



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 2017-2018 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!

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Message from the Superintendent

Welcome to the 2017-2018 school year!

As the Superintendent of the ConVal School District, I want to personally welcome each of you back to 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 to learn 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. Try out for the team, the part, write a story, submit a work of art, or 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. The ConVal School District has the desire 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 student and the adult that you wish to be.

Make it a great year!

Kimberly Rizzo Saunders

Superintendent of Schools

About ConVal High School

Contoocook Valley Regional 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.

School Profile

Hours: 7:35—2:20
Enrollment: 750
Building Personnel: 145
Motto: “Here Comes ConVal!”
Mascot: Cougar
Colors: Blue and Gold
Website: <http://cvhs.convalsd.net>
Address: 184 Hancock Road, Peterborough, NH 03458

Our Mission

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

Beliefs and Core Values

- 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

Learning Environment

ConVal Regional High School is a comprehensive public high school 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.

ConVal High School Procedures

Alternative Credit Options

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.

Independent Study/Extended Learning Opportunities

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.

Credit Recovery

Students must meet with their school counselor to review their transcript and discuss appropriateness of credit recovery coursework prior to registering for a course. 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.

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.

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.

- 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 are strongly encouraged to complete VLACS courses by the end of Semester 1 of their senior year.**
- Students who enroll in a VLACS class without following this procedure may not have the credit transferred to their CVHS transcript.
- 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.

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.

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.

Grading System

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 demonstrate greater proficiency by pursuing re-learning opportunities. The criteria for revision are as follows:

- Students have the opportunity to improve and resubmit graded assessments provided that students meet pre-set, school-wide and department-specific improvement qualifications.
- 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. 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.
- 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.

Graduation Requirements

Subject Areas	ConVal Diploma	NH Scholars Core	NH Scholars STEM (3.2 GPA)	NH Scholars Arts (3.2 GPA)	Adult Diploma Program
English	4	4	4	4	4
Global Studies	1	2	2	2	1
Economics/Government	1	1	1	1	1
US History	1	1	1	1	1
Science	3 lab sciences	4 (3 lab sciences)	4 (3 lab sciences)	4 (3 lab sciences)	2
Mathematics	3	4 (Alg 1, Alg 2, Geom & 1 other)	4 (Alg 1, Alg 2, Geom & 1 other)	4 (Alg 1, Alg 2, Geom & 1 other)	2
World Languages	0	2 of the same language	2 of the same language	2 of the same language	0
Health	1	1	1	1	0
Physical Education	1	1	1	1	0
Arts Education	.5	.5	.5	2	0
Info & Computer Technology	.5 or competency	.5 or competency	.5 or competency	.5 or competency	.5 or competency
Elective Offerings	10	5	4	3.5	7.5
STEM	n/a	n/a	1	n/a	n/a
Total Credits	26	26	26	26	20

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.

Scheduling Procedures

Course Numbers/Weighting

- Class rank is determined with weighted grades.
- ConVal weights grades based on course level as follows:
 - 010 / Honors / Advanced Placement : 1.50
 - 012 / Accelerated: 1.25
 - 123 / Non-leveled: 1.00

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

- 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.
- 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.

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.

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.

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.

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.

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

See full district policy in this publication

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.

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.

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)

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)

Weapons

See full district policy in this publication

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.

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.

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

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.

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

- 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.

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

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.

Attendance

See full district policy in this publication

NH State RSA 193:1

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.

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.

Special Programs and Supports

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.

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.

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.

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.

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.

ConVal High School 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

See full district policy in this publication

- 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.

ConVal School District Policies

For full District Policies, see <http://schoolboard.convalsd.net/district-policy-sections/district-policies/>

Non-Discrimination

The School Board, in accordance with the requirements of the federal and state laws, and the regulations which implement those laws, hereby declares formally that it is the policy of the Board, in its actions and those of its employees and students, that there shall be no discrimination on the basis of age, sex, race, creed, color, marital status, physical or mental disability, national origin, sexual orientation, or any other categories protected by law for employment in, participation in, admission/access to, or operation and administration of any educational program or activity in the School District.

Inquiries, complaints, and other communications relative to this policy and to the applicable laws and regulations concerned with non-discrimination shall be received by the Superintendent or his/her designee.

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

Video Surveillance on School Property

The School Board authorizes the use of video devices on District property to ensure the health, welfare, and safety of all staff, students and visitors to District property and to safeguard District buildings, grounds, and equipment. The Superintendent will approve appropriate locations for surveillance devices. Placement of the video cameras will be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy in public areas or quasi-public areas or at public events. Such locations may include gymnasiums, libraries, cafeterias, hallways and outside perimeters.

Signs will be posted on school building to notify students, staff and visitors that video cameras may be in use. Parents and students will also be notified through the student handbook. Copies of video recordings from surveillance cameras will normally be retained for a period of two weeks and thereafter will be erased either by deletion or copying over with a new recording. If a recording contains evidence of any misconduct or crime, it will be retained until the matter has been fully resolved. Any release or viewing/listening of recordings will be in accordance with the law and will take into consideration the privacy rights of students depicted on the recording.

Recordings from surveillance cameras may be reviewed by District personnel for disciplinary or investigative purposes and may be used as evidence in any disciplinary or criminal proceedings. Recordings from surveillance cameras will not be used in connection with the annual evaluation of teachers under the ConVal Teacher Evaluation Plan.

Recordings from surveillance cameras are not considered educational records under FERPA, unless they are maintained as part of a student disciplinary proceeding.

Extended Learning Opportunities

The ConVal Board encourages students to pursue Extended Learning Opportunities (ELO) as a means of acquiring knowledge and skills through instruction or study that is outside the traditional classroom methodology. Extended Learning Opportunities may include, but are not limited to, independent study, private instruction, performing groups, internships, community service, apprenticeships, online courses/distance education, or other opportunities approved by the Superintendent or his/her designee, in conjunction with Board policies.

The purpose of ELOs is to provide educational experiences that are meaningful and relevant, and that provide students with opportunities to explore and achieve at high levels. In order to maximize student achievement and meet diverse pathways for learning, this policy permits students to employ ELOs that are stimulating and intellectually challenging, and that enable students to fulfill or exceed the expectations set forth by State minimum standards and applicable ConVal Board policies.

Roles and Responsibilities

All programs of study must meet or exceed the proficiencies and skills identified by the New Hampshire State Board of Education, applicable rules and regulations of the Department of Education, and all applicable Board policies. All programs of study proposed through this program shall have specific instructional objectives aligned with the State minimum standards and the District's curriculum standards. All Extended Learning Opportunities will comply with applicable laws and regulations, including child labor laws and regulations governing occupational safety.

Students wishing to pursue programs of study under these guidelines must first present their proposal to the school's ELO Coordinator(s) for approval. The name and contact information for the school's ELO Coordinator(s) will be found in the Student/Parent Handbook and by contacting the Principal's Office and/or the School Counseling Department. The designated ELO Coordinator will assist students in preparing the application form and other necessary paperwork. *The 2017-2018 ELO Coordinator is Kristin Ingram.*

The Principal and/or designee will have primary responsibility and authority for ensuring the implementation of ELOs and all aspects of such programs. The Principal will determine who will be responsible for approving student eligibility and such approval will include a consideration of the overall benefits, costs, advantages and disadvantages to both the student and the district.

Students approved for an ELOs must have parental/guardian permission to participate in such a program. Such permission will be granted through a Memorandum of Understanding for Educational Services signed by the parent/legal guardian and returned to the district before beginning the program.

All extended learning opportunities, including the cost of fees, books, and transportation, not initiated and designed by the District, shall be the financial responsibility of the student or his/her parent/legal guardian.

High School Extended Learning Opportunities

ELOs may be taken for credit or may be taken to supplement regular academic courses. If the Extended Learning Opportunity is taken for credit, the provisions of Policy IMBC, *Alternative Credit Options*, will apply. The granting of credit shall be based on a student's mastery of course competencies, as defined by Policies ILBA, *Assessment of Educational Programs*, and ILBAA, *High School Competency Assessments* as evaluated by Highly Qualified Teachers.

Extended Learning Opportunities may also be used to fulfill prerequisite requirements for advanced classes based on competencies evaluated by a Highly Qualified Teacher.

The Principal and/or designee will review and determine credits that will be awarded for extended learning opportunities towards the attainment of a high school diploma. Parents/Guardians and/or students may appeal decisions rendered by the Principal within the provisions below (see appeal process).

Students electing independent study, college coursework, internships, or other extended learning opportunities that are held off the high school campus will be responsible for providing their own transportation to and from the off-campus site.

Students approved for off-campus extended learning opportunities are responsible for their personal safety and well-being. Extended learning opportunities at off-campus sites will require a signed agreement among the school, the student, and a designated agent of the third-party host. The agreement should specify the roles and responsibilities of each party.

Program Integrity

In order to insure the integrity of the learning experience approved under this program, the student will be required periodically or upon demand to provide evidence of progress and attendance. The Principal, or designee, will be responsible for certifying course completion and the award of credits consistent with the District's policies on graduation.

If a student is unable to complete the extended learning opportunity for valid reasons, the Principal, or designee, or assigned Highly Qualified Teacher will evaluate the experience completed to date and make a determination for the award of partial credit or recommend an alternative experience.

If a student ceases to attend or is unable to complete the extended learning opportunity for insufficient reason (lack of effort, failure to follow through, indecision, etc.), the school's existing grading procedures will be followed.

In order to certify completion of co-curricular programs and activities based upon specific instructional objectives aligned to the standards, the school will develop appropriate mechanisms to document student progress and program completion on student grade report records.

Students transferring from other schools who request acceptance of course credits awarded through similar extended learning opportunity programs shall have their transcripts evaluated by the School Counselor and Principal.

Grading System

The Superintendent and the building Principals will develop a grading system appropriate for the grade levels of the respective schools. The grading system will be approved by the Board and published in the Parent-Student Handbook. All grading decisions shall be made at the building level and the decision shall be final.

Promotion and Retention of Students

The Superintendent or his/her designee and the building principals shall develop guidelines for the promotion and retention of students. These guidelines shall be published in the Parent-Student Handbook.

Criteria to be considered regarding the promotion of students should include, but is not limited to, a student's mastery of course level competencies, grades, and teacher recommendations.

Graduation Regalia

Acceptable attire and regalia for graduation ceremonies will be determined by the building Principal, and published in advance in the school handbook. Exceptions and changes will be made only at the discretion of the building Principal.

A student shall have the right to wear a dress uniform issued to the student by a branch of the United States Armed Forces while participating in the graduation ceremony, provided that:

- I. The student has fulfilled all of the requirements for receiving a high school diploma in the state of New Hampshire and the school district and is otherwise eligible to participate in the graduation ceremony;
- II. The student has completed basic training for and is an active member of a branch of the United States Armed Forces.

A student wearing a dress uniform shall not be required to wear any other piece of regalia, or to wear the uniform in a manner inconsistent with the customs and regulations of his/her branch of service. The policy language regarding military uniforms shall be included in the school handbook.

Alternative Credit Options

The School Board encourages increased educational options for students. Credits may be earned through alternative methods outside of regular classroom-based instruction offered by the district schools. Awarding of credits to be applied toward high school graduation will be determined by the high school principal, and will be granted only if the request fulfills the following:

- The request is submitted with a plan to achieve competency that meets or exceeds the rigorous academic standards required by the school for students enrolled in a credit course offered by the school.
- The plan includes clear expectations for performance.
- The plan includes clearly defined methods and expectations for assessment.
- Verification of the plan's merit can be evaluated in a timely fashion and does not cause unnecessary burden of the resources of the administration.

Students earning credit via alternative methods will participate in all assessments required by the statewide education improvement and assessment program.

The Board directs the Superintendent or his/her designee to establish regulations and procedures for implementing this policy that will include:

Definitions of allowable alternative learning opportunities

- Reasonable limits on the number of approved alternative courses that can be administered each school year – school-wide and per student
- The number of alternative credits each student may use toward graduation requirements
- Application and approval process
- Criteria for determining which requests satisfy a particular subject area requirement
- Identification of person(s) responsible for approval, supervision, and monitoring progress
- Requirements that alternative opportunities meet the same rigorous academic outcomes as traditional classroom delivery
- Assurance of equal access for all students
- Assurance that approved alternative learning opportunities are consistent with all policies of the District
- The procedure will be made public on the ConVal District web site and within the ConVal Regional High School Student Handbook.

It is the policy of the ConVal School Board that alternative methods for awarding of credit may include:

- Competency testing in lieu of enrollment under the provisions of Policy ILBAA
- Interdisciplinary credit

- Satisfactory completion of course requirements at another public school district, an approved private school, or a home-schooling experience
- Transfer of credits earned by students before enrolling in the district, such as student moving into New Hampshire from another state or country
- Extended Learning Opportunities under the provision of Policy IHBH
- Online/virtual learning opportunities under the provisions of Policy IMBA
- College Credit/Dual Credit
- Early College
- Middle School acceleration to the extent that the course work exceeds the requirements for seventh or eighth grade, is consistent with the related high school course(s), and the student achieves satisfactory standards of performance.

If the student demonstrates knowledge and abilities on a placement pre-test developed by the school district for a particular course, the student shall not receive credit for the course, but shall be allowed to take a more advanced level of the subject or an elective.

Funding

Unless otherwise recommended by the Superintendent or his/her designee and approved by the ConVal School Board, under ordinary circumstances students or their parents/guardians are responsible for all related expenses including tuition and textbooks. The District may pay the fee for expelled students who are permitted to take courses in alternative settings. If paid by the District, and the course is not completed, the student must reimburse the District for expenses.

Student Release Precautions

All school personnel are to be instructed to refuse requests for students to leave the school grounds once they have come to the school or have been deposited there from the school buses or other vehicles. Students shall not leave the school grounds from the time they arrive until the time of their departure for home except as follows:

- No school or grade may be dismissed before the regular hour for dismissal except with the approval of the Office of the Superintendent of Schools.
- No teacher may permit any individual pupil to leave school prior to the regular hour of dismissal except by permission of the principal or his/her indicated representatives.
- No pupil may be permitted to leave school prior to the dismissal hour for any reason unless permission of the parent or guardian has been first secured, nor sent home unless a responsible adult is at the home.

As provided by the ConVal High School Student Handbook, any student being released during the school day must be released through the school office when he/she leaves and must report to the office when he/she returns, except that students who are ill may also be released through the nurse's office. Students will be released only when legally authorized by the parent or legal guardian.

Attendance, Absenteeism, Truancy

Absences

School-aged children enrolled in the District must attend school in accordance with all applicable state laws and Board policies. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in the District during the days and hours that school is in session.

The ConVal School Board considers the following to be excused absences:

- Illness
- Recovery from an injury
- Required court attendance
- Medical and dental appointments
- Death in the immediate family
- Observation or celebration of a bona fide religious holiday
- Such other good cause as may be acceptable to the Principal or permitted by law

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

In the event of an illness, parents must call the school and inform the school of the student's illness and absence. For other absences, parents must provide written notice or a written excuse that states one of these reasons for non-attendance. The Principal may require parents to provide additional documentation in support of their written notice, including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance.

If parents wish for their child to be absent for a reason not listed above, the parent must provide a written explanation of the reason for such absence, including why the student will be absent and for how long the student will be absent. The Principal will make a determination as to whether the stated reason for the student's absence constitutes good cause and will notify the parents via telephone and writing of his/her decision. If the Principal determines that good cause does not exist, the parents may request a conference with the Principal to again explain the reasons for non-attendance. The Principal may then reconsider his initial determination. However, at this juncture, the Principal's decision shall be final.

Family Vacations/Educational Opportunities

Generally, absences other than for illness or injury during the school year are discouraged. The school principal or his/her designee may, however, grant special approval of absence for family vacations, provided written approval is given in advance. Parents are asked to write a note to their child's teacher at least two weeks before the trip. This advance planning will allow the teacher enough time to work with parents and the student regarding homework completion.

Truancy

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence. Ten half-days or five full days, or any equivalent combination thereof, of unexcused absence during a school year constitutes habitual truancy.

A half-day absence is defined as a student missing more than two hours of instructional time and less than three and one-half hours of instructional time.

Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence.

The Principal or Truant Officer is hereby designated as the District employee responsible for overseeing truancy issues.

Intervention Process to Address Truancy

The Principal shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process that identifies students who are habitually truant, as defined above.

When the Principal or designee identifies a student who is habitually truant or who is in danger of becoming habitually truant, he/she shall commence an intervention with the student, the student's parents, and other staff members as may be deemed necessary. The intervention shall include, but is not limited to:

- Investigation of the cause(s) of the student's truant behavior;
- Modification, when appropriate, of his/her educational the student's program to meet particular needs that may be causing the truancy;
- Development of a plan, involving the parents, designed to reduce the truancy;
- Alternative disciplinary measures, but still retains while still retaining the right to impose discipline in accordance with the District's policies and administrative guidelines on student discipline;

Parental Involvement in Truancy Intervention

When a student reaches habitual truancy status or is in danger of reaching habitual truancy status, the Principal or designee will send the student's parent a letter which includes:

- A statement that the student has become or is in danger of becoming habitually truant;
- A statement of the parent's responsibility to ensure that the student attends school; and
- A request for a meeting between the parents and the Principal to discuss the student's truancy and to develop a plan for reducing the student's truancy.

Developing and Coordinating Strategies for Truancy Reduction

The Board encourages the administration to seek truancy-prevention and truancy-reduction strategies along the recommendations listed below.

- Coordinate truancy-prevention strategies based on the early identification of truancy, such as prompt notification of absences to parents.
- Assist school staff to develop site attendance plans by providing development strategies, resources, and referral procedures.
- Encourage and coordinate the adoption of attendance-incentive programs at school sites and in individual classrooms that reward and celebrate good attendance and significant improvements in attendance.

However, these guidelines shall be advisory only. The Superintendent is authorized to develop and utilize other means, guidelines, and programs aimed at preventing and reducing truancy.

Parental Notification of Truancy Policy

The Superintendent shall also ensure that this policy is included in or referenced in the student handbook and is made available to parents annually at the beginning of each school year.

Student Rights and Responsibilities

The privileges and rights of all students shall be guaranteed.

A primary responsibility of the Contoocook Valley School District and its professional staff to its students shall be the development of an understanding and appreciation of our representative form of government, the rights and responsibilities of the individual and the legal processes whereby necessary changes are brought about consistent with the United State Constitution, its amendments and the New Hampshire Constitution.

The school is a community and the rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community.

Students shall have the right to peaceably and responsibly advocate change of any law, policy, or regulation. Students may exercise their right to freedom of expression through speech, assembly, petition, and other lawful means. The exercise of this right must not interfere with the rights of others. Freedom of expression may not be utilized to present material which tends to be obscene or slanderous, or to defame character, or to advocate violation of federal, state, and local laws, or official school policies, rules, and regulations.

Students may present complaints to teachers or administration officials. Adequate opportunities shall be provided for students to exercise this right through channels established for considering such complaints.

Student rights and responsibilities relative to student conduct and student discipline shall be published in the Parent-Student Handbook, and will be made available in another language or presented orally upon request. Student disciplinary procedures will be implemented pursuant to the provisions of Board Policies JIA and JICD.

Student Due Process Rights

Students facing discipline will be afforded all due process rights given by law. The Superintendent or designee appointed in writing, is authorized to suspend any student for ten days or less for violations of school rules or policies. The School Board, or representative thereof, designated in writing, is authorized to continue the suspension in excess of 10 days following a hearing with the aforementioned representative. Any suspension in excess of 10 days may be appealed to the Board committee charged with discipline review.

In addition to the provisions of this policy, the Board recognizes the application of all pertinent provisions of RSA 193:13 and associated Department of Education rules. Student due process rights shall be printed in the Parent-Student Handbook and will be made available in another language, as necessary, or presented orally upon request.

Student Conduct

Students have a responsibility to know and respect the rules and regulations of the school. Students shall receive annually, at the opening of school, a publication (student handbook) listing the rules and regulations to which they are subject. Such publication will be made available in another language or presented orally upon request.

Student Conduct on School Busses

Students using District transportation must understand that they are under the jurisdiction of the School from the time they board the bus until they exit the bus.

Students transported in a school bus shall be under the authority of the District and under control of the bus driver. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reasons for a student to be denied the privilege of transportation in accordance with the regulations of the Board.

The driver of the bus shall be held responsible for the orderly conduct of the students transported. Each driver has the support of the Board in maintaining good conduct on the bus. If a student is to lose the privilege of riding the bus, advance warning will be given, except for extreme misconduct.

The Superintendent or his/her designee will develop rules and regulations for conduct on buses, and these shall be printed in the Parent-Student Handbook, and made available in another language or presented orally upon request.

Discipline Procedures

Suspensions of Ten Days or Less During the School Year

Students with disabilities shall be entitled to the same protections and procedures that are available to students without disabilities. School personnel may remove a student with a disability, who violates the code of conduct, from his or her current educational placement under certain circumstances. A student may be removed to an interim alternative educational setting, another setting, or suspension, for not more than ten (10) school days at a time for a violation of school rules in accordance with the discipline policy of the District that is used for all students, unless it is determined that the removal constitutes a change of placement.

When a student is removed from his or her current placement for ten (10) or fewer days in the school year, the District shall not be required to provide any special or regular education services during the suspension, as long as those removals do not constitute a change of placement under 34 CFR 300.536.

When these removals (10 days, or less at one time) accumulate to more than ten (10) days in a school year, school personnel, in consultation with at least one of the student's teachers, shall determine the extent of services needed to enable the student to progress in the general curriculum and toward the IEP goals, and the location in which the services will be provided.

School personnel may consider unique circumstances on a case-by-case basis whether a change in placement is appropriate for a student with a disability who violates the code of conduct. Change of placement includes removal for more than ten (10) consecutive days or a series of removals in excess of ten (10) days that constitute a pattern. When disciplinary action results in a change of placement, notice shall be provided to parents the day the decision is made.

Suspensions of More Than Ten Days

When any change in placement is contemplated for more than ten (10) school days because of a violation of a code of student conduct, the District, the parent, and relevant members of the IEP Team shall convene no later than ten (10) school days after the school decides to suspend the student and review:

- all relevant information in the student's file;
- the student's IEP;
- any teacher observations; and
- any relevant information provided by the student's parents

To determine:

- if the conduct in question was caused by the student's disability or had a direct and substantial relationship to the student's disability; or
- if the conduct in question was a direct result of the District's failure to implement the IEP.

If either of the above determinations are affirmative, the conduct shall be determined to be a manifestation of the student's disability. If determined that the student's conduct is a direct result of the District's failure to implement the IEP, the District shall take immediate steps to remedy those deficiencies.

If the behavior is not a manifestation of the student's disability, relevant disciplinary procedures that apply to students without disabilities may be applied in the same manner as they would be applied to other students, except that appropriate educational services must continue.

Manifestation Determination Decision

If the District, the parent, and relevant members of the IEP Team determine that the student's conduct was a manifestation of her/his educational disability, the IEP Team shall:

- Conduct a functional behavioral assessment and implement a behavioral intervention plan for the student, or
- If a behavioral intervention plan has been developed, the team shall review the existing plan and modify it as necessary to address the behavior; and

- Except under “special circumstances” return the student to the placement from which s/he was removed, unless the parent and the District agree to a change of placement as part of the modification of the behavioral intervention plan.

“Special Circumstances” allowing for removal to an Interim Alternative Educational Setting

The student may be removed from her/his current placement by school personnel and placed by the IEP Team in an Interim Alternative Educational Setting (IAES) for up to forty-five (45) school days without regard to the manifestation determination in cases where the student:

- Carried or possessed a weapon to or at school, on school premises, or to or at a school function under jurisdiction of a state educational agency (SEA) or District;
- Knowingly possessed or used illegal drugs, or sold or solicited the sale of a controlled substance, while at school on school premises, or at a school function under the jurisdiction of an SEA or District; or
- Inflicted serious bodily injury* upon another person while at school, on school premises, or at a school function under the jurisdiction of an SEA or District.

*Serious Bodily Injury: defined in USC 1365(g) means a bodily injury that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty. No later than the date of the disciplinary decision, the District shall notify the parents of the decision and of the procedural safeguards. If parents disagree with the decision and request an appeal, the student shall remain in the alternative setting pending the appeal.

If there is a disagreement with the parents, the District may seek an order for a Hearing Officer for placement in an interim alternative educational setting when it believes that maintaining the current placement of the student is substantially likely to result in injury to the student or others.

A student who has not been determined to have a disability and is subject to disciplinary action may assert the protections in this part if the District had knowledge that the student was a student with a disability before the behavior the precipitated the disciplinary action occurred. The District will consider cases on an individual basis and in accordance with CFR 300.534 – Protections for Students Not Yet Eligible for Special Education and Related Services.

Nothing in this part will prohibit employees of the District from reporting a crime committed by a student with a disability to appropriate authorities. Neither will it prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by a student with a disability, then the District shall also ensure that copies of the special education and discipline records will be transmitted for consideration by the appropriate authorities, but only to the extent permitted by the Family Educational Rights and Privacy Act (FERPA).

Attendance and Discipline

It is expected that all students in the ConVal School District will comply with the attendance and behavior expectations and rules of the schools. The District shall not discriminate against anyone on the basis of disability when administering attendance and discipline systems. To this end, a minority of students may require accommodations or modifications to the discipline or attendance policies because of their educational disabilities. If a student with a disability is in jeopardy of not meeting the attendance requirements or school rules, the Individualized Education Program (IEP) Team will convene and review and/or revise the student’s Individualized Education Program (IEP) as appropriate.

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, affects 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.

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

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

A student found to have violated any part of this policy:

- May be required to participate in an approved alcohol/drug assessment either by the district Alcohol and Drug Counselor or with a district approved Alcohol and Drug Counselor before returning to school
- Is required to meet (accompanied by parent) with an administrator prior to returning to school
- Shall be reported to the local police for appropriate action if local, state or federal statutes have allegedly been violated
- May be required to participate in a program of education regarding the abuse of alcohol or other controlled substances
- May be required to submit to drug testing by a certified agency prior to and after being allowed to resume attendance at school; proper written evidence of the drug test must be submitted to administration at the time of each testing and reentry to school is based upon “negative” test results. Failure to comply with any of the above requirements will result in continued suspension from school or expulsion from school.

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, guidance, 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.

Employees and Other Persons

Any other person, including all employees, for whom there is reliable evidence he or she is under the influence, or is in possession of illegal drugs, will be reported to the proper 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.

Dangerous Weapons on School Property

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

The term “weapons” includes, but is not limited to, firearms (rifles, pistols, revolvers, pellet guns, BB guns, etc.), ammunition, knives, slingshots, metallic knuckles, firecrackers, billyclubs, stilettos, switchblade knives, swords, canes, pistol canes, black jacks, daggers, dirk knives, explosives, incendiaries, martial arts weapons or self-defense weapons, such as tazers or chemical sprays (as defined by RSA 159:24 and RSA 159:20 respectively), or any other object or substance which, in the manner it is used or threatened to be used, is known to be capable of producing death or bodily injury. Additionally, this list is not intended to be exhaustive or all-inclusive. The principal may determine that any instrument, object or substance is a “weapon” within the intent of this Policy, if the principal believes that such instrument, object or substance was used or was intended to be used to inflict bodily harm on any person.

Student violations of the policy will result in both school disciplinary action and notification of the police. Suspension or expulsion from school could result.

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). The determination of whether to modify the expulsion shall be left to the discretion of the Superintendent upon review of the specific case in accordance with other applicable.

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

Weapons under control of law enforcement personnel are permitted.

The Superintendent shall ensure that all students will receive written notice of this policy at least once each year and will determine the method of notifying students (student handbook, mailing, etc.)

Pupil Safety and Violence Prevention

General Statement of Policy and Prohibition Against Bullying and Cyberbullying

The Contoocook Valley School District is committed to providing all pupils a safe school environment. Conduct constituting bullying or cyberbullying 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.

Definitions

The following definitions apply to this policy:

- **Bullying:** a single significant incident or pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:
 - Physically harms a pupil or damages the pupil's property;
 - Causes emotional distress to a pupil;
 - Interferes with a pupil's educational opportunities;
 - Creates a hostile educational environment;
 - Substantially disrupts the orderly operation of the school.
- Bullying also includes actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs.
- **Cyberbullying:** bullying (as defined above) undertaken through the use of electronic devices.
- **Electronic devices:** include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.
- **Perpetrator:** a pupil who engages in bullying or cyberbullying.
- **School property:** all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.
- **Victim:** a pupil against whom bullying or cyberbullying has been perpetrated.
- **Educational opportunities:** the curricular and extra-curricular programs and activities offered by the District.
- **Interference with educational opportunities:** a single significant incident or pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof which impedes a pupil's ability to participate in, or access, the educational opportunities offered by the District. The determination as to whether an incident or a pattern of incidents interferes with a pupil's educational opportunities shall be made by the person investigating the reported incident(s).
- **Hostile educational environment:** a single significant incident or pattern of incidents that is so severe and pervasive that it effectively denies a student equal access to the District's educational opportunities. The determination as to whether an incident or pattern of incidents has created a hostile educational environment shall be made by the person investigating the reported incident(s).

The determination as to whether a single significant incident or a pattern of incidents causes a "substantial disruption to the orderly operation of the school" shall be made by the person investigating the reported incident(s), and shall be based on the totality of the circumstances, and may include disruptions to curricular or extra-curricular programs and activities offered by the District.

In accordance with RSA 193-F:4, the Contoocook Valley School District reserves the right to impose discipline for bullying and/or cyberbullying that:

- Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
- Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

Reporting Procedure

The Principal of each school is responsible for receiving oral or written reports of bullying or cyberbullying. The Principal may designate, in writing, an additional person to receive such reports.

Student or Parent Reports

Any student who believes that he or she has been the victim of bullying or cyberbullying, as defined in Section II, above, should immediately report the alleged act(s) to the Principal; however, if the student prefers, he/she may inform any school employee or volunteer.

Students or parents who have witnessed or who have reliable information that a pupil has been subjected to bullying or cyberbullying 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 cyberbullying.

Forms to report incidents of alleged bullying or cyberbullying 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.

Reports by Staff, Volunteer, or Employees of a Company Under Contract with the School District, or with any school in the Contoocook Valley School District.

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 cyberbullying as defined in Section II above, shall report such incident to the Principal or his/her designee as soon as reasonably possible.

Notice to Parents/Guardians

Within 48 hours of receiving a report of alleged bullying or cyberbullying, the Principal, or his/her designee, shall give notice of the report of the alleged incident to the parent(s) or guardian(s) of the victim and the perpetrator. The report shall be made by telephone or in writing; if made by telephone, a record of the report shall be made. The record should include, at a minimum, the date and time of the call. Any such notification under this policy must comply with the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g. At a minimum, the notice shall advise the individuals involved of the nature of the incident, the date and time the report was received, and the procedures described in this policy. In accord with FERPA, the notice shall not contain any personally identifiable information obtained from student education records.

Waiver of Notification Requirement

The Superintendent may, within the 48 hour time period referenced in Section IV of this policy, grant the Principal or his/her designee a written waiver from the notification requirement in Section IV of this policy, if the Superintendent or his/her designee deems such waiver to be in the best interest of either the victim or the perpetrator. The granting of a waiver does not negate the responsibility to follow the other procedures set forth in this policy.

The Principal or his/her designee is responsible for investigating reports of bullying or cyberbullying. The Superintendent reserves the right to appoint another individual to conduct the investigation.

Investigations shall be initiated within five (5) school days of the date that the incident is reported to the Principal or his/her designee, and shall be completed within 10 school days.

If the Principal or his/her designee requires additional time to complete the investigation, the Superintendent or his/her designee may extend the time period for the investigation by up to seven (7) school days. Any such

extension shall be in writing, and the Superintendent or his/her designee shall provide all parties involved with written notice of the granting of the extension.

Upon completion of the investigation, the Principal or his/her designee shall draft a written investigation report. The report must include, at a minimum, a description of the scope of the investigation, the findings, and the actions taken (i.e., the response to remediate, discipline, non-disciplinary interventions, etc).

Upon completion of the investigation, the Principal or his/her designee shall report all substantiated incidents of bullying or cyberbullying to the Superintendent or his/her designee.

Within ten (10) school days of the completion of the investigation, the Principal or his/her designee shall provide the parents of the alleged victim and the alleged perpetrator with written notice of the results of the investigation (i.e., substantiated or unsubstantiated) and the available remedies and assistance. The notice shall comply with FERPA, and other State and Federal laws concerning student privacy.

Response to Remediate Substantiated Incidents of Bullying or Cyberbullying

The Principal or his/her designee shall develop a response to remediate any substantiated incident of bullying or cyberbullying. The response should be designed to reduce the risk of future incidents, and where appropriate, to offer assistance to the victim or perpetrator.

In those cases where a perpetrator or victim is identified as a student with an educational disability, the Principal's response to remediate any substantiated incident of bullying or cyberbullying shall be presented to the IEP Team. The IEP Team is permitted to amend or augment the response in a manner necessary to ensure that the perpetrator and/or victim receives a free, appropriate public education, while still taking appropriate measures to remediate bullying.

Discipline and/or Interventions

If, after investigating pursuant to Section VI of this policy, the Principal or his/her designee concludes that a pupil engaged in bullying or cyberbullying, that student may 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 to applicable board policy and legal requirements.

Prohibition Against Retaliation and False Accusations

All individuals are prohibited from retaliating or making false accusations against a victim, witness, or anyone else who in good faith provides information about an act of bullying or cyberbullying. The Principal or his/her designee shall investigate claims of retaliation or false accusations, and if substantiated, the retaliator and/or the false accuser may be subject to discipline, including but not limited to, suspension or expulsion.

Students who falsely accuse other students of bullying or cyberbullying may also be subject to disciplinary action, which may include, but is not limited to, suspension and expulsion. Any such disciplinary action shall be taken in accordance to applicable board policy and legal requirements.

At the discretion of the Principal or his/her designee, students who commit an act of bullying or cyberbullying or falsely accuse another of the same as a means of retaliation or reprisal may, either in addition to discipline or in lieu of discipline, receive non-disciplinary interventions. Interventions are not considered disciplinary in nature.

Nothing in this policy shall supersede the disciplinary procedures of the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act, including the protections offered through the manifestation determination process.

Training

The Superintendent shall ensure that school employees, regular school volunteers, and employees of a company under contract with the Contoocook Valley School District, and/or any of the schools within the Contoocook Valley School District, who have significant contact with pupils annually receive training on this policy for the purpose of preventing, identifying, responding to, and reporting incidents of bullying or cyberbullying.

The School District shall provide age-appropriate educational programs for pupils and parents in preventing, identifying, responding to, and reporting incidents of bullying or cyberbullying.

Notice of Policy

The Superintendent or his/her designee shall provide written notice of this policy to students, parents, legal guardians, school employees, school volunteers, and employees of companies under contract with the Contoocook Valley School District, or any school within the Contoocook Valley School District, through appropriate references in the student and employee handbooks, by publishing a copy of this policy on the District/SAU website, by providing companies under contract with the Contoocook Valley School District, with a copy of the policy, by providing training on the policy in accord with RSA 193-F, or through other reasonable means.

At the commencement of each school year, this policy shall be provided to all students. All students who enroll during the course of the school year shall receive a copy of this policy at the time they enroll.

Capture of Audio and Video Recordings on School Buses

Pursuant to RSA 570-A:2, notice is hereby given that the ConVal School Board authorizes audio recordings to be made in conjunction with video recordings of the interior of school buses while students are being transported to and from school or school activities.

Report to the Department of Education

The Principal or his/her designee is responsible for reporting substantiated incidents of bullying to the Superintendent or his/her designee. The Superintendent or his/her designee shall, on an annual basis, or as requested, report substantiated incidents of bullying and cyberbullying to the School Board and/or Department of Education. The reports shall not contain any personally identifiable information pertaining to any pupil.

Student Searches and Their Property

The Superintendent, principal, security personnel of the school or other authorized personnel may detain and search any student or students on the premises of the public schools, or while attending, or while in transit on school vehicle, to any event or function sponsored or authorized by the school under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the students' person or property alcohol; dangerous weapons; controlled dangerous substances as defined by law or stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules and applicable provisions of the student handbook.
2. School lockers and school desks are the property of the school, not the student. Students who use school district lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to store anything that should not be at school. Students shall not exchange lockers or desks. Students shall not use any lockers or desks other than those assigned to them by the principal or designee. A shared locker or storage area implies shared responsibility.

3. Authorized personnel may conduct a search of the student's person or the student's belongings, as noted above, whenever a student freely and voluntarily consents to such a search. Consent obtained through threats or coercion is not considered to be freely and voluntarily given.

4. Strip searches are forbidden. No clothing except cold weather/outdoor garments and footwear will be requested to be removed before or during a search.

5. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized. Contraband seized during the course of a search will be preserved and held in accordance with applicable administrative rules and procedures.

6. Any searches of students as outlined herein will be conducted by authorized personnel of the same sex as the student being searched. Two authorized persons shall be present during any search of a student or student property.

7. Items that may be seized during an unauthorized search, in addition to those mentioned in Paragraph 1 above, shall include but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited by law or by district policy. For example: prescription or non-prescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or school personnel shall be seized, identified as to ownership if possible, and held for release to proper authority.

In conducting searches of students and property, school officials should consult with legal counsel and law enforcement authorities to be aware of circumstances when involvement of the police is advisable and/or necessary.

Searches of student automobiles are governed by Board Policy JIHB.

Student Activities and Organizations

It is the policy of the School Board to allow opportunities for all students to participate in co-curricular activities designed to meet their needs and interests.

Such activities must supplement and enrich regular academic instruction, provide opportunities for social development, encourage participation in clubs, athletics, performing groups, or encourage service to the school and community.

Any student organization must be recommended by the Principal and approved by the Board.

Eligibility

To participate in co-curricular and extra-curricular activities, all students must meet eligibility requirements, and understand that such participation is a privilege, not a right. The superintendent is directed to establish eligibility standards and procedures for acceptable academic performance, good citizenship/sportsmanship, parental permission, fees, and physical exams/health requirements. The eligibility standards and procedures will be published in the student/parent handbooks.

In addition, students who choose to participate in interscholastic sports will be governed by Policy JJIB, Interscholastic Athletics, and by the eligibility standards of the New Hampshire Interscholastic Athletic Association (NHIAA).

Participation

The district allows students enrolled in other schools – including charter schools, non-public schools, and home schools – to participate on an equal basis in any activity offered by the district that is not offered at a student’s school of attendance, provided they meet the eligibility requirements for participation. This applies to:

Students who are residents of this school district but who are being educated in a home school may participate provided they comply with all laws governing non-public home-based education.

Students who are residents of the district by who are being educated in an independent or parochial school if the school in which the student is enrolled does not sponsor the activity.

The superintendent is directed to establish procedures for application and appeal to implement this participation allowance.

Grievance Procedure (Section 504)

This policy contains grievance procedures which address alleged violations of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. The District’s Civil Rights Coordinator is charged with efforts to comply with these laws.

1. The School Board hereby adopts the following Grievance Procedure, which may be used by any person believing that the District, School Administrative Unit (SAU), employees of the District or SAU, students, or third parties violated any of the laws or regulations referenced above. The Assistant Superintendent is designated as the District’s Civil Rights Coordinator. He/she is charged with efforts to comply with the above referenced laws. The Assistant Superintendent may be reached at: School Administrative Unit #1, 106 Hancock Road, Peterborough, NH 03458, 603-924-3336. Any complainant has the right to file a grievance with the Civil Rights Coordinator, should they not wish to pursue the informal process described in paragraph 2, below.

2. Any person who has a grievance may discuss it first with the appropriate building Principal in an attempt to resolve the matter informally at that level. The alleged violation must have occurred within 180 days of the informal discussion. The complainant may, at any time, suspend the informal process and submit a formal grievance to the building Principal.

3. If, within five school days of the informal discussion, the matter is not resolved to the satisfaction of the aggrieved party, or if the aggrieved party wish to bypass the informal process and file a formal grievance, the complainant may submit a formal grievance (verbally or in writing) to the Building Principal. A written grievance should contain the name and address of the complainant, a description of the alleged violation, and the remedy or relief sought. The alleged violation must have occurred within 180 days of the date that the grievance was filed. If the complaint is made verbally, the Principal shall reduce the allegations to writing and provide a copy to the complainant. The Principal shall investigate the allegations in the complaint. The aggrieved party, and where appropriate, the person alleged to have discriminated against the complaint, shall have the opportunity to present witnesses and other evidence. The Principal shall communicate his/her decision to the aggrieved party in writing within five (5) school days of receipt of the grievance, unless the complainant and the District agree to extend this timeline. The Principal’s written decision shall comply with all applicable privacy laws, including but not limited to, the Family Educational Rights and Privacy Act.

4. If the grievance is not resolved to the complainant’s satisfaction, the aggrieved party, no later than five (5) school days after receipt of the Principal’s decision, may appeal the Principal’s decision to the Civil Rights Coordinator. The appeal to the Coordinator must be made in writing, reciting the matter submitted to the Principal and the aggrieved party’s dissatisfaction with decisions previously rendered. The Coordinator shall meet with the aggrieved party to attempt to resolve the matter as quickly as possible, but within a period not to exceed five (5)

school days. The Coordinator shall communicate his/her decision in writing to the aggrieved party and the Principal not later than five (5) school days after the meeting with the aggrieved party.

5. The District will take steps, including but not limited to, discipline of students and/or employees, to prevent recurrence of any discriminatory conduct, and to correct discriminatory effects on the complainant and others, if appropriate. The District will also take steps, including but not limited to, discipline of students and/or employees, to prevent retaliation against the person who made the complaint (and/or was the subject of the discrimination), and against those who participated in the investigation of the alleged discriminatory conduct. Potential consequences for any violations of the above-referenced regulations, including engaging in retaliatory conduct, include, but are not limited to: written warning to the offender(s), suspension, expulsion, or termination of the offender(s), non-disciplinary interventions, or any other remedial steps necessary to ensure compliance with these regulations. Where appropriate, the District may also provide the complainant(s) or victim(s) with non-disciplinary interventions. The District shall not retaliate against anyone who files a grievance or participates in the investigation of a grievance.

6. If the complainant and the District agree, the Principal or the Civil Rights Coordinator may attempt to resolve the complaint through mediation. If the parties decide to pursue mediation, the timelines for the completion of the investigation or appeal will be standing, pending the resolution of the mediation. If the School District and aggrieved party agree on a mutual solution to the alleged discrimination, the investigation or appeal would be closed.

7. The decision of the Civil Rights Coordinator is final pending any further legal recourse as may be described in current local district, state, or federal statutes pertaining to Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990. A complainant has the right to file a complaint at any time alleging discrimination under the above referenced laws and regulations with the; U.S. Department of Education, Office for Civil Rights, 5 Post Office Square, Suite 900, 8th Floor, Boston, MA 02109-3921.

8. This grievance procedure shall be disseminated to students, parents/guardians, employees, and other interested parties. The procedure shall be available on the ConVal School District's website, shall be printed in the parent/student handbook, and shall be available upon request from the building Principal or his/her designee, and at the SAU office.

Advanced Course Work

Any student who is capable of and wishes to do advanced course work or take advanced placement classes while in high school should be permitted to do so. School district administrators and guidance counselors will provide assistance to students who wish to enroll in such courses. If advanced course work or advanced placement courses are not available within the school district, administrators or guidance counselors are instructed to assist students in identifying alternative means of taking such classes. These means may include taking courses at a different public school or a private school, or through distance education courses or other suitable means.

Credit may be given, provided the course conforms to applicable District policies and state standards. The District will not be responsible for any tuition, fees, or other associated costs incurred by the student for enrollment in such courses.

This policy will be published annually in the High School Student Handbook.

Medication Policy

Each local school board, with the advice of the school nurse(s) and school physician if available, shall establish policy and procedures to give protection and controls to the matter of medications in schools.

The school nurse shall be responsible for establishing specific procedures to protect and control medications administered in schools.

The following policy will be adhered to when a student requires medication administration during school hours and scheduled school activities:

- Medication is to be administered by the school nurse. In the absence of the school nurse, the principal or principal's designee may assist the student in taking the prescribed medication. This assistance consists of providing the medication to the student, observing and documenting that the student took the medication. If the medication requires administration, only the school nurse or the school nurse's delegate may administer the medication. If the student requires a comprehensive nursing assessment and/or evaluation, this must be done by the school nurse and cannot be delegated.
- In accordance with standard nursing practice, the school nurse may refuse to administer or allow the administration of medication, which based on his/her individual evaluation and professional judgment, has the potential to be harmful, dangerous or inappropriate. In these cases, the school nurse shall notify the parent/guardian and may notify the licensed prescriber with the reason for refusal explained and shall document the information in the health record.
- Prescribed medication should not be taken during school hours if it is at all possible to achieve the medical regimen during hours at home. Any student who requires prescription medication administration must have a school medication permission form completed by parent/guardian and a licensed prescriber and placed on file in the health office. The forms shall comply with standards set forth in NH Code of Administrative Rules Section Ed 311.02.
- Over the counter (OTC) medication should not be encouraged for use while at school. Only the school nurse with the written authorization of the parent/guardian shall administer nonprescription medication. At the discretion of the school nurse, a written licensed prescriber's order may be required. If the school nurse is not available and written parent/guardian permission is on file, the principal or principal's designee is permitted to assist students in taking OTC's after consultation with the parent/guardian. School personnel shall not make available personal medication to students.
- Any student who requires herbal medication administration must have a school medication permission form completed by the parent/guardian and licensed prescriber and placed on file in the health office.
- At the discretion of the school nurse, the licensed prescriber's order from the previous school year may be used until September 30th of the new school year. A new form must be completed each school year or whenever there is change in medication, dosage, time to be administered or route of administration.
- Verbal orders from a licensed health care provider may be accepted followed with a written order. Faxed orders are acceptable.

A parent/guardian or a parent/guardian designated responsible adult shall deliver all medication to be administered by school personnel to the school nurse or other responsible person designated by the school nurse as follows:

- The prescription medication shall be delivered and kept in a pharmacy or manufacturer labeled container
- The school nurse or principal's designee receiving the prescription medication shall document the quantity of the prescription medication delivered
- The medication may be delivered by other adult(s) provided that the nurse is notified in advance by the parent/guardian of the delivery and the quantity of prescription medication being delivered to school is specified.
- No more than a 30 school day supply of the prescription medication for a student shall be stored at school.

- All medications shall be stored in their original pharmacy or manufacturer labeled container in a securely locked cabinet that is substantially constructed. If at any time the cabinet is broken into resulting in missing medication, school administration and the police will be notified immediately. The parent/guardian will be notified of the incident and must replenish the supply of medication. Emergency medications may be stored in other readily accessible locations.
- Student's medications may be retrieved from the health office by the parent/guardian or a designated adult at any time during regular school hours. Medication will be discarded if not picked up within 10 days after the medication is discontinued. All medication must be picked up by the last day of school or it will be discarded.
- A single dose of medication may be transferred by the school nurse from the original container to a newly labeled container for the purposes of field trips or school related activities.
- Students are not allowed to carry medications during the school day, except for those medications allowed by law to be carried and self-administered (RSA 200:42;RSA 200:46).
- Inhalers and epinephrine auto injectors must be properly labeled with the student's name and type of medication. The student will be held responsible to keep self-carried medication in a safe place that is not accessible to other students.
- If any student is found to be irresponsible with their medication, the school administration and parent/guardian will be notified for further action. At the discretion of the school nurse, other medications, such as insulin, may be carried and self-administered. If a student self-carries medication, the parent/guardian shall be responsible for supplying the health office with a back-up medication.
- Students with known history of anaphylaxis or potential for severe allergic reaction (such as bee stings, peanuts, etc.) must have written authorization from the licensed prescriber for administration of medication such as diphenhydramine or epinephrine and a specific protocol for administration from the student's health care provider.
- If the student is a minor, parent/guardian must provide written approval by completing a school self-administration form in accordance with RSA 200:42 and RSA 200:46. Immediately after using the epinephrine auto-injector during the school day, the student shall report to the health or principal's office to enable the nurse or principal or principal's designee to provide appropriate follow-up care.
- It is the responsibility of the parent/guardian to notify the school health office of any changes in their child's health, allergy status or medication changes.

Behavior Management and Intervention

It is the policy of the ConVal School Board to promote an environment that is safe and conducive to learning for all students and staff. To ensure that our students and staff have an environment that is safe and conducive to learning, the Board directs the Superintendent or designee to set forth procedures for behavior management and interventions that are designed to maintain a positive environment.

Student conduct that disrupts class work, involves disorder, or invades the rights of others will not be tolerated and may be cause for disciplinary action which may include suspension. The administration of disciplinary action will focus both on consequences and on changing or managing inappropriate behavior.

It is important that there be careful evaluation of the individual situation so that the school's response to the student is appropriate. If the student has an Individualized Education Program (IEP), the process will follow federal and state laws governing special education.

All available resources should be utilized, including preventive and positive interventions and supports to support student needs. These interventions should include psychological, curricular, and behavioral services, which should take place within classrooms, schools, and alternative settings. Exclusion from the classroom should be the disciplinary action of last resort.

The Superintendent or designee will also ensure that positive classroom behavior management skills are addressed through professional development, and that there is an adequate system of recordkeeping regarding disciplinary infractions and interventions.

The use of corporal punishment is prohibited in District schools.

This policy will be reviewed on an ongoing basis in accordance with the Board's policy review process.

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.

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.

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.

Dances

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.

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 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. STA establishes a code of behavior that has been approved in the Contoocook Valley School District. For details, please contact 924-9211.

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.

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 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.

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.

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.