

Somersworth High School

Parent and Student Handbook

2023-2024



The Somersworth High School Community will foster intellectual curiosity, critical thinking, and literacy in students while developing respectful, responsible, and articulate global citizens.

MISSION OF THE SOMERSWORTH SCHOOL DISTRICT

"To inspire all students to excel, to develop a thirst for knowledge, and to teach the essential skills necessary to be caring, contributing, and responsible individuals in an ever-changing world."

CORE VALUES OF SHS

- A. We value the act of learning for life, which promotes creativity, critical thinking, and effective communication
- B. We value the ability to think globally while acting locally for the betterment of the world
- C. We value the act of respect – for ourselves, others and the environment
- D. We value the journey towards excellence in personal achievement both inside and outside the classroom in order to be college and career ready.
- E. We value the use of mathematics, technology, and research skills for successful problem solving.

Approved 6/11/15 Core Values Committee

Approved 8/24/15 Leadership Team

Approved 12/2015 Department Meetings

SHS & CTC SCHOOL INFORMATION

The information within this handbook summarizes the policies, regulations, and procedures that directly affect high school students. Additional information is located on the High School Link found on the SAU web site, www.sau56.org, and in the SAU#56 Schools' Policy and Regulation manuals. A copy of the policy manual is available in the high school library. The high school web site will also have a current posting of important dates and events as well as a copy of the student handbook. Further information is available in the high school office.

- Computer Usage Policy & Contract
- Free and Reduced Lunch Guidelines
- First Student Transportation Guide



August 1, 2022

Dear Students,

Welcome to the 2022-2023 school year! I speak for the entire faculty and staff when I say that we look forward to an exciting and successful year. While you will certainly face challenges, my hope for you is that you are able to take advantage of all the opportunities that Somersworth High School has to offer. From clubs and activities to athletics and electives, there are so many ways to get involved and pursue your passions!

Please remember that we are here to help. Our faculty and staff are comprised of committed and dedicated people who are here to support you in accomplishing your goals. Do not be afraid to step outside of your comfort zone and try something new. In fact, this is often the very best way to learn!

This school year, I challenge you to commit yourself to contribute positively to our community in the following ways:

- **Be Respectful**-Of yourself, others, and our facility. This is OUR community!
- **Be Responsible**-Show up on time. Be diligent in completing your coursework.
- **Be Safe**-Follow all our behavior guidelines.
- **Be Cooperative**-Work to build positive relationships!

Included in this handbook is all the information that you will need to navigate the school year. From policies and procedures around behavior to details on academics, athletics, and other student services. Please review carefully and pay particular attention to your rights and responsibilities as a student.

Finally, I would also like to say a special welcome to the Freshmen Class of 2026. We are excited to welcome you into our community! Please know that, if you ever need anything, my door (and my email) is always open.

On behalf of Mrs. Carrington, Mr. Blouin, Mr. Hodsdon, and the entire SHS/CTC faculty and staff, welcome to the 2022-2022 school year. Let's work together to make it great!

Welcome Back Hilltoppers!

Christopher Tebo

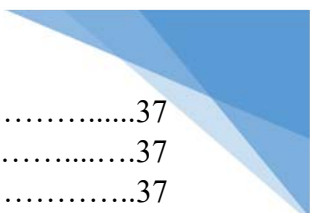
Principal, Somersworth High School

NOTICE OF NONDISCRIMINATION

The Somersworth School District shall not discriminate in its education programs, activities, or employment practices on the basis of race, color, national origin, age, sex, sexual orientation, marital status, religion, domestic violence, harassment, sexual assault, stalking, handicap or economic status under the provision of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973. Any person having inquiries concerning the Somersworth School District’s compliance with the stated above may contact: Nancy Jo Michaud, Age Discrimination Coordinator, Section 504 Coordinator, and Title VI, Title VII, Title IX of the Education Amendments of 1972, of the Civil Rights Act of 1964 and laws of New Hampshire pertaining to nondiscrimination. (603)-692-4450. **(Policy AC)**

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This contact information and other handbook information is subject to change

Somersworth School District 2023-2024 School Calendar

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Approved by the Somersworth School Board on 1-31-2023

School Schedule and Hours of Operation

Superintendent's Office: 603-692-4450
 CTC Office: 603-692-2242
 First Student Bus Company: 603-692-4406

High School Front Office: 603-692-2431
 Fresh Picks (Café Services): 603-692-3037
 Safe Way Durham Bus Co. 603-382-0600


Regular Bell Schedule		
Block 1 (warning bell 7:25, 7:29am)	7:30-8:50 (80 Minutes)	
Break	8:50-8:59 am (9 Minutes)	
Block 2 (warning bell 8:59 am)	8:59-10:19 (80 Minutes)	
Advisory/Flex	10:23-10:58 (35 Minutes)	
Block 3 (warning bell at 11:02)	3A Lunch: 11:02--11:24 Pass time 11:24-11:28 Class 11:28-12:50	3C Class 11:02-12:24 Lunch: 12:29-12:50
Block 4 (warning bell at 12:53)	1:54-2:14 (80 Minutes)	

2 Hour Delay Bell Schedule		
Block 1 (warning bell 9:25, 9:29)	9:30-10:30	
Block 3 (warning bell at 10:34)	3A Lunch: 10:35-11:00 Pass time 11:00-11:05 Class 11:05-12:05	3C Class 10:35-11:35 Pass: 11:35-11:40 Lunch: 11:40-12:05
Block 2 (warning bell at 12:09)	12:10—1:10	
Block 4 (warning bell at 1:14)	1:15-2:15	

School Hours- Messaging

The school building, offices and cafeteria open to students at 7am. Students are expected to be in their 1st block class by 7:30 am. Dismissal occurs at 2:15pm. On days where there is a 2 hour delay dismissal is at 2:15pm.

SAU 56 uses the School Messenger notification service. This automated calling system will notify families and staff when there is a school emergency, such as a snow day. This system is also used to notify parents of school events. The successful delivery of information is dependent upon accurate



contact information for each student, so please make certain that your most current contact information is accurate in PowerSchool. If this information changes during the year, please update it accordingly. (Name, Email, and Phone numbers) To change your contact information log into the parent portal and click on Forms. Click on Form C. Student Contacts 2023-2024 for new students and Form C Returning Student Contacts 2023-2024 for students returning. Find your contact information box and click on the pencil to edit. Click on Add then Click Submit in the bottom right corner.

“No School” and “Delayed Opening” television station, WMUR (CH9) Manchester

This contact information and other handbook information is subject to change



SAU 56 Somersworth/Rollinsford School Districts
 51 West High Street, Somersworth, NH 03878
 Phone: 603-692-4450 | Fax: 603-692-9100
www.sau56.org

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Wiggins, Kristina	School Psychologist	Kwiggins@sau56.org
Jay Lilly	Maintenance/Facilities Director	jlilly@sau56.org
Bonneau, Doug	Asst. to Maintenance/Custodial	dbonneau@sau56.org

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Todd Marsh	Ward 4	Tmarsh@sau56.org	603-841-5717
Mandy Demers	Ward 5	mdemers@sau56.org	603-834-1586

Somersworth High School & Career Technical Center

11 Memorial Drive, Somersworth, NH 03878

Phone: 603-692-2431 | Fax: 603-692-5041

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Michael Blouin	Associate Principal	mblouin@sau56.org
Steve Hodsdon	Athletic Director	shodsdon@sau56.org
Nan Soule	School Nurse	nsoule@sau56.org
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Donna Robison	Secretary	drobison@sau56.org
Cristy O'Brien	Secretary	cobrien@sau56.org
Julie Turgeon	CTC Secretary	Juturgeon@sau56.org
Ashley Fuller	School Resource Officer	afuller@sau56.oef
Susan Garand	Truant Officer	sgarand@sau56.org

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Julie McTague (Chorus/Theatre)
Devin DiBernardo (Band)
Carrie Caldwell

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ccaldwell@sau56.org

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Matt Carrington
Devin Stanley
Shawn Lampron
Katie Somers (ESOL)

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Travis Crewdson
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Colleen Rumsey
Ron Pilotte

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Payton Hodsdon	1362	phodsdon@sau56.org
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Julie McTague	1216	jmctague@sau56.org
Ed Olson	1208	eolson@sau56.org
Bill Rogers	1210	brogers@sau56.org
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Megan Farley (Librarian)	1317	mfarley@sau56.org
Joy Colban	1317	jcolban@sau56.org

This contact information and other handbook information is subject to change

SECTION 1: ATTENDANCE POLICIES AND PROCEDURES

Consistent class attendance is essential to maintain the integrity of the high school educational experience. Much of what occurs in the classroom cannot be duplicated through make-up work. Absent students miss in-depth explanations, important discussions, hands-on instruction, exchange of concepts, and participation in the required program. State law requires that persons of school age attend school on days public schools are in session. **(New Hampshire State Law: RSA 193:1 and Somersworth School board Policy JH)**

State law requires that student attendance be taken and recorded accurately during each school day. "Attendance" means present in school, in class, and in all other assigned activities. Attendance also means being on time. Attendance is reported on quarterly grade reports and on progress reports. DAILY and individual CLASS attendance is available through the Parent Portal on Power School.

Attendance Codes:

AE = Absent Excused

AV = Absent Verified

A = Absent Unexcused

TE = Tardy Excused

T = Late to class without parent or staff authorization

SS = School Sanctioned (Field Trip)

ISS = In school Suspension – AE

OSS = Out of School Suspension – AE


Excused Absences (Policy JH)

Excused absences are absences which do not count toward truancy and are allowed by the school. For an absence to be excused, all absences must be reported by a phone call or written notification within 24 hours. Call the Main Office at 692-2431 ext. 1304 to report all absences or send an e-mail to cobrien@sau56.org. Parents have an obligation to avoid whenever possible disruptions of the academic year by planning medical appointments and vacations at times that will not require students to be out of school. All excusal notes must be turned in within 3 business days or they will not be accepted.

If parents wish for their child to be absent for a reason not listed below, the parent must provide a written explanation at least 2 weeks prior to with the reason for such absence, including why the student will be absent and for how long the students will be absent.

As required by RSA 189:34 II, the School Board Policy JH defines EXCUSED ABSENCE (AE) is defined by the following:

1. Sick at home (verified by doctor's note)
2. Recovery from an accident (verified with doctor note)
3. Verified Doctor, Dental and Counseling Appointments (if possible, schedule these for after school).
4. Bereavement.

- 
5. Verified required Court attendance.
 6. Observation or celebration of a bona fide religious holiday.
 7. All school related functions.
 8. College visitations, supported by official documentation within 2 days of the student returning to school.
 9. Dismissal by a school official (nurse, guidance, administrator).
 10. In-School-Suspension or Out-of-School Suspension unless student's action was done to earn ISS or OSS.

Please note: The Principal may require parents to provide additional documentation in support of their written notice.

Parent Verified Absences

This is an absence in which the parents have notified the school by phone or by written note within 24 hours of the absence verifying the parent is aware of and authorizes the absence.

These absences are limited to 5 per quarter. Absences, even with the approval of the parents, which are excessive and/or interfere with the student's educational process, will be interpreted as truancy as defined by RSA 189:35a.

Attendance Notification

Parents will be notified of attendance activity via phone using School Messenger, discipline referrals, staff contact, letters, and parent/student access to Power School. If you have any questions about any notifications, please call the school for clarification. It is important that parents view both daily and class attendance in Power School when monitoring their students attendance.

Parent or Guardian Responsibilities:

- Call the main office at 692-2431 ext. 1304 on the morning of an absence. Voice mail is available 24 hours a day.
- Notify the school ahead of time for any anticipated absences or tardies.
- Contact the school if they plan to have their son/daughter out of school for any extended period of time. They must submit a request in writing to the principal two weeks in advance of the expected absence(s).
- Keep a record of the absences for personal reference

Student Responsibilities:

- Present all excuse notes to the attendance secretary and/or obtain an admit slip before first block.
- Report to the front office prior to leaving the building and returning.

Family Vacations: (Policy JH)

Family Vacations/Educational Opportunities Generally, absences other than for illness during the school year are discouraged. Family vacations/trips that occur while school is in session are not considered excused absences. The Principal or his/her designee may, however, grant special acknowledgement of absence for family vacations/trips, provided written request is given in advance. Parents are asked to write a note to their child's teacher at least two weeks before the trip. This advance planning will allow the teacher enough time to work with parents and the student regarding homework completion. Families requesting absence from school for a length of time greater than 20 half-days or 10 full days will be unenrolled from the school district. When families return, they will be re-enrolled.

Tardies

Students are expected to be in school and in classes. Students who violate will be subject to the excessive tardy/absenteeism policy. Students that arrive late to school must check in to the main office and receive a pass. Students who arrive 30 minutes after the start of class are considered absent for that class period unless documentation is provided.

Excessive Tardy Policy

At Somersworth High School we believe that student attendance is an integral part of the educational process. In addition, we believe that no classroom activity or experience can ever fully be replicated outside of the school environment and that for a student to be successful, he or she must attend school as often as is possible. As such, it is an essential responsibility of our school community to ensure regular student attendance through both restorative measures and punitive action.

Please note the following: Any student characterized as "excessively or chronically tardy/absent," (as defined by 5 or more unexcused school tardies/absences in a given quarter) will be subject to an ascending series of consequences including, but not limited to, administrative warning, after-school detention, Saturday detention, mandatory parent meeting, and/or any further interventions as deemed appropriate by SHS Administration.

3 unexcused tardies in a quarter	Administrative warning/Connect call home
5 unexcused tardies in a quarter	Parent contact/after school detention
8 unexcused tardies in a quarter	Parent contact/2 after school detentions
10+ unexcused tardies	3hr Saturday detention/one week suspension from athletic and extracurricular activities/Senior Privilege revoked/required parent meeting

Please note: This policy is reserved for students who are tardy/absent unexcused from school. Students who choose to "skip" or "cut" class will receive an immediate Office Discipline Referral (ODR) and will be subject to consequences as defined in this handbook.

Follow-up procedures may include parent contact by the truancy officer, attendance plan intervention, including summons to truancy court, fines, and contempt of court/warrant. City Ordinance: RSA 193:1, 2, 7, and 16

Truancy (Policy JH)

Truancy according to RSA 189:35-a means unauthorized/unexcused absence from school or class (if student skips class or leaves school grounds without permission from a parent or school authorities) or an absence which doesn't meet the school board definition of excused absence. Absences, **even with the approval of the parents**, which are excessive and/or interfere with the student's educational process, will be interpreted as truancy as defined by RSA 189:35a. The Principal and/ or Truant officer is hereby designated as the District employees responsible for overseeing truancy.

Definitions of an Unexcused Absence (Policy JH):

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

Dismissal

Students need prior parent permission before they can leave campus. Dismissal notes must include a telephone number where the parent/guardian may be reached. Upon his/her return to the building, the student is expected to sign back in through the main office.

In the case of a student illness while at school, a student must first see the nurse, who will, if appropriate, contact parents/guardians for dismissal approval.

In the case of a student displaying extreme emotional or mental distress, a student must first see a school counselor, who will contact a parent or guardian before a dismissal approval.

SECTION 2: POLICIES AND PROCEDURES-STUDENT CONDUCT AND BEHAVIOR

#

Students have right to a free and public education through secondary school and a corresponding responsibility to join with other members of the school community in respecting the rights and responsibilities of others and in establishing a climate for learning within the school. School rules and policies are developed to assist students in their attempts to follow and complete chosen courses of study and their responsibilities to themselves and society. Student behavior is expected to comply with the laws of the state of New Hampshire, the policies of the State Board of Education, and the policies of the Somersworth School Board. #

Safe School Zone (RSA 193-D: 2) #

The school environment, including any location of a school sponsored activity, vehicles used for school purposes, and any associated areas shall be safe environments for students, free of danger posed by the presence of weapons or objects used as weapons, and that the provisions of RSA 193-D: 2 (Safe School Zone Act) be carried out in all school areas. #

#

BEHAVIOR EXPECTATIONS FOR ALL SCHOOL SETTINGS

#

We expect that our students will: #

- Conform to reasonable standards of speech and conduct.
- Refrain from violating or impairing the rights of others.
- Conduct themselves in a way that maintains an orderly atmosphere for learning.
- **Be Safe, Respectful, Responsible, and Cooperative**

Be Safe	Be Respectful	Be Responsible	Be Cooperative
<ul style="list-style-type: none"> • Walk, do not run. • Hands and Feet to yourself. • Used designated entrances and exits. • Keep moving toward your destination. • Keep doorways clear. • Wash hands. • Weapons free/Chemical free. 	<ul style="list-style-type: none"> • Us appropriate • Language. • Honor personal and public property. • Put phone and other electronic devices away during class. • Respect the personal space of others. • Dress for learning. 	<ul style="list-style-type: none"> • Report unsafe or suspicious behavior. • Be on time, prepared for class and ready to learn. • Clean up after yourself and dispose of trash properly. • Report spills and unsafe conditions. 	<ul style="list-style-type: none"> • Be courteous and assist others. • Respect classes in progress. • Participate and follow classroom expectations. • Follow staff directive.

#

Expectations for Respectful, Responsible, Safe, Collaborative Learning

#

School campus is defined as any Somersworth School District property, as well as all school sponsored events and activities. Students are expected to abide by all school rules and policies both to and from school, while they are on school campus, and to include all off campus events and activities. #

#

Once students arrive on the school campus, they are expected to abide by all rules and regulations. The school day begins at 7:30am and ends at 2:15. Students are not allowed to arrive on campus before 7:00am or remain on school campus after 2:30pm; unless they are under the direct supervision of a staff member. School doors will not be unlocked until 7:00am each morning and will then be locked at 2:30pm each day. #

#

All students must remain in school for the entire day unless legitimately dismissed by school personnel or with parental consent. Students leaving school grounds without authorization will be subject to disciplinary action. Students who have a reduced day schedule are expected to abide by these rules. In addition, the building is secured from 7:30am to 2:15pm while school is in session. **Students or visitors arriving or departing during those secured times are expected to enter/exit through the Main Office or CTC Office entrance and sign into/out of the building.** #

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Passes

Students will not be allowed to leave any classroom (except in extreme emergencies) without a designated pass given to the student from the teacher in charge. **Failure to report to the specified destination will result in disciplinary consequences (Inappropriate location).** #

#

Cell Phone and Personal Device Use (Policy JIC, JICJA)#

The Somersworth School Board recognizes that many high school students have access to personal electronic devices such as cell phones, smart watches, iPads, etc. Though many high school students choose to bring these devices to school, the school Board reserves the right to institute rules and expectations for personal communication devices use while students are at school. #

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A. Student Behavior Expectations for Electronic Communication Device Use

Any use of cell phones or other electronic devices that violates any Board policy, administrative procedure or school rule is strictly prohibited. This includes, but is not limited to, violations of the Student Conduct Policy (JIC), cheating, and accessing, viewing, posting, forwarding, downloading, or displaying any materials that are defamatory, abusive, obscene, vulgar, sexually suggestive, threatening, discriminatory, harassing and/or illegal.

- The use of cameras, including camera phones, is strictly prohibited in locker rooms, restrooms, and classrooms. Students should not photograph or video tape any individual, student or adult during the school day unless authorized by administration. The distribution of any unauthorized media may result in disciplinary action including, but not limited to school suspension, expulsion from school, and criminal charges.
- Personal electronic communication devices may be subject to search if there is a reasonable suspicion that a student is violating board policies, administrative procedures, or school rules, or engaging in other misconduct.
- Building administrators have the right to confiscate any electronic communication device that is being used in a manner considered by administrative as inappropriate, disruptive, or distracting to the student, other students and/or to the learning environment. Electronic communication devices should only be used at designated times and in designated locations. Building Administration will determine what use is considered appropriate and those expectations will be communicated to student and parents.
- On occasion, a student may need to use an electronic communication device throughout the school day to meet their needs (i.e., monitoring for health condition). Those needs will be outlined in a plan approved by building administration, or by a team such as an Individual Education Plan (IEP) team or 504 accommodation plan team, or as part of a medical care plan that identifies the reasons a device is required.

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B. School District Responsibility

- The School District will not be liable for any loss, damage, misuse, or theft of a personally owned electronic communication device. Students bring their personal devices to school at their own risk.

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C. Parent/Child Communication During the School Day

- o While school is in session, parents/guardians who need to talk to their child should not expect that students will have immediate access to their electronic devices to return calls or text messages. Parents should call the school office and leave a message. Their child will be given the message to call home. If the message required immediate attention, school office personnel will inform the student’s teacher who will inform the student. In an emergency, the child will be allowed to return the call immediately from the school office.

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Dress Code #

Our students originate from diverse backgrounds. They attend public schools to learn- not only academic and technical subjects, but tolerance and respect, as well. Standards of dress are based upon both the duty of the school to create a safe, healthy, and respectful learning environment and the student’s needs to develop respect for others. Students at Somersworth High School shall dress in a respectful manner, to: Promote the health, safety, and dignity of all students, preserve school property, balance freedom of expression with the community’s sense of morality (common courtesy, tolerance, respect and understanding among all people, without exception), and discourage disruptions to the teaching and learning process. #

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When the dress of an individual student constitutes a health problem, is unsuitable for school wear, is a danger to any person, or when it causes a disruption or disturbance to the learning environment, that student shall be in violation of the dress code policy. Examples of inappropriate dress include, but are not limited to: #

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- Clothing containing language or emblems promoting drug/alcohol, sexual innuendos.
- Chains, or loose straps hanging from pants or other articles of clothing that is deemed to disrupt the educational process.
- Clothing which exposes private parts, undergarments, or midriff.
- Any type of clothing or accessories such as hoods and/or sunglasses that make a student’s identity difficult to determine.
- Clothing that suggests intolerance or lack of respect to others based on gender, race, religion, or ethnic, social, or economic background; promotes violence.
- Apparel, (including jewelry,) which, through normal use, is destructive to school property, is inherently dangerous or poses a threat; to the student or others; or could threaten the safety of the student or others in the performance of science labs, career technical classes, athletics or other schoolwork or activities.

Students who violate the dress code policy may be given an opportunity to correct the situation by either changing the clothing, removing the clothing (if appropriate), wearing it inside out, or other means so the student complies. Students who repeatedly violate this policy, or refuse to adjust their attire, accordingly, will face consequences defined in the behavior matrices. #

Guidelines for the Disciplinary System

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At Somersworth High School we will institute a **positive behavioral intervention system (PBIS)** as a method for addressing behavior issues. PBIS places an emphasis on proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school environment. We believe in the following: #

- The importance of introducing, modeling, and reinforcing positive social behavior.
- An emphasis on the creation of a common vocabulary for all students, teachers, and parents.
- A focus on the intentional teaching of expected behavior.
- The value of consistently teaching, modeling, and reinforcing

System Components

Universal Team: A team of stakeholders (students, teachers, staff, etc) responsible for the creation of school-wide norms and expectations. The Universal Team regularly reviews data, identifies school-wide issues, and develops a plan to address these issues through “roll-outs.” #

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Targeted Team: This group of building administrators, counselors, and support staff is responsible for identifying and connecting “at-risk” students with appropriate supports and services within the multi-tiered system of intervention. #

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Office Discipline Referral: Completed by staff members to document major and minor behaviors. These are submitted virtually via our SWIS software and meant to communicate all necessary information to building administration/Targeted team. #

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- *Minor Office Referrals:* These are low level behaviors which are managed by classroom teachers/support staff. They are not chronic and do not require an administrator to remediate. In general, students are not removed from the classroom environment for these behaviors.
 - Response/Intervention Plan
 - Discussion with staff member in which students are informed of behavior violation and given an opportunity to provide input.
 - Level 1/2 interventions are applied (see below)
 - Note: Level 2 interventions require Office Discipline Referral
 - Questions for consideration:
 - Does the student understand the behavior?
 - Is a consequence necessary/will it support remediation?
 - **Could the behavior be diminished using positive feedback?**

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- *Major Office Referrals:* These are significant behaviors or chronic minor infractions which may violate the rights of others and/or make the learning environment less safe/secure/healthy. These referrals require remediation by building administration.
 - Response/Intervention Plan
 - Completion of Office Discipline Referral.
 - Discussion with building administration in which students are informed of the behavior violation and given an opportunity to provide input.
 - Follow Due Process Guidelines to apply consequences at Levels 1-4 (see below)

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Remediation: Behavior infractions will be remediated along a continuum of interventions and applied by either classroom teachers, building administrators, and/or other staff depending upon circumstances and severity. Building administration reserves the right to assign consequences as deemed appropriate. **Every effort will be made to remediate the infraction in a way that is positive, restorative, and promotes long term awareness and improvement.** #

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Level 1 (examples) Applied by staff	Level 2 (ODR) Assigned by staff (minor)	Level 3 (ODR) Assigned by building admin. (major)	Level 4 (ODR) Assigned by building admin. (major)	Level 5 (ODR) Assigned by district admin. (major)
<ul style="list-style-type: none"> • Verbal Cue/Re-Direction • Conference with student • Reteach Expectation 	<ul style="list-style-type: none"> • Parent contact • Loss of privileges • Grade loss • Detention • Referral to Guidance/Mentor 	<ul style="list-style-type: none"> • Administrative Detention • Saturday Detention • Restitution/Community Service • In-School Suspension • Loss of privileges • Mediation/Counseling 	<ul style="list-style-type: none"> • Short Term OSS (1-5 days) • Short Term OSS (6-10 days) • Change in academic plan • Police Notification 	<ul style="list-style-type: none"> • Long Term OSS (beyond 10 days) • Loss of building access. • Expulsion • Police Notification

Behavior Matrices: Identify and define behaviors which need to be addressed and could involve several levels of intervention. Provide a range of recommended interventions for both Minor and Major behaviors (located at the end of this section) #

Due Process (Policy JICD)

Due process and equal protection of the law shall be afforded to any pupil in all cases of discipline (**RSA 193:13**). The degree of due process is directly related to the seriousness of the discipline issue. Administrator for Somersworth High School & Career Technical Center includes the Principal, Associate Principal and Dean of School Operations and Career Technical Center. #

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For ALL major office discipline referrals: #

The administrator will meet with the student to: #

1. Inform the student of the behavior at issue in writing or verbally.
2. Inform the student of the facts pertinent to the issue.
3. Provide the student an opportunity to respond to the issue, and to provide his/her own version either verbally or in writing.
4. Provide the student with notice of the disciplinary action.
5. Any ODR resulting in an OSS will also include a letter being mailed to the parent.

Note: If the student refuses to participate in the meeting, the administrator will execute steps 4 and 5

Student Searches (Policy JIH and JIH-R)

School administration, the superintendent, security personnel and any other authorized personnel may detain and search any student(s) on the premise of a school, while attending school or school events or in transit to any event or function sponsored by the school when the authorized personnel has reasonable suspicion that evidence of a violation of the law or school rules will be discovered on the student's

property or property. Items include but are not limited to, tobacco, alcohol, drugs and any related paraphernalia; dangerous weapons; prohibited electronic devices; controlled substances as defined by law; stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or school during school activities; or any other items which have been or may reasonably be disruptive of school operations or in violation of school discipline rules and applicable of the student handbook. #

Authorized personnel conducting a search shall have the authority to detain the student(s) and to preserve any contraband seized. If a student refuses to allow his/her person to be searched and/or the student acts in any manner that threatens the safety or well-being of district employees or students, school officials are authorized to contact local law enforcement authorities. #

School lockers and school desks are the property of the school, not the student and students who use school district lockers, desks, and other storage areas or components have no reasonable expectation of privacy as to the contents. Those spaces may be subjected to searches at any time with or without reasonable suspicion. School administrators have the right to search a student's locker and desk, and confiscate any drug or prohibited illegal, or potentially dangerous or harmful item. At times, the school will partner with law enforcement and utilize the use of drug dogs to maintain safe and drug free school environments. #

Further, a student's person may be searched whenever a school employee or an administrator has reasonable suspicion that an illegal drug, or any prohibited, illegal, or potentially dangerous or harmful item may be in their possession. Administrative inspections may be conducted at any time. Refusal for search will result in a 10-day OSS. #

Disciplinary Interventions: #

Detention (Level 1-3) #

Detention can be assigned by classroom teachers, the Associate Principal, the Career Technical Center Director and the Principal. Classroom teacher detentions are determined by classroom teachers and include, but are not limited to, full lunch period, before or after school or on Saturday and/or revocation of classroom privileges. Failure to serve a detention will result in a major office referral. #

Recommended Intervention for: #

Tardiness, Insubordination, Disruption, and Defiance

Saturday Detention (Level 3) #

Saturday Detention is held from 8:00am to 11:00pm on Saturday mornings. Students may be assigned Saturday detention by a school administrator. When a Saturday Detention is assigned, a phone call home to the parent/guardian will be made prior to the Saturday morning for which the detention is to be served. If a student is not able to attend the Saturday Detention due to an accepted prior engagement, the Saturday Detention may be deferred for one week. Students are expected to report on time and to bring work with them. They are not allowed to sleep, put their heads down on their desk, or listen or view electronic devices. Failure to serve a Saturday Detention will result in a one-day Out-Of-School Suspension.

Recommended Intervention for:

Excessive Tardy/Absenteeism, Skipped Detention, Leaving School Grounds/skipping or cutting classes.

In-School Suspension (Level 3) #

An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days (JICD). #

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In-school suspension can also consist of the student going to one room for the entire day with only the teacher and other in-school suspension students. It is the student's responsibility to go to his/her teachers and get work and will not be allowed social time through the school day. Students in ISS should not use any personal devices. Violations will result in immediate OSS. #

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Students will not be allowed to participate in practices or scheduled games but are expected to be part of the bench. This also applies to all extra-curricular activities (Drama, Math Team, Dances etc.). Students who are on In School Suspension are expected to report to the office at 7:30 with their assignments for the day.

Recommended Intervention for:

Skipping/cutting class or detention, Major defiance/disruption, and gross insubordination

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Out of School Suspension (Level 4) #

An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days (JICD). Students suspended Out-of-School are restricted to their homes during school hours or must be under the direct supervision of their parent/guardian. (City Ordinance 6-05, 13:7). In all cases, out-of-school suspension will be considered a consequence of last resort and will only be applied in response to **behavior that is detrimental to the health, safety, or welfare of students or school personnel; or repeated and willful disregard of the reasonable rules that is not remediated through the imposition of graduated sanctions (levels)**. #

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Educational assignments shall be made available to students during periods of suspension. In addition, the school shall *provide alternative educational services to a suspended pupil whenever the pupil is suspended more than 20 cumulative days in a school year. This may take the form of remote learning, online coursework, additional supports/services, etc.* #

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Any time a student is suspended for more than 10 school days in any school year, the school district shall develop an intervention plan designed to proactively address the problematic behaviors. No student shall be penalized academically solely by virtue of missing class due to suspension. #

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Suspended students are ineligible for participation in school activities during the period of suspension. In addition, they are not to be on school property at any time during the period of suspension or allowed to participate in any activities under the direction and supervision of the school. #

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The suspension time frame includes from the moment of suspension to 7:30am of the first day of the student's return to school. Suspensions involving a Friday includes all weekend activities, with the suspension terminating on the following Monday at 7:30am. Any suspension exceeding 10 days must be approved by the Superintendent.

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- **Short Term (1-5 Days)-Recommended Intervention for:**

- Vaping (first offense)
- Fighting (first offense)
- Abusive language/threatening behavior
- Gross misconduct
- Chronic behaviors not effectively remediated through imposition of graduated sanctions.
- Drugs/Alcohol

- **Short (6-10 Days)-Recommended Intervention for:**

- Drugs/Alcohol
- Assault
- Bullying/Harassment
- Violence
- Chronic behaviors not effectively remediated through imposition of graduated sanctions.

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- **Long Term (11-20 Days) (Level 5)**

- Students may be referred Directly to the Superintendent of Schools/Director of School Operations for:
 - Acts of theft, destruction, or violence.
 - Bullying/harassment
 - Possession of a firearm, or weapon facsimile
- The School Board may, following a hearing, extend the suspension of a student up to 10 additional consecutive school days for an act that constitutes an act of theft, destruction, or violence as defined in RSA 193-D; bullying pursuant to school district policy when the student has not responded to targeted interventions and poses an ongoing threat to the safety or welfare of another student; or possession of a firearm, BB gun, or paintball gun. The Somersworth School Board designee may be the superintendent or any other individual but may not be the individual who suspended the student for the first 10 days. Any suspension shall be valid throughout the school districts of the state, subject to modification by the superintendent of the school district in which the student seeks to enroll.

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Re-entry-Students who are suspended from school may be subject to the following as a condition of re-entry:

- Referral to the Director of School Operations for a re-entry meeting.
- Parent/guardian Re-entry meeting with building administration.
- Joint development of intervention plan as a way of proactively addressing behaviors.

For students who are suspended more than 10 days development of an intervention plan will be required.

Change in Academic Plan/Loss of Building Access (Level 4-5) #

In response to significant and/or chronic behaviors, a student may be replaced on a remote learning plan and required to attend virtual classes. This may be for part or all of a school day and may include loss of building access. Any change in academic plan will be considered with the best interests of the student in mind and, depending on the circumstances, may or may not be punitive in nature. #

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An alternative education plan may also be created proactively and in conjunction with the student/family to place the student in the best possible position to succeed. Elements of an alternative education plan may also be included in a student's intervention plan. #

Expulsion (Level 5) (Policy JICD)#

Expulsion means an action by the Board to remove a student from the school environment which includes but is not limited to classes and activities, for a period set by the Board.#

At the recommendation of the administration, any pupil may be expelled from school by the local school board for an act that poses an ongoing threat to the safety of students or school personnel and that constitutes: #

- a. Any act of physical or sexual assault that would be a felony if committed by an adult.
- b. Any act of violence pursuant to RSA 651:5, XIII; or
- c. Criminal threatening pursuant to RSA 631:4, II(a).

A student who has been expelled shall not attend school until reinstated by the School Board. (JICD) Before expelling a student, the school board will consider each of the following factors: #

- a. The student's age
- b. The student's disciplinary history.
- c. Whether the student has a disability
- d. The seriousness of the violation or behavior committed by the student/
- e. Whether the school district has implemented positive behavioral interventions.
- f. Whether a lesser intervention would properly address the violation or behavior committed by the student.

Cheating/Plagiarizing (Level 2-4) #

Student knowingly submits someone else's written work, ideas, and intellectual property, (Internet, books, magazines, on-line databases, etc) as their own including, but not limited to, failure to properly cite sources, buying a paper from online site, or copying passages from a book or website without citation. Student knowingly takes, receives, or gives work to someone else with the purpose of presenting it as their own regarding homework and class exercises. Additional examples include: #

- Resubmitting or using class binders from previous students as your own work
- Taking work from a classmate
- Failing to give proper credit to cited sources.

Note: Students will not receive academic credit for work that is not theirs. Honor Society members will be subject to additional consequences per their organizational guidelines. #

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Drug and Alcohol Use/Possession by Student (Level 4-5) (Policy JICH)#

Taking of illegal drugs and/or possession of the same, in any form, is not permitted at any time. Alcoholic beverages are not allowed on school property at any time. Drugs for which a student has a prescription and carries onto school property for ingestion as prescribed by a doctor must be kept in the Nurse's Office. Students in possession of prescription drugs will be considered violating policy JICH. In addition, any student found with intent to distribute, distributing, giving away or selling any banned substance will be suspended immediately and turned over to the legal authorities. **Any student convicted in court for illegally selling drugs on or off school property will be immediately suspended from school pending School Board Action. #**

No Smoking (Policy ADC/GBED/JICG) #

Smoking in school buildings and school grounds is prohibited at all times by all persons. (See RSA 115:66) (Chapter 338, Laws of 1997, effective January 1, 1998) It is expected that everyone will comply with this law. #

#

Tobacco Products (Policy ADC/GBED/JICG)

No student, employee or visitor shall **AT ANY TIME** use/possess tobacco products in any facility, in any school vehicle or anywhere on school grounds maintained by the Somersworth School District. Any school district employees may report violations to the local police department. #

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Vapes/E-Cigs (Other Substances) (Level 3-5) (Policy ADC/GBED/JICG)

Students may not use, nor be under the influence of, any substances designed to affect the central nervous system, create, or induce a condition of intoxication, hallucination, elation, or change, distort or disturb the person's eyesight, thinking process, balance or coordination. Please note that "vape-pens," "e-cigarettes," or other devices that may be used to carry nicotine/tobacco are strictly prohibited. Students found in possession of these devices, liquid "vape-juice" or cartridges or containers used to fill these devices will be subject to a level 4-5 consequence and will be immediately referred to the Somersworth Police Department to face additional consequences. #

#

Illicit substances (Level 3-5) (Policy JICH)

Any student who violates the Substance/Chemical Abuse Policy may be ineligible to participate in extracurricular events and activities. Extra-curricular events include, but are not limited to: Proms, dances, Project Graduation, graduation ceremonies, clubs, and sports. #

#

Unlawful Harassment and Violence Policy (Level 4-5) (Policy JICK)#

The Somersworth School District is committed to providing all students with a school environment that is free of unlawful harassment. Actions, writings, or comments based upon a person's race, color, religion, sex, sexual orientation, marital status, national origin, citizenship, pregnancy, veteran's status, age, mental or physical disability, or any other personal characteristic protected under the law will not be tolerated. **Harassment** (both open and hidden) is a form of misconduct that is unkind and demeaning to others and is strictly prohibited by state and federal law.

Harassment (both overt and subtle) is a form of misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited by state law, under RSA 354-A, and federal law, under Title VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities in Education Act of 1990. #

Sexual Harassment (level 4-5) (Policy ACAC)#

Sexual harassment is defined as unwelcome sexual or gender-based conduct that creates a hostile, intimidating or offensive school environment. Sexual harassment includes verbal, physical or visual conduct of a sexual nature when: #

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- The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits.

- Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student.
- The conduct or communication is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or opportunities; or creates an intimidating, offensive or hostile educational environment.

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Sexual harassment can take many forms. Examples of sexual harassment may include, but not be limited to: physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; the sending or requesting of sexually illicit communication including texts, images/etc (ie: sexting); touching oneself sexually or talking about one's sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance. #

A school investigation will consider the surrounding circumstances, the nature of the sexual advances, the relationship between the parties and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment requires a determination based on all the facts and surrounding circumstances. #

#

Other Forms of Unlawful Harassment (Level 4-5) (Policy JICK)#

Unlawful harassment includes, prohibited conduct certainly includes slurs, derogatory comments, unwelcome jokes, teasing, and other similar verbal or physical conduct. Any student with questions or concerns about any type of harassment in school is encouraged to bring these issues to the attention of the appropriate School District officials. Harassment report forms are available from the Building Principals, Superintendent's office; the School Nurse, the School Guidance Counselors, or the School District's designated Title IX Coordinator. In accordance with the law, the Somersworth School District must act if it learns of allegations of unlawful harassment, even if a student does not wish to file a formal complaint. #

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Title IX Reporting Procedures (Policy ACAC and AC-R)

Reports of sexual assault/harassment which occur on school campus and or any event/activity will be reported to the Associate Principal which will conduct the investigation into the allegations, and the case will be referred to the Title IX Coordinator and District Director of Operations. #

Bullying (Level 4-5) (Policy JICK)#

The Somersworth School Board is committed to providing all pupils a safe and secure environment. Students are expected to conduct themselves with respect for others and in accordance with this policy and other Board policies and school rules governing student conduct. The Board will take reasonable steps to protect all students from the harmful effects of bullying and cyberbullying that occurs at school and/or that interferes with student learning and orderly school operations. #

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This policy shall apply to all pupils and school-aged persons on or off school district grounds and participating in school district functions, regardless of whether such pupil or school-aged person is a student within the district. #

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Bullying or cyberbullying of a student based on sex, sexual orientation, race, color, ancestry, national origin, religion, age, marital status, familial status, pregnancy, physical or mental disability may constitute illegal discrimination/harassment under federal and/or state laws. Complaints regarding such conduct may be processed through the Board's Student Discrimination and Harassment Complaint Procedure.

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Student Reporting: Any student who believes he/she has been the victim of bullying or cyber bullying should report the alleged act(s) to the principal or designee. If the student is more comfortable reporting the alleged act to a person other than the principal, the student may tell any school district employee or volunteer about the alleged bullying. #

Staff Reporting: Any school employee or volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the principal as soon as possible, but no later than the end of that school day. Parents and other adults are also encouraged to report any concerns about possible bullying or cyber bullying of students to the building principal.

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Investigation: The building principal or designee shall notify the parents/guardians of the alleged victim(s) and perpetrator(s) that a bullying/cyber bullying report has been made within 48 hours of the report and in accordance with applicable privacy laws. An investigation of the bullying/cyber bullying report will be initiated by the building principal or designee *as soon as possible* within five school days. Guidelines for reporting, report handling, and investigation will be done in accordance with the procedures specified in Policy JICK.

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All substantiated incidents of bullying or cyber bullying will be reported to the superintendent of schools or designee. Administrators have the discretion to determine appropriate disciplinary consequences and/or interventions for violations of this policy based upon the relevant facts and circumstances in a particular case, including but not limited to the age and maturity of the students involved; the type and frequency of the behavior; a student's willingness to cooperate in the investigation and correct behavior; and the student's prior disciplinary record. In addition, as deemed appropriate offer assistance to the victim or perpetrator. #

Reporting procedures and forms are available at each school and at the district office.#

Hazing (Level 4-5) (Policy JICFA) #

For this purpose, hazing is defined as an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into affiliation with any organization sanctioned or authorized by the Board of Education. It is the policy of the district that no student or employee of the district shall participate in or be a member of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the Board of Education shall engage or participate in hazing. #

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Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the Board of Education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity. #

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Unsafe/Stolen/Dangerous Items (Level 4-5) #

Possession of unsafe, stolen, or dangerous items by students is prohibited at Somersworth High School and Career Technical Center. The administration may designate any item as unsafe or dangerous depending upon the nature of the item or how the item is being used by a student. #

Dangerous Weapons on School Property (Level 4-5) (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 will result in both school disciplinary action and notification of local law enforcement authorities. 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, airsoft 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. #

Student violations of this policy will result in both school disciplinary action and notification of the police. # In addition, any student who is determined to have brought a firearm (as defined in 18 US 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. Weapons under control of law enforcement personnel are permitted. All students will receive written notice of this policy at least once each year. #

Possession of a firearm, pellet or BB gun, rifle, or paint ball gun without written authorization of the Superintendent. Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the US Code (“any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive”) into a Safe School Zone without written authorization of the Superintendent **Shall be expelled from school for a period of not less than twelve months.**

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Behavior Matrices

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BEHAVIOR	MINOR – Classroom Management »Level 1 – Level 2 interventions unless otherwise noted	MAJOR – Office Referral »Level 3 to Level 5 interventions unless otherwise noted
Abusive Language/ Inappropriate Language/Profanity	Student uses a low intensity swear or near swear or offensive gesture which is not directed toward an individual	Student uses swears, racial slurs, near swears, offensive gestures or sexually oriented comments about another or directed towards an adult.
Physical Contact/fighting/ Physical Aggression/Assault	Student engages in low intensity mutual horseplay involving contact with another person such as kicking, hitting, pushing or play	Student demonstrates mannerisms or language which conveys a challenge to fight. Student engages in physical contact with another person with the intent to harm or cause significant physical injury. Student ‘sucker punches’ another student and victim does not respond other than in a self-protective manner. (assault)
Disruption	Student engages in brief or low intensity behavior that causes an interruption in the educational process of an activity	Student or students engage in a hostile verbal assault which interrupts and/or disrupts a school setting.

		Student engages in purposeful or persistent behavior that interrupts or significantly disrupts the educational process of the activity or classes
Defiance/ Disrespect	Student engages in brief or low- intensity failure to respond to adult request or responds inappropriately to request.	Student engages in a prolonged or high intensity failure to respond to peer or adult request <u>or</u> to repeatedly not follow school wide expectations
Dress Code	No Minor	Violates the dress code.
Tardy	*See Section 1, "Tardies"	*See Section 1, "Tardies"
Truant	No minor *See Section 1, Excessive Absenteeism Policy	Student is chronically absent unexcused. *See Section 1, Excessive Absenteeism Policy
Skip Class/Cut School	No minor	Student fails to attend class, arriving to class more than 30 minutes late, or leaving class without permission and/or proper documentation (staff authorized absence or parent validates absence). Student leaves class with or without permission for an unreasonable amount of time.
Inappropriate Location	No Minor *See Passes	Student is located inside the building other than the student's scheduled location without their pass. Student authorized to arrive late/leave the school building early fails to sign out through the main office and or in upon his/her return to school.
Skip Detention	No Minor	Student inadvertently or intentionally missed schedule detention. 1 st time: Reschedule Detention 2 nd time: 2 after School Detentions 3 rd time: Saturday Detention 4 th Time: OSS and a required parent meeting. *See Detention Matrix in Section 1
Cheating/ Plagiarism	Students copying work from another person or source with no Intent to submit. Student unknowingly/inadvertently submits someone else's written work, ideas, intellectual property Students does not fully cite sources.	*See Cheating/Plagiarism (Section 2)

	*See Cheating/Plagiarism (Section 2)	
Arson	No Minor	Student participates or plans in the malicious burning of school property.
Vandalism/Misuse of Property	Student fails to use materials/items for its intended use or causes harm to them but does not impair the use of the items. Student unintentionally causes damage or destruction to school resources or another person's work.	Student knowingly participates in the planning and/or delivery of an activity that results in substantial destruction or disfigurement of property. Student deliberately or repeatedly causes destruction to school resources, another person's work, or items of high personal or monetary value.
Theft	No Minor	Student deliberately, knowingly, or repeatedly participates in the planning and/or delivery of an activity that results in substantial destruction or disfigurement of property. Student is in possession of, has passed on, or is responsible for removing someone else's property without the person's permission.
Forgery	No minor	Student has signed another person's name, without her/his permission. Student misrepresents himself/herself.
Inappropriate Display of Affection	Student engages in minor consensual inappropriate verbal and/or physical gestures/contact of a sexual nature.	Student engages in and/or inappropriate verbal and/or physical gestures/contact of a sexual nature with another student.
Harassment/ Bullying	No Minor	*See Harassment/Bullying Policy
Electronic Technology Violation	Student possesses or uses personal electronic device other than for sanctioned educational purposes *Use of school computer system for recreational, personal, or commercial purposes * Use of other's passwords or allowed use of own password by others	Use of the computer/internet for non-educational purposes and/or participation in the transfer or storing of materials which are treasonous, subversive, obscene, sexually explicit, or pornographic <ul style="list-style-type: none"> • involvement with cyber bullying/harassment Sexting – sending or posting sexually suggestive text messages and images, include nude and semi-nude photographs, via cellular phones, over the Internet or through other electronic means.

Bomb Threat /False Alarm / Building Security Breach	Students exits/enters the school between 7:35am and 2:20pm through an entrance other than the CTC or Front Office	Student participates in the delivery of false fire alarm or bomb threat or any other threat Student participates or plans in the delivery of a message of possible explosive materials being on school property, near school property and/or pending explosion. Students opens any door to any person outside to allow person in between 7:35am and 2:20pm
Possession, distribution and/or sale of illegal substances on school property or school sanctioned event	No Minor	*See Drug and Alcohol Use/Possession by Student (JICH)
Possession, distribution and/or sale of illegal items/weapons on school property or school sanctioned event	No Minor	*See Dangerous Weapons on School Property (JIC)

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SECTION 3: STUDENT SERVICES

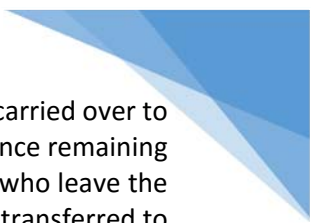
General

Cafeteria

The cafeteria is open for breakfast from 7 to 7:25am and during break from 8:50 to 8:58am. Lunch is available for purchase during the scheduled lunch periods in Block 3 or students may bring lunch from home. Students are expected to dispose of trash and return trays to the kitchen. Food from outside vendors is not allowed in the cafeteria during the lunch periods.

Meal Charging and Account Balance Management (Policy EFAA)

Payment for meals is expected when the meal is purchased. It is the responsibility of the parent/guardian to provide their child with funds to purchase meals. The district also recognizes that there may be times when a student has forgotten their lunch money or that the student's meal account has a zero balance. The district would like to work with families so that students can charge for a meal on the occasion when this is necessary so that the child can eat lunch during the school day. At the same time, the district expects that parents will work with the school district in order to resolve any meal charges in a timely fashion. The district food service director will contact families every time the student charges a meal and will only be allowed to charge up to \$15. No meal charging will be allowed for any student in grades 6-12 after the \$15 meal charge limit has been reached.



Any student that has a positive balance at the end of the school year will be automatically carried over to the next school year. Upon request of the parent who owns the account, any positive balance remaining at the end of the school year will be refunded. Students who have graduated or students who leave the school district during the school year will have account balances refunded to the owner or transferred to another student account at the request of the parent who owns the account. If the parent who owns the account does not request a refund by October 1st of the following school year, all unclaimed balances will be applied to the district's food service account and subsequently forwarded to the State of New Hampshire's Abandoned Property Division.

Please see Somersworth School Board (Policy EFAA) for more detailed information on Student Food Service Meal Payment, Charging and Meal Account Management.

Free and Reduced Lunch Program (Policy EFC)

Free and reduced lunch forms are handed out on the first day of school and always available in the Main Office. Each student may apply for free or reduced lunch at any time during the school year. No student will be denied lunch based on their ability to pay and will receive the same lunch that a paying student receives. Students who received free or reduced lunch during the prior school year may temporarily start receiving free or reduced lunch the first day of school. However, they must submit a new application to continue receiving free/reduced lunch after the new announced date. All students need to wait until the new applications have been processed. Every student wishing to apply for free or reduced lunch needs to complete a new application each school year for the student to continue on this program after the announced date. Once applications have been processed you will receive a letter regarding your application.

Mulligan's Grill and Topper Shoppe

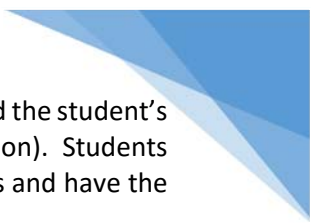
During our two scheduled lunch periods the cafeteria, Mulligan's Grill and the Topper Shoppe are the only authorized areas for food and beverages. Mulligan's Grill and the Topper Shoppe are available to students during certain days of the week. Students must obtain the proper permission to use the restaurant. Consumption of food and beverages in the classroom is at the discretion of the individual classroom teacher.

Lockers

Lockers, desks, and storage areas are the property of the school district. Each student is assigned a locker and a lock by the administration. The student is responsible for the lock and locker while he or she is a student at the high school. A student who loses their lock will be charged \$5 replacement cost. The student may be subject to a fine for any willful damage to school property. A lock or locker that does not function properly should be brought to the attention of the administration. Wellness classes also have locks available for student use in the locker room and we expect students to use the locks to secure their personal items. Do not assume that because the Locker Room door is locked, that your items are secured. Please lock them in a locker. **The school is not responsible for items not secured in any locker.**

Field Trips (Policy IJOA)

A field trip is a visit to an off-site location whose purpose is to enhance, motivate and support the instructional practices of the classroom or school group. All field trips must have the prior approval of the School Principal. School-wide behavior expectations are in effect for the duration of the field trip. Parents must sign the Field Trip Permission Slip at least one week before the departure on the trip. Staff will be



provided with a list of students participating in the trip at least one week prior to the trip and the student's absence from other classes will be a sanctioned absence (authorized by administration). Students participating in the field trip will be expected to get the assignments for the missed classes and have the work completed upon their return to class.

Overnight Field Trips (Policy IJOA)

All rules above apply to overnight field trips. In addition, there are additional forms to be signed by parent and student including warning and consent form. All medication (both prescription and over the counter) is to be bagged and given to the chaperone prior to the field trip. Prior to leaving for an overnight field trip all bags will be searched by administration and the state police drug dog may be walked through the baggage in search mode.

Announcements/Flyers/Event Notifications

Announcements will be read daily during the first few minutes of Flex/Advisory Block. All notices must be approved by an administrator and signed. Announcements submitted in writing by the beginning of 2nd block and related to school events or academic issues will be typed and posted on the bulletin board outside the front office.

All posters/flyers should have prior approval of the administration and be signed before posting. Posters placed on walls must be removed promptly after the activity. Please use masking tape (not scotch tape) and secure all edges.

Items Dropped Off for Students

Students will only be able to pick up items dropped off by parents during passing times. These items include homework, special projects, lunches, money, permission slips or other items needed by our students.

Working Papers

Students who are required by their employer to have working papers may obtain them in the Career Technical Center office.

Lost and Found

A "lost and found" area is in main office. Students are encouraged not to bring valuables to school unless it is necessary. The school is not responsible for stolen items.

Fundraising

Student Activity Groups wishing to do fund raising events must complete the Student Activity Form and get approval from the administration and possibly the Superintendent. Students may not sell or purchase any item without prior approval of administration. Students may not sell any items for personal gain. All monies collected and/or expended must be processed through school administration.

Student Activity Groups whose fund-raising activities involve the use of the school facilities must also complete and get approval from the appropriate administrator on a "Building Use Form." Authorization on facility use depends on the location to be used. Fundraisers will support healthy eating.

Location to use	→	Approval Administrator
Career Technical Center	→	CTC Director

Gymnasium and Athletic Fields → Athletic Director
Somersworth High School → Associate Principal

Building and Safety Policies and Procedures

Standard Response Protocol

Our school has adopted the “I Love U Guys” Foundation’s Standard Response Protocol (SRP). The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. SRP utilizes clear common language while allowing for flexibility in protocol. The premise is simple - there are five specific actions that can be performed during an incident; Hold, Secure, Lockdown, Evacuate, and Shelter.

Fire Drills /Emergency Evacuation Drills (Policy EBCB)

All students are to follow the fire instructions posted in individual rooms. Exit should be swift and orderly. Teachers are to bring class rosters with them to verify attendance once the class has gathered at the pre-identified location. All classes have Emergency Paperwork, containing class rosters and procedures, available if there is a substitute teacher present.

If the alarm should go off during a passing time all persons are to go to the nearest exit. Students should stay with the closest available teacher. Do not re-enter the building until directed by an administrator or teacher. In the event of a bomb threat, students are expected to follow the same evacuation procedures as a fire drill. **(Policy EBCB)**

>>Students failing to follow these procedures will receive administrative consequences.

Our campus is closed during all drills and emergency situations, except for emergency personnel. No one will be allowed to enter or exit the campus during those times.

Safety and Security (Policy EBB)

The Somersworth Police Department has worked closely with SAU56 and high school administration to develop security protocols which will be determined by the initiating event. Administration and teachers have been trained in the variety of protocols and will be directed to follow the appropriate on as needed basis. Students are expected to respond to administration and teacher directives promptly and cooperatively.

Security Protocols: All exterior doors will be locked after the 2nd morning bell. Only the entrance by the main office is to be used for access or egress into/from building by using a Doorbell System. Classroom doors are required to be locked. Windows are not required to be locked. Students pass within the building as usual.

Secure: A secure will occur when an emergency occurs within the building in which student movement would impede efforts to address the situation. All students are expected to remain in their classrooms. Students in the hall should return to their assigned classroom ASAP. Students will remain in classroom until an administrator announces otherwise.

Active Threat: Beginning with the 2022-2023 school year, all staff were trained in the I Love U Guys Standard Response protocol to an active threat. Families who would like to learn more are encouraged to reach out to the high school’s main office.



Visitors/Trespassers (Policy KI)

To protect the students, staff, and property, a visitor (a person not employed by the school system) during the school day must first report to the Main Office for authorization to be in the building or on the grounds. The visitor must wear an identification badge while in the school. Law enforcement officers may be called upon to enforce this policy in cases of uncooperative violators. Parents who have business with the school can visit during school hours. We do request that parents/visitors make arrangements in advance to be assured that school personnel will be available to meet with them. Students are not allowed to have friends visit the school during the school day.

Outside of regular school hours, it is unlawful for any person, without the consent of an authorized person, to enter school grounds, premises, or property for any purpose other than to attend an event/meeting held at the school. Violators may be charged.

Volunteers/Chaperones/Coaches (Policy IJOC)

A volunteer is anyone who gives their time to assist in any way with school activities and events, sports teams, or daily operations at the schools. All volunteers/Chaperones/Coaches must be at least 2 years removed from High School. Types of volunteers include:

- **Designated Volunteers:** a volunteer who comes in direct contact with students on a daily basis; meets regularly with students; and/or meets with students on a one-on-one basis.
- **Coaches:** a volunteer who assists with the supervision of a school-sponsored sports team.
- **Event Chaperone:** a chaperone is a volunteer who provides supervision support on a field trip or other school activity.
- **Other:** any other volunteer so designated by the School Board or Superintendent.


All volunteers and Chaperones will be required to undergo a background investigation and criminal records check before volunteering or chaperoning any school sponsored events. Fingerprinting is done at the SAU office and can take up to 3 weeks for processing. All volunteers are required to resubmit for a background investigation and criminal records check every four years.

Health and Wellness

School Health Services (Policy JLC and Policy JLCE)

The responsibility for the health of each child is the primary responsibility of the parents/guardians. The School Health Services Program will strive to protect and improve this health in cooperation with parents/guardians, making use of community resources, educational materials, and a sound health program.

A school registered nurse is available to students for health services from 7:30am to 2:20pm, with treatment limited to first aid. First aid will be given to pupils while at school with parental permission. Injuries occurring at home are the responsibility of the family and should be treated at home. If a student has an injury at home that requires any accommodations, please send all medical recommendations from the doctor to the school and make sure that it is given to the nurse. This information can also be sent via



email to nsoule@sau56.org. Any accidents occurring on school property are to be reported to the School Nurse and the School Principal immediately.

Permissions for vision and hearing screenings as well as basic first aid and assessment are on PowerSchool. Students will not be able to receive medical care or assessment unless parents give their permission.

In case of extreme emergency, the pupil will be transported to the hospital and the parent will be notified as soon as possible.

If a student has a chronic medical condition (allergies to food, allergy to bee stings, diabetes, asthma, seizures, etc.) it is the responsibility of the PARENTS OR GUARDIANS to inform the school nurse. The school nurse will work with parents and the school team to develop appropriate plans for school. This information must be made known to the school nurse.

Student Wellness (Policy JLCF)

Nutrition Standards: The District will meet all nutritional requirements for reimbursable meals set forth by the United States Department of Agriculture (USDA). Students will be encouraged to make healthy food choices based on low fat, high fiber, and low sugar menu options. The district will offer whole grain products to ensure lower fats and sugars are served. Food and beverage will be monitored for appropriate portion size and content for age/grade level according to the USDA guidelines. The district will strive to a policy to reduce Trans-fats served. The policy will comply with the regulations and guidance issued by the US Secretary of Agriculture as applicable to schools. Healthy foods may be used as incentives. Healthful options of food and beverages will be encouraged at parties/celebrations/meetings during the school day.

Immunizations (Policy JLCB)

Students are required to stay current on required immunizations. Students who do not have the proper immunizations will not be allowed to attend school unless they can show proof of an upcoming appointment for missing immunizations.

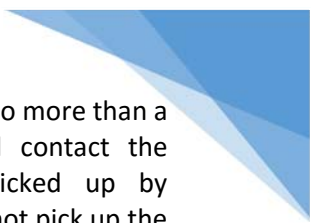
Medications (Policy JLCD)

Students are NOT permitted to carry ANY medications on their person. ALL medications and prescriptions MUST be checked in with the nurse before school.

At the beginning of the school year, a list of common over the counter (OTC) medications will be sent home with the student seeking written parental permission. If this permission form is not returned to the nurse, no OTC medications will be given. (NH DOE Rule 311.02)

Any **OTC medication** on the list is available to students, with parental permission, and should not be brought into the school. If a student needs to take an OTC medication that is not on the list, the medication must be in its original container and the student must have a parent note explaining what is to be taken and when.

Prescription medication must be in a prescription labeled bottle with the student's information on the bottle. State law requires a physician's note include the detailed names of medication, dosage, & times to be given in order for it to be administered by the school nurse, principal or other designee. A written authorization from the parent/guardian indicating the desire that the school assist the student in taking the prescribed medication.



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.

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

By law, no exchange of prescription, over the counter or illegal drugs, in any form, for any reason, will be permitted.

Concussions (Policy JLCJ)

Consistent with the National Federation of High School (NFHS) and the New Hampshire Interscholastic Athletic Association (NHIAA), the district will utilize recommended guidelines, procedures and other pertinent information to inform and educate coaches, youth athletes, and parents/guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury.

In the event a student is concussed, regardless of whether the concussion was a result of a school-related or non-school-related activity, school district staff should be mindful that the concussion may affect the student's ability to learn. In the event a student has a concussion, that student's teachers will be notified. Teachers should report to the school nurse if the student appears to have any difficulty with academic tasks that the teacher believes may be related to the concussion. The school nurse will notify the student's parents and treating physician. Administrators and district staff will work to establish a protocol and course of action to ensure the student is able to maintain his/her academic responsibilities while recovering from the concussion.

Communicable Diseases (Policy JLCG)

Recommended school control measures for communicable diseases from the NH Bureau of Communicable Diseases Control:

- Chicken Pox: Excluded from school for one week after the appearance of rash by which time the lesions should be crusted.
- Conjunctivitis: (pink eye): Children should not attend school while lids are swollen and if there is a discharge and has been on medication for 24 hours.

- Impetigo: (a skin lesion or lesions containing pus): Excluded from school for 48 hours from the time effective treatment with penicillin or other antibiotics has begun. Contacts should be carefully observed.
- Gastrointestinal Infections: (nausea/vomiting and diarrhea): Exclude from school during acute illness. Strict attention to personal hygiene.
- Measles: With the occurrence of ONE case of measles in the school, all UNIMMUNIZED children will be excluded from school for two weeks.
- Pediculosis: (head or body lice and nits): If live lice are identified, students are excluded from school until adequate treatment is completed. Students with nits will not be excluded from school, but their parent will be notified and encouraged to check daily until nits are no longer present.
- Scabies: Excluded from school until adequate treatment is completed.
- Strep Throat: Exclude from school until student has been on effective antibiotic treatment for 24 hours.

Questions regarding school health policies should be directed to the school nurse through the school office.

Guidance and Counseling Services

The School Counseling Department aims to support the academic, career, and social emotional growth of all students through a variety of activities and initiatives. Practices are guided by the recommendations put forth the Americans School counseling Association (ASCA). Throughout the course of the school year counselors will be meeting with individual students on both formal and informal levels. These interactions may include lunch bunches and drop-in meetings, classroom counseling curriculum and scheduled individual or group counseling sessions.

If it is recommended that the student participate in regular individual or group counseling sessions this request will be communicated prior to the onset of the formal counseling relationship. When school counselors work with students on an ongoing basis services are designed to be short term. In some cases, it may be recommended that your student engage in additional outside counseling services.

It is important to note that, as counseling is based on a trusting relationship between counselor and counselee, the counselor will keep all shared information confidential except in certain situations in which an ethical responsibility limits confidentiality. Counselors aim to work closely with the school faculty and staff in support of all students. Further, Counselors hope to collaborate with parents, in hopes of best supporting the needs of students. Please contact your school counselor at any time with questions or concerns regarding your student or to learn more about what the school counseling department has to offer.

Academic Services and Supports

Somersworth High School requires a minimum of 26 credits for a Somersworth high School Diploma. The minimum standards diploma is available only by permission of guidance, administration, and parents (if student is not age 18). Students may apply for the Somersworth Minimum Standards Diploma at the end of their sophomore year or at the start of their junior year. Beginning with the Class of 2027, an alternative Diploma of Distinction track will be offered. This track will recognize students for their academic achievement, character, and contributions to our community.

Power School

Class assignment, grades, progress reports, transcripts and attendance are available through our grading software management program, Power School. Students are provided with a username and password. If a student forgets their Power School login information, they can check with the main office for assistance. Parents/Guardians are also able to receive a login to Power School. If a parent/guardian does not have a login or needs assistance, please contact the attendance secretary in the front office.

Progress Reports/Report Cards

Progress reports are available 24-7 through the Power School Parent Portal. If you do not have access to the internet outside of school, a hard copy of their progress can be provided at the mid-quarter mark for each course.

Report cards are issued at the end of each marking period. Dates of the marking period will be posted on the high school website and School Messenger will send phone messages letting you know when grades have been finalized and available to view on Power School. If you prefer a paper copy of your student's report card, the guidance office can provide that to you.

The numerical equivalents are as follows:

A 4.00 (94-100)	C 2.00 (73-76)
A- 3.67 (90-93)	C- 1.67 (70-72)
B+ 3.33 (87-89)	D+ 1.33 (67-69)
B 3.00 (83-86)	D 1.00 (63-66)
B- 2.67 (80-82)	D- 0.67 (60-62)
C+ 2.33 (77-79)	F 0.00 (0-59), D

A four-point (4.0) scale based on quality of achievement is used in computing class rank EXCEPT honors and advanced placement courses. They are weighted as follows: Honors A-5, B-4, C-3, D-2, F-0. Advanced placement A-5.5, B-4.5, C-3.5, D-2.5, F-0

Class Standing

The total number of years a student has been in High School will determine what class the student will be a member of for the following year. Class status is determined by August 10th and not re-evaluated until the following summer.

Top 10 Ranking

Top Ten students, are determined at the end of the 3rd quarter of their senior year. Students must complete 7 semesters of high school to be eligible. Pass/Fail courses, including PLATO, are not included in the GPA for class rank. Please note that VLACs classes will only count toward Top 10 calculations with prior approval from guidance and administration. For additional guidelines please refer to Program of Studies.

Credit Recovery

The Somersworth High School credit recovery program is designed to give students who have demonstrated proficiency in a portion of course standards additional opportunities to earn course credit in non-traditional settings. At the end of each course, instructors will make an evidence-based claim on demonstrated levels of achievement. This claim will place the student in categories as follows:

1. 100-60: Credit is awarded, no need for Credit Recovery.
2. 59-50: Student is eligible for Credit Recovery
3. 49-0: Student must retake the course in its entirety.

If a student receives a grade between 50-59% they are eligible for Credit Recovery via one of the following options:

Please note: The avenue for credit recovery will be pre-scripted by the course instructor, the counseling office, and SHS Administration. Depending on the course, a student may only have one of the below options available.

1. **Credit Recovery with Classroom Teacher:** the student and teacher will work together to develop a plan of how the student will recover any failed competencies. Once the student completes the required recovery a passing grade of 60% will be rewarded and will be reflected on their transcript.
2. **After School Recovery Program:** the student may be required to recover the credit after school. Students will be assigned for a “5th block” class in their course schedule and will be required to stay after school to recover the credit. Once the student completes the required recovery a passing grade of 60% will be rewarded and be reflected on their transcript.
3. **Summer School:** students may be required to take summer school to recover the failed credit during the school year. Once the student completes the required recovery a passing grade of 60% will be rewarded and be reflected on their transcript.

Alternative Education

Alternative Learning Programs may include but not limited to, extended learning opportunities, independent study, private instruction, performing groups, internships, community service, apprenticeships, online courses/distant education, or other opportunities approved by the Superintendent of Schools or his/her designee, in conjunction with School Board policies. Alternative learning components shall have specific instructional objectives aligned with the State minimum standards and District curriculum standards as well as comply with applicable laws and regulations. Please contact the school guidance department for additional information.

- **HISSET**
- **Dover Adult Education**
- **Online Learning**
- **Extended Learning Opportunities**

Scheduling Adjustment-Adding/Dropping of Courses

All requests for course changes are made through the School Counseling Department. The schedule for the upcoming school year is based on student sign-ups in the preceding spring. It is imperative that students make decisions on courses they will take in accordance with the recommendations from their teachers and counseling staff. Course changes must be made within the add/drop period predetermined at the start of each semester.

Library/Media Center

The Library Media Center welcomes all students and is open during the full school day. Classes are scheduled for specific projects, but students are encouraged to use the library individually. Online databases, internet access, and interlibrary loan are some of the resources linking this library to educational resources of the state, nation, and the world. The Library Media Center offers a wide range of books, magazines, newspapers, videos, and other materials and equipment for borrowing, to make the high school years both successful and enjoyable. See the Library web site at: <http://shstoppers.weebly.com/>. Food and drinks are not allowed in the library at any time. Students may use the library during lunches, after eating in the café.

Homework Lab

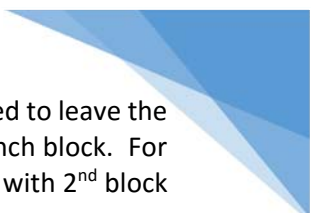
The high school library is open Monday through Thursday from 2:30 to 3:30 to make academic support and media resources available to all students. The lab is staffed by a paraprofessional and/or teachers. Students are expected to use the space for academics. Students who are disruptive or have behavior issues will be asked to leave. Continual behavior issues will result in a student losing the privilege of attending the homework lab. Building administration reserves the right to assign students to homework lab.

Senior Privilege

Seniors that meet the criteria for good standing can earn the right to leave school during a free block through administration. Parents must approve the senior privilege and appropriate paperwork must be on file in the main office. This privilege can be rescinded for class failure, misbehavior, or attendance.

Criteria for Good Standing:

- *No office referrals in the previous quarter.*
- *Earned minimum number of credits to be a senior.*
- *Was not placed on academic probation in the previous quarter.*
- *Fulfilled requirements necessary for all state and federal school testing.*
- *Expected to carry 3 other courses. These do not include:*
 - TA
 - Work study
 - VLACS



All seniors with this privilege must sign in and out in the main office. Seniors are not allowed to leave the building for lunch unless their free block includes the lunch block or is adjacent to their lunch block. For example, a senior with 2nd block free and A (first lunch) may leave for lunch but the senior with 2nd block and C (last lunch) is not able to leave for the lunch.

No other students are allowed to leave school for lunch. Leaving school without permission will result in an in-school suspension. **Students who turn eighteen years of age are required to follow all school rules.**

Transportation

Bus Services (Policy EEA)

The district shall provide transportation for students based on their home address. Students using the Somersworth School District transportation services are under the jurisdiction of the district from the time they board at the bus stop until they exit at the bus stop. If transportation is requested to an alternative location, then a transportation waiver must be completed and approved in order for transportation to a location other than your home. Waiver forms can be obtained in the school office. Under no circumstances will a student be transported on a school vehicle, to a parents/guardian's place of employment.

Bus Discipline

Incidents will be reported by the bus driver, who will fill out the School Bus Incident Report form then give it to the Transportation Coordinator of the private contractor. The parents/guardians will be informed via telephone. A copy of the form will also be mailed to the parents. A second copy will be sent to the Building Principal. The third copy will be sent to the Superintendent's office. The school reserves the right to assign consequences for infractions occurring on the bus as deemed appropriate by building administrations, up to and including removal from the bus.

School Bus Camera Policy (Policy ECAF)

The Somersworth School District views safety to be the most important aspect of its transportation program. To this end, video cameras may be installed on the buses to promote desired student behavior and to permit the driver to concentrate more of his/her attention on the safe operation of the school bus. Audio recordings in conjunction with video recordings may also be captured on school buses in accordance with the provisions of RSA 570-A: 2.

Student Parking

Students may park in the Somersworth Middle School parking lot or on Cemetery Road. Student parking on school property and Memorial Drive, during regular school hours is prohibited. School property includes parking facilities around the Somersworth High School and Career Technical Center. Memorial Drive is Permit Parking only and Somersworth Parking Enforcement will ticket cars on Memorial Drive without permits.

>> Unauthorized vehicles are subject to ticketing by the Somersworth Police Department and/or Parking Enforcement Division and will be towed at owner's expense.

Section 4: ATHLETICS AND EXTRACURRICULAR ACTIVITIES

Athletics

Somersworth High School Athletics has a strong and proud history of athletic and academic excellence and is represented by committed and knowledgeable coaches, athletic trainers, administrators, and student athletes. We believe that the athletic experience is an integral part of the educational process, and that participation is a privilege. Student athletes represent Somersworth High School in the classroom, the hallways, the arenas, and in the community.

Along with the privilege of participating comes the responsibility of abiding by all rules and expectations and school administration reserves the right to remove a student from a club, team, and/or organization for violation of those rules. Ultimately, we trust and expect that our student participants are respectful responsible ambassadors and representatives our school community.

NHIAA

Somersworth High School is a participating member of the New Hampshire Interscholastic Athletic Association (NHIAA) and, therefore, our student athletes are required to adhere to established NHIAA rules (in addition to all SHS policies and procedures. To meet this commitment, the athlete must comply with all rules, regulations, and responsibilities which are unique to the athletic program. Please visit the NHIAA website (www.nhiaa.org) for more information.

Eligibility

Our athletes are students first and the privilege of participation is attached to the expectation of academic success. We expect all our student athletes to maintain a high degree of academic excellence. Throughout the school year, eligibility determinations will be made by the Athletic Director in accordance with the below:


- Students who receive two or more failing grades at the end of a marking term will be deemed ineligible for the season.
- Students who receive one failing grade at the end of a marking term will be placed on probation and automatically enrolled in the school's "Check-in Check-out" program.
 - Their grades will be reviewed on a weekly basis (each Friday) by the athletic director.
 - Students who receive a probationary designation for the week will be considered ineligible to participate in the following week's games.
 - Status will be re-evaluated each Friday during the season.
 - During this time, athletes and coaches will develop a plan for practicing and receiving academic supports.

Appeals

A student athlete may appeal their eligibility status to the Associate Principal. The AP will review the information and decide eligibility. Additional appeals can go to the building principal who has the final say in all matters of eligibility.

Attendance

Student Athletes are expected to attend all practices, scrimmages, and games unless obtaining prior approval from the athletic director or coach. Any athletes missing one or more practices, scrimmages, or



games will be subject to consequences, including loss of playing time, to be determined by the coach and athletic director. Medical excuses will be granted with prior parent notification and for injury, illness, other situations as deemed appropriate by the coach/athletic director.

Please note that, in accordance with Somersworth School District School Board Policy, students who have an excused absence, who are dismissed because of illness, are serving an out-of-school suspension, or have an unexcused absence in one or more classes are ineligible for participation in all school activities for that day. In addition, coaches and building administration reserve the right to apply additional consequences, including removal from the organization, as deemed appropriate.

- A student who is tardy unexcused to school 3 or more times in a quarter will be ineligible for participation in school activities on that day and for each subsequent unexcused tardy. *Note: Ice Hockey practices held in the morning would fall into the next day.*

Note-sports with morning practices would have consequences applied to the next team activity.

Code of Conduct (Life of an Athlete)

In order to participate in SHS Athletics, athletes are expected to read, sign, and abide by the code of conduct year-round. At the start of each season, this code will be reviewed with student athletes. This code is also available on the SHS Athletics webpage. (www.somersworthhilltoppers.com)

It is important to note that school administrators reserve the right to apply athletic consequences for any school disciplinary infractions including and up to removal from the team. Students suspended from school will not be permitted to attend or participate in any school activities during the period of their suspension.

Finally, any unsportsmanlike conduct will result in disciplinary consequences as deemed appropriate by building administration. Depending on the seriousness of the infraction, these consequences may include school detention, suspension, and/or removal from the team

Substance Use

Student athletes who are possessing, using and/or distributing illicit substances including alcohol, tobacco, “vaporizers/e-cigarettes,” drugs, and/or any drug paraphernalia will be subject to immediate consequences as outlined below:

Please note: This “Substance Use” procedure also applies to students who are found to be voluntarily with and/or in the presence of others who are using, possessing, and or distributing illicit substances.

- **First Offense:** The student athlete will be removed from the team for 20% of the regular season and playoff contest (rounded up to the nearest full contest). Additional consequences, including mandatory counseling sessions, can be applied by building administration as deemed appropriate and must be completed before the student athlete can return to a team.
- **Second Offense:** The student athlete will be removed from the team for 50% of the regular season and playoff contests (rounded up to the nearest full contest). Additional consequences, including mandatory counseling sessions, can be applied by building administration as deemed appropriate and must be completed before the student athlete can return to a team.

- **Third Offense:** The student athlete will be removed from all athletic teams/organizations for the remainder of their school career.
 - A student may appeal to building administration for re-instatement after one full calendar year. Building administration may assign the following as a condition of re-instatement:
 - Community Service
 - Mandatory Counseling
 - Other restorative programming.
- **“Hosting:”** For student-athletes who “host” an event during which student-athletes are engaging in illicit activities as described above the “Second Offense” category will immediately apply.

Please note that the above will be applied in the case of the receipt of an identifiable image and/or video which implicates a student athlete to have been in possession and/or in the presence of an illicit substance and or engaging in other illegal activities during their high school career.

These rules are in effect for a student’s entire high school career, including summer. These rules are enforced for athletes when they are “in-season”. Offenses are cumulative. If a student is involved in another activity during the suspension, the student will not be allowed to represent Somersworth High School until suspension is completed.

Hazing

Somersworth High School Athletics does not permit, and will not tolerate, any form of initiation or harassment. Any reports of hazing, bullying, and/or harassment will be immediately investigated by building administration. Any student found to be engaged in any “hazing” activity will be, at minimum, suspended from team participation for the remainder of the season. Please note that additional consequences including school suspension and expulsion may be applied for behavior that is considered hazing.

Transportation

All student athletes must travel to and from contests/events by way of school provided transportation. Exceptions are limited to the following:

- Injury to a participant which would require alternative transportation.
- Prior arrangements made between the athlete’s parents, the coach, and the athletic director. Requests can be made by email or through a written note submitted to the Athletic Director which outlines the reasoning for not taking school transportation.

The Athletic Director reserves the right to deny all transportation requests. Appeals can be made directly to the Associate Principal.

Extra-Curricular Activities and Programs

Somersworth High School is proud to offer a wide variety of extra-curricular activities for our students. We believe that engaging with the community by participating in clubs and organizations helps to provide a fulfilling high school experience. In addition, these activities enable students to connect with staff, build relationships, and develop their interests outside of the classroom environment. While we hope that all our students participate in at least one extra-curricular program or activity, participation is a privilege and, in addition to the below guidelines, students must abide by all school rules, procedures, and expectations.

Attendance

Students who are absent from one or more classes during the school day are not eligible to participate or attend the extracurricular activity. This includes sporting events, dances, concerts, fundraisers, or any school sponsored activity. Exceptions may be made on a case-by-case basis as determined by building administration.

Co-Curricular/Athletic Offerings

National Honor Society	Yearbook	Baseball
Student Council	Interact	Softball
Math Team	District Filming	Soccer
Drama	Pride Club	Football
Marching Band	Sustainability Club	Spirit
Chorus	Knitting and Crocheting Club	Volleyball
Spring Track	Unified Basketball	Basketball
Ice Hockey	Golf	Class Committees
Winter/Indoor Track	Gymnastics	Multi-Cultural Club

***Yearly Offerings will be subject to change based on student interests.**

Standards for Participating

While extra-curricular activities can support and promote classroom learning, we expect that participants maintain high levels of academic excellence. Students who are failing one or more classes may be removed from extra-curricular activities as deemed appropriate by the club adviser and building administration. Building administration reserves the right to apply conditions for club re-instatement including counseling sessions, community service, etc. and can, at any time, place a student on probation.

School Sponsored Event/Dance Expectations/Guidelines:

We are fortunate to be able to offer our student body a wide range of school-sponsored events including, but not limited to, dances, functions, formals, banquets, athletic contests, senior activities, etc. Attendance/participation at these events/activities is a privilege and is contingent upon several factors including, but not limited to, disciplinary record/infraction, Attendance, and Academic Record.

- **Junior Prom**-The Junior prom is reserved for students in their third year of high school. Students of other grade levels may be invited as guests. Students wishing to attend junior prom must have already earned 13 credits at the beginning of the school year or present sufficient evidence to school administration that he/she will have earned the necessary number of credits, 18, needed to be a senior by the end of the school year.

Please note the following:

- *School administration reserves the right to revoke the privilege of attendance/participation of any student at any school-sponsored event or activity at any time for the reasons listed above and/or when that students' attendance would, in the judgment of a school administrator, have a negative impact on the school community.*
- *Guests will be limited to one per student and may not be more than one year removed from high school. Guest forms must be completed and turned in before tickets can be purchased.*
- *The school reserves the rights to add additional programming requirements for students/families as a prerequisite for event attendance (ie: Positive Choices Presentation)*



ACCEPTABLE USE POLICY SOMERSWORTH SCHOOL DISTRICT COMPUTER SYSTEM

1.0 Overview

The Internet is a vast, global information network, linking computers at universities, high schools, science labs and other sites. Through the Internet, one can communicate with people all over the world through several discussion forums, as well as through electronic mail. In addition, many files are available for downloading on the Internet, many of which are of educational value.

Because of its enormous size, the Internet's potential is boundless. However, with the great potential for education also comes some potential for abuse. Because access to the Internet provides connections to other computer systems located all over the world, users (and parents/guardians of users who are minors) must understand that neither the Somersworth School District nor any District staff member controls the content of the information available on these other systems. Some information may be controversial and, sometimes, may be offensive. The Somersworth School District does not condone the use of such materials.

During school activities, teachers and other staff will guide students toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with other information sources such as television, telephones, movies, radio and other potentially offensive media.

The use of the Somersworth School District Computer Network is a privilege and not a right. Inappropriate use will result in restriction or cancellation of access privileges as well as other disciplinary or legal action. Students and staff members will be expected to demonstrate an understanding of this policy by signing the acceptable use contract.

2.0 Purpose

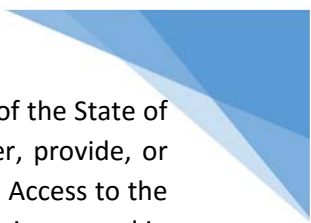
The purpose of this policy is to outline the acceptable use of computer equipment on the Somersworth School District Computer Network. The rules are in place to protect both users and the School District itself. Inappropriate use exposes the district to risks including virus attacks, compromise of network systems and services, and legal issues.

3.0 Scope

This policy applies to students, teachers, faculty and other staff members attending or working for the Somersworth School District. The policy applies to all equipment that is owned or leased by the Somersworth School District.

4.0 Policy 4.1 General

This computer network has been established for a limited educational purpose to include classroom activities, career development, and limited self-discovery activities. It has not been established as a public access of public forum, and the Somersworth School District and this school have the right to place reasonable restrictions on the material you access or post, the training you need to have before you are

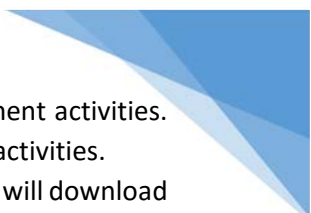


allowed to use the system, and enforce all rules set forth in the school code and the laws of the State of New Hampshire. Further, you may not use this system for commercial purposes to offer, provide, or purchase products or services through the system or use the system for political lobbying. Access to the Internet is available through this school only with permission of the principal or his/her designee, and in the case of students, a parent or guardian.

4.2 Unacceptable Use

The following uses of the Somersworth School District Computer System are unacceptable:

- I. Illegal Activities
 - a. You will not attempt to gain unauthorized access to this or any other computer system or go beyond your authorized access by entering another person's user name or accessing another person's files.
 - b. You will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
 - c. You will not use the Somersworth School District Computer System to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
- II. System Security
 - a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no condition should you give your password to another person.
 - b. You will immediately notify the system administrator (or teacher, in the case of a student) if you have identified a possible security problem. Do not look for security problems; this may be construed as an illegal attempt to gain access.
 - c. You will not attempt to circumvent security devices put in place to restrict access, such as web filters or firewalls (including but not limited to the use of proxy sites and remote access software).
- III. Inappropriate Language
 - a. On any and all uses of the Internet, whether in application to public or private messages or material posted on the web pages, you will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. You will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person by a persistent action that distresses or annoys another person and you must stop if asked to do so.
- IV. Respect for Privacy
 - a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
 - b. You will not post private information about yourself or another person.
- V. Respecting Resource Limits

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- a. You will use the system only for educational and career development activities. There is no limit on the use of education and career development activities.
 - b. You will not download large files unless necessary. If necessary, you will download the file at a time when the system is not being heavily used.

VI. Plagiarism and Copyright Information

- a. You will not plagiarize words that you find on the Internet. Plagiarism is taking the idea or writings of others and presenting them as if they were yours.
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Students may direct any questions regarding copyright law to a teacher.

VII. Inappropriate Access to Material

- a. You will not use the Somersworth School District Computer System to access material that is profane or obscene (pornography) or that advocates illegal acts of violence or discrimination toward other people (hate literature). A special exception may be made for hate literature if the purpose of the access is to conduct research with both teacher and parental approval.
- b. If you mistakenly access inappropriate information, you should immediately tell your teacher or other district employee or other person designated by the school. This will protect you against a claim of intentional violation of the policy.

4.2 E-mail Policies

I. Requirements

- a. Students and staff members are expected to check their e-mail at least once per day. Important information and announcements are regularly sent via e-mail.
- b. You will delete unwanted messages promptly, and stay within your e-mail quota.

II. Unacceptable use

- a. E-mail use is intended for professional and educational use only. E-mail should not be used for personal communications.
- b. Sending “junk mail” or other advertising material to individuals who did not specifically request such material.
- c. Any form of harassment via e-mail, telephone or paging.
- d. Creating or forwarding “chain letters”, scams, or other “pyramid” schemes of any type.

4.3 Privacy

Users of the Somersworth School District Computer Network must be aware that information access, created, sent, received or stored on the network is not private. It is subject to review by network system administrators. System administrators may investigate complaints regarding files or e-mail that may

contain inappropriate or illegal material without prior notification and may lock or remove the offending media if it is deemed against this Acceptable Use Policy.

4.4 Security

- I. Password Security
 - a. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts and should regularly be changed as needed. You will be held responsible for any unauthorized access resulting from sharing your account information.
- II. Workstation Security
 - a. All PCs, laptops and workstations should be secured when you are not at the computer.
 - b. This may mean either logging off or locking the workstation manually (pressing the WINDOWS KEY and L simultaneously.) Computers will automatically lock after twenty minutes of inactivity.


4.5 Equipment Policies

- I. **Unauthorized Personal Computer Equipment.** In the interest of security and resource management, only equipment owned by the Somersworth School District is allowed to be used on the computer network, including PCs, laptops and printers. Any equipment found violating this policy may be removed without warning.
- II. **Unauthorized Modification of Computer Equipment.** Computer equipment must not be modified or moved without prior approval. Computer systems are named appropriately in each room, and the location must be properly documented by the system administrator.
- III. **Removal of District-Owned Equipment.** Equipment owned by the School District must not be removed without prior approval. Laptops and other such equipment are typically purchased with the intention of the staff member having them at home, but desktop PCs should not be removed. Equipment that cannot be accounted for because it has been taken home may be considered as stolen.

5.0 Your Rights

- I. **Free Speech.** Your right to free speech, as set forth in the school disciplinary code, applies also to your communication on the Internet. The Internet is considered a limited forum, similar to the school newspaper, and therefore the district may restrict your right to free speech for valid educational reasons. The district will not restrict your right to free speech on the basis of its disagreement with the opinion you express.
- II. **Search and Seizure.** You should expect no privacy of the contents of your personal files on the district system. Routing maintenance and monitoring of the system may lead to discovery that you have violated this policy, the school code, or the law.

An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the school disciplinary code, or the law. The investigation will be



reasonable and related to the suspected violation. Your parents have the right at any time to see the content of your e-mail files.

III. **Disciplinary Action.** Violation of the Acceptable Use Policy will result in one or more of the following disciplinary actions:


- Verbal warning
- Written warning
- Restriction of access privileges
- Removal from a class activity
- Removal from a course
- Student detention, suspension or expulsion
- Referral to the appropriate legal authorities for possible criminal prosecution.

IV. **Due Process.** The district will cooperate fully with local, state or federal officials in any investigation related to illegal activities conducted through the Somersworth School District Computer System. In the event of a claim that you have violated this policy, the school disciplinary code, or the law in your use of the Somersworth School District Computer System, you will be given written notice of suspected violations and an opportunity to present an explanation according to school code and/or state and federal law. Additional restrictions may be placed on the use of the Internet account. The district makes no guarantee that the functions or the service provided by or through the district system will be error free or without defect. The district will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information attained through or stored on the system. The district will not be responsible for financial obligations arising from unauthorized use of the system.

FERPA

Parents will be notified of their Family Educations Rights and Privacy Act (FERPA) rights annually. The notice listing these rights include:

1. The rights of parents or eligible students to inspect and review the student's education records.
2. The intent of the district to limit the disclosure of information in a student's record, except: (a) by the prior written consent of the parent or eligible students; (b) as directory information; or (c) under certain, limited circumstance, as permitted by law;
3. The right of a student's parents or an eligible student to seek to correct parts of the student's educational records which he/she believes to be inaccurate, misleading, or in violation of student rights; this includes hearing to present evidence that the records should be changed in the district decides not to alter them according to the parent's or eligible student's request.
4. The right of a person to file a complaint with the United States Department of Education if the District violates FERPA; and

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5. The procedure that a student's parents or an eligible student should follow to obtain copies this policy.

PROCEDURE TO INSPECT EDUCATIONAL RECORDS (Policy JRA)

Parents/eligible students should submit to the school principal a written request that identifies as precisely as possible the record or records that he/she wishes to inspect. The principal will contact the parents or the eligible student to discuss how access is best arranged for their inspection or review of the records (copies, records brought to a single site, etc.). The principal will make the needed arrangements as soon as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed within 30 days or earlier after the principal's receipt of the request for access. If for any valid reason such as working hours, distance between record location sites or health, a parent or eligible student cannot personally inspect and review a student's education records, the principal may arrange for the parent or eligible student to obtain copies of the records. When records contain information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students. If such records do contain the names of other students, the principal will seek consultation with the Superintendent and/or the District's attorney to determine how best to proceed.

Fees for Copies of Records:

The District reserves the right to charge a fee per page based on district rate for records in excess of 10 pages. No fee will be charged to parents who wish to inspect or review material, or for searching and retrieving information.

Disclosure of Student Records and Student Information.

In addition to directory information, the District may disclose student records and student information without consent to the following parties or under the following conditions.

1. School officials with a legitimate educational interest may access student records. "Legitimate education interest" refers to school officials or employees who need to know information in a student's education record to perform the employee's employment responsibilities and duties.
2. Other schools into which a student is transferring or enrolling.
3. Officials for audit or evaluation purposes.
4. Appropriate parties in connection with financial aid.
5. Organizations conducting certain studies for, or on behalf of the school district. Student records or student information will only be provided pursuant to this paragraph if the study is for the purpose of developing, validating or administering predictive tests; administering student aid programs; or improving instruction.
6. Accrediting organizations.
7. Judicial orders or lawfully issued subpoenas. 8. Health and safety emergencies.

DIRECTORY INFORMATION- NOTICE CONCERNING STUDENT RECORDS (Policy JRA)



Directory Information

Directory information, which is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. The District designates the following items as Directory Information:

- student name and address
- grade level
- major field of study
- participation in officially recognized activities and sports
- Dates of attendance, degrees, and awards received
- most recent educational agency attended
-

The District may release or disclose student directory information without prior consent of the student's parents/eligible students. Within the first three weeks of each school year, the District will provide notice to parents/eligible students that the District may publish directory information without their prior consent. Parents/eligible students will be given until October 1st or 30 days since students enrollment date to notify the District in writing of any or all directory information items that they refuse to permit the District to release or disclose. Notice from parent/eligible student that any or all direction information shall not be released will only be valid for that school year and must be re-issued each school year. For full details please reference the school board policy.

CORRECTION OF EDUCATIONAL RECORDS

Parents or eligible students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Procedures for the correction of educational records are listed in **Policy JRA** (Student Records and Access). Somersworth School Board Policies are available at www.sau56.org.