. We call this effort our Red Blanket Project, and our goal is that every student has at least one trusted adult to rely on for guidance and support, someone who has had time to really get to know them as a person—not just as a student. Students connect with adults for different reasons and in different school settings and so we do not expect that the advisor will be the only go-to person for every student, but we hope this kind of relationship does develop.

*\*The Red Blanket Project involves asking students to identify any adult in the school community to whom they would go for support beyond academic assistance. Parents may opt out of having a student complete this questionnaire by contacting the school at 464-1130.*

## PARENT CONFERENCES

Parent/Guardian conferences are scheduled for November 5th and March 11th during the 2024-2025 school year. A message will be sent home from the principal a few weeks prior to the conferences with information regarding conference times and who to contact to sign up conferences.

# ATTENDANCE

## ATTENDANCE POLICY & PROCEDURES

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 advance written notice or a phone call from you by 9:30 a.m. 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."

**ATTENDANCE LINE (603) 464-1132**

## BEFORE/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, and posted on the [www.hdsd.org](http://www.hdsd.org) home page. 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.

## 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.

## EXTENDED/DISCRETIONARY ABSENCES

Absences to meet personal or family obligations or participate in opportunities must 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.\*\***

## EXTRACURRICULAR ATTENDANCE

**Students who do not attend school or are dismissed early from 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 (or is dismissed from school early on 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.

*\*Early dismissals due to medical/dental or counseling appointments or required court attendance must be documented in advance, or else pre-approved by Administration as stated above.*

## 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 parent

permission, the senior privileges outlined below may be granted to an eligible senior at the end of the add/drop period, but can and will be revoked for violations of the Terms of Eligibility as guided by the HDHS Rights & Responsibilities.

## ARRIVAL AND DEPARTURE PRIVILEGE

***Seniors with privileges may arrive at school in time for their first scheduled block and leave school after their last scheduled block provided they abide by the following responsibilities. ADVISORY IS A SCHEDULED BLOCK FOR ALL SENIORS.***

- To follow sign-in/sign-out procedures,
- To comply with Athletics attendance policy, and
- Do not transport underclassmen to school (who would be arriving tardy unexcused).

**NOTE:** A senior who violates arrival/departure responsibilities will lose this privilege for the remainder of the day, and will be subject to probation of 3, 5, or 10 days for repeat violations.

## FREE BLOCK LOCATION CHOICES

***Seniors with privileges may spend their unscheduled blocks 1-3 in the Cafeteria, or may request a pass to another location using the E-Hallpass system. Block 4 and PREP must be spent in a pass-specific or assigned location (due to custodial needs in the cafeteria).*** It will be assumed that free-block seniors will be located in the cafeteria unless they have been approved to another location.

## BATHROOM PASS EXEMPTION – FREE BLOCKS ONLY

***As community models of appropriate behavior in the hallways and restrooms, seniors will be exempt from the bathroom pass requirement during free blocks.*** A senior is still expected to make a direct round trip to and from the restroom. Exemption from a bathroom pass is not license to linger in the hallways, and a pass must be requested to other destinations (e.g., nurse, counseling, library, office, and so forth).

**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.

## 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 and complete a tardy pass. A tardy pass, whether for arrival at school in the morning or to an individual class, will subtract from the student's total number of passes for that day by one. On a student's fifth unexcused tardy an office detention will be issued. Detentions will continue to be issued on each subsequent fifth unexcused

tardy. Detentions not served will result in an In-school Intervention on the day following the missed detention. Excessive tardies may result in further consequences.

## TRUANCY

Students who are absent from school or class without permission from a parent/guardian are considered truant. According to RSA 189:35 ([Policy JH](#)) 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.

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

## CODE OF CONDUCT FOR STUDENTS

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. Students should refer to the [HDHS Rights & Responsibilities](#) document early and often to guide behavior at school.

## 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, or providing another student with access to completed assignments or assessments is prohibited. Included in this definition is the unauthorized use of any form of generative or interpretive AI, especially without citation. Generative forms may include ChatGPT, Snapchat, etc. Interpretive forms include PhotoMath, Google Translate, etc. In addition, any form of "washing" (using an interpretive app to translate copied text into a new form) is prohibited. Students who violate these academic honesty standards (both provider and receiver) can expect to receive a zero on the assignment and have parents notified, and will need to complete an alternate independent assessment for that competency. Repeated violations of academic honesty standards will trigger a student conduct conference that includes parents, and may result in withdrawal from the class.

## 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 whose behavior disrupts the learning environment will be given guided opportunities to change their behavior and remain in that particular class. The following tiered consequences outline the possible outcomes for repeatedly making the choice to disrupt the learning environment. Additionally, a student causing disruption may be temporarily reassigned to a location away from the classroom (e.g., Hillcat Zone) pending a conversation with the teacher. This type of intervention is not considered an in-school suspension.

First time a student is asked to leave class:	Administrative conference with student, parent notification
	Second time: Office Detention with reflection, parent notification
	Third time: In-School Intervention with reflection, parent meeting

## BULLYING

Please see School Board [Policy JICK](#) for the complete Pupil Safety and Violence Prevention policy regarding bullying, including duties and processes for reporting, investigating, and response to substantiated incidences of bullying.

Per [NH RSA 193-F](#) Bullying is 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.

## 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 the 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 for School Board [Policy JIH](#) and [Policy JIHC](#).

## DISCRIMINATION & HARASSMENT

Per HDSB [Policy AC](#) and [Policy ACAC](#) 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.

## CONSEQUENCES

**Office Detention** is assigned to a student for infractions of school or classroom expectations (including but not limited to being sent to the office from class, multiple tardies to school or class). Detention is a silent study period generally 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 (2:30-3:30pm).
- 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 will result in further action including, but not limited to, additional detention, cell phone suspension (one or more full days), or in-school intervention or suspension.

### **Teacher Detentions**

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

**In-School Intervention:** ISI is given to students whose behavior merits a removal from the school community and additional guided reflection and planning, and will often be assigned as a transition back to the community from an out-of-school suspension. Students assigned to in-school intervention will be polite, respectful, and academically productive, and will complete a structured reflection and planning process. Students assigned to ISI are required to turn in their personal electronics to the office upon arrival at school for secure storage for the day. Parents will be notified either by phone or in writing when ISI is assigned. Failure to meet the expectations of ISI 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.

Assigning a student to an in-school intervention reflects our desire to ensure reflection and learning are at the center of addressing such conduct, and all ISI scenarios will include:

- Notification of the ISI consequence to parents and learners;
- Notification of the learner's teachers and a request for academic work;
- Learning materials (reflection, planning) related to the underlying concerning behavior provided to the learner with expectations and criteria for success
- Requirement for "closing the loop" with the teacher/staff member affected by the behavior

**Out-of-School Suspension:** 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.

### ***Principle of 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. Rights & Responsibilities will apply, and parents will be notified.

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

## **DUE PROCESS**

The H-DHS Rights & Responsibilities states “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.” Additional information is included in School Board [Policy JICD](#).

## **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 their preference, the execution of this right must not interfere with safety or the rights of others..

Proper attire is defined as: clean clothing that appropriately covers the body, and that helps maintain a healthy, safe, and orderly school environment. The school cannot permit clothing that creates a classroom or school distraction, is dangerous to school property, disruptive to teaching and learning, is 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, upper thigh, or undergarments is inappropriate. Any see-through attire without appropriate covering underneath is inappropriate. The school administration will have the final authority to determine appropriate dress for the school environment. Students are expected to change immediately anything deemed inappropriate. If a student cannot or will not correct the violations, the student shall be temporarily reassigned to an administrative location until the matter is corrected..

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

1. Accessories that can be used as a weapon, such as excessively spiky jewelry or very thick heavy chains
2. Clothing with vulgar and/or offensive connotations including homophobic and racist language or messages
3. Clothing with gang, weapon/firearm, and/or illegal substance connotations, such as alcohol and drug references
4. Costume masks that hide a person's identity
5. One- and two-piece pajamas, blankets, pillows, and stuffed animals
6. Wearing of hoods during the school day
7. Wearing of sunglasses inside without a doctor's note or plan on file with the school nurse
8. Clothing needs to have a front and a back as well cover all undergarments

## **DRIVING & PARKING**

Every student driver will be required to complete a Parking Request Form and will be issued a parking permit (hanger). This parking hanger in no way entitles a student to a permanent spot in the student parking lot. It merely lets administration know that the driver is a registered student and the vehicle is registered with the school.

Administration will have the right to revoke parking privileges due to any of the following:

- parking in an unauthorized area, including the staff lot
- reckless driving or unsafe behavior in or around vehicles
- lack of adherence to school rules and guidelines

In addition, students and parents should be aware that drivers are parking at their own risk. The school will not reimburse for any damages incurred while parked in the HDHS student parking lot.

HDHS administration will patrol the parking lot frequently. Students with vehicles that are not parked appropriately or do not display a parking hanger properly, may have their parking privileges revoked for a time deemed appropriate by administration.

## **ELECTRONIC DEVICES**

Students are not allowed to use their phones, or other smart devices in academic classes, this includes advisory and PREP. Cell phones and other smart devices are safely put away in their bag -or- in a cell phone pocket on the classroom door. No cell phones will be allowed to leave the classroom with a student for any reason during academic class time e.g., to use the bathroom, get a drink etc. Earbuds (wired or wireless connected to chromebooks) can be used during non-instructional time pursuant to teacher discretion.

Teachers will remind students of the cell phone expectations at the beginning of the school year. Students who are unable to follow the simple expectations listed above will be required to put their phone in the cell phone pocket in the classroom. If a student refuses to put their phone in the pocket, they will be sent to the office and their phone will be held and locked up safely for the remainder of the day.

Students who consistently refuse to follow these expectations will be required to turn their phone in to the Welcome Center at the beginning of each school day. School administration will determine a reasonable length of time for this consequence.

## **EMERGENCY MANAGEMENT DRILLS & SCHOOL SAFETY EQUIPMENT**

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 or interfere with any emergency management procedures or school safety equipment put others at risk and may be subject to the most serious 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.

## **HALLS & 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 pass from the Attendance Office (Welcome Center) to their classroom teacher. Students in the halls during class time need to have documented permission from their teacher through the school's hall pass system. Teachers are discouraged from issuing passes during the first 10 and last 10 minutes of a class period. Students in the halls are expected to act responsibly.



## **LEAVING CAMPUS**

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.

## **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."

## **SCHOOL PROPERTY 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 for School Board [Policy JQ](#).

## 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 emails, 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 [EHAA](#) for more information.

This Agreement represents an outline of the Hillsboro-Deering High School's Computer Use Policies & Procedures. By signing this Agreement, students and parents/guardians agree to abide by the H-DHS Computer Use Policies & Procedures. Student Responsibilities

- I have received and agree to abide by the H-DHS Computer Use Policies & Procedures and abide by all local, state, and federal laws.
- I agree that my use of H-DHS technology is for educational purposes only.
- I agree that use of H-DHS technology is a privilege.
- I am responsible for the proper care of my H-DHS issued Chromebook, as well as any other H-DHS technology equipment I use.
- I agree to keep all accounts and/or passwords issued to me secure. I will not share this information with any other students. This includes passwords for email and/or network access and other school systems.
- I agree that I will never share personal information over the Internet. In addition, if I am asked for personal information or harassed in any way, I agree to report it immediately to my parents, teacher and/or H-DHS staff member.
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I agree that I will not install, download and/or otherwise utilize any software that is not authorized by the HDSD Technology Department.
- I will not remove programs or files from my H-DHS issued Chromebook or other devices in the district.
- I understand that all files stored on my H-DHS issued Chromebook will not be private. H-DHS personnel can review Chromebooks, laptops and/or files at any time.
- I will not attempt to repair my H-DHS issued Chromebook nor will I attempt to clean it with anything other than a soft cloth.
- I will report any problems with my H-DHS issued Chromebook to H-DHS Staff.
- I will treat my H-DHS issued Chromebook with care by not dropping it, leaving it outdoors and/or using it with food or drink nearby.
- I will place my H-DHS issued Chromebook in a safe place when not in use and when it is being moved or carried.
- I will return my H-DHS issued Chromebook when requested. Upon my withdrawal from H-DHS, I will return the issued H-DHS Chromebook, and power cord (if issued).

My signature and my parent/guardian signature, acknowledges receipt of and agreement to abide by the terms of the Chromebook Agreement as set above.

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Student Name (Please Print)

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Homeroom Teacher / Grade

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Student Signature

---

Date

---

Parent/Guardian Signature

---

Date

## TRANSPORTATION DISCIPLINARY PROCESS

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.

## VAPES & 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 is prohibited until consequences have been completed.

## WEAPONS

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.

## SCHOOL SERVICES

### CAFETERIA

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 HDSD [Policy EFAA](#) 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 Coordinator at 464-1160 if you have any questions or need assistance. See also: [Policy EFA](#), [Policy EFC](#)

### HEALTH

The Health Office's ultimate goal is to help H-DHS students 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 HDSD [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 the 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.

## HILLCAT ZONE BEHAVIOR SUPPORT

The Hillcat Zone is a critical component of HDHS Multi-tier System of Supports for Behavioral Health (MTSS-B), providing support and services at the tier 1 and tier 2 levels. The Hillcat Zone will provide a supported environment to:

- Assist students who are emotionally or behaviorally dysregulated *and are not responding to teacher/classroom-based interventions*
- Offer skills-based, topic-oriented counseling supports for individuals and small groups (example: anxiety management skills group)
- Provide structured, planned activities that support social-emotional learning
- Assist students whose behavioral needs warrant therapeutic and restorative discipline intervention for a specified period of time (such as during an in-school suspension)
- Provide collaboration and communication to address student needs, with parents, staff members and community partners (as applicable)

As in all school environments, procedures will be used to uphold expected standards of care, including:

- Confidentiality of student information
- Use of evidence-based practices for all intervention
- Data-based decision making to address student needs
- Collaboration and communication with involved parties on a need-to-know basis
- Protection of fundamental human rights
- Compassionate support through a lens of cultural responsiveness, trauma-informed practices and restorative practices

## LIBRARY/MEDIA TECHNOLOGY

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 have an approved pass to enter the Media Center.

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

## TRANSPORTATION

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, and to uphold all safety rules as specified in [Policy EEAE](#). 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.

## STUDENT ACTIVITIES & ATHLETICS

### ACADEMIC ELIGIBILITY REQUIREMENTS

It is the expectation that all students in extra-curricular and co-curricular organizations and activities maintain passing grades in all courses to remain eligible to participate. It is the responsibility of the advisor(s) to ensure that all participants are academically eligible on a minimum of a weekly basis. A student who is failing two or more classes will be placed on academic probation for a period of two weeks. For those two weeks students should be working towards improving their grades. Extracurricular advisors should refer students in need of academic assistance to ASC during their academic probation period. A student must be passing all classes at the two week check in period to be removed from probation. A student who is found to be ineligible will be removed from participation or will be responsible for adhering to the organization's specific guidelines or bylaws. Students may return to participation once they are academically eligible.

### NHIAA / HDHS Athletic Eligibility

Sect. 2: Scholastic Standing A. No pupil who has failed to pass four (4) units of work\* during the school's previous grading period\*\* shall represent the school in any interscholastic contest. A minimum of four (4) units of work per grading period is required for participation in interscholastic athletics. Recognizing that schools are increasingly moving away from the Carnegie Unit/seat time hours for instruction and grading, it is expected that the school principal will follow the intent of the By-Law when certifying academic eligibility for student athletes. For example, a student could meet this requirement through a virtual school, off-site real-world learning, on-line classes, etc. as long

as the school officially recognizes and certifies the activities to be academically legitimate and part of the school's educational program.

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

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

All HDHS student athletes must have a current physical, and current IMPACT concussion test results, on file with the school nurse, in order to be deemed eligible to participate in HDHS athletics

## **APPROVAL & SCHEDULING**

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.

Eligibility - Students need to pass four (4) units during the school's previous grading period. Grades will be checked weekly by coaches and student's grades who fall below 70 will be assigned to the After School Academic Support Center (ASC).. Students will be able to practice but not play in games/matches until their grades are at Proficient or better level.

## **CLUBS & ORGANIZATIONS**

Students must be passing a minimum of four courses with a minimum overall grade of a 70 to be eligible to participate in co-curricular and extracurricular activities.

Students whose grades fall below a 70 will be assigned to the After School Academic Support Center (ASC) until all grades are at the Proficient level or better level.

Clubs and organizations governed by specific rules and bylaws will follow those to determine participation.



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  
DECA  
National Honor Society  
SADD  
Drama  
Spanish/French Club  
Live Poets Society  
Student Voice  
Robotics

Drones  
Youth in Government  
Math Team  
Chemistry Club  
Anime Club  
HDHS Gay Straight Alliance (GSA)  
Fall Spirit  
Destination Imagination  
D&D/Games 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.

## **TEAMS**

### **Fall Sports**

- Cross Country: Boys and Girls
- Soccer: Boys and Girls
- Volleyball: Girls
- Golf: Co-Ed
- Football
- Bass Fishing: Co-Ed
- E-Sports

### **Winter Sports**

- Bowling: Co-Ed
- Basketball: Boys and Girls
- Ski Team: Boys and Girls
- Spirit Team: Boys and Girls
- Hockey: John Stark/Hopkinton/H-D

### **Spring Sports**

- Track and Field: Boys and Girls
- Lacrosse: John Stark/H-D Boys and Girls
- Baseball: Boys
- Softball: Girls
- E-Sports

## **ADDITIONAL PROCEDURES & EXPECTATIONS**

### **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.

### **GUEST PROCEDURES FOR DANCES**

#### **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 the same grade range.
- 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.

## **LOCKERS & 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.

## **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.

## **RELEASE OF 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.

## **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.

## **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.



## 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 McKinney-Vento Act. The law gives children and youth in homeless situations the right to:

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

Any student 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.

### 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.