



Acknowledgement of Handbook Receipt

By signing this form, I acknowledge that I have received a copy of the ConVal Regional High School Student Handbook for the 2016-2017 school year. I understand that this handbook contains information that my child and I may need during the school year.

Please note:

Because we are committed to student safety, we have installed security cameras in public places on the ConVal High School campus such as the parking lot, hallways and lobby areas and school buses. By signing this form, you acknowledge that you have been informed of these security measures.

Name of Student

Signature of Student

Date

Signature of Parent/Guardian

Date

TASC Teacher

Please complete this form and return it to your TASC teacher within 10 days. Thank you!

Message from our Superintendent

Welcome to the 2016-2017 school year!

As the Superintendent of the ConVal School District, I want to personally welcome each of you back to ConVal High School. You are attending a school that recognizes that you are an individual and works to personalize your learning.

You will have the opportunity to do many things that you enjoy, but I want to challenge you to try learning something this year that is different, that stretches you as a learner and as a person. Maybe you will find that you are an actor, a chef, a photographer, an athlete, or a scholar. Talk to that student that has been in your class since middle school, the one that you think you have nothing in common with; maybe you have more in common than you realize. Try out for the team, the part, write that story, submit your work of art, create new software or an app.

Discover. Stretch. Persist. No matter the choice, there are teachers, counselors, and administrators ready and willing to help you; you need only ask - or just answer when they reach out to you.

Whatever you decide, make your days here count. ConVal has the goal to help every student succeed no matter the challenges that they face, so ask yourself this question, "What does success mean to me?" Once you have answered that question, pursue it relentlessly by proceeding as if success is inevitable.

An unknown poet once said: "The start of something new, brings the hope of something great." As the new year begins, my hope for you is that you find a new passion, one that challenges you, fulfills you, and furthers your journey as a ConVal student and as the adult that you wish to become.

Make it a great year!

Kimberly Rizzo Saunders
Superintendent

Message from Our Principal

Welcome back everyone!

As I move into my sixth year as principal, I want to thank our students, parents, staff and community for their continued support of our school. Working **“TOGETHER”** is our motto and is the only way to help each student succeed, and I can proudly say ConVal High School does this very well!!

This year we will continue our move to effectively integrate the learning of 21st century skills for all students to help prepare them for postsecondary success. With the help of our parents, students and staff, we have identified those skills, created rubrics to clearly articulate them and assess progress for individual growth and our school as a whole.

This handbook includes school policies, procedures, and other information integral to the daily functioning of the school. We continue to make adjustments to reflect the values and learning needs of our students. The development of these procedures has evolved over the years with input from students, staff and parents.

We encourage everyone to become familiar with the procedures of the school and to use this handbook as a resource for guidance and information. It should also be noted, however, that even with all of the information outlined for our students, the following four reminders of respect will ultimately make for a positive learning environment and a successful year for each individual student if practiced daily:

1. Respect for yourself
2. Respect for your peers
3. Respect for our facilities
4. Respect for the adults we work with on a daily basis

Enjoy the school year, everyone!!!

Respectfully,

Brian Pickering
Principal

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About ConVal High School

School Profile

Hours: 7:35—2:20

Enrollment: 750

Building Personnel: 145

Motto: “Here Comes ConVal!”

Mascot: Cougar

Colors: Blue and Gold

cvhs.convalsd.net



Our Mission

The ConVal High School community is dedicated to learning, thinking and growing.

Beliefs and Core Values

ConVal is committed to the following:

- Fostering a safe environment through positive culture
- Relentless pursuit of learning, thinking and growing
- Community demonstrates respect for self, peers, facility, and adults
- Students, parents, community, and staff working together

21st Century Learning Expectations

- Writing
- Reading
- Speaking
- Problem Solving
- Technology
- Collaboration
- Self-Management

Contoocook Valley (ConVal) Regional High School opened in 1970 to serve a nine-town region. The school is part of an eleven-school district overseen by a thirteen-member board of education and School Administrative Unit 1 (SAU 1). In addition to ConVal High School, the district is served by two middle schools and eight elementary schools.

Contoocook Valley Regional High School is located at 184 Hancock Road, Peterborough, NH 03458. The high school is part of Contoocook Valley Regional School District, SAU #1, and serves the nine towns of Antrim, Bennington, Dublin, Frankestown, Greenfield, Hancock, Peterborough, Sharon and Temple.

Our Five Year Vision

Our five year vision of excellence includes focusing on the six areas of Culture, Curriculum, Instruction & Assessment, Student Engagement, Tools & Resources, Procedures and Policies to improve student learning.

Learning Environment

ConVal Regional High School is a comprehensive public high school that serves nine towns in southwest New Hampshire and is accredited by the New England Association of Schools and Colleges. Courses are offered on a four-by-four block schedule with daily classes for eighty minutes, and one forty-three minute intervention block.

In addition to Advanced Placement, honors and college preparatory courses, students participate in extended learning opportunities, internships, career education courses, career and technical courses and the arts. All students participate in an innovative intervention block called TASC (Teachers in Academic Support Centers), which provides daily, forty-three minute guided interventions and or extensions.

Specialized programs are offered for students with learning disabilities and special needs. Over fifty percent of our student body participates in athletics and/or extracurricular activities.

Students are expected to learn and demonstrate effective communication (reading, writing, speaking), effective collaboration and problem solving, effective use of technology, and meaningful civic engagement. Students are also expected to demonstrate respect for themselves, respect for others, and respect for the facility.

Academic Competencies

ConVal is now involved in a detailed curriculum mapping process to review, reflect and revise as needed the curriculum, as well as building connected assessments to assure proficiency of skills. These competencies are directly connected to the academic grade in each course and graduation requirement as identified by the New Hampshire State Board of Education and the ConVal School District.

Contact Information

School Phone	924-3869
School Counseling Phone	924-4120
Main Office Fax	924-9176
School Counseling Fax	924-2325
SAU #1 Phone	924-3336
Bus service	924-9211
Conant High School	532-8131

School Cancellation

Local radio and TV stations will announce "NO SCHOOL" or "DELAYED OPENINGS." Parents are urged to stay tuned to one of the stations listed below until 7 a.m.

- WKXL FM 102.3
- WZID FM95.7 or AM137
- SAU 1 website
- WBZ FM92.6
- AM1030
- WKBK FM 98.7
- WJYY FM105.5

WMUR TV Channel 9

Blackboard Connect

In addition, the ConVal School District utilizes Blackboard Connect, a rapid notification system that enables the school district to deliver messages to telephones, emails and mobile phones for notifications and important messages from the school. As a parent/guardian of a student in our school system, your contact information will be entered into the Blackboard Connect system and you will be notified of school closings and other school messages in this manner.

Academic Honesty

ConVal High School is committed to the intellectual development of all of our students and we feel that the way to accomplish this is through a student's original work. Students who attempt to receive credit for work which is not their own are depriving themselves of an opportunity to learn and progress.

Whether you are copying a paper from the Internet or another student, copying another person's homework, looking at another student's answers on a test or quiz, resubmitting work that has already received credit, or not giving adequate attribution for information from a source in a research paper, you are guilty of academic dishonesty.

Plagiarism

Plagiarize: (plā'jə-rīz') v. plagiarized, plagiarizing, plagiarizes

- To use and pass off (the ideas or writings of another) as one's own.
- To appropriate for use as one's own passages or ideas from (another). v intr.
- To put forth as original to oneself the ideas or words of another.

-American Heritage Dictionary

Plagiarism is one of the most serious violations of academic principles--and is important to avoid. Some examples of plagiarism are blatant and easy to recognize.

These may include but are not limited to:

- Buying or copying another person's paper
- Getting someone to write your paper for you
- Copying sentences or paragraphs from a book, article, or website without using quotes and citing the source

Other types of plagiarism are less obvious and may include but are not limited to:

- Using diagrams, photos, and other images without providing the source
- Taking a block of text and changing only a few keywords, as opposed to paraphrasing or putting it in your own words.
- Using an author or an expert's idea without citing them as a source-i.e., taking credit for another person's idea, not necessarily their words.
- All instances of academic dishonesty will be treated and recorded as a major disciplinary infraction. Infractions will first be documented and reported to the department chair and administration.

Disciplinary Response

The teacher, department chair and administrator will determine an appropriate disciplinary consequence in all instances of academic dishonesty.

Academic Response

The first instance of such an infraction will result in an opportunity to correct the piece of work in question, but will result in a grade of no greater than 50%. A second instance will result in a 0% for the work involved.

You can avoid the pitfalls of plagiarism by remembering these simple tools:

- Keep careful track of your sources of information. Books, articles, websites, even interviews need to be cited. Keeping your notes together with the source information will save you time and energy down the road. When taking notes, keep track of when you are quoting directly (even short phrases) and when you are noting another person's idea or argument.
- Remember to note the author of an idea or text in your paper, either directly ("Freud argued...") or as an in-text citation (specific formatting guidelines will be provided by your teacher). Use quotation marks for any line or phrase that is copied verbatim. Remember: any idea, phrase, or image that did not come directly from you and your own thought process must be cited.
- Facts considered general knowledge do not need to be cited. The basic rule of thumb is that any information that can be found in five or more credible, general reference sources is general knowledge.

Student/Parent Resources

- Plagiarism Tutorial
<http://library.acadiau.ca/sites/default/files/library/tutorials/plagiarism/>
from Vaughan Memorial Library
- Turnitin: <http://turnitin.com/static/index.php>
- RefMe: www.refme.com/us/
- Easybib: <http://www.easybib.com/>

Scheduling Procedures

Course Load

- Students in grades 9-10 are expected to carry eight (8) credits.
- Seniors and juniors may apply for early release or late arrival, pending approval from their school counselor and their parents.

Course Numbers/Weighting

- Class rank is determined with weighted grades.
- ConVal weights grades based on course level as follows:

- o 010 / Honors / Advanced Placement : 1.50
- o 012 / Accelerated: 1.25
- o 123 / Non-leveled: 1.00

Course Levels

Advanced Placement (010)

Advanced Placement courses are college level courses approved by The College Board. These extremely rigorous courses move at a college level pace and students should expect to work harder.

Honors (010)

010 courses require extensive thinking skills, frequent, in-depth reading and writing assignments and consistent homework and home study. Students will be required to synthesize and analyze information and work independently.

Accelerated (012)

012 courses are academically challenging and come with high expectations. 012 courses prepare students for the rigor of college level work.

Non-leveled (123)

123 courses meet the credit requirements for graduation and New Hampshire State Standards, and include students of all abilities and interests. Note: 012/123 courses are courses that are heterogeneously grouped. Teachers may individualize course weight based on a student's current skill level.

Student Placement Procedure

All ConVal students are encouraged to access the highest levels of academic challenge. Decisions about a student's academic placement take many factors into consideration, including the student's ability to persist and his/her demonstrated knowledge and skills in previous coursework. Input and recommendations from teachers, counselors, parents and students are carefully considered in this process and are all valuable in deciding where a student should be placed.

Requirements for Placement Include all of the following:

- Recommended by a current subject area teacher
- Recommended by a school counselor
- Recommended by a parent
- In compliance with selected criteria established by the subject department at ConVal (which may include prerequisite course work, grades in prerequisite coursework, standardized testing results, entrance exams/projects.)

Course Selection Process

- Students consult with teachers and school counselors to select courses for the following year.
- Students and/or parents who would like to appeal the placement must make a formal request to the student's school counselor. A meeting will be held with the parent, student, teacher, and counselor as appropriate.

- A decision about placement will be made at this meeting.

Scheduling Changes and Add/Drop Deadlines

- For initial corrections/changes to schedules after the master schedule has been built, students must submit a request in writing or email by August 1.
- Student/parent requests for specific teachers cannot be considered unless a student previously failed the same course with the same teacher.
- Students will not be allowed to drop or add courses after 5 school days from the start of the course, unless such a change is recommended by the teacher or there are extenuating circumstances approved by the school counseling director.
- Students who drop a class after this deadline will receive a grade of W based on the discussion and recommendation of the teacher, counselor, and administration.
- Students may move into/out of weighted courses until the week after the first progress report, with written request by the parent and support of the teacher as space and scheduling permits.
- Course offerings are subject to enrollment and staffing decisions. Any course can be cancelled at any time by administrative decision.
- If a student is retaking a course to improve a grade, the new grade will show on the transcript and will be figured into the grade point average calculation. The old grade will also remain on the transcript; however, the point value will not be figured. Only one credit can be earned.

Athletic and Co-Curricular Eligibility

- In order to be eligible to participate in a ConVal High School co-curricular program, a student must have passed a minimum of three (3) units of work in the quarter previous to participation and be currently enrolled in three (3) units of work in the quarter of participation.
- Eligibility status is determined on the day that official report cards are distributed to students.
- An incomplete is not considered a passing grade for the purpose of eligibility.

Alternative Course Work

Extended Day Academy

- Students may have the option of taking required courses after school two days per week, based on Academy offerings.
- Students may have the option of participating in credit recovery and/or skill building activities after school two days per week.

Extended Learning Opportunities (ELO) and Independent Study

- Students may engage in educational experiences that reach beyond the walls of the school, the regular school day as well as extend their learning beyond the standard offerings.

- Students shall not be permitted to take more than two extended learning opportunities simultaneously.
- Students may include a maximum of 6 credits for extended learning opportunities on their transcript.

Internships

Students may also wish to experience the world of work first-hand by becoming an intern at a local business. While internships can be used in a variety of ways, they work best when they are the capstone or culminating event in a student’s high school course of study.

For example, a student who is interested in pursuing a career as a dental hygienist should take all the appropriate science and health occupations classes before becoming an intern at a local dental office. This way, the student is able to have the best possible experience as an intern while the local business gains the benefit of working with a student truly interested in the profession.

Online Credit Recovery

- Students may recover credit through the following means:
 - Extended Day Academy
 - Online Learning Lab (VLACS Lab)
 - Independently
 - Summer Academy
 - Adult Diploma Program
 - Alternative Learning Plan
- Students must meet with their school counselor to review their transcript and discuss appropriateness of credit recovery coursework prior to registering for a course.
- Students must complete a Credit Recovery Approval Form.
- If a student is retaking a course to improve a grade, the new grade will show on the transcript and will be figured into the grade point average calculation. The old grade will also show; however, the point value will not be figured.
- Students taking graduation requirements must complete credit recovery courses by the end of Quarter 3 of their senior year.
- Students who have a class period in the school day to work on credit recovery will have the support of a paraprofessional during that time. Students are expected to attend this class block and attendance will be taken.

Summer Academy

- Students have the opportunity to take credit recovery and first time credit courses during a five week Summer Academy.
- Students are invited to register for courses for a \$50 fee which is refunded upon successful completion of the course.
- Registration information for Summer Academy begins in early May. See your counselor.

Virtual Learning Academy Charter School (VLACS)

- Students have the opportunity to enroll in free, online courses through the NH state Virtual Learning Academy Charter School (VLACS). Courses cover a wide variety of subject areas and topics that change from year to year. Current lists of available courses can be provided be viewed at www.vlacs.org . VLACS also has available, through a partnership with local colleges, E-start classes where students can earn dual high school and college credit. There is a separate registration process and fees for these classes. More information can be found on the VLACS website.

VLACS Enrollment Procedures

- Students must meet with school counselor to review their transcript and discuss appropriateness of VLACS coursework prior to registering for a course.
- Students and their parent/guardian are responsible for the registration process and must complete the registration process directly through VLACS. Due to VLACS guidelines, school counselors cannot register students for these courses. Students must list ConVal as their school of record when registering.
- NOTE: It can take up to two weeks for enrollment to be active. Please plan ahead.
- Following completion of the VLACS course, students must request an official VLACS transcript to be sent to the school counselor to ensure the credit is transferred to their CVHS transcript.
- Students taking graduation requirements must complete VLACS courses by the end of Quarter 3 of their senior year.
- Students are allowed to transfer up to two VLACS credits per semester.
- Students who enroll in a VLACS class without following this procedure may not have the credit transferred to their CVHS transcript.
- Students who have a class period in the school day to work on VLACS will have the support of a paraprofessional during that time. Students are expected to attend this class block and attendance will be taken.
- Students wishing to continue in a sequence of courses at CVHS will have to complete the corresponding CVHS course final exam for the VLACS course. The score results of this final exam will be used for placement recommendations.

Special Programs

Adult Diploma Program

- Students seeking an alternative to the regular day diploma may enroll in the adult diploma program administered by Monadnock Community Education. The 20 credit requirement of this program meets the minimum requirements of the State of New Hampshire for the awarding of an adult education diploma. Forms for this purpose are available in the school department.
- Students may enroll in this program only after applying for admission, and receiving permission from the high school principal or designee to do so. Students under the age of 18 must have written permission of their parent/guardian. This alternative is not recommended for students who plan to apply to four-year colleges after high school.

Advanced Placement (AP) Courses

- AP courses are college level courses that culminate in an end of course AP exam. AP exam scores are reviewed by colleges and will be accepted as college credit under certain conditions as set by individual colleges.
- AP exams are optional for enrolled AP course students and do not affect the final course grade. The exams are proctored at ConVal and students are responsible for the cost of the exam as determined by College Board.
- AP courses are weighted on the grading scale.
- ConVal offers AP courses in the following subjects: Biology, Calculus AB, Calculus BC/Physics, Chemistry, English Language, English Literature, French Language, German Language, Spanish Language, Studio Art, United States History, and World History. Please refer to the specific department for a course description.

New Hampshire Scholars

- The New Hampshire Scholars Program recommends a Core Course of Study to high school students that gives every participating student the advantage of well-rounded, more challenging coursework in English, math, science, social studies and foreign language. Students who undertake this rigorous Core Course of Study will challenge themselves to do their best work during their high school career and will enjoy a wider range of postsecondary options upon graduation.
- At the end of the school year, all students who have successfully completed the Core Course of Study will be recognized as New Hampshire Scholars. New Hampshire Scholars' high school transcripts will indicate that they have successfully completed the Core Course of Study. Other forms of recognition might include a medallion, special recognition in a local newspaper, or coupons for local businesses.
- With 24 states participating in State Scholars, the program has become a national initiative. Colleges across the country are familiar with this program and recognize State Scholars through transcript review. Colleges in NH are well aware of this program and the rigorous course curriculum is preferred. In terms of financial aid, students are more likely to be awarded merit aid by completing a rigorous core curriculum and excelling in that course of study.
- Many private institutions in New Hampshire are offering application fee waivers to NH State Scholars.

Project Running Start/Dual Enrollment Courses

- Dual enrollment courses are available at ConVal through an articulation agreement with the New Hampshire Community College System (NHCCS).
- For a small fee, students may earn college credits for Project Running Start courses.
- ConVal offers dual enrollment courses in the following subjects: Pre-Engineering I and II, Intro to Computer Programming, PC Maintenance and Repair, CISCO Networking, Topics in Applied College Math, Automotive Service Repair, Auto Body Collision Repair, Paralegal Studies, Precision Machining Technology and Graphic Design II.

Teachers in Academic Service Centers (TASC)

- ConVal High School has designed TASC (Teachers in Academic Service Centers) as a daily response to intervention block (RTI). This block was developed over a two-year

period to reflect the need for more academic support and enrichment within the school day.

- This daily, forty-three minute period provides the opportunity for students to schedule themselves to work with their teachers to either make up work or receive additional, targeted instruction.
- Teachers may also schedule students to address academic needs or make-up work during TASC.
- Students who do not need additional support are expected to schedule this time for enrichment or to engage in an extended learning opportunity (ELO).
- Students develop a weekly TASC schedule with their TASC homeroom teachers on Mondays and then spend the remainder of the week with their academic teachers or other learning environment, such as computer labs or the library.

Grading Procedure

The goal of the ConVal High School grading system is that it be consistent, accurate, fair, specific, and timely. The staff and administration have reviewed 5 areas of consideration (the role of zeros in averaging grades, opportunities for students to improve assigned work, separation of academic grades from student behavior, homework, and the grade needed to earn credit) in the formulation of this procedure. Preparation and practice (homework) will count for not more than 10% of the student's quarterly grade.

Grading Scale

ConVal High School uses the following grading scale:

A+ = 97 - 100	B+ = 87 - 89	C+ = 77-79	D+ = 67-69	F = Below 60
A = 93 - 96	B = 83 - 86	C = 73-76	D = 63-66	
A - = 90 - 92	B- = 80 - 82	C- = 70-72	D- = 60-62	

Weighted Grades

ConVal assigns a value of 1.5 to all 010 courses, 1.25 to all 012 courses and 1.00 to all 123 courses for purposes of weighting grades and consequently ranking students.

Weighted System Chart

010	Value: 1.50		
012	Value: 1.25		
123	Value: 1.00		
F	0.00	0.00	0.00
D-	1.00	0.84	0.67
D	1.50	1.25	1.00
D+	2.00	1.66	1.33
C-	2.50	2.09	1.67
C	3.00	2.50	2.00
C+	3.50	2.91	2.33
B-	4.00	3.34	2.67
B	4.50	3.75	3.00
B+	5.00	4.16	3.33

A-	5.50	4.59	3.67
A	6.00	5.00	4.00
A+	6.50	5.41	4.33

Re-learning Procedure

ConVal High School encourages students to revise and improve assessments to demonstrate greater proficiency. The criteria for revision are as follows:

- Students will have the opportunity to improve and resubmit a minimum of five (5) different, graded assessments per quarter, provided that students meet pre-set, school-wide and department-specific improvement qualifications.
- Teachers may ask students to revise and improve assessments. Students may ask teachers for the opportunity to revise and improve assessments. More than one resubmission of a single assessment is at teacher discretion.
- At the discretion of the teacher, students must resubmit a revised assessment within ten (10) school days of the assessment being returned by the teacher, unless there are extenuating circumstances. Assessments in the last week of the quarter, including the final assessment, may be resubmitted at teacher discretion.
- Extension of these time frames shall only be granted by consensus of the teacher, school counselor, and department leader. A student may appeal a denied request to the administrative team.
- In accordance with the re-learning procedure, students who plagiarize will have the opportunity to make up work but receive a grade no higher than 80% of the attained grade or 50%, whichever is higher (Please compare to what's written on p. 11). Students who plagiarize may be subject to disciplinary action in lieu of an academic consequence. Students who plagiarize a second time in their academic career will be subject to further consequences.
- Departments may establish additional criteria for the re-learning procedure (i.e. homework completion, meeting with teacher, TASC session, etc.). These specific criteria will be implemented consistently by course.
- Students who complete the department-specific improvement process on an assessment will earn the higher of the two grades up to a 90 and will receive a grade no lower than a 50%.
- Courses (and/or credentialing) in which credit is offered outside the ConVal system may not allow for the implementation of this procedure.

Incomplete Grades

Students are expected to complete the work that is needed for their course within three weeks of the end of the class. Incomplete grades in prerequisite courses may prevent students from moving on to the next course.

Middle School Credit

New Hampshire State policy states that a high school may grant credit for courses at the 8th grade level that meet high school standards, and they may appear on the transcript.

Finals

A final assessment shall be administered and will count as 15% of the total grade for the course. Seniors who have an A (a numerical grade of 93 or higher) in a course may be exempted from the final with teacher permission. The final exams procedure is being reviewed by the ConVal Leadership Team and is subject to change during the 2016-17 school year.

Honor Roll

ConVal recognizes academic achievement through publication of two honor rolls. The Honor roll lists all students who have no Incompletes, who are taking at least two credits, who have earned a quarterly average of "B" or above, and no grade is below "B-". The High Honor roll lists all students who have no incompletes, have taken at least three credits, have no grade below a "B+", and have an "A-" average or above.

Graduation Requirements

The ConVal School Board requires that students acquire 26 course credits in order to graduate.

Program Area	ConVal Diploma	NH State Scholars
English English 9; English 10; English 11 and 1 Total Credit from English Electives	4	4
Global Studies Required: Eastern World Heritage.	1	2
Economics/Government 0.5 Credit of Economics and 0.5 Credit of Government	1	1
US History US History Survey, US History Inquiry, or AP US History	1	1
Science Earth Science, Biology and 1 Credit Laboratory Science NH Scholars - 3 lab ABOVE Earth Science	3	3 <i>012 level Science</i>
Mathematics Recommended minimum: Algebra 1 (full year), Geometry, Algebra 2	3	3 <i>minimum Algebra 2</i>
World Languages Spanish, French, German (two years of the same language)	Optional <i>May be an elective</i>	2
Health & Wellness Health & Wellness 1 and Health & Wellness 2	2	2
Digital Literacy/Digital Portfolio Digital Literacy or Intro to Business, Intro to Graphic Design	.5	.5
Art Education 2D Studio, 3D Studio, Ceramics, History of Rock, Theatre, Keyboard Playing, Band, Chorus, Graphic Design. Photography, etc.	.5	.5
Career Exploration	.5	.5
Elective Offerings	9.5	6.5

Early Graduation Policy

- Students may complete the requirements for graduation at the end of the junior year by taking approved summer academy courses and extra courses in the sophomore and junior years.
- It is possible for a student to complete requirements for graduation at the end of the first semester of the senior year by taking approved summer school courses, extra courses in the sophomore year, junior year, and in the first semester of the senior year. In order to qualify for early graduation a student must meet all course and credit requirements for graduation.
- To be eligible for early graduation, a student must complete an application before **October 1**. Application forms are available in the school department.

Transfer Students/Credit

- ConVal High School will grant transfer credit issued by a sending school.
- For college applications, the ConVal transcript will include a notation of the origin of the transfer credits. Rank will be determined according to a student's performance while here at ConVal, and a notation to that effect will be made in college applications.
- Students entering after the end of their Junior year will not be ranked.
- Students' non-accredited educational experiences which result from court or special education placements at the high school level, or who have been previously home schooled, shall be assessed individually by the director of school counseling in consultation with the principal and appropriate staff.

Home Schooled and other Non-approved programs

- Upon enrollment, students' prior home school, high school level educational experiences shall be subject to procedures outlined in the SAU#1 Home School Handbook. This will require a process of equitable placement in classes based on local and state standards leading to the awarding of a ConVal diploma.
- Home school students who transfer into ConVal High School must indicate whether they intend to pursue a ConVal High School diploma. In order to be included in the rank pool in senior year, home school students must have completed at least 8 credits at ConVal.
- Remaining credits must have been completed at or under the auspices of institutions accredited by their local accreditation organization. Students who do not meet these guidelines will not be included in the rank pool.

Services

Food Services

ConVal Food Service offers a variety of meal options at the high school café. Breakfast is offered before school starts, beginning at 7:00am. Breakfast choices include a daily homemade special (pancakes, breakfast burrito, grilled egg & cheese sandwich, or French toast on homemade bread), a variety of freshly baked items, bagels, breakfast sandwiches, assorted cereals, milk, juices, fresh fruits and yogurt. Lunch options include a choice of the featured entrée, a vegetarian option, pizza, home-made calzones, freshly made salads, and a variety of sandwiches, subs and wraps. All meals come with salad or veggies, fruit and milk. A variety of healthy a la carte options, including freshly baked cookies, are also available daily. Free and reduced price meals are available upon application approval. No charging or two party checks are accepted.

Counseling Services

School counselors advocate for the needs of *all* students by providing guidance and support to maximize each student's potential and academic achievement. In partnership with other educators, parents, and the community, school counselors facilitate a support system to ensure that all students are prepared academically and socially with the knowledge and skills necessary to contribute at the highest level as productive members of society.

CVHS school counselors provide support for students through classroom guidance lessons, group counseling sessions, individual counseling, consultation with parents and teachers, and through collaboration with other community resources. Counseling guidance lessons taught by school counselors in the classroom are intended to give students the knowledge, skills, and attitudes that lead to academic, career and personal/social development.

Section 504 Plans

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, prohibits discrimination on the basis of disability in federally assisted programs (such as school districts). The regulations define an individual with a disability as any person who:

- Has a physical or mental impairment which substantially limits one or more major life activities; functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning or working.
- Has a record of such an impairment; or
- Is regarded as having such impairment.

Health Services

The ConVal Health Office has two Registered Nurses who serve as the School Nurses, to assist students in dealing with health issues in a confidential manner. The Health Office also assists students in achieving optimum levels of wellness by providing resources for health education, teaching basic principles of health with individual students, in small groups, or in classroom presentations.

The School Nurses are available throughout the school day to offer health care to students experiencing both chronic and acute health problems. They maintain contact with parents in the event that a student's health problem requires that they be sent home. Parents are encouraged

to communicate any health-related issues concerning their son/daughter to the nurses, and may be assured that all such information will be kept confidential.

In the case of a LTA (life threatening allergy) and/or a chronic condition that puts a student at risk (i.e. seizure disorder, diabetes, etc.), a medical alert may be shared with the staff with prior parental permission.

Medications

- Prescribed medication should not be taken during school hours if it is possible to achieve the medical regimen at home. However, should a student's condition necessitate the administration of a prescribed medication during school hours, **the Nurse must be contacted and the medication provided by an adult in the original pharmacy container, with a licensed Healthcare Provider's written orders** (which may be faxed directly to the health office at 924-0046). No more than a 30-day supply may be kept at school.
- **Over-the-counter medications for individual students must be delivered by an adult in a new, sealed container.** A written order by a licensed Healthcare Provider may be required at the discretion of the School Nurse for OTC's.
- Several over-the-counter medications are stocked in the Health Office and may be administered **with parental permission**. Permission forms can be found at <http://cvhs.convalsd.net/health-office/health-office-forms/>.
- Students may self-carry and administer their own asthma inhaler and/or epi-pen. **A medication form with parental permission and written authorization from a Healthcare Provider is required.** These forms are available in the health office or online @ <http://cvhs.convalsd.net/health-office/health-office-forms/>. If a student carries one of these emergency medications, the parent/guardian is strongly encouraged to supply the health office with a backup.
- Students are **not allowed** to carry any other medications with them at school.
- Any remaining medication either at the end of the school year or after a medication is discontinued must be picked up by a parent/guardian or it will be discarded.

Immunizations

- In compliance with NH RSA 141-C:20-a Public Health Rules and Conval District Policy, students must meet all immunization requirements prior to school entrance unless the student has applied for and met State exemptions requirements. Please refer to the district website <http://cvhs.convalsd.net/health-office/health-office-forms/> for current immunization requirements and exemption forms or contact the Health Office for copies.

Exclusion During Outbreak of Disease

- During an outbreak of a communicable disease for which immunization is required, an exempted child may not be able to attend school until the outbreak is deemed over. For example, if the school had a chickenpox outbreak, the student could be excluded from school if they do not have proof of immunity to the disease or have not had the varicella vaccine. One of the many roles of a School Nurse is communicable disease prevention. **Thank you in advance for making sure the immunization requirements are met prior to the start of school so your son/daughter will be able to attend school.**

Illness/Injury

- Students must be fever-free (a temperature <100 degrees) for 24 hours without fever-reducing medication before returning to school.
- Students must be free of vomiting and diarrhea for 24 hours before returning to school.
- If a student becomes ill during the school day, he/she must report to the health office to be assessed by the School Nurse. **Students cannot be dismissed if they are ill without going to the Health Office first.** They must be dismissed through the Health Office so that symptoms can be documented for data collection and a dismissal form will be issued.
- If your student is returning to school with a cast or sling, crutches or wheelchair, sutures (stitches), after surgery, or with any kind of activity restriction, the School Nurses will need **written instructions from your Healthcare Provider.**
- Causes of “pink eye” (conjunctivitis) are varied and eyes are sometimes swollen and irritated with a clear drainage, by allergens or virus. However, your student should stay home from school and your healthcare provider called if there is mucus or pus drainage from one or both eyes with or without itching, if the eye is red, puffy and/or painful, and/or there is crustiness upon waking. **If your son/daughter is diagnosed with bacterial conjunctivitis (pink eye), they may return to school 24 hours after treatment is started.**
- Students must have a complete physical examination, performed within the past 2 years, for enrollment. Please provide the nurses with an up-to-date physical exam from your student’s Healthcare Provider.
- Parents may call the school nurses at **924-3869 x 4506 or x 4402** for further information concerning any aspect of the school’s health services.

Library, Integration and Technology Services

To foster student learning and 21st century skills, ConVal High School has formed a team of Library, Integration, and Technology Services (LITS) professionals. The team consists of a librarian, a technology integrator, a systems administrator, and several information specialists.

ConVal High School maintains a mixed computer platform environment that provides access to both the Windows and Macintosh operating systems. The school’s servers are enterprise-level HP servers which, in conjunction with HP ProCurve switches, provide a wired backbone with a 1Gbps throughput speed to the internal network. Internet access is provided by three business-class Comcast modems and a load balancer that ensures a maximum 25MB download speed throughout the building. All classroom teachers use school-issued laptops to facilitate technology-enabled instruction and classroom management. More than 85% of classrooms use interactive whiteboards (SmartBoards and Polyvision ENOs) as well as ceiling-mounted, interactive LCD projectors (InFocus).

All library resources can be accessed via a 24/7 online catalog and research portal provided by Destiny. The resources include premium databases, such as EBSCO Host, the Encyclopedia Britannica, Issues & Controversies, Biography in Context, and others. For research purposes, students use EasyBib to easily take research notes and create bibliographies. LibGuides are being provided for different courses. Students can also access the Gale Virtual Reference Library, either from school or from home. The library offers for circulation a variety of technology tools for

student learning and instruction, including digital still and digital video cameras, scanners, and portable LCD projectors. Broadcast reception and video streaming capabilities exist throughout the building to facilitate student live participation in historic events, such as presidential inaugurations.

ConVal has ten computer labs of varying sizes dedicated to instruction and learning, including areas in Special Education, Alternative Education, and Life Skills. One lab is reserved for students taking online courses through the Virtual Learning Academy Charter School (VLACS). Computer centers in the Region 14 Applied Technology Center (ATC) add another eight computer labs, including labs dedicated to graphics, CAD, engineering, and robotics. One ATC lab is dedicated exclusively to digital photography and digital video production. The ATC also maintains the Distance Learning Center (DLC) with video conferencing capabilities provided by Polycom. There is also a dedicated world language lab using Sanako Lab 100 technology. It provides digital audio for foreign language instruction, including audio on demand, phone conversation, paired and group discussions, recorded responses, and AP exam functionality.

Special Education Services

The special education department at ConVal High School works closely with the other departments at the school to ensure that students of every ability level are able to access appropriate educational opportunities. Special education teachers/case managers, together with paraprofessionals, are available to teach, counsel and advocate for students with Individualized Education Plans (IEP). The special education department offers three models of support: co-teaching, core curriculum courses taught by special educators, and Paraprofessionals in classes.

Student Code of Conduct

Our school uses a wide variety of interventions and supports to promote positive behavior while also celebrating success through recognitions such as our Student Support Team Awards, our A.C.E. awards and routine Gold Cards sent from our teachers with regards to acts of kindness from our students. ConVal also annually celebrates a “Spirit of Kindness Week” and brings in guest speakers to build on areas of focus that will bring awareness around topics that our school has identified as an area of need. It is also our belief that modeling respectful behaviors has played a large role in the significant decline of behavioral incidents in the past five years. Our data collection through our SWIS software program indicates a 40% reduction in the past five years of which our school is very proud. With that said ConVal continues to improve and organize our strategies to promote growth in all students and embraces the concept of parent and student voices providing input into our decisions around policies and procedures.

We believe that:

- Every student has the right to be physically and emotionally safe at school.
- Students cannot learn and cannot grow to their fullest potential when they fear for their safety.
- It is possible to create classrooms and schools where a climate of safety and respect enables all students to thrive and succeed.

Students are expected and encouraged to:

- Support the educational process with appropriate behavior.

- Share their concerns about policy and procedure appropriately and effectively.
- Work respectfully with school personnel.
- Always refrain from violence, threats, and harassment.
- Attend class (being aware of one's schedule is each student's responsibility) and arrive on time.
- Identify themselves by name if requested by staff.
- Drive vehicles legally and safely.
- Use appropriate language.
- Respect school rules and the directions of staff.
- Refrain from any behavior that may be harmful to themselves or others.

Student Behavior Management

Students are held responsible for their poor choices by a series of consequences that are issued based on the nature and level of the offense. Offenses are categorized as major office referrals. In the case of all major office referrals, parents will be contacted via phone and/or in writing regarding the offense and the consequence.

Major Offenses

Major offenses are those of a chronic nature that require Administrative intervention and include but are not limited to:

- Inappropriate Language toward staff/students
- Refusing to comply with reasonable requests of staff/administration
- Disrespect/Defiance
- Disruption
- Dress Code-Chronic
- Fighting/Physical Aggression
- Harassment/Bullying
- Forgery/Theft
- Vandalism
- Lying/Cheating
- Skip Class/Advisory
- Chronic Tardy
- Skip Detention
- Possession of combustibles
- Possession of Tobacco
- Possession of drugs, alcohol or other illegal substances
- Sexual Harassment
- Arson
- Possession of Paraphernalia related to a controlled substance
- Truancy
- Bomb Threat
- Inappropriate sexual behavior
- Reckless Driving
- Staff Assault
- Leaving School without Permission
- Possession of Weapons

In addition to parent notification, consequences for major office referrals include but are not limited to:

- Administrative Detention
- In-House Detention
- In-House Suspension
- Out-of-School Suspension
- Police Report
- Placement in an Alternative Learning Area
- Community Service
- Restitution
- Revocation of/Exclusion from privileges
- Referral to Principal
- Referral to Assistant Superintendent of Schools
- Referral to School Board for Expulsion

For example: A student disrupts a class by becoming angry and the teacher requests the student report to the In-house Detention Room. The student refuses to comply with the request and an administrator is called for support. The student directs profanity toward the teacher and the administrator. Such behavior would likely result in suspension from school. (Refer to CVSD Policies JICDA, JICDD, JICDE, JICF, JICFA & JKB)

Students who fail to follow the reasonable requests of an administrator may be immediately suspended from school for up to ten days.

Due Process

The administration must inform the student of the disciplinary charges against him/her. If the student denies the charges, s/he must be given an explanation of the facts as known to school personnel and an opportunity to present his/her version of the facts. If necessary, further investigation may result.

Students whose presence poses a continuing danger to persons or property or an ongoing threat of disruption may be removed from school immediately. The notice of charges, explanation of facts and opportunity to present his/her version of the facts will be provided as soon as practical thereafter.

Alcohol and Substance Abuse

The current Alcohol and Substance Abuse Policy is under review and is in the process of some updated changes. Once finalized and accepted by the school board, the new policy will be shared with students, parents, and staff.

The Contoocook Valley School Board believes:

- That alcohol and other substance abuse, directly or indirectly, affect a significant portion of the school population.
- That alcohol and other substance abuse must be considered a treatable illness, a view which is consistent with that of nearly all medical and social authorities.

- That prevention and early identification and treatment of alcoholism and substance abuse results in a high rate of recovery.
- That a school environment provides a unique opportunity for identification of potential problems with alcohol and drugs for staff and students and identification and referral steps will insure anonymity of the student or staff member.
- That the school district will work cooperatively with others in the community (industry, churches, social agencies, individuals, etc.) to establish effective counseling and treatment provisions for those experiencing alcohol or other drug-related problems.
- That the school district can and should make effective referral of staff and students experiencing alcohol or other drug-related problems and that neither the record of a student nor the record and job status of an employee will be jeopardized by seeking and accepting treatment.
-

Reasonable Suspicion

Given reasonable suspicion of substance misuse or abuse, school administrators may: Conduct reasonable searches of students, including their person and their personal effects. A school administrator is justified in initiating a search when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated, or is violating either the law or the rules of the school. Reasonable grounds are less than “probable cause,” and may consist of a report or firsthand information that a student has violated or is violating either the law or the rules of the school. In order to search a student, the administrator must have an individualized, student-specific suspicion that the student who is the subject of the search has violated, or is violating the law or the rules of the school.

Searches, whenever possible, shall occur with more than one school employee present, shall be conducted in a manner sensitive to the age and sex of the student, with due consideration to the personal dignity of the student. Searches may include the contents of their backpack, purse, or bag, and to turn out their pockets, or to remove an outer coat or jacket, shoes, socks, or hat, so as to permit a search of the item while preserving the student’s personal dignity. Searches may include a request for a physical or medical test to determine impairment. Contents seized during a search will be turned over to local law enforcement.

Administrators should always seek permission to conduct a search of a student or their personal effects. When a student refuses a request for a reasonable search of their person or their effects, the administrator will inform the student that their refusal may result in an adverse inference that they have violated the rules of the school, and the administrator may mete out appropriate discipline for refusing the reasonable search. Administrators may conduct a refused search when they have information that the student possesses items related to a risk of self-harm, or harm to others.

Violations and Sanctions

Students enrolled in the ConVal School District are entitled to a drug free learning environment. To insure this for our students, through policies, prevention, intervention, education and strict enforcement, the ConVal School District adopts zero tolerance in our schools and school activities for alcohol, tobacco and illegal substances. This policy of zero tolerance extends beyond the boundaries of the school to all school functions at all

locations. This policy emphasizes the illegality of drug and alcohol use by students. Thus the purpose of the policy is to offer a clear message to students, parents, and the citizens of the community that possession and use of alcohol and other drugs will not be tolerated.

This policy refers to any and all illegal substances or those represented as drugs.

To be effective, the School Board, staff and administration must support this policy. The School Board shall maintain oversight to insure that this policy is fully implemented and procedures followed.

No student shall possess, ingest, sell, provide, or be under the influence of alcohol or a controlled substance not prescribed to him or her by a medical practitioner shall possess, sell or provide any paraphernalia associated with the use or sale of alcohol and/or controlled substances shall possess, sell or provide any substance which is a look-a-like to a controlled substance or alcohol. This may include electronic smoking devices.

The above restrictions shall apply in any of the following situations:

On school property before, during or after school hours en route to or from school in a school bus or other school authorized vehicle en route to or from a curricular, co-curricular, extracurricular or athletic activity in a school bus or other authorized vehicle at a curricular, co-curricular, extracurricular or athletic activity.

Given reasonable suspicion, school administrators may:

Require physical and/or medical tests to determine whether a student is under the influence of alcohol or a controlled substance not prescribed by a medical practitioner search a student and his/her property including but not limited to backpacks, lockers, common areas and cars searches may be conducted by police personnel and/or certified, trained dogs and their handlers authorize the seizure of property suspected of violating school rules and/or local, state or federal statutes; when required, such property shall be submitted to the local police.

High School Violations

Level One - Illegal possession or use of drugs or alcohol; being under the influence of an illegal drug, controlled substance or alcohol; attempting to secure and/or purchase an illegal drug, controlled substance or alcohol will result in the following sanctions:

First Offense

If the Student Accepts Counseling

- Up to 5 days internal or external suspension
- Parent/guardian notification
- Police notification
- Up to 15 hours counseling
- Up to 8 hours community service

If the Student Will Not Accept Counseling or Counseling is Ineffective

- Up to 10 days internal or external suspension
- 30 day co-curricular suspension
- Parent/guardian notification
- Police notification

Second Offense

If the Student Accepts Counseling

- 60 school day Co-curricular suspension, social probation and loss of other privileges
- Student accepts counseling:
- 5-10 days internal or external suspension
- Parent/guardian notification
- Police notification
- Up to 20 hours counseling
- Up to 16 hours community service

If Student Will Not Accept Counseling or Counseling is Ineffective

- Parent/guardian notification
- Police notification
- Student shall be referred to the superintendent who may recommend to the School Board that she/he be expelled for a period not to exceed 365 days.
- Suspension beyond ten days and/or expulsion will be determined in accordance with District and federal guidelines for hearing and appeal.

Level Two - Intending or attempting to sell and/or distribute illegal drugs, controlled substances or alcohol will result in the following sanctions for any offense:

First Offense

If the Student Accepts Counseling

- 120 school day co-curricular suspension
- Student accepts counseling:
- 5-10 days internal or external suspension
- Parent/guardian notification
- Police notification
- Up to 20 hours counseling
- Up to 16 hours community service

If Student Will Not Accept Counseling or Counseling is ineffective

- Parent/guardian notification
- Police notification
- Student shall be referred to the superintendent who may recommend to the School Board that s/he be expelled for a period not to exceed 365 days. Suspension beyond ten days and/or expulsion will be determined in accordance with district and federal guidelines for hearing and appeal.

Second Offense

- Parent/guardian notification.
- Police notification.
- Student shall be referred to the superintendent who may recommend to the School Board that she/he be expelled for a period not to exceed 365 days.
- Suspension beyond ten days and/or expulsion will be determined in accordance with district and federal guidelines for hearing and appeal.

Other Provisions

In all cases where there has been a violation, a school administrator will call a parent or guardian. The student will be released to the parent or guardian. If the parent or guardian cannot be reached or is unwilling to come to the school, the local Police Department will be called; informed of the facts, and requested to take protective custody of the student.

Any student who is suspended must have a reentry plan developed upon his/her return to school. The plan must address, but is not limited to, behavior expectations, participation in counseling, academic expectations and any other activities that will allow for positive reentry to school. Plans must involve administration, school counselors, teachers (when appropriate), and parent(s) or guardian(s). Failure of the student to work with a counselor or complete community service for the contracted time will result in the case being referred back to school officials for additional disciplinary action.

Class officers, Student Council officers, team captains and officers of other organizations automatically forfeit their positions when they violate the Alcohol and Other Substance Use Policies.

Members of school athletic teams and co-curricular organizations, upon the first offense of a violation of this policy will be immediately removed from participation in team competition or the organization's public events, for part or all of the season, but for no less than one game or event, based on the decision of the Administration. At the discretion of the Administration and the head coach or organizational advisor, members of school athletic teams and co-curricular organizations may be allowed to attend practice and/or meetings.

Upon a second offense, a member of a school athletic team or co-curricular organization will no longer be allowed to participate with the team or organization and will be removed from associating in any way with any sports team or organization for a full year (12 months) from the date of the second violation. Reinstatement to any team or organization will only be granted following a mandatory petition before the administration.

Prescription Drugs/Other Medication

Any student who is required to carry a prescription drug or other medication during school hours shall do so under the provisions of Board Policy JLCD.

Alcohol Possession at Athletic and Other Interscholastic Events

No person shall drink or have in his possession any intoxicating beverage while in attendance as a spectator or otherwise at any place where a school interscholastic contest or event is being conducted. Whoever violates the provisions of this section and, in addition to the above provisions, any person suspected to be in possession of alcohol at any athletic or other interscholastic contest, will be reported to the appropriate law enforcement agency.

Requests for Help

District counseling services will be available upon request to any student who is having problems with alcohol and other drugs. Also, when a student has violated Alcohol and Other Substance Use Policies, the student will be referred to a school counselor. The counselor will either provide the counseling on an individual basis, or in small groups, and/or assist in making appropriate referrals to outside agencies. Conversations will be kept confidential.

Assault

In cases of all assaults, the building principal, or assistant, shall notify the involved students' parents by telephone and letter about the incident. The letter from the building or assistant principal shall describe the incident and the seriousness and harm done or potential harm and the School District's response to the incident to the extent permitted by confidentiality laws and regulations.

Additionally, "simple assault" as that term is used in New Hampshire criminal statutes, includes any knowing and unprivileged physical contact with another person. While simple assaults may result in injury, many, if not most, which occur in the school setting do not. Recognizing that under the statutory definition, simple assault can be very minor contact, building or assistant principals will consider the District's policies, rules and regulations concerning student conduct and discipline when making a determination about whether or not to file a Safe School Zone Offense Report with the local Law Enforcement officials. The District will err in the direction of filing a report when there is any question. Law Enforcement and school officials can then jointly determine the best action to be taken. Statutory Reference: RSA 193-D:4,I(b)

Chronic Misbehavior

Students who chronically violate the school's code of conduct may be subject to a disciplinary Hearing with student, parent, and a school administrator and possible referral to the superintendent for further actions.

Detention of Students

A school administrator or teacher may detain a student for disciplinary reasons during school hours. Further, a school administrator or teacher may detain a student for disciplinary reasons after school hours, provided the parent has been notified of the detention. In case of bus students, parents may be asked to arrange for the transportation of the detained student. In cases where transportation is required, 24-hour notice will be given so that transportation may be arranged.

Detention in one day is to be limited to 90 minutes and is expected to be served as a consequence.

Dress Code

ConVal High School expects all students to act and to dress in a respectful and appropriate manner conducive to the academic environment. We take the responsibility of ensuring our students' attire and grooming is of such a nature so as not to endanger his/her health or safety or that of others. The school cannot permit clothing to be worn that is damaging to school property or generally disruptive to the educational process. Students must wear footwear at all times when in school.

Specifically, students will not be able to wear clothing that:

- Advertises or promotes the use of drug, alcohol, or tobacco products.
- Expresses or encourages profanity, sexual innuendo, violence, intolerance or any illegal behavior.

The administration and/or faculty of ConVal High School will determine using their discretion and good judgment, what is considered to be appropriate school attire. Students, who are considered to be in violation of the specific points above or in nonobservance of the general standards of appropriate school attire, will be asked to change immediately into clothing that meets our goal of maintaining a safe and comfortable school environment. If a student is sent home to change, the time missed from class will be unexcused.

Gang Activity

It is the policy of this School District that membership in secret fraternities or sororities, or in other clubs or gangs (collectively gangs) not sponsored by established agencies or organizations, is prohibited. Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with such a group, present a clear and present danger to the school environment and educational objectives of the community are forbidden.

Incidents involving initiations, hazing, intimidation, and/or activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Any student wearing, carrying or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action.

Hazing

It is the policy of this school district that not student or employee of the district shall participate in or be members 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 district shall engage or participate in hazing.

For the purposes of this policy, 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 or affiliation with any organization sanctioned or authorized by the district.

“Endanger the physical health” shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug or controlled dangerous substance; or any forced physical activity which could adversely affect the physical health or safety of the individual.

“Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact which could result in extreme

embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

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

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

Inappropriate Sexual Behavior

All incidents of this nature will be addressed by the administration.

Out of School Actions

The School Board recognizes that out-of-school conduct of students attending school within this district, are not normally a concern of the School Board. However, the School Board believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has an adverse effect upon the school.

Therefore, it is the policy of the School Board that any student attending school within this district will be subject to disciplinary action including, but not limited to, suspension from school for any conduct that, in the opinion of school administrators, has an adverse impact upon the school.

Such activity includes, but is not limited to, the following: damaging school property, e.g. a school bus; engaging in activity which causes physical or emotional harm to other students, teachers, or other school personnel; engaging in an activity which directly impedes discipline at school or the general welfare of school activities. (refer to JICDD)

Pupil Violence and Prevention Procedure

Bullying and Cyber Bullying

General Statement of Policy and Prohibition Against Bullying and Cyber bullying The Contoocook Valley School District is committed to providing all pupils a safe school environment. Conduct constituting bullying or cyber bullying will not be tolerated, and is prohibited by this policy in accordance with RSA 193-F. This policy applies to all pupils and school-aged persons on school property and participating in school functions, regardless of their status under the law. The superintendent is responsible for ensuring that this policy is implemented.

Bullying Defined

For the purpose of this policy the term “bullying”, which includes “cyber bullying”, means insults, taunts, or challenges, whether verbal or physical in nature, which are likely to intimidate or provoke a violent or disorderly response from the pupil being treated in this manner.

Cyber bullying” is being cruel to others by sending or posting harmful material or engaging in other forms of social cruelty by using the Internet or other digital technologies.

Cyber bullying can include:

Flaming –online “fights” using electronic messages.

Harassment –repeatedly sending offensive messages.

Denigration – sending or posting material about a person to damage his or her reputation or friendships.

Impersonation – posing as a person and posting material to make the person look bad, get in trouble, or danger, or damage that person’s reputation or friendships.

Outing and trickery – sharing someone’s’ secrets or embarrassing information or images online or tricking someone into revealing such information and then sharing.

Exclusion – intentionally excluding someone from an online group.

Cyber stalking – repeatedly sending threatening and intimidating messages or engaging in other online activities that make a person afraid for his or her safety.

ConVal High School will take any report of cyber bullying seriously and will investigate reports promptly. Students who make a report should also preserve evidence of the cyber bullying. (For example a student may save or bring a copy of an email, text message, picture or other electronic transmission that the student believes was intended to harm, insult, or humiliate.)

Students who engage in bullying and/or cyber bullying will be subject to disciplinary action up to and including suspension from school.

Reporting Procedures

1. Any student who believes that he or she has been the victim of bullying or cyber bullying should immediately report the alleged act(s) to the principal; however, if the student prefers, he/she may inform any school employee or volunteer.

2. Students or parents who have witnessed or who have reliable information that a pupil has been subjected to bullying or cyber bullying should immediately report the same to the principal, or, if the student or parent prefers, he/she may inform any school employee or volunteer about the alleged bullying or cyber bullying.

3. Forms to report incidents of alleged bullying or cyber bullying shall be available at the principal's office. Use of the form is encouraged, but not required. If the principal or his/her designee receives the report verbally, he/she shall reduce the report received to writing within twenty-four hours of receiving the information.

Any school employee, volunteer, or employee of a company under contract with the Contoocook Valley School District, who has witnessed or has reliable information that a pupil has been subjected to bullying, or cyber bullying shall report such incident to the principal or his/her designee as soon as reasonably possible.

Investigation

The superintendent shall direct an investigation to be made of reports of bullying.

Training

The superintendent shall develop and implement age-appropriate methods of discussing the meaning, substance and application of the policy with staff and students in order to minimize the occurrence of bullying and methods for staff to effectively respond to any such incidents.

Notice of Policy

The superintendent or his/her designee shall provide notice to parents or legal guardians, students and staff of the Policy through appropriate references in the student and employee handbooks, or through other reasonable means. The superintendent or his/her designee shall also make all contractors contracting with the District aware of this policy.

Discipline

If it is determined after investigation that a pupil has engaged in bullying conduct prohibited by the policy, that pupil shall be subject to appropriate disciplinary action which may include, but is not limited to, suspension and expulsion. Any such disciplinary action shall be taken in accordance with applicable school board policy and legal requirements.

Appeals

Disciplinary actions may be appealed. All appeals shall be in writing. Appeals to the superintendent shall be submitted within five calendar days of the notification of the disciplinary action taken. The superintendent shall have 15 school days to issue a ruling on the appeal of disciplinary action. Any further appeals to the local school board and the State Board of Education shall follow a similar format and timeline for submission of appeals.

Capture of Audio Recordings on School District Property

Pursuant to RSA 570-A:2, notice is hereby given that the School Board authorizes audio recordings to be made in conjunction with video recordings on school district property. The superintendent or his/her designee will ensure that there is a sign prominently displayed on the school property informing the occupants that such video and audio recordings are occurring.

Reference: RSA-F:3 (Pupil Safety and Violence Prevention Act of 2000)

Sexual Harassment

Sexual harassment consists of deliberate, unwelcome and/or unsolicited verbal comments, gestures or physical contact of a sexual nature. Sexual harassment is strictly prohibited by students and employees of the Contoocook Valley School District. In addition, the Contoocook Valley School Board considers that granting or withholding rewards, based on sexual advances, implied or overt, is not only illegal, it is a gross breach of Contoocook Valley Board policy.

The Contoocook Valley School Board has established a procedure for any students to follow if they feel victimized by any form of harassment. The procedure is as follows: the nature and circumstances of any form of harassment should be reported immediately to your principal. The principal will in turn notify the superintendent.

If the student believes that the first step is inappropriate, the student should immediately report the circumstances to the superintendent. A confidential investigation will be conducted. A resolution of the complaint will be returned to the person initiating the complaint. Any student engaged in sexually harassing another person will be referred to administration for disciplinary action.

Family Education Rights and Privacy Act (FERPA)

In 1974 the Federal Government passed the Family Education Rights and Privacy Act (FERPA). The intention of this law is to protect the accuracy and privacy of student educational records. Without prior written permission, only parents, legal guardians, eligible students (18 years of age or older), authorized school staff, and in appropriate circumstances, state and federal officials, who have a legitimate educational purpose, have access to the educational records of public schools students. Under this law, parents and legal guardians or eligible students are entitled to the following rights:

1. The right to inspect and review the student's educational record.
2. The right to seek to correct parts of this record if they believe it to be inaccurate or misleading.
3. The right to limit disclosure of information contained in the record.
4. The right to file a complaint if there is a violation of this law.

Also, as permitted under the Family Education Rights and Privacy Act, the following information has been designated by ConVal High School as "directory information." This permits our schools to use this information without prior written consent for purposes including but not limited to publishing student yearbooks; programs for athletic teams, performing groups, and graduation ceremonies, and publicizing the academic awards and honors of individual students. The following information is considered directory information at ConVal High School:

1. The student's name
2. The student's class(i.e. grade level)
3. The student's extra-curricular activities
4. The name of the school the student currently attends.
5. Achievement awards or honors
6. Weight, height and position on athletic teams.

Parents/Guardians or eligible students of ConVal High School who do not want directory information released for publication by the school shall notify the principal in writing by October 1st of each school year. All other questions may be directed to the administration.

Nondiscrimination: Title VI, VII and IX

The Contoocook Valley School District, in accordance with the requirements of federal and state laws and of regulations which implement those laws, and in an effort to provide a work and learning environment of tolerance, hereby declares that it is the policy of the School District, in its actions and those of its employees and students, that there shall be no discrimination on the basis of sex, sexual orientation, race, religion, nationality, ethnic origin, age, or handicap for employment in, participation in, or operation and administration of any education program or activity at ConVal High School.

The policy of nondiscrimination is applicable to all persons employed or served by the High School. Any complaints or alleged infractions of the policy, law, or applicable regulations should be directed to one of the following coordinators:

The principals or school counselors for TITLE IX and Sexual Harassment.
The director of school counseling or principal for TITLE VI & VII of the Civil Rights Act and Section 504 of PL93-112 (924- 3869).

Also, all complaints and other communications relative to this policy and to applicable laws and regulations concerned with nondiscrimination may be made to the superintendent at 924-3336.

Other Challenged Students' Rights

The Individuals with Disabilities Education Act of 1999 (IDEA) outlines the process for identification, evaluation, and placement of any student who is educationally challenged as the result of a disability. Modifications needed to provide a free and appropriate education are contained within the Individualized Education Plan of each student, including the provision of related services and therapies.

Persons having concerns or issues pertaining to the education of educationally challenged students and identified special education students should contact the ConVal High School special education coordinator (924-3869) or the director of special education of ConVal School District at 924-7503.

Student Conduct on School Buses

While the law requires the School District to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such times as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

Once a student boards the bus, and only at that time, does he/she become the responsibility of the School District. Such responsibility shall end when the child is delivered to the regular bus

stop at the close of the school day. In view of the fact that a bus is an extension of the classroom, the School Board shall require children to conduct themselves in the bus in a manner consistent with established standards for classroom behavior.

The bus driver will have responsibility to maintain orderly behavior of students on school buses and will report misconduct to the student's principal.

The school principal will have the authority to suspend the riding privileges of students who are disciplinary problems on the bus by failing to conform to the rules and regulations promulgated by the School Board.

Parents of children who pattern of behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline code.
See RSA 189:9

Student Searches

The school district reserves the right to inspect lockers, desks and/or cubbies at all times. The school district retains ownership and control over student storage areas.

Before conducting a search of a student or the student's personal belongings (other than the above), the administration should attempt to gain the consent of the student to conduct the search. The administration may conduct a non-consensual search of a student if the administration has reasonable grounds to believe the search will turn up evidence that the student has violated or is violating the law or rules of the school.

Tobacco Products Use and Possession

USE OF TOBACCO PRODUCTS IS STRICTLY PROHIBITED IN/ON ALL SCHOOL FACILITIES AND/OR GROUNDS.

I. Definitions

- A. No person shall use any tobacco product in any facility maintained by the School District, nor on any of the grounds or property of the District.
- B. Definitions:
 - 1. "Tobacco Product," includes, without limitation, cigarettes, cigars, snuff, smokeless tobacco, smokeless, cigarettes, electronic cigarettes, and any other products containing tobacco in any other form.
 - 2. "Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs, or for any grade maintained by the district. This definition shall include all administrative buildings and offices and areas, passageways, restrooms, laboratories, classrooms, study areas, cafeteria, gymnasiums, and maintenance rooms, and storage areas.
 - 3. Signs shall be place by the District in school facilities in accordance with applicable laws and regulations regarding the prohibition of the use of tobacco products in all school buildings, facilities and school vehicles.

4. It is the initial responsibility of the building principal(s), or designee, to enforce this policy. The principal, or designee, may first request that any person who is violating this policy to immediately cease the use of the tobacco products. The principal or designee may, instead, call the local police who shall then be responsible for all enforcement proceedings and applicable fines and penalties. If the principal or designee has first requested the person to stop or refrain from using tobacco products in violation of this policy, and the person has refused, the principal or designee shall call the police.

II. Students

A. No student shall purchase, attempt to purchase, possess or use any tobacco product in any school vehicle or anywhere on school grounds maintained by the District.

B. Enforcement of this prohibition shall initially rest with building principals, or their designees, who may report any violation to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

C. The principal will develop regulations which cover disciplinary action to be taken for violations of this policy. These regulations will be communicated to students by means deemed appropriate by the principal. In addition to disciplinary action taken by the school, criminal penalties for fine may result from violations of this policy.

III. Employees

A. No employee shall use any tobacco product in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

B. Initial responsibility for enforcement of this prohibition shall rest with the building principals or designees. The principal may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

C. The principal will develop and implement the appropriate means of notifying employees of possible disciplinary consequences of violating this policy. Any employee(s) who violates this policy is subject to disciplinary action which may include warning, suspension, or dismissal.

D. In addition, fines or other penalties may result from enforcement of these prohibitions by other law enforcement officials.

IV. All Other Persons

A. No visitor shall at any time use tobacco products in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

B. Responsibility for enforcement of this prohibition shall rest with all School District employees, who may report violations to the local police department.

C. In accordance with state law, the police department shall be responsible for pursuing applicable criminal fine and penalties.

Statutory References: RSA 155:68, 155:70, 155:76 and RSA 126-1

Weapons on School Property

Dangerous weapons as used in this section and, to the extent not inconsistent with, any other policy, rule or regulation, shall mean: a firearm (see 18 USSC Section 921) to include a pellet or BB gun; any object prohibited, licensed, or regulated under RSA 159; a knife, but not a folding pocket knife or cafeteria-issued dining utensil; a bullet; any firework, explosive, or other incendiary; club, metallic knuckles; containers containing chemicals such as pepper gas or mace; martial arts weapons (as defined in RSA 159:24); electronic defense weapons (as defined in RSA

159:20); and/or any other weapon, substance or object which, in the manner it is used, intended to be used, or threatened to be used, is known to be capable of producing serious injury.

Dangerous weapons are not permitted on school property, on school vehicles or at school-sponsored activities. Student violations of the policy will result in both school disciplinary action and notification of the police. Suspension or expulsion from school could result. Please read the section on knives on the following page.

Weapons under control of law enforcement personnel are permitted. Statutory & Regulatory References: RSA 193-D

Firearms

Additionally, any student who is determined to have brought a firearm (as defined by Title 18 U.S.C. 921) to school will be expelled for not less than one year (365 days). This expulsion may be modified by the superintendent upon review of the specific case in accordance with other applicable law. The determination of whether to modify the expulsion shall be left to the discretion of the superintendent, who in making that determination may consider the following factors: whether possession of the firearm was inadvertent in that another person had left the firearm in the pupils vehicle, and the pupil had not noticed that she/he was bringing the firearm for sport immediately before or after school and had no intention to display the firearm to other students; whether the pupil is in the fifth grade or lower grade and the pupil did not properly understand the dangers of firearms when the firearm was brought to school; whether the firearm was loaded; and whether there was any ammunition reasonably available; and/or whether the pupil had any intention to display the firearm to other students.

Knives

The ConVal High School administration prohibits students from bringing knives to school. Classes that require students to use these and other tools will provide those tools to students and/or make arrangements for students to appropriately transport and store those tools during the school day when not in use. Students who bring a knife or knives to school may be subject to disciplinary action.

Modification or Review of Expulsions

Pursuant to RSA 193:13,IV, the superintendent may, upon written application of an expelled pupil, recommend modification of an expulsion. In such cases the following should apply:

- An expelled pupil has the right to request a review of the expulsion prior to the start of each school year.
- A request for review should be directed by the pupil to the superintendent on or before August 15. The request should set forth each and all reasons why the pupil's right to attend school should be reinstated. Of particular importance would necessarily be such information as might convince school authorities that the conduct which led to the expulsion would not be repeated.

- The superintendent and the principal or assistant principal at the applicable school shall direct written recommendation to the School Board with a copy to the pupil.
- The expulsion may be continued. The pupil may be reinstated without conditions; or the pupil may be required to meet certain conditions prior to reinstatement. A code of conduct and consequences may be established for a reinstated pupil and may be stricter than for the general population.
- When reviewing expulsions, the administration and the School Board shall consider the safety and well-being of other pupils and staff of paramount importance.

Attendance

NH State RSA 193:1 reads

I. A parent of any child at least 6 years of age and under 18 years of age shall cause such child to attend the public school to which the child is assigned in the child's resident district. Such child shall attend full time when such school is in session unless:

- (a) The child is attending a New Hampshire public school outside the district to which the child is assigned or an approved New Hampshire private school for the same time;
- (b) The child is receiving home education pursuant to RSA 193-A and is therefore exempt from this requirement;
- (c) The relevant school district superintendent has excused a child from attendance because the child is physically or mentally unable to attend school, or has been temporarily excused upon the request of the parent for purposes agreed upon by the school authorities and the parent. Such excused absences shall not be permitted if they cause a serious adverse effect upon the student's educational progress. Students excused for such temporary absences may be claimed as full-time pupils for purposes of calculating state aid under RSA 186-C:18 and adequate education grants under RSA 198:41;
- (d) The child is attending a public or private school located in another state which has been approved by the state education agency of the state in which the school is located;
- (e) The pupil has been exempted from attendance pursuant to RSA 193:5;
- (f) The pupil has successfully completed all requirements for graduation and the school district is prepared to issue a diploma or the pupil has successfully achieved the equivalent of a high school diploma by either:
 - (1) Obtaining a GED certificate; or
 - (2) Documenting the completion of a home school program at the high school level by submitting a certificate or letter to the department of education;
- (g) The pupil has been accepted into an accredited postsecondary education program;
or
- (h) The pupil obtains a waiver from the superintendent, which shall only be granted upon proof that the pupil is 16 years of age or older and has an alternative learning plan for obtaining either a high school diploma or its equivalent.
 - (1) Alternative learning plans shall include age-appropriate academic rigor and the flexibility to incorporate the pupil's interests and manner of learning. These plans may include, but are not limited to, such components or combination of components of extended learning opportunities as independent study, private instruction, performing groups, internships, community service, apprenticeships, and on-line courses.
 - (2) Alternative learning plans shall be developed, and amended if necessary, in consultation with the pupil, a school counselor, the school principal and at least one parent or guardian of the pupil, and submitted to the school district superintendent for approval.
 - (3) If the superintendent does not approve the alternative learning plan, the parent or guardian of the pupil may appeal such decision to the local school board. A parent or guardian may appeal the decision of the local school board

to the State Board of Education consistent with the provisions of RSA 21-N:11,III.

II. A child who reaches the sixth birthday after September 30 shall not be required to attend school under the provisions of this section until the following school year.

III. In this section, "parent" means a parent, guardian, or person having legal custody of a child.

Philosophy

The ConVal High School attendance procedure is based on these premises:

- By law, all students under the age of 18 must attend school except for legally accepted excuses such as illness. A public school has responsibility for enforcement.
- The classroom experience is important. The interaction of teacher, and student and students with each other, leads to learning that may not otherwise take place.

Expectations

- Students are expected to attend school for the 180 days scheduled by the district per year. Parents need to call the attendance secretary at 603-924-3869 ext. 3232 to report their student absent on the day that the student will be absent.
- If that is not possible, parents must send a note with the student upon his/her return to school. Absences may be pre-approved by an administrator prior to the needed absence. Such requests must be made in writing (a form is available for this purpose in the main office) and may be considered as excused. Students will be allowed to make up missed work if the absence is excused.

Excused absences may include but are not limited to:

- Illness
- Funeral/Death in the Family
- College visits
- Religious Holidays
- Medical Reasons (surgery, extended illness, appointments)
- Others to be determined by administration

Unexcused absences

Students whose absences have been determined unexcused will be in violation of school policy, district policy and state law.

- 5 unexcused absences: The parent/guardian will receive a letter and the student will meet with the student assistance counselor.
- 10 unexcused absences: The parent/guardian & student are required to attend a meeting with the student assistance counselor, school counselor and administrator.
- 15 unexcused absences: The parent/guardian & student are required to attend a meeting with and administrator, school counselor, district court liaison and assistant superintendent.

Procedure

- Teachers will maintain a record of absences and tardiness for each student enrolled in their course.

- The attendance secretary will attempt to make daily calls to the family of each absent student unless the absences are pre-approved by an administrator, or the attendance secretary has been notified via parent phone call of the absence.
- Questions or concerns regarding the attendance policy should be directed to administration.

Students will receive a zero for participation if they are determined to be unexcused from class, and credit for any class work missed will be determined by the faculty and administration of ConVal High School. Unexcused absences include but are not limited to:

- Absences for which the attendance secretary has not been notified (through phone contact or note from the parent)
- Class cuts
- Others to be determined by administration

Excused Versus Unexcused Tardiness To School

Tardiness to school is considered excused only when a student presents a note from a parent or legal guardian that states the unavoidable event causing the tardiness. Some examples include the following:

- An early morning medical/dental appointment
- A family emergency
- A car accident or breakdown

All other tardiness is considered unexcused even if accompanied by a note from a parent or legal guardian. Some examples include the following:

- Alarm didn't go off/overslept
- Poor weather (at times the school excuses this tardiness)
- Friend was late driving me to school
- Too tired to get up on time

These are general guidelines. If a parent or guardian has a special situation or a one of a kind event that results in a student's tardiness to school, please call the main office and ask to speak with an administrator.

Three unexcused tardies to class or school within a two week period will result in a disciplinary consequence.

Our goal in establishing these procedures is to underscore the importance of arriving to "work" on time. We feel we would be remiss as an educational institution if we did not establish the kind of realistic standard for attendance that students will encounter in the world outside our walls.

Dismissals

If a student is to be dismissed during the school day for any reason, a note from the parent or guardian of the student, with the reason for dismissal, must be given to the attendance office at the beginning of the school day. A dismissal slip will be provided to the student and he/she must sign out at the main office at the approved release time.

In the event of an unexpected need for a student's release, the attendance office requires as much notice as possible from the parent or guardian so that the student may be located and informed of the need for dismissal. Please call the attendance secretary @ 603-924-3869; ext. 3232 with notification and the reason for any unplanned dismissal.

If a student becomes ill during the day, he/she must report to the health office to be assessed by the school nurse. Students cannot be dismissed if they are ill without going through the nurse; they must be dismissed through the health office in order that symptoms can be documented for data collection.

Homework Requests

Students are expected to contact their teachers by email or other students in the event of a single day's absence. Students or their parents should contact their school counselor if the absence extends beyond 3 days for illness or suspension. Teachers require 24 hour notice to respond to such requests.

Makeup Work

All work must be made up after a student's absence. It is the student's responsibility to procure assignments from each classroom teacher. The time period for makeup work should be relative to the amount of time missed. It should be noted that makeup work does not adequately replace the instructional time lost for a school absence.

Athletics & Activities

Co-Curricular Expectations

The co-curricular program at ConVal High School includes the following:

- All interscholastic athletic teams
- The performing arts program (non-credit bearing)
- Student government and the class officers
- All clubs that include Public Presentation or Interscholastic Competition

The following set of co-curricular expectations is designed to:

- Uphold the educational value of programs where each individual contributes to the whole for the success of the group/team.
- Ensure students perform at peak levels, developing self and group/team discipline. Prepare students for living within the law and contributing to their community.
- Reflect our school's high standards.
- Ensure that students participating in co-curricular programs serve as good representatives of our school district and demonstrate appropriate representation through their character, sportsmanship, teamwork, mutual respect and trust.

Each co-curricular program may have additional expectations. These expectations will be placed on file in the athletic and activities director's offices when they are put in place.

Once a student has begun their first sport or activity of the year they are under the agreement for the remainder of the school year. In case of a violation of this agreement all remediation

must be completed before participation in an ensuing activity or event, even into the next school year. An activity will be considered finished after the highest level of competition for the group and their awards banquet.

Because participation in Co-Curricular Activities and athletics is a privilege and not a right, CVHS reserves the right to limit participation for students who have failed to demonstrate appropriate behavior or a failure to meet these expectations even if they have not yet signed the acknowledgment. This would include times when school is not in session.

Behavioral Expectations

Students who participate in ConVal High School co-curricular programs are expected to adhere to high standards — physically and socially, in and out of school.

The following behaviors constitute violations of these expectations:

- Illegal use or possession of tobacco in any form
- Illegal use or possession of alcoholic beverages
- Illegal use or possession of drugs and/or mood-altering substances
- Possession of electronic smoking devices
- Gambling on any ConVal High School events
- Vandalism
- Stealing
- Bullying and/or harassing others
- Being convicted of any other misdemeanors or felonies
- Gross misconduct including, but not limited to: assault on an advisor/coach, judge/official, participant/opponent or spectator, leaving an activity in anger during the activity or interrupting the flow of the activity with inappropriate behavior and/or gestures at the advisors/coaches, judges/officials and/or spectators/staff members.
- Hazing and team/activity initiations involving hazing. CVHS defines hazing in accordance with New Hampshire State Law RSA 631:7.
- Any other behaviors not listed that the director of athletics and activities deems to be inappropriate.

Students who need confidential assistance or support concerning any of the behaviors listed above may contact their school counselor and/or the director of athletics and activities.

Failure to meet any of the expectations above, which are specifically addressed by ConVal School Board Policies, will receive consequences according to said policies.

Violations

First Violation

While in-season, the student cannot participate in games, scrimmages, competitions, performances, votes, etc. in the co-curricular program **for a** minimum of two weeks and any additional time, necessary to meet the following conditions. The student's participation in his/her co-curricular program will be limited as described in the following conditions.

- (1) The student must practice and/or attend meetings;

(2) The student must attend a meeting with his/her parent and a school counselor to determine the extent to which this behavior is problematic and cooperatively develop a remediation plan.

(3) The director of athletics and activities must approve the plan proposed and confirm that all conditions have been met.

Second Violation (Within the same school year)

The student will be suspended from participation in all co-curricular programs for sixty (60) calendar days within the school year or additional time as is needed to regain eligibility to participate in co-curricular programs by presenting, receiving approval of, and completing a remediation plan. This plan will include counseling and community service. The director of athletics and activities must approve the plan proposed and confirm that all conditions have been met.

Third Violation (Within the same school year)

The student is suspended from participating in all co-curricular programs for the remainder of the school year. Any student wishing to participate in Co-curricular Activities in subsequent school years must meet with the athletic director, Dean of Students, , school counselor and parents to develop a long term remediation plan before returning to activities or athletics.

Other Behaviors

Students who participate in ConVal High School co-curricular activities are expected not to attend gatherings at which alcohol or drugs are being illegally consumed, or other illegal activities are taking place. If ConVal High School officials receive information from the police or another reliable source that a student has attended such a gathering, the student and his/her parent or legal guardian will meet with the director of athletics and activities to review the health, safety, legal and social risks associated with these activities. During the meeting, the student and his/her parent or legal guardian will work cooperatively to determine any appropriate follow-up and/or consequences. Students will be accorded due process as outlines in the CVHS Parent Student Handbook. Consequences will be in effect during any appeals process.

Academic and School Attendance Expectations

Academic Performance

In order to be eligible for a ConVal High School co-curricular program, a student must have passed a minimum of three (3) units of work in the quarter previous to participation. Eligibility status is determined on the day that official report cards are distributed to students. An incomplete is not considered a passing grade for purposes of eligibility. A student may regain eligibility by making up academic deficiencies, failures, or incompletes of the regular school year through approved academic/credit recovery programs.

School Attendance

Students who participate in ConVal High School co-curricular activities are expected to attend school on the day of a meeting, practice, contest or performance. Any student who does not attend school by 11:00 a.m. for reasons of sickness or truancy will not be eligible to participate in any scheduled, meeting, practice, contest or performance on that date. If a student is tardy more

than three times in a season, future participation may require the Director of Athletics and Activities approval. If a violation becomes known at a later date, it will be enforced at the next meeting, practice, contest or performance following the disclosure. Repeated violations will be considered gross misconduct (refer to BEHAVIOR EXPECTATIONS #9). The Director of Athletics and Activities may grant exceptions to this expectation for extenuating circumstances.

School Suspension/In-School Adjustment

Any student suspended from school or issued an all-day in-school adjustment assignment will not be able to participate in or attend any co-curricular program, game, performance, practice, and/or meeting on the day of the suspension or in school adjustment assignment.

Athletic Specific Codes

- An athlete may not quit one sport and try out for another sport after the season has begun without the mutual consent of both coaches. "After the season has begun" is defined as the first scrimmage or game whichever comes first.
- An athlete who has been injured and has received medical treatment must receive clearance from the treating physician or designee to return to participation.
- It should be understood that any person who participates in a sport is subject to injury. These injuries may occur despite proper training and safe practice and game environments.
- Parents agree to be supportive and encouraging of all participants, coaches and officials at all athletic events. Good sportsmanship will be displayed at all times by all spectators.
- All NHIAA rules and policies will take precedence when there is a conflict with this policy.

Activities

Art Club,, Class Advisories, Dance Team, Drama Club, Envirothon, Equestrian Team, Future Business Leaders of America (FBLA), Family, Career and Community Leaders of America (FCCLA), Flag Team, German Club, Granite State Challenge, Green Team, Gay Straight Alliance, Interact Club, Jazz Band, The Link, Math Team, National Honor Society, National Technical Honor Society, National Ocean Sciences Bowl (NOSB), Prom Committee,, Robotics, Science Bowl, Select Chorus, Spanish Club, Student Council, Student Leadership, Students Against Destructive Decisions, SkillsUSA, Tolerance Acceptance and Diversity (ToAD), Yearbook, Youth & Government.

Athletics

The mission of the ConVal Athletics is to develop and promote the physical, emotional, social, and ethical well-being of each student-athlete. ConVal Athletics encourages the development of competitive programs that emphasize sportsmanship and ethical conduct.

ConVal offers nearly 800 athletic opportunities in 18 sports. ConVal is a member of the NHIAA and competes in Class I in most sports.

ConVal fields the following teams:

- Alpine Skiing
- Varsity Baseball
- Girls & Boys Varsity & JV Basketball
- Girls & Boys Freshman Basketball
- Nordic Skiing
- Varsity & JV Baseball

- Girls & Boys Cross Country
- Varsity & JV Field Hockey
- Varsity & JV Football
- Girls & Boys Ice Hockey
- Indoor Track
- Girls & Boys JV & Varsity Lacrosse
- Girls & Boys JV & Varsity Soccer
- Varsity & JV Softball
- Fall & Winter Spirit
- Girls & Boys Tennis
- Track & Field
- Varsity & JV Volleyball
- Wrestling

Athletic Physicals

In order to participate in interscholastic athletics, a student/athlete must have passed a doctor's physical examination and have a signed physical examination form on file with the Athletic Department. Physicals are valid for two years from the date they were given. Physicals should be done in 9th and 11th grade. **NO STUDENT WILL BE ALLOWED TO PARTICIPATE IN TRYOUTS, PRACTICE OR GAMES WITHOUT A PHYSICAL ON FILE IN THE ATHLETIC DEPARTMENT.**

Insurance

Any student who participates in co-curricular athletics (intramural or interscholastic) must have accident insurance. School insurance is an option that meets this requirement. Information is available in the Athletic Department.

Non-School Competition

A member of a school team is a student athlete who is regularly present for, and actively participates in, all team practices and competitions. Bona fide members of a school team are prevented from missing a high school practice or competition to compete with an out-of-school team, practice or competition to include tournaments, showcases, combines or other athletic events. Whenever a conflict arises between the high school team practice/competition and an out-of-school practice/competition on the same day, the high school team practice/competition must be honored by the student athlete. Priority must be given at all times to the high school team, its practices, and its contests unless a waiver has been granted by the principal and athletic director.

Penalties

Any student athlete who violates this rule, unless a waiver has been granted as stated above, for the first time shall be declared ineligible for the next 4 consecutive interscholastic events or 3 weeks of a season in which the student athlete is a participant, whichever is greater. This penalty is effective from the date of his or her last participation in a high school sport.

Any student athlete who violates this rule a second time or subsequent time shall be declared ineligible for participation in any high school sport for the balance of the school year.

Other rules, policies and procedures may be found with the athletic director and in team- specific rules distributed to teams by individual coaches.

Grievance Procedure for Athletes and Families

LEVEL 1: Student and/or parents bring concern to coach (no formal documentation). Students are encouraged to speak with a coach about a grievance as soon as possible in order to try and resolve most issues at this level.

LEVEL 2: Student and/or parents bring concern to the Athletic Director (AD) formal documentation). The AD, as a neutral party, takes appropriate steps to help the student resolve the grievance with the coach by 1) encouraging the student/parent to speak directly to the coach or 2) facilitating a meeting between the student/parent and the coach. Confidentiality will be respected if deemed necessary to the situation.

LEVEL 3: Student and/or parents bring concern to the principal (formal documentation). Confidentiality will be respected if deemed necessary to the situation.

LEVEL 4: Student and/or parents bring concern to the superintendent.

LEVEL 5: Student and/or parents bring concern to the school board. Hearing may or may not be granted; confidentiality guaranteed to personnel.

Every attempt will be made to respond quickly to each level of the grievance.

Transportation

All student-athletes are expected to use the transportation provided by the school to and from all off campus practices and games. If parents wish to transport their children, a written note must be signed by the parents and presented to the coach for his/her consent. THERE WILL BE NO EXCEPTIONS. Under NO circumstances will students be permitted to drive themselves or teammates to or from games.

NCAA

The NCAA sanctions most, but not all of a high school's courses. The NCAA reviews ConVal's courses regularly and the school counseling department has the current list of those courses. Further, the NCAA does not approve any courses taken at the middle school level.

Important Miscellaneous Information

Acceptable Use Procedure

ConVal High School and Region #14 Applied Technology Center
Before being granted access to the school's computers and technology resources, students and parents/guardians must read and sign the document titled, "Responsible Use Procedure for Computers, Network and Technology." That document is available in the library.

Accidents

All injuries must be reported to the appropriate teacher, the nurse, and the main office within 24 hours.

Assemblies

Student assemblies, which are considered an integral part of the overall education at ConVal High School, will be held throughout the school year and are considered to be a part of the school day. Parents are encouraged to support the attendance of their student at assemblies.

Building Use

Any activity held after the school day at ConVal requires a building use form filed with an assistant principal. Available in the main office from the receptionist, forms must be signed by the identified personnel. Gym and outside fields, as well as classrooms and the L.H.T., and all dates, are cleared by an assistant principal.

Bulletin Boards & Posters

Posters must be approved by an administrator or other staff member. They may be posted on hall bulletin boards, but are not to be taped to paneled walls or windows and are to be removed after the event has taken place.

Cell Phones

- Cell phones or electronic devices may NOT be used in the main office without permission.
- Students who bring cell phones to school do so at their own risk of loss, vandalism and/or theft.
- Students do NOT have the right to use their cellular device to audio or video record other students, staff or visitors without the expressed permission of the person(s) in the recording. Failure to comply with this rule will result in disciplinary action up to and including suspension from school.
- Electronics may be used with teacher permission only and teachers have the right to confiscate the device if used without permission:
 - Teacher takes the device for the block and returns it to student at the end of class
 - The device is taken to the office and gets returned to the student at the end of the day
 - A parent/guardian is required to pick up the device at the end of the day

Child Custody

Students will be released to parents and information will be given to parents unless the custodial parent has notified the appropriate school that there is a court order which specifically limits the rights of one of the parents. It is the responsibility of the parents to provide copies to the school of all court documents in this regard.

Class Elections

Class elections for president, vice president, secretary, treasurer, and Student Council are held in May for incoming senior, junior, and sophomore classes. In September, the slate of student officers will be completed when elections are held for all ninth grade offices. All students wishing to be candidates will need to obtain required signatures on petition forms from the main

office. Candidates complete campaigns by speaking before their classes in a designated venue; class members vote for candidates in homeroom the day after candidates' speeches. Student Council members count votes and publish results as soon as totals are available.

Closed Campus Guidelines

Students must remain inside the building from the time of their arrival at school until dismissal time unless authorized to leave by administration. Students found outside the building without permission may be subject to search. The only exception is at lunchtime, when students may go outside the cafeteria into the designated lunch area. No student is to enter the parking lot at any time without permission of the administration.

Similarly, students may not leave school grounds during school hours without receiving permission from an administrator. The middle school and the parking lot are off limits during school hours.

Furthermore, no ConVal High student should appear on any elementary or middle school campus when those schools are in session.

Dance Policy

Only ConVal High School students and their guests are permitted entrance. A guest is a student from another high school or ConVal alumnus who has been invited by a ConVal student and who has not reached the age of 21. A ConVal student may not invite more than one guest, and he/she is responsible for the behavior of the guest. Middle school students are not permitted to attend high school dances, even as a guest. Guests must be pre-approved by the ConVal administration. A dance approval form must be completed by the ConVal student and the guest and returned to the ConVal main office not later than the Thursday prior to the dance. The administration reserves the right to deny student attendance at a dance for behavior deemed serious enough to have a negative impact on the dance. Students who have been suspended from school (in school or out of school) during the period leading to or immediately following the dance are not permitted to attend the dance. Once a student has left the dance, he/she may not re-enter.

Employment and School

The school staff is aware of the importance of work for some students. Clearly, school must be a student's top priority while a student is in school. Students and parents are asked to limit a work commitment to ten hours when it falls Sunday evening through Thursday evening while school is in session.

Field Trip and Special Privileges

A student may be restricted from field trips or participating in special privileges if they are failing classes and/or have a history of tardiness/absence or discipline infractions.

Fire Drills

Fire drills are held regularly throughout the year. The signal for a fire drill or fire is sounded repeatedly on the fire alarm. Passing and exit directions from the building are posted in classrooms. Be sure you know where the proper exit is from each room in which you have

classes or activities. The first person out a door should hold the door until all have passed through. If you find the usual exits blocked for some reason, use the nearest available exit.

Food & Drink

The administration and staff reserve the right to establish, enforce and revise rules regarding food and drink in the classrooms and hallways at ConVal High School.

- All beverages must be in a covered, preferably recyclable/reusable container at all times.
- Some classrooms, such as computer labs, science labs, the library, the LHT and language lab may enforce to a no beverage policy.
- Students agree to notify a staff member immediately if a drink is spilled in class or in the hall so the stain can be quickly and appropriately cleaned.

Graduation

So that seniors, their families, and friends can take pride in the celebration of commencement, mandatory rehearsals are held in the week preceding graduation. Missing any of these important practices jeopardizes participation in the ceremony. Graduation is an academic celebration. Students will conduct themselves in dress, word and action as members of the class. Faculty and advisors and class officers, with the assistance of building administrators, shall oversee appropriateness of students' dress and behavior before, during, and following graduation.

Homework (Preparation and practice)

Parents are asked to follow and encourage their students' schoolwork and homework. Students should have an established quiet time and place at home to support disciplined study and reading habits. Review of homework by parents is also strongly encouraged.

Late Arrival To/Early Release From School

Late Arrival/Early Release

- Juniors and Seniors are eligible if they do not have a first or fourth block class.
- Parent permission is required.
- Administrative approval is required.
- Students must sign in and out at the main office.
- Students who leave 4th block may not return to campus until 2:20.
- Students who choose to arrive early on a given day must report to a designated area.
- Transportation is the responsibility of the parent and student.
- Students may not transport other students off campus who do not have this privilege.

Limited Release

- Seniors only are eligible if they do not have a 2nd or 3rd block class.
- Parent permission is required.
- Administrative approval is required.
- Students must sign in and out at the main office.
- Students are responsible to attend TASC.
- If students choose not to leave campus, they will report to a designated area.

- Students may not transport other students off campus who do not have this privilege.

Administration may revoke these privileges at any time for violations of ConVal High School Code of Conduct or these guidelines.

Lockers

Lockers are assigned to students through the school counseling office for the time the student is at ConVal.

Unlawful opening and entering of the locker of another student will result in disciplinary action. Students should know that, with reasonable cause, school officials may search students' lockers without permission. Searches may occur when students are suspected of hiding contraband material (drugs, stolen property, weapons, etc.).

Music/Media Devices

- Music/Media devices include but are not limited to: iPods, iPads, laptops, Smartphones, DVD players, CD players, etc.
- Music/Media devices may be brought to school and used prior to the start of school at 7:35 AM and during class time at the discretion of and with permission of the teacher only when a student would benefit from the usage.
- If a student uses a Music/Media device in violation of these procedures, staff members reserve the right to confiscate the device for the block or to turn it into the main office for administrative action.
- Administration reserves the right to return the device to the student at the end of the school day or to require that a parent pick up the device at their convenience.
- Students who bring Music/Media devices to school do so at their own risk of loss, vandalism, and or theft.
- Students do NOT have the right to use their media device to audio or video record other students, staff or visitors without the expressed permission of the person(s) in the recording. Failure to comply with this rule will result in disciplinary action up to and including suspension from school.
- Video games of any kind will not be used in school.
- During school, students will not watch movies that are not part of the education program.

National Honor Society

Election to the National Honor Society is one of the highest honors to be bestowed upon a student. Juniors and Seniors who have a 4.4 Weighted GPA are eligible for consideration.

Chosen from among many excellent candidates, those few selected for this honor best exemplify qualities of scholarship, leadership, service, and character. Membership in the National Honor Society is an honor awarded by the faculty, not a right to which a student is entitled. It is an honor and responsibility to uphold a tradition of intellectual and personal excellence.

Evaluation procedures for invited juniors and seniors will be forwarded with an initial letter from the principal and/or National Honor Society advisors.

The faculty council is entrusted to make selection decisions and does so as fairly and equitably as possible. Every effort is made to explain the general selection process to students and parents who have questions. However, in accordance with the handbook, specific reasons for non-selection of a student are confidential and cannot be discussed. Current members of the National Honor Society who fall below standards, which were the basis for their selection, shall promptly be warned in writing by the chapter advisor and given reasonable time to correct the deficiency. In case of a flagrant violation of school rules or civic laws, warning is unnecessary.

A procedure for dismissal of inducted members who fail to maintain standards is in place and available from the administration.

New England Common Assessment Program

“NECAP” is a state and ConVal district mandated 11th grade testing program which is a reflection of the NH Curriculum Frameworks provided by the State. All students must participate in the testing and results of testing shall be made available to colleges and employers upon request.

Northwest Educational Association - Measures of Academic Progress (NWEA - MAPS)

These are computerized assessments in Reading, Math, and Language Usage that are administered to all ninth and tenth graders by the ConVal School District. They provide the district with valuable data that is used to track student progress from year to year.

Police in the School

The policy of school personnel is to represent the interests of student and parents in matters relating to police business within the school. Within due process rights of the students, school personnel will also support local police with their enforcement of the law. In all instances, the parents of minor students will be notified prior to student involvement in police business with relation to the school. Representatives of police departments from all towns are welcome visitors and resources within the school.

Security Cameras

Please be advised that ConVal High School is equipped with a video monitoring system. Video monitoring is taking place throughout the interior of the building, the exterior of the building as well as the parking lot.

Skateboards & Scooters

For safety reasons, skateboards may not be ridden on ConVal High School property at any time. Skateboards brought to school must be properly stored in lockers or in the main office. The administration reserves the right to confiscate these items if they are misused.

Student Driving/Parking Permits

The ConVal School District provides transportation to and from school, including late busses for after-school activities.

At CVHS, we are fortunate to be able to offer seniors and juniors if space is available an opportunity to park their vehicles at CVHS. We encourage students to carpool to school or ride the bus. We also strongly encourage students to lock their vehicles at all times while on CVHS property. ConVal High School is not responsible for items stolen or missing from vehicles while

on CVHS property. Vehicles on ConVal School District property may be subject to search by the administration.

The parking lot will be monitored on a regular basis.

Drivers who violate the parking guidelines are subject to towing at the driver's/owner's expense. Permits may be revoked without refund if:

- A student parks in a spot designated as handicapped,
- A student returns to his/her car during the school day without permission from administration,
- A student parks in a spot designated for staff,
- A student leaves campus without permission,
- A student transports others off campus,
- A student drives recklessly on school property,
- A student displays any behavior that is deemed not in the best interest of the CVHS driving community by administration.

Upon arrival at school, students must park their cars, exit from their cars and report directly to the interior of the building delete. The parking area is not a place for loitering before, during or after school.

Students may NOT sell their permits to other students, or make copies of permits to provide to other students. A permit may be obtained ONLY from the ConVal administration. Students found to have violated this expectation will be subject to disciplinary action by the administration, including but not limited to, revocation of parking privileges.

Late Bus

In an effort to support co-curricular activities and promote student/teacher time after school hours, ConVal makes a late bus available to any student. This bus leaves ConVal at 4:25 and goes to the center of all sending communities. Goffstown Trucking establishes a code of behavior that has been approved in the Contoocook Valley School District. For details, please contact 924-9211. (Refer to CVSD Policy JICC)

Student ID cards

All students are issued an identification card annually (ID card). ID cards may be used to verify identity, to check out library materials, attend certain school functions, and may be required for early release or late arrival privileges.

Textbooks, Library Books, Equipment and Materials

Students may be issued textbooks, equipment and materials as part of their coursework. Students are responsible to return textbooks, equipment and materials at the end of the course or to reimburse the school for any lost textbooks, equipment or materials. Students who check books out of the library will be responsible for returning them or shall reimburse the school by the end of the school year.

Valuables

Students are discouraged from bringing valuables or large sums of money to school. If they choose to do so, they should keep such valuables on their person and not leave them in book

bags, classrooms, or lockers. ConVal High School is not responsible for lost or stolen items. The administration will assist families in contacting the police and filing the appropriate paperwork in cases of theft at ConVal High School.

Vandalism

Vandalism of any kind may be deemed as criminal behavior. If a student commits vandalism on school grounds, on school transit or at any school-sponsored event, they will be disciplined by a school official and may also face criminal charges. Disciplinary action can include but is not limited to restitution, loss of privileges to attend district-sponsored activities, detention, in-school suspension or expulsion.

Visitors

Visitors (including Alumni) who have not received permission from administration **in advance** will not be allowed to visit students, staff, or faculty at ConVal High School while school is in session.

Wellness Policy

The Contoocook Valley School District is committed to providing a school environment that enhances learning and the development of lifelong wellness practices.

To accomplish these goals:

- Child Nutrition Programs will comply with federal, state, and local requirements, and will be accessible to all children.
- Sequential and interdisciplinary nutrition education will be provided and promoted.
- Patterns of meaningful physical activity that connect to students' lives outside of physical education will be encouraged.
- All school-based activities will be consistent with local wellness policy goals.
- All foods and beverages made available on school grounds, including vending, concessions, a la carte, student stores, parties, and fundraising during the school day will be consistent with current Dietary Guidelines for Americans.
- All foods made available on school grounds will adhere to food safety and security guidelines.
- The school environment will be safe, pleasing, and comfortable, and will allow ample time and space for eating meals.
- Food and or physical activity will not be used as a reward or punishment, unless necessitated by a student's Individualized Education Plan.
- Implementation/monitoring of this policy will be reported to the School Board annually by the superintendent's designee, with recommendations for guideline changes if necessary or appropriate.

Working Papers

Working papers are issued to students under the age of 16 by the counseling office. The employment certificate must be completed by the employer and brought back to the registrar in the counseling office along with a birth certificate, passport, or social security card by student and parent/guardian for signatures. The registrar will complete the process.

